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AGENDA OF THE ORDINARY COUNCIL MEETING

To be held on Monday 7 December 2020 at 6:00pm

This Council meeting will be held in the Preston Town Hall, 284 Gower Street, Preston however the meeting will not be open to the public due to COVID-19 Restrictions

The meeting will be available for the public to watch through livestreaming via Councils website www.darebin.vic.gov.au



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 ਵੈੱਸਲ 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

1. MEMBERSHIP

Cr. Lina Messina (Mayor) (Chairperson)

Cr. Gaetano Greco (Deputy Mayor)

Cr. Emily Dimitriadis

Cr. Tom Hannan

Cr. Tim Laurence

Cr. Trent McCarthy

Cr. Susanne Newton

Cr. Susan Rennie

Cr. Julie Williams

2. APOLOGIES

3. DISCLOSURES OF CONFLICTS OF INTEREST

4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

Recommendation

That the Minutes of the Ordinary Meeting of Council held on 19 October 2020 and Special Council Meeting 23 November 2020 be confirmed as a correct record of business transacted.

5. QUESTION AND SUBMISSION TIME

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

Due to the current COVID-19 health crisis and associated requirements residents and interested persons are strongly encouraged to view this Council meeting online. At this stage there is no capacity for members of the public to attend the meeting

Persons submitting public questions or wishing to make a submission on a matter on the agenda will be accommodated through the Mayor reading out these questions or submissions or if they wish to attend the meeting they can do so via zoom to enable them to virtually present (from home). To arrange the appropriate invitations to facilitate your virtual attendance at this meeting contact Council.Business@darebin.vic.gov.au

QUESTIONS

Members of the public can ask up to three (3) questions at an Ordinary Council meeting.

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

In accordance with the Council Meeting Governance Rules (Meeting Procedure & Common Seal Local Law) 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) was not received by the deadline outlined in clause 72(1) of the Local Law;
- g) is aimed at embarrassing a Councillor or an Officer; or
- h) 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 3(1) of the *Local Government Act 2020*.

HOW TO SUBMIT YOUR QUESTION OR MAKE A COMMENT OR SUBMISSION

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

- (a) online at darebin.vic.gov.au/questionsandsubmissions; or
- (b) by email to Q&S@darebin.vic.gov.au; or
- (c) by mail to PO Box 91, Preston 3072.

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

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

6. PETITIONS

7. CONSIDERATION OF REPORTS

7.1 GOVERNANCE - COMMITTEES AND COUNCILLOR APPOINTMENTS

Author: Coordinator Council Business

Reviewed By: General Manager, Governance and Engagement

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of various committees (Standing Committees and Advisory Committees) and to nominated Councillor delegates to these Committees and a range of External Committees and Organisations. The report also addresses a process underway to standardise the Terms of Reference that govern Council Advisory Committees.

Standing Committees

These committees make decisions on behalf of Council under delegated authority (in the case of the two Delegated Committees) and provide advice on specific areas of Council business.

State-wide, Metropolitan, Regional and Darebin-based organisations

Appropriate representation on state-wide, metropolitan, regional and Darebin-based organisations enables Council to further its advocacy and engagement goals, and to gather information about sector opportunities and emerging issues, to inform decision-making.

Community Advisory Committees and Community Reference Groups

Council Community Advisory Committees and Community Reference Groups facilitate community participation and input into policy and service development, and assist with facility, project and event management.

Draft Advisory Committee Standard Terms of Reference

Draft standard Terms of Reference are proposed to be used by all Darebin Advisory Committees, subject to further Councillor feedback and committee consultation.

Recommendation

Part 1 - Establishment of Standing Committees

That Council:

- (1) Pursuant to section 63 of the *Local Government Act 2020*, (the Act) resolves to re-establish the **Planning Committee** as a Delegated Committee until such time as Council makes a further resolution on the matter.
- (2) Approves the Planning Committee Instrument of Delegation as provided at (**Appendix B**) to ensure the Planning Committee has the power to make decisions on relevant matters and notes that:
 - a. The Instrument of delegation comes into force immediately the Common Seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it; and

- b. The powers, discretions and authorities conferred on the Planning Committee by the Instrument must be exercised in accordance with the schedule set out in the Instrument and with any guidelines or policies Council may from time to time adopt
- (3) Pursuant to section 63 of the Act, resolves to re-establish the Hearing of Submissions Committee until such time as Council makes a further resolution on the matter.
- (4) Approves the Hearing of Submissions Committee Instrument of Delegation (Appendix C) to ensure the Committee has the power to fulfil its legislative obligations.
- (5) Resolves to re-establish the CEO Employment Matters Committee as an Advisory Committee until such time as Council makes a further resolution on the matter, with the purpose, authority, composition and responsibilities as detailed in the CEO Employment Matters Committee Charter – **Appendix D**.
- (6) Appoints Councillor members to all the Standing Committees as detailed in **Appendix I** until such time as Council makes a further resolution on the matter.

Part 2 - Appointment of Councillor Delegates to State-wide, Metropolitan, Regional and Darebin-based organisations

That Council:

- (1) Appoint Councillor representatives to the organisations and entities as listed in **Appendix J** for a period of 12 months, or until such time as Council makes a further resolution on the matter.

Part 3 - Appointment of Councillor Delegates to Community Advisory Committees and Community Reference Groups

That Council:

- (1) Re-establishes the Community Advisory Committees and Community Reference Groups listed in **Appendix G** for a period of 12 months (or as specifically established) or until such time as Council makes a further resolution on the matter, and
- (2) Appoints the appropriate number of Councillors (if required) to the Community Advisory Committees and Community Reference Groups as listed in **Appendix K** as members of each Committee until the Special Council meeting to elect the Mayor and Deputy Mayor in 2021

Part 4 – Draft Advisory Committee Standard Terms of Reference

That Council:

- (1) Notes the draft Advisory Committee Standard Terms of Reference and proposed approach to consult with Community Advisory Committees and that the results of this consultation be reported to the 21 December 2020 Council Meeting.
-

BACKGROUND / KEY INFORMATION

In accordance with the Council's Governance Rules 2020, Council must at a Council Meeting held as soon as practicable after the Meeting at which the Mayor is elected, appoint Councillors as 1) members of, or representatives on, committees established by Council and 2) delegates to external committees and organisations.

Standing Committees

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

Depending on their role and the need for delegated power, standing committees can either be a Delegated committee or an advisory committee. The Audit and Risk Committee is also designated as Standing Committee. Further details on each of these standing committees is provided in **Appendix A**.

Planning Committee

The Planning Committee is a Delegated Committee appointed to assist Council in decision-making on urban planning matters and for dealing with planning permits and strategic planning matters pursuant to the *Planning and Environment Act 1987*.

In accordance with the provisions of Section 63 of the *Local Government Act 2020*, Council may appoint any Councillor or the Mayor to chair the meetings of the delegated committee.

The Planning Committee Instrument of Delegation and Charter was last endorsed by Council on the 20 July 2020 when the Committee transitioned from a Special Committee under the 1989 Act to a Delegated Committee under the 2020 Act. The Instrument of Delegation and Charter reflect the Council's decision at that meeting.

Planning Committee Instrument of Delegation and the Charter is provided at **Appendix B**.

Hearing of Submissions Committee

The Hearing of Submissions Committee is a Delegated Committee appointed to hear and report to Council on submissions received in accordance with section 223 of the *Local Government Act 1989*.

In accordance with the provisions of Section 63 of the *Local Government Act 2020*, Council may appoint any Councillor or the Mayor to chair the meetings of the delegated committee.

The Hearing of Submissions Committee Instrument of Delegation and the Charter is provided at **Appendix C**.

Audit and Risk Committee

Council has established an Audit and Risk Committee and adopted a Charter for the Committee under Section 53 of the *Local Government Act 2020* at its Ordinary Council Meeting on the 20 July 2020.

The Committee does not need to be re-established however the Councillor delegates need to be appointed.

The Audit and Risk Committee Charter is provided at **Appendix D**.

CEO Employment Matters Committee

The CEO Employment Matters Committee is an Advisory Committee appointed for the purpose of assisting Council in fulfilling its responsibilities relating to CEO employment matters.

Pursuant to the 2020 Act, Council is required by the 31 December 2021 to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy. It is anticipated this policy will further consider the role and function of this Advisory Committee and this will be developed in 2021 for Council consideration.

The CEO Employment Matter Committee Charter is provided as **Appendix E**.

Part 2 - State-wide, Metropolitan, Regional and Darebin-based organisations

Appropriate representation on state-wide, metropolitan, regional and Darebin-based organisations enables Council to further its advocacy and engagement goals, and to gather information about sector opportunities and emerging issues, to inform decision-making. Further information in relation to each organisation is provided as **Appendix F**.

A summary of the organisations, nominees required and appointments from 2019/20 is provided in the table below;

State-wide, metropolitan or regional organisation	Nominees required	Appointments 2019/20
Municipal Association of Victoria	One Councillor and one proxy	Cr. McCarthy Cr. Rennie (Proxy)
Metropolitan Local Government Waste Forum	One Councillor	Cr. Messina
Inner Northern Group Training Ltd (IntoWork) Board	One Council Officer	Manager Governance and Performance
Inner Northern Local Learning and Employment Network	One Councillor	Coordinator Economic Development
Friends of Baucau Inc.	One Councillor	Cr. Le Cerf Cr. Greco (proxy)
Metropolitan Transport Forum	One Councillor	Cr. Messina Cr. Newton
Northern Alliance for Greenhouse Action	One Councillor	Cr. McCarthy
Global Covenant of Mayors for Climate and Energy	Mayor of the Day	Mayor, Cr. Rennie
Northern Council Alliance New organisation established in Sept 2019	One Councillor And Chief Executive Officer	Cr. Rennie

Darebin-based organisation	Nominees required	Appointments 2019/20
Melbourne Innovation Centre	Two Councillors	Cr. McCarthy Cr. Messina
Darebin Ethnic Communities Council	Two Councillors	Cr. Rennie Cr. Le Cerf
Darebin Creek Management Committee Inc.	One Councillor	Cr. Le Cerf
Merri Creek Management Committee Inc.	One Councillor	Cr. Amir

Part 3 - Council Community Advisory Committees And Community Reference Groups

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

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

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

It is proposed that the following Community Advisory Committees and Reference Groups be re-established, to provide advice on specific areas of Council business:

- Active and Healthy Ageing Community Board
- Climate Emergency Darebin Advisory Committee
- Darebin Aboriginal Advisory Committee
- Darebin Community Awards Advisory Committee
- Climate Emergency Darebin Advisory Committee
- Darebin Disability Advisory Committee
- Darebin Domestic Animal Management Reference Group
- Darebin Education Committee
- Darebin Interfaith Council
- Darebin Nature Trust
- Darebin Women's Advisory Committee
- Sexuality, Sex and Gender Diversity Advisory Committee.
- Welcoming Cities Community Reference Group

- Arts & Heritage Advisory Committee
- Youth Jury (No Councillor delegate required)

Further information in relation to each of these committees and groups is provided as **Appendix G**.

A summary of the committees and reference groups, nominees required and appointments from 2019/20 is provided in the table below;

Community Advisory Committee	Nominees required	Councillor Appointments 2019/20
Active and Healthy Ageing Community Board	Three Councillors (Co-Chairs) <i>(Recommended: One Chair, one Deputy Chair and one Councillor to act as a proxy for the Chair and Deputy Chair)</i>	Cr. Rennie (Chair) Cr. Newton (Deputy) Cr. Greco (Proxy)
Climate Emergency Darebin Advisory Committee	Mayor of the Day (Chair) and one Councillor	Cr. Le Cerf (Chair) Cr. McCarthy (Deputy) Cr. Rennie (Proxy)
Darebin Aboriginal Advisory Committee	At least one Councillor (Chair) <i>(Recommended: One Councillor (Chair) and one proxy)</i>	Cr. Rennie (Chair) Cr. Newton (Deputy) Cr. Le Cerf (Proxy) Cr. Greco (Proxy)
Darebin Community Awards Advisory Committee	Mayor of the Day (Chair)	Cr. Rennie
Darebin Disability Advisory Committee	One Councillor (Chair) and one proxy	Cr. Williams (Chair) Cr. Newton (Proxy)
Darebin Domestic Animal Management Reference Group	One Councillor <i>(Recommended: One Councillor and one proxy)</i>	Cr. Williams (Chair) Cr. Laurence (Proxy)
Darebin Education Network	One Councillor (Chair) <i>(Recommended: One Councillor (Chair) and one proxy)</i>	Cr. Rennie (Chair) Cr. Amir (Proxy)
Darebin Interfaith Council	At least one Councillor (Chair) <i>(Recommended: One Councillor (Chair) and one proxy)</i>	Cr. LeCerf (Chair)

Community Advisory Committee	Nominees required	Councillor Appointments 2019/20
Darebin Nature Trust	On the basis on new Ward Structure – three Councillor delegates required.	Cr Mc Carthy Cr Newton Cr Greco
Darebin Women's Advisory Committee	At least one female Councillor (Chair) <i>(Recommended: One female Councillor (Chair) and one proxy)</i>	Cr. Messina (Chair)
Sexuality, Sex and Gender Diversity Advisory Committee	One Councillor (Chair) <i>(Recommended: One Councillor (Chair) and one proxy)</i>	Cr. Amir (Chair) Cr. Newton (Proxy)
Welcoming Cities Community Reference Group	One Councillor	Cr Greco
Arts & Heritage Advisory Committee Established April 2020	One Councillor and one proxy	None appointed

Part 4 – Draft Advisory Committee Standard Terms of Reference

In 2019 Council undertook a review of its Community Advisory Committees (CAC) and Community Reference Groups (CRG) (*Advisory Committees*) governance regime in conjunction with a significant review of its Community Engagement Strategy & Framework.

This work culminated in a report to Council in November 2019 that identified a range of outcomes from the review and endorsed a transition plan that recommended a number of Advisory Committees cease. The officer report also foreshadowed a review of the Terms of Reference for the remaining Advisory Committees by the 30 June 2020.

A review of the Terms of Reference has been completed to ensure the effectiveness of Committees and resulted in the development of a draft standard Terms of Reference (ToR) that is proposed to be used by all Community Committees (**Attachment H**).

In accordance with a Council resolution on 24 February 2020, the members of Advisory Committees will be consulted prior to this report being presented to Council. The finalisation of the draft ToR was delayed due to COVID 19 impacts on the functioning of many of the Advisory Committees and the cessation of Advisory Committee meetings during the Election period. Feedback from Community Committees will be incorporated into a final version and is scheduled to be presented to Council at its meeting on 21 December 2020.

Previous Council Resolution

Council considered reports on these matters in December 2019.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Environmental Sustainability Considerations

Not applicable.

Climate Emergency

Not applicable.

Equity, Inclusion and Wellbeing Considerations

Not applicable.

Cultural Considerations

Not applicable.

Economic Development Considerations

Not applicable.

Financial and Resource Implications

Not applicable.

Legal and Risk Implications

Not applicable.

Operational Impacts

Not applicable.

RELATED DOCUMENTS

Nil

Attachments

- Standing Committees (**Appendix A**) [↓](#)
- Instrument of Delegation Planning Committee (**Appendix B**) [↓](#)
- Instrument of Delegation Hearing of Submissions Committee (**Appendix C**) [↓](#)
- Audit and Risk Committee Charter (**Appendix D**) [↓](#)
- CEO Employment Matters Committee Charter (**Appendix E**) [↓](#)
- State-Wide Regional Darebin Based Organisations (**Appendix F**) [↓](#)
- Community Advisory Committee and Reference Groups (**Appendix G**) [↓](#)
- Darebin Advisory Committee Standard Terms of Reference - Draft (**Appendix H**) [↓](#)
- Councillor Appointments to Standing Committees (**Appendix I**) [↓](#)
- Appointments to External Organisations and Committees (**Appendix J**) [↓](#)
- Appointments to Advisory Committees (**Appendix K**) [↓](#)

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 general or material 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

Standing Committee Details

Planning Committee

The Planning Committee is a Delegated Committee appointed to assist Council in decision-making on urban planning matters and for dealing with planning permits and strategic planning matters pursuant to the *Planning and Environment Act 1987*.

In accordance with the provisions of Section 63 of the *Local Government Act 2020*, Council may appoint any Councillor or the Mayor to chair the meetings of the delegated committee.

Membership:	All Councillors
Quorum:	Five members
Meeting Frequency:	Monthly (except January)
Reporting:	The Committee has decision-making powers delegated by Council.

Hearing of Submissions Committee

The Hearing of Submission Committee is a Delegated Committee appointed to hear and report to Council on submissions received in accordance with section 223 of the *Local Government Act 1989*.

In accordance with the provisions of Section 63 of the *Local Government Act 2020*, Council may appoint any Councillor or the Mayor to chair the meetings of the delegated committee.

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

Audit and Risk Committee

Council has established an Audit and Risk Committee under Section 53 of the *Local Government Act 2020*.

The Committee is governed by its Charter that sets out the composition of the Committee and its role to assist Council in fulfilling its responsibilities relating to external financial and

performance reporting, risk and financial management, corporate governance, internal control systems and providing advice to drive continuous improvement.

This is an Advisory Committee and does not have any delegated powers, including executive powers, management functions or delegated responsibility.

In accordance with the Charter, the Committee comprises of following five members:

- two Councillors and
- three external members

Councillor members will be appointed for a one-year term of office. The external members are to be appointed for a two-year term, with an option for a further two-year term by mutual consent. The Committee is chaired by an Independent Member.

Council may appoint two councillors as members of the Committee.

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

CEO Employment Matters Committee

The CEO Employment Matters Committee is an Advisory Committee appointed for the purpose of assisting Council in fulfilling its responsibilities relating to CEO employment matters.

Membership:	Mayor, three Councillors and one external member
Chair:	Independent Chairperson
Quorum:	Three Members
Meeting Frequency:	When required to review the CEO's annual performance
Reporting:	The Committee reports as required to a subsequent meeting of the Council.

Pursuant to the 2020 Act, Council is required by the 31 December 2021 to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy. It is anticipated this policy will further consider the role and function of this Advisory Committee and this will be developed in 2021 for Council consideration.



Instrument of Delegation (Planning Committee)

Darebin City Council

Instrument of Delegation

to

Planning Committee



Instrument of Delegation

Darebin City Council (**Council**) delegates to the committee established by resolution of Council passed on _____ 2020 and known as the "Planning Committee" (**the Committee**), the powers, discretions and authorities set out in the Schedule, and declares that:

- 1. this Instrument of Delegation is authorised by a resolution of Council passed on _____ 2020;
- 2. the delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 remains in force until Council resolves to vary or revoke it; and
 - 2.3 is to be exercised in accordance with the exceptions, conditions and limitations set out in the Schedule and with the guidelines or policies which Council from time to time adopts; and
- 3. all members of the Committee have voting rights.

DATED: _____ 2020

The COMMON SEAL of)
 DAREBIN CITY COUNCIL)
 was affixed on)
 with the authority of the Council:)

 Councillor

 Chief Executive Officer



SCHEDULE

Purpose

To exercise Council's powers, discretions and authorities to perform Council's functions under the *Planning and Environment Act 1987* in accordance with relevant policies and guidelines of the Council and to do all things necessary or convenient to be done for or in connection with the performance those functions, duties and powers.

1. Powers and Functions

The Planning Committee (the Committee) is a ' Delegated committee ' with delegated powers appointed pursuant to section 63 of the *Local Government Act 2020* (the Act), to assist Council in decision making on statutory planning matters (including considering and approving or rejecting applications for planning permits and on strategic planning matters including planning scheme amendments, planning policies, land use strategies and strategic development sites pursuant to the *Planning and Environment Act 1987*.

2. Membership

The Committee comprises all Councillors.

3. Chairperson

The _____ is the Committee Chairperson.

4. Meetings

The Committee will meet as determined by resolution of the Council.

5. Weekly Activity Reports on Planning Applications

Planning Committee Members will receive a weekly report on the following planning application types for each week from February to December in any year. The report shall include a clear description of the proposal and where it meets any of the following criteria:-

- (a) Any Planning applications which receive five or more objections.¹
- (b) Planning applications (excluding amendments, secondary consents or extensions of time for permits) where the development proposes 4 or more storeys.
- (c) Planning applications which fail to meet the objectives of adopted planning scheme amendments or Council policy included in the Darebin Planning Scheme.
- (d) Planning applications which, in the opinion of the Manager responsible for the Statutory Planning functions, raise major policy implications such as exceeding a height specified in the planning scheme and ought to be referred to the Councillors.
- (e) Any other applications for major developments or changes of use which, in the opinion of the Manager responsible for the Statutory Planning functions ought to be referred to Councillors.

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



- 2 -

6. Matters that Must be Reported to the Planning Committee for Decision

- (a) Any decision to approve or reject a development plan or amendment to a development plan already approved.
- (b) Any decision on an application for planning permit including new applications, amendments to permits and extensions of time for electronic gaming machines.
- (c) Any decision on a planning application where the height specified in the planning scheme has a recommendation of support from officers.

7. Items can be Reported at the Discretion of the Relevant Manager and General Manager

- (a) Any other applications or changes of which, in the opinion of the Manager in consultation with the General Manager responsible for the Statutory Planning functions and the Chief Executive Officer ought to be referred to the Planning Committee for decision.

8. Matters can be Called Up for a Decision to the Planning Committee

- (a) Any application can be called up for a report to the Planning Committee through action by 2 or more Planning Committee Members through a written request to the relevant Manager and General Manager responsible for the Statutory Planning functions. A copy of the written request must also be provided to the Manager and General Manager responsible for the governance functions of Council. Such a call up is to be made no later than 5 business days after which the decision will be made under delegation by Council officers.
- (b) Any Planning Committee Member wishing to call-up an application for reporting to the Planning Committee must include in their written requests, reasons justifying why the broader interest of the community is served by the proposal being considered by the Committee. The request should also acknowledge there has been discussion with relevant officers and they are satisfied that they understand what the application proposes and the issues to be considered are relevant beyond the subject site and immediately adjoining properties.

9. Reporting

A report on the meetings and activities of the Planning Committee is to be prepared for inclusion in Council's Annual Report.

10. Submitters to Planning Committees

Statutory Planning Matters

Statutory Planning matters are defined as Planning Permit Applications and Development Plan Applications.

Persons who have made a written submission on a statutory planning matter listed on Planning Committee agenda may address the Planning Committee in accordance with the following process:-

- Order of Speakers
- The applicant (2 minutes)
- Any submitters who have registered with Council their request to address the Planning Committee (2 minutes each).

Instrument of Delegation – Planning Committee



The Chairperson may, at their discretion, extend the time for an individual's submission.

Strategic Planning Matters

Submissions to the Planning Committee on strategic land use matters (i.e. a non-statutory matters) will be considered in line with the provisions of Council's Governance Local Law.

11. Delegated Authority

- (a) The Planning Committee has full delegated authority under section 188 of the *Planning and Environment Act 1987* to determine applications with five or more objections¹.
- (b) The Planning Committee has full delegated authority to consider and decide on strategic planning matters including planning scheme amendments, planning policies, land use strategies and strategic development site matters aligned with Council's role as Planning Authority as set out in the *Planning and Environment Act 1987*.
- (c) The Committee has discretion to refer matters to Council if considered appropriate.

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



Instrument of Delegation (Hearing of Submissions Committee)

Darebin City Council

Instrument of Delegation

to

Hearing of Submissions Committee



Instrument of Delegation

Darebin City Council (**Council**) delegates to the committee established by resolution of Council passed on _____ 2020 and known as the "Hearing of Submissions Committee" (**the Committee**), the powers, discretions and authorities set out in the Schedule, and declares that:

- 1. this Instrument of Delegation is authorised by a resolution of Council passed on _____ 2020;
- 2. the delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 remains in force until Council resolves to vary or revoke it; and
 - 2.3 is to be exercised in accordance with the exceptions, conditions and limitations set out in the Schedule and with the guidelines or policies which Council from time to time adopts; and
- 3. all members of the Committee have voting rights.

DATED: _____ 2020

The COMMON SEAL of)
 DAREBIN CITY COUNCIL)
 was affixed on)
 with the authority of the Council:)

 Councillor

 Chief Executive Officer



SCHEDULE

1. Powers and functions

The Hearing of Submissions (the Committee) is a 'Delegated committee' with delegated powers appointed pursuant to section 63 of the Local Government Act 2020 to exercise Council's powers, functions and duties relating to the hearing of submissions received by Council in accordance with section 223 of the Local Government Act 1989 (or under any other Act) including, but not limited to:

- a) review of Councillor and Mayoral allowances
- b) making of local laws
- c) the Council Plan
- d) the Council Budget
- e) the system of valuing land
- f) special rates or charges
- g) sale of land
- h) lease of land
- i) change of use of land
- j) proposed works to concentrate or divert drainage
- k) requiring drainage works on private land
- l) fix and alter the level of roads
- m) deviation of a road through private land or Crown land
- n) discontinuance and sale of roads
- o) fixing road alignment
- p) narrowing or widening a road
- q) placement of permanent barriers on roads
- r) placement of temporary barriers for traffic diversion experiments
- s) declaration of shopping malls
- t) restricting the use of roads by vehicles of certain size or weight
- u) declaration of a public highway; and
- v) declaration of a road to be open to public traffic.



2. Membership

The Committee comprises all Councillors.

3. Chairperson

The Mayor is the Committee Chairperson.

4. Meetings

The Committee will generally meet as determined by resolution of the Council, but may, pursuant to Section 63 of the *Local Government Act 2020*, also resolve to hold meetings.

5. Submitters to the Hearing of Submissions Committee

Submitters to the Committee include persons who have made a written submission to a matter and any other person determined by the Chairperson.

Submitters to the committee will be allocated 2 minutes to address the committee in support of their written submission.

The Chairperson at their discretion may extend the submission time limits in relation to a specific matter or person.

6. Reporting

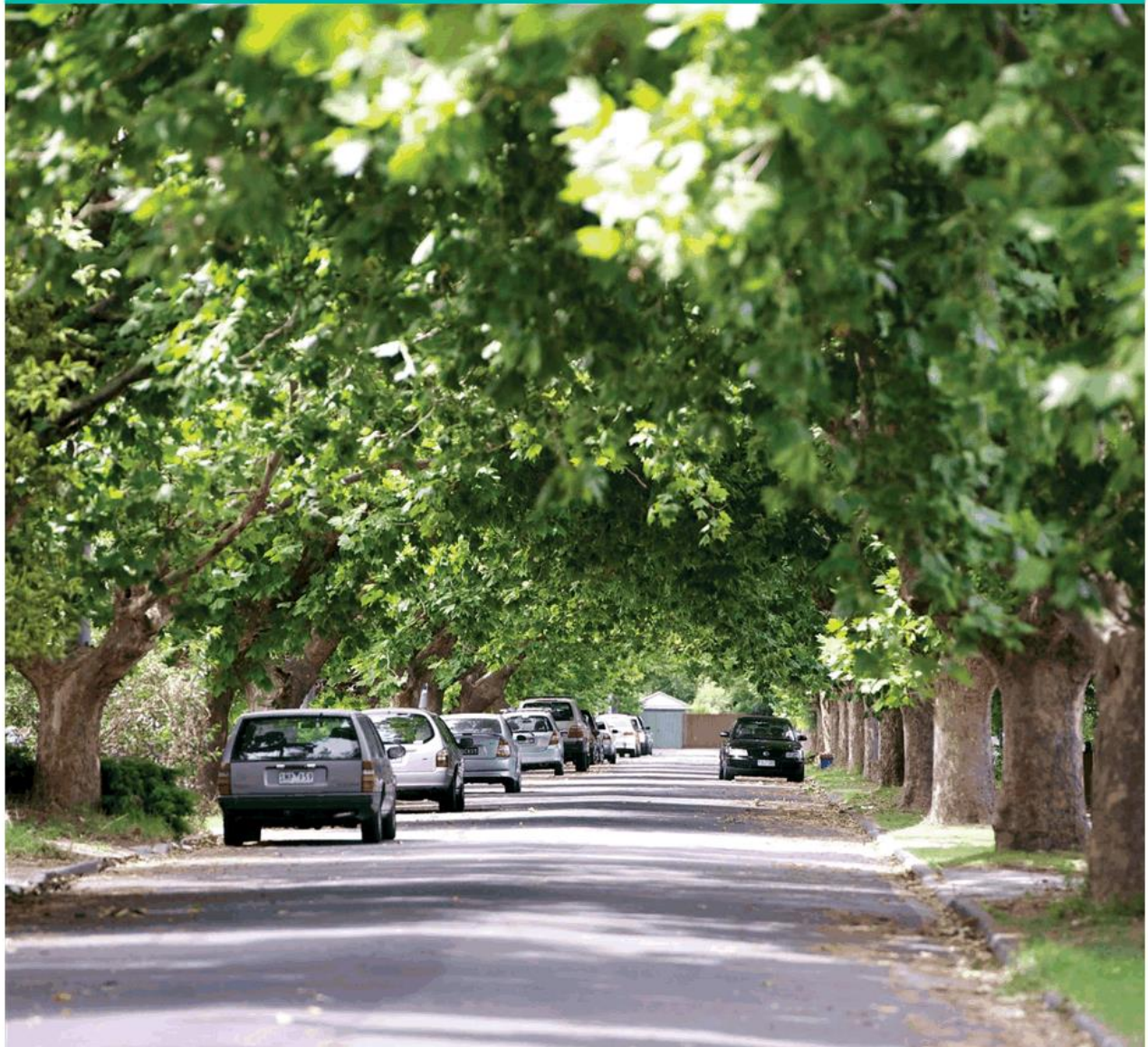
The Committee reports as required to a subsequent meeting of the Council. A separate report on each specific matter heard by the Committee will also be submitted for formal determination by the Council.

A report on the meetings and activities of the Hearing of Submissions Special Committee is to be prepared for inclusion in Council's Annual Report.



AUDIT AND RISK COMMITTEE CHARTER

July 2020



Darebin City Council
Audit and Risk Committee Charter

1 PURPOSE

The Audit and Risk Committee (the Committee) is a committee established in accordance with section 53 and 54 of the *Local Government Act 2020* (the Act) to assist Darebin City Council (Council) in fulfilling its responsibilities relating to external financial and performance reporting, risk and financial management, corporate governance, internal control systems and providing advice to drive continuous improvement.

In accordance with section 53 (2) of the Act, the Committee does not have any delegated powers, including executive powers, management functions or delegated responsibility.

In accordance with section 54 (2) of the Act, the Committee is established to assist Council in discharging its responsibilities to:

- monitor the compliance of Council Policies and Procedures with:
 - the Act and the regulations and any Ministerial directions,
 - the overarching governance principles;
- monitor Council's financial and performance reporting;
- monitor and provide advice on risk management and fraud prevention systems and controls; and
- oversee internal and external audit functions.

In line with Council's commitment to environmental sustainability and social justice, the Audit and Risk Committee in discharging the above responsibilities - particularly as they relate to policy compliance and auditing of Council functions and processes, will give due regard to the advancement of Council's environmental and social objectives.

2 AUTHORITY

The Committee is not a delegated Committee but is responsible to Council.

The Council authorises the Committee, within its responsibilities to;

- obtain any information it requires from any official or external party (subject to any legal obligation to protect information);
- discuss any matters with the Victorian Auditor General's Office (VAGO), or other external parties (subject to confidentiality considerations);
- request the attendance of any official, including Councillors and Council Officers, at Committee meetings; and
- seek resolution on any disagreements between management and the external auditors on financial reporting.

3 RESPONSIBILITIES

In accordance with section 54 (2) of the Act, the Committee has the following responsibilities:

- (1) Monitor Financial and performance reporting. Specific matters the Committee may address include:
 - (a) Review significant financial and reporting issues, including complex or unusual transactions and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report;
 - (b) Review the results of the annual external audit in conjunction with management and the external auditors, including any difficulties encountered;
 - (c) Review the annual financial report and performance report, and consider whether the reports are complete, consistent with information known to Audit and Risk Committee members and reflect appropriate accounting principles, and make a formal recommendation to council;
 - (d) Review with management and the external auditors all matters required to be communicated to the Committee under the Australian Auditing Standards;

Darebin City Council
Audit and Risk Committee Charter

- (e) Review the process for the consolidation of financial information of council related entities into the financial reports of the council; and
 - (f) Assess information from internal and external auditors that affects the quality of financial reports. For example, actual and potential material audit adjustments, financial report disclosures, non-compliance with legislation and regulations, internal control issues.
- (2) Monitor Internal controls. Specific matters the Committee may address include:
- (a) Review whether management's approach to maintaining an effective internal control framework is sound and effective;
 - (b) Consider the scope of the internal auditors review of internal controls over financial reporting, and obtain reports from the internal and external auditors on significant findings and recommendations, together with management's responses; and
- (3) Monitor and provide advice on Risk management and fraud prevention systems and controls. Specific matters the Committee may address include:
- (a) Review the risk management framework annually;
 - (b) Monitor the systems and process that are in place to manage strategic and operational risks;
 - (c) Monitor the process of review of Council's risk profile;
 - (d) Consider the adequacy of actions taken to ensure that material risks have been dealt with in a timely manner to minimise exposures;
 - (e) Receive reports on the annual renewal of the insurance program and provide advice on strategic reviews of insurance program;
 - (f) Monitor the effectiveness of business continuity planning and processes, including whether business continuity and disaster recovery plans have been regularly updated and tested;
 - (g) Receive summary reports from management on all suspected and actual frauds, thefts and material breaches of legislation, ensuring reporting to the Council and/or relevant authorities and monitor the effectiveness of the management responses; and
 - (h) Monitor the Council's fraud prevention and detection framework, including any action taken with respect to actual and suspected instances of fraud.
- (4) Oversee Internal audit. Specific matters the Committee may address include:
- (a) Monitor the implementation, review and endorse the three-year rolling and annual strategic internal audit plans, and any major changes to the plans, and ensure that the plans are aligned with Council's risk profile;
 - (b) Review and approve the memorandum of planning (MAP) for each internal audit to ensure that the audit objectives and scope are fit for purpose;
 - (c) Receive internal audit reports and provide advice to Council on significant issues raised and associated actions, including the identification of good practice;
 - (d) Monitor the implementation of agreed management actions;
 - (e) Monitor processes and practices to ensure that the appropriateness and independence of the internal audit function is maintained;
 - (f) Monitor the performance of the internal audit provider, taking into consideration the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing;
 - (g) Ensure that opportunities are provided for the internal auditor to meet in-camera with the Committee, as required; and
 - (h) Ensure that opportunities are provided to explore other internal audits in line with Council's environmental, social and sustainability objectives.

Darebin City Council
Audit and Risk Committee Charter

- (5) Oversee External audit. Specific matters the Committee may address include:
- (a) Annually review the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity;
 - (b) Ensure that significant findings and recommendations made by the external auditor, and management's responses to them are appropriate and are acted on in a timely manner;
 - (c) Provide advice on the resolution of any disagreements between management and the external auditors on financial reporting;
 - (d) Ensure that opportunities are provided for the external auditor to meet in-camera with the Committee, as required; and
 - (e) Maintain awareness of Local Government performance audits undertaken by Victorian Auditor-General and consider the findings and recommendations of performance audits relevant to Council for action/implementation, where appropriate.
- (6) Monitor the Compliance of Council Policies and Procedures (with the Act and the regulations and any ministerial directions, the overarching governance and principles):
- (a) Review the effectiveness of the systems and processes that monitor compliance with legislation and regulations;
 - (b) Monitor the implementation of actions associated with identified instances of non-compliance;
 - (c) Receive reports on the findings of any examinations by regulatory agencies and monitor management's response to these findings;
 - (d) Receive regular updates from management about compliance matters;
 - (e) Review Council's compliance with procedures associated with complaints including confidential and anonymous employee complaints under the *Public Interest Disclosures Act 2012* and section 1317aa of the *Corporations Act 2001* (commonwealth), dealing with accounting, internal accounting controls or auditing matters or other matters likely to affect the council or its compliance; and
 - (f) Comply with legislative and regulatory requirements imposed on the Committee members, including not misusing their position (s123 of the Act) to gain an advantage for themselves/another or to cause detriment to the council and disclosing conflicts of interest (s125 of the Act).

4 MEMBERSHIP

- (1) The Committee comprises of five members (made up of two Councillors and three external members), appointed by Council. In accordance with section 53 of the Act, the Committee must:
- Include members who are Councillors of the Council (3a);
 - Consist of a majority of members who are not Councillors of the Council and who collectively have:
 - expertise in financial management and risk (3b i),
 - expertise in public sector management (3b ii);
 - Not be a member Council staff (3c).
- (2) A quorum of a least a majority of current Committee members, with a minimum of two external members and one Councillor will be necessary to transact the business of the Committee. The quorum must be in attendance at all times of the meeting.
- (3) Council will appoint the Committee members. The external members appointed by Council are to be natural persons with an appropriate balance of local government regulatory knowledge, finance, audit or management experience.
- (4) The external members are to be appointed for a two-year term, with an option for a further two-year term by mutual consent.

Darebin City Council
Audit and Risk Committee Charter

- (5) Council may adjust the initial period of appointment to allow for mid-term appointments and to avoid situations where all external member terms expire within close proximity of each other. This initial period of appointment must be more than one year, and no more than three years.
- (6) Where vacancies exist, Council shall determine a mechanism for filling those vacancies.
- (7) The Chief Executive Officer (CEO), GM Governance & Engagement and Finance Manager will be invited to all meetings as advisors or observers, but they will not form part of the Committee.
- (8) Other management representatives or Council Officers may be invited to attend meetings as advisors or observers, but they will not form part of the Committee. They will attend if they are required to prepare a report for the Committee in their area of responsibility.
- (9) The Committee reserves the right to meet at any time without non-members or with invited non-members
- (10) A representative(s) of VAGO will be invited to attend meetings of the Committee, as an observer. Such representative will be required to act in accordance with the governance principles in addition to the obligations of confidentiality (section 125) and conflict of interest (part 6, division 2) as outlined within this Charter and the Act.
- (11) A representative(s) of the appointed internal audit contractor will be invited to attend meetings of the Committee, as an observer. Such a representative will be required to act in accordance with the governance principles in addition to the obligations of confidentiality (section 125) and conflict of interest (part 6, division 2) as outlined within the Act.
- (12) Membership of the Committee will be reviewed periodically (but at least every three years) by Council, with the aim of ensuring an appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of qualifications, knowledge, skills and experience. Councillor members will be appointed for a one-year term of office. The initial appointment of external Committee members shall be for a two-year period. An external member may serve no more than two full terms in any one position before the position must be publicly advertised. This does not preclude existing members from being re-appointed through a competitive process.

5 MEMBER RESPONSIBILITIES

- (1) Committee members are required to lodge primary and ordinary returns in accordance with the *Local Government Act 2020*, within the timeframes requested by Council.
- (2) Committee members may be requested to perform other activities related to this charter.

6 CHAIRPERSON

- (1) The Committee will appoint a Chairperson (Chair) and Deputy Chair for a 12-month term. In accordance with Section 53 of the Act, they:
 - must not be a Councillor,
 - must not be a member of Council staff.
- (2) The election of the Chair shall take place in accordance with the process for the election of the Mayor under the Darebin City Council Governance Rules.
- (3) The election of the Deputy Chair shall follow the election of the Chair and shall take place in accordance with the process for the election of the Chair.
- (4) The Chair, and in their absence, the Deputy Chair, will preside over meetings of the Committee.

7 FEES

- (1) In accordance with section 53 of the *Local Government Act 2020*, Council will pay a fee to all external members with the amount determined by Council, taking into account an assessment of the market and the recommendation of the CEO.

Darebin City Council
Audit and Risk Committee Charter

- (2) Fees will consist of a Member fee (paid to all external members) and a Chairperson fee (paid to the Chair).
- (3) The Member fee payment:
 - (a) will be made each quarter following receipt of a Tax Invoice from the external member (including the purchase order provided by Council) after each scheduled quarterly meeting; and
 - (b) will not be paid to an external member that was absent from the meeting without leave from the Committee.
- (4) The Chairperson fee payment:
 - (a) will be made each quarter following receipt of a Tax Invoice from the external member (including the purchase order provided by Council) after each scheduled quarterly meeting; and
 - (b) will not be paid to an external member acting or temporary holding the role of Chair.
- (5) Council does not have to pay a Member fee or Chairperson fee to a Committee member who does not want to receive a fee.
- (6) In accordance with section 53(6) of the Act, Council will pay a fee to an external member and the fee will be based on a per annum fee, determined by the CEO, which will be indexed in alignment with the rate cap % each 1 July.
- (7) Payment of the fee will be made each quarter to the external member following receipt of a Tax Invoice (including the purchase order provided by Council) after each meeting.
- (8) No less than once every Council term, the fee paid to the external members will be benchmarked, against no less than five other peer Councils, to provide the Council with the information required to fully review the fees.

8 MEETINGS

- (1) The Committee will meet at least four times a year, one or more special meeting may be held to review Council's annual financial statements and performance statements, or to meet other responsibilities of the Committee.
- (2) All Committee members are expected to attend each meeting, in person or through teleconference or video conference. Failure to attend a meeting will result in non-payment of the Member fee for the associated quarter.
- (3) The Chair is required to call a meeting if asked to do so by the Council or decide if a meeting is required should it be requested by another member, internal audit or VAGO.
- (4) The CEO or their delegate will facilitate the meetings of the Committee and invite whomever is necessary for the orderly and effective conduct of committee business to attend meetings to provide pertinent information, as necessary.

9 ADMINISTRATION

In accordance with section 54 (6a) of the Act, the CEO will appoint a Council officer to provide secretariat support to the Committee. The secretariat will:

- (1) Ensure the agenda prior to each meeting is approved by the CEO of Council;
- (2) Prepare meeting agendas and supporting paper, which will be circulated at least one week before the meeting to the Committee members; and
- (3) Prepare meeting minutes and ensure they are well maintained. Minutes will include relevant elements of the Committee's discussion. Minutes must be reviewed by the General Manager Governance & Engagement and circulated within two weeks of the meeting to each member and committee observers, as appropriate.

Darebin City Council
Audit and Risk Committee Charter

10 PLANNING

The Committee will develop a forward meeting schedule that includes the dates and location for each meeting for the forthcoming year.

In accordance with section 54(3) of the Act, the Committee will develop an annual work program that includes the timing of reporting for all of the responsibilities outlined in this charter.

11 SUPPORT

To facilitate the operation of the Committee, the CEO or their delegate has responsibility to provide:

- (a) any necessary training for members in relation to their responsibilities under the *Local Government Act 2020*;
- (b) any information required by the Committee to enact its responsibilities under this Charter;
- (c) officer advice in respect of matters before the Committee;
- (d) formal meetings with Council staff, the internal auditors or the external auditors as requested by the Committee, in accordance with the execution of its responsibilities under this Charter; and
- (e) secretariat and logistical support to the Committee.

12 REPORTING

- (1) Officers will prepare biannual reports on Audit and Risk Committee activities, issues, and related recommendations, for presentation to a meeting of Council.
- (2) Committee members will attend Council briefings as required, to report on financial and other relevant matters.
- (3) Officers will prepare a report for inclusion in the Darebin City Council Annual Report describing the Committee's composition, responsibilities and how they were discharged, and any other information required by regulation, including approval of non-audit services.
- (4) The Committee will prepare an Annual Committee Performance report that includes an annual assessment of Committee performance against the Audit and Risk Committee Charter in accordance with Section 54(4a) of the Act. This report will be provided to the CEO for presentation to Council annually in accordance with Section 54(4b) of the Act;
- (5) The Committee will prepare a biannual Audit and Risk report that describes the activities of the Committee and includes its findings and recommendations in accordance with section 54(5a) of the Act, along with the agreed actions. This report will be provided to the CEO for reporting to Council.
- (6) Internal audit reports and external audit reports shall not be made public.
- (7) In accordance with section 54(6b) of the Act, the CEO is required to table reports upon request by the Chair of the Committee.

13 RECRUITMENT

A position description for external members will be established and maintained for each of the three external member positions. The position description will include a matrix skills assessment that identifies the particular blend of skills and experience required for each particular role.

14 INDUCTION

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

15 REVIEW OF THE COMMITTEE CHARTER

The Committee will review and assess the adequacy of this Charter annually, taking into account any relevant legislative requirements. The Audit and Risk Committee Charter, including amendments to the Charter, will be approved by Council.

Darebin City Council
Audit and Risk Committee Charter

16 EVALUATING PERFORMANCE

In accordance with section 54 (4a) of the Act, the Committee must complete an annual self-assessment to evaluate the Committee's performance, as well as the performance of the internal auditors, and to confirm that the Committee has met its responsibilities under the charter. The assessment will be provided to the CEO for tabling at Council.

17 CONFLICTS OF INTEREST

- (1) Committee recommendations must be transparent and accountable, they must protect the public interest, maintain the integrity of the Committee and Council and enable the public to be confident that the Committee is performing its duties properly.
- (2) If a conflict of interest exists, it must be declared and managed. The Committee members are required to provide written declarations, through the Chair, to the Council declaring any material personal interests they may have in relation to their responsibilities.
- (3) Division 2 of Part 6 of the Act applies to a member of the Committee who is not a Councillor, as if the member were a member of a delegated Committee. An external member has a **conflict of interest** if they have:

- a general conflict of interest within the meaning of section 127 of the Act; or
- a material conflict of interest within the meaning of section 128 of the Act.

Members of the Committee will provide declarations in accordance with statutory requirements.

- (4) External members should consider past employment, consultancy arrangements and related party issues in making these declarations. The Council, in consultation with the Chair, should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.
- (5) At the beginning of each Committee meeting, members are required to declare any material personal interests that may apply to specific matters on the meeting agenda. Where required by the Chair, the member will be excused from the meeting or from the Committee's decision of the relevant agenda item(s). The Chair is also responsible for deciding if they should excuse themselves from the meeting or from the Committee's decision of the relevant agenda item(s). Details of material personal interests declared by the Chair and other members, and actions taken, will be appropriately recorded in the minutes.

18 MISUSE OF POSITION

Section 123 of the *Local Government Act 2020* applies to a member of the Committee who is not a Councillor, as if the member were a member of a delegated Committee. The requirements include:

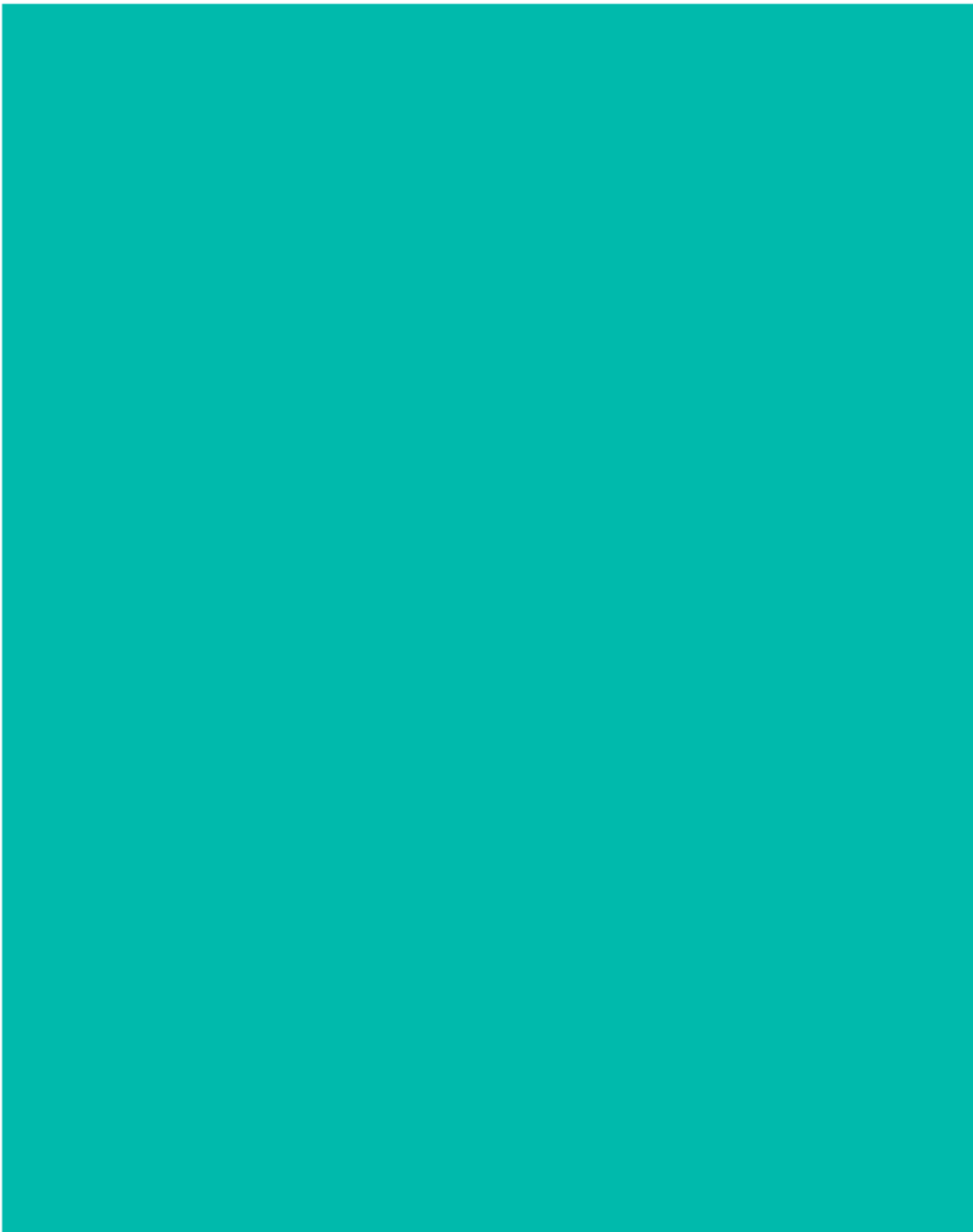
- (1) The external member must not intentionally misuse their position –
 - to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
 - to cause, or attempt to cause, detriment to the Council or another person.
- (2) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a delegated committee include –
 - making improper use of information acquired as a result of the position the person held or holds; or
 - disclosing information that is confidential information; or
 - directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
 - exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
 - using public funds or resources in a manner that is improper or unauthorised; or
 - participating in a decision on a matter in which the person has a conflict of interest.

Darebin City Council
Audit and Risk Committee Charter

19 CONFIDENTIAL INFORMATION

Section 125 of the Act applies to a member of the Committee who is not a Councillor, as if the member were a member of a delegated Committee. The requirements include:

- (1) Unless subsection (2) or (3) applies, a person who is, or has been, an external member must not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.
- (2) Subsection (1) does not apply if the information that is disclosed is information that the Council has determined should be publicly available.
- (3) A person who is, or has been, an external member may disclose information that the person knows, or should reasonably know, is confidential information in the following circumstances:
 - for the purposes of any legal proceedings arising out of this Act;
 - to a court or tribunal in the course of legal proceedings;
 - pursuant to an order of a court or tribunal;
 - in the course of an internal arbitration and for the purposes of the internal arbitration process;
 - in the course of a Councillor Conduct Panel hearing and for the purposes of the hearing;
 - to a Municipal Monitor to the extent reasonably required by the Municipal Monitor;
 - to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector;
 - to a Commission of Inquiry to the extent reasonably required by the Commission of Inquiry;
 - to the extent reasonably required by a law enforcement agency.



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Ελληνικά नेपाली اردو
हिंदी ਪੰਜਾਬੀ Tiếng Việt



CEO Employment Matters Committee Charter



CEO Employment Committee Charter

1 Purpose

An Advisory Committee appointed to assist Council in fulfilling its responsibilities relating to CEO employment matters.

2 Authority

- (1) The CEO Employment Matters committee has the responsibility for recommending and advising the Darebin City Council on:
 - a) Contractual matters relating to the CEO or the person to act as the CEO, including, but not limited to, the following;
 - The appointment of the CEO or person to act as the CEO
 - Remuneration and conditions of appointment of the CEO or person to act as the CEO
 - Extension (i.e. reappointment) of the CEO or person to act as the CEO
 - b) To conduct performance reviews of the CEO, and make any recommendations to Council as a result of the review.
 - c) To perform any other prescribed functions or responsibilities stipulated under the *Local Government Act 1989* or the *Local Government Act 2020* or Regulations.

3 Composition

- (1) The Committee will be constituted by an independent chairperson, the Mayor and three Councillors.
- (2) A quorum of three members will be necessary to transact business of the committee.
- (3) The Darebin City Council Governance unit will make a recommendation to Council on the appointment of an independent chairperson. The independent chairperson appointed by Council will be a neutral person with appropriate experience.

4 Chairperson

- (1) The independent chairperson is to be appointed for a two-year term with an option for a further two one-year term extensions by mutual consent with Council.
- (2) The independent chairperson cannot be a Councillor or member of Council staff.
- (3) The independent chairperson will provide advice to the Committee and, annually develop the draft performance criteria and performance review methodology for consideration by the Committee and Council.
- (4) The independent chairperson is entitled to vote on recommendations put before the Committee.



5 Meetings

- (1) The CEO Employment Matters committee will meet twice yearly with authority to convene additional meetings, as circumstances require.
- (2) Meeting agendas will be prepared and provided at least seventy-two (72) hours in advance to members, along with appropriate briefing materials.
- (3) Minutes will be prepared and distributed to the CEO Employment Matters committee within three (3) working days of the meeting.

6 Responsibilities

- (1) The CEO Employment Matters committee has the following functions and responsibilities:

Recruitment and Contract commencement

- (a) The Committee should undertake the recruitment process* adopted for the CEO and any person to act as the CEO. The Committee must make recommendations to Council on contractual matters of the:

- CEO
- Person to act as CEO

This includes making recommendations on:

- Appointment
- Remuneration and other conditions of employment

**It is open to Council to contract an executive recruiter to assist. If so, the Committee should oversee the appointment of that person or organisation and subsequent steps in the recruitment process.*

Annual Review

- a) The Committee must conduct a performance review of the CEO and make recommendations to Council on matters including whether:
 - The CEO meets the performance criteria in the contract
 - Implement incremental remuneration increases
 - Vary performance criteria, remuneration, or other terms of conditions of the contract

Note: A performance criteria for a person acting as the CEO is optional. If included in a contract, this should be reviewed by the Committee.

Contract Expiry

- a) As part of a performance review of the CEO* the Committee must make recommendations on whether:
 - To reappoint the CEO (6 months leading up to termination of the CEO's contract of employment)
 - Exercise an option to renew the contract
 - Early termination of the contract where warranted
 - To terminate in accordance with the contract



**The Committee should also make recommendations on termination of an acting CEO following a performance review.*

Dispute Resolution Procedure

- a) The CEO's employment contract should include a dispute resolution procedure, to deal with disputes arising out of the contract.

7 Fees

- (1) Council will pay a set fee of \$1,200 per meeting to the independent chairperson. The amount of the fee has regard to the specific roles and responsibilities the chairperson will undertake.
- (2) The Chairperson Fee:
 - (a) Will be paid to the Chairperson of the CEO Employment Matters Committee immediately following the scheduled committee meetings.
 - (b) An agreed additional fee will be paid to the independent chairperson for every meeting attended that exceeds the required four (4) meetings in any one year.

Note: The year to year date is based on the anniversary engagement date of the independent chairperson.

8 Support

- (1) To facilitate the operation of the CEO Employment Matters committee, the Chief Executive Officers delegate has responsibility to provide:
 - (a) Information and any necessary training for members in relation to their responsibilities under the *Local Government Act 1989* or the *Local Government Act 2020*.
 - (b) Officer advice in respect of matters before the CEO Employment Matters committee.
 - (c) Secretariat and logistical support to the CEO Employment Matters committee.

Appendix X

State-wide, Metropolitan and Regional Organisations

Municipal Association of Victoria	
Purpose	The Municipal Association of Victoria (MAV) is a peak representative and lobbying body for Victorian Councils. The MAV's purpose is to protect and promote the democratic status, autonomy and efficient carrying out of local government for the benefit of Victorian communities.
Membership	Each member Council appoints a representative to the MAV. MAV Management Board comprises the President (directly elected) and one representative of each of the 12 regional groupings of Councils. Darebin City Council is in the Metropolitan Central Region.
Representation	Council is represented by a Councillor and a proxy delegate can be appointed.
Meetings	The MAV State Council, an annual conference and other occasions as major issues arise. Opportunities exist to work on sub-committees on specific issues. Opportunity to be elected by the regional grouping Councils to the MAV Board. The MAV Board meets monthly.
Liaison Officer	Chief Executive Officer

Metropolitan Local Government Waste Forum	
Purpose	The Metropolitan Government Waste Forum (MLGWF) is established under the <i>Environment Protection Act 1970</i> to support the effective operation of the Metropolitan Waste and Resource Recovery Group (MWRRG), also established under the <i>Environment Protection Act 1970</i> to deliver coordinated waste planning and management across metropolitan Melbourne. The aims of the forum are: <ul style="list-style-type: none"> • develop local governments' capacity to deliver effective, efficient and sustainable resource recovery and municipal waste planning and management across the MWRRG region • engage with industry, government and community stakeholders to improve municipal waste management, resource recovery and planning • assist the MWRRG Board to engage councils across the MWRRG region in the planning and management of municipal waste • nominate four members to the Minister for appointment to the MWRRG Board, in accordance with the <i>Environment Protection Act 1970</i>.
Membership	MLGWF comprises 31 member councils
Representation	Council is represented by a Councillor
Meetings	Four times a year
Liaison Officer	Coordinator Water and Waste Strategy

Inner Northern Group Training Board (INGT) trading as IntoWork	
Purpose	IntoWork Australia is a dynamic, people-focused organisation that provides expert services to prospective and current employees, business and government. Founded 30 years ago by local councils in the inner north of Melbourne, IntoWork Australia has grown dramatically to become the parent body for a group of businesses providing workforce solutions across Victoria, New South Wales, Queensland, South Australia and Tasmania.
Membership	Membership of the Board is made up of four independent directors and one director and alternative from each of the member Councils.
Representation	Council can nominate their representative on the Board. At present, Moreland and Yarra have officers only on the INGT Board.
Meetings	INGT has monthly meetings. Standing committees or sub-committees are established as required.
Liaison Officer	Manager Governance and Performance

Inner Northern Local Learning and Employment Network Inc.	
Purpose	Inner Northern Local Learning and Employment Network (INLLEN) is an independent community organisation creating strategies to support young people across Darebin, Moreland and Yarra. INLLEN's vision is for all young people to transition successfully from education to employment.
Membership	Individuals and representatives of the various member categories living or working in the municipalities of Darebin, Moreland and Yarra. A Committee of Management is elected at the AGM.
Representation	Council is represented by a Councillor who is eligible for election to the Committee of Management.
Meetings	Committee of Management meets 5 times per year
Liaison Officer	Manager People and Development

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

Metropolitan Transport Forum	
Purpose	The Metropolitan Transport Forum (MTF) is an advocacy group comprising members from Melbourne metropolitan local government, associate members representing transport companies, and participants from the State Government and environment groups.
Membership	The MTF is primarily a local government organisation with 24 local government members from metropolitan Melbourne. The MTF also has 18 associate members from the transport sector.
Representation	Council is represented by a Councillor and a Council Officer.
Meetings	MTF has general meetings monthly and an AGM. Standing committees or sub-committees are established as required.
Liaison Officer	Coordinator Transport Strategy

Northern Alliance for Greenhouse Action	
Purpose	The Northern Alliance for Greenhouse Action (NAGA) formed in 2002 as a network that shares information, coordinates emission reduction and adaptation activities and cooperates on the research and development of innovative projects. NAGA's goal is to substantially contribute to the transition to a low-carbon future by delivering effective programs and leveraging local government, community and business action.
Membership	NAGA's members are the Cities of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Whittlesea, Yarra, Nillumbik Shire Council and the Moreland Energy Foundation Limited (MEFL).
Representation	Council is represented by a Councillor.
Meetings	Meetings are quarterly with at least three meetings per year.
Liaison Officer	Manager Environment and Sustainable Transport

Global Covenant of Mayors for Climate & Energy	
Purpose	The Global Covenant of Mayors for Climate and Energy is an international alliance of cities and local governments with a shared long-term vision of promoting and supporting voluntary action to combat climate change and move to a low emission, resilient society.
Membership	Mayors of member councils
Representation	Mayor of the Day
Meetings	No scheduled meetings
Liaison Officer	Coordinator Energy and Adaptation

Northern Councils Alliance	
Purpose	The Northern Councils Alliance represents and works collectively for almost one million people who live across seven municipalities.

	As a group of Councils, we are committed to working as a whole to deliver and advocate for ongoing improvements to the economic, social, health and wellbeing of its residents and businesses both current and future.
Membership	One appointed Councillor and Chief Executive Officer from the following municipalities: Banyule, Darebin, Hume, Mitchell, Moreland, Nillumbik and Whittlesea
Representation	Council is represented by a Councillor and the Chief Executive Officer. The Alliances Charter provides that where possible the appointed Councillor representative be appointed for term of two years up to four years
Meetings	To be confirmed
Liaison Officer	Chief Executive Officer

Darebin Organisations

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

Darebin Ethnic Communities Council

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

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

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

Appendix G

Details of the Community Advisory Committees and Reference Groups are as follows:

Active and Healthy Ageing Community Board

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

Required Councillors	Three Councillors The current terms of reference states that the Councillors will be Co-Chairs
Other Committee Members	15 Community Representatives Relevant Council staff
Meeting Frequency	Bi-monthly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council in December 2016
Responsible Officer	Manager Aged and Disability

Climate Emergency Darebin Advisory Committee

The Climate Emergency Darebin Advisory Committee is an Advisory Committee that focuses on the climate emergency and creating emergency solutions. The committee complements and enhances Council's work on climate emergency by helping Council to implement the Darebin Climate Emergency Plan.

Required Councillors	Mayor (Chair) and one Councillor
Other Committee Members	6 community or independent members and other non-voting members as required
Meeting Frequency	Quarterly
Reporting	To be confirmed
Terms of Reference	Adopted by Council on 26 February 2018
Responsible Officer	Manager Environment and Sustainable Transport

Darebin Aboriginal Advisory Committee

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

Required Councillors	At least one Councillor (Chair)
Other Committee Members	Representatives of Aboriginal and Torres Strait Islander Community and Organisations in Darebin
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council on 27 February 2017
Responsible Officer	Aboriginal Contact Officer

Darebin Community Awards Advisory Committee

The Darebin Community Awards recognise the achievements of our community members who have made an outstanding contribution to the Darebin community. The role of the Darebin Community Awards Committee is to review award nominations and to determine the recipients of the awards.

Required Councillors	The Mayor of the Day (Chair)
Other Committee Members	Two members of the Darebin Aboriginal Advisory Committee (DAAC) A representative of the Darebin Ethnic Communities Council (DECC) Four community representatives One Council officer (for administration purposes only)
Meeting Frequency	Two to three times per year
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council in on 30 April 2018
Responsible Officer	Civic Events and Engagement Officer

Darebin Disability Advisory Committee

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

Required Councillors	One Councillor (Chair) and one proxy
Other Committee Members	11 Community representatives Relevant Council Officers
Meeting Frequency	Bi-monthly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council in October 2016
Responsible Officer	Manager Aged and Disability

Darebin Domestic Animal Management Reference Group

The Domestic Animal Management Reference group is to provide advice on issues relating to the reduction of animal euthanasia and to ensure Council achieves the objectives set out in Darebin's Domestic Animal Management (DAM) Plan 2017-2021.

Required Councillors	One Councillor
Other Committee Members	Membership is open to all members of the community with an interest in animal management and welfare. Members include representatives from various animal welfare groups, Australian Veterinary Association, local veterinarians and local residents
Meeting Frequency	Three times a year
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Committee on 5 December 2014
Responsible Officer	Manager City Safe & Compliance

Darebin Education Network

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

Required Councillors	One Councillor (Chair)
Other Committee Members	Up to 5 Council officers, up to 10 external members
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council in May 2015
Responsible Officer	Manager Equity and Wellbeing

Darebin Interfaith Council

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

Required Councillors	At least one Councillor (Chair)
Other Committee Members	Representatives of various faith communities within Darebin and relevant Council Officers.
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council on 10 July 2012
Responsible Officer	Interfaith Development Officer

Darebin Nature Trust

The purpose of the Darebin Nature Trust is to ensure that green space provision parallels Darebin's growth and achieves best practice outcomes for our environment and growing community by improving Darebin's open space provision, protecting and enhancing local biodiversity.

Required Councillors	One Councillor from each ward (one Councillor as Chair)
Other Committee Members	9 community members
Meeting Frequency	As required
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council on 27 February 2017
Responsible Officer	Coordinator Public Places

Darebin Women's Advisory Committee

The purpose of the Darebin Women's Advisory Committee is to increase the voice of women as part of Council's strategic commitment to 'support the right of women to fully and equally engage and participate in the life of the community' – Gender Equity and Preventing Violence Against Women Action Plans.

Required Councillors	At least one female Councillor (Chair)
Other Committee Members	12 Committee Members 2 Council officers
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Endorsed by Council on 27 February 2017
Responsible Officer	Preventing Violence Against Women Officer

Sexuality, Sex and Gender Diversity Advisory Committee

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

Required Councillors	One Councillor (Chair)
Other Committee Members	Representatives from the LGBTQI Community Council staff
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council on 27 February 2015
Responsible Officer	Diversity Policy Officer

Welcoming Cities Community Reference Group

Required Councillors	One Councillor
Other Committee Members	12 voting members Four community members Three members of existing committees, representative from each of <ul style="list-style-type: none"> • Darebin Ethnic Communities Council • Darebin Aboriginal Advisory Committee • Darebin Interfaith Council Three representatives from community and migrant support agencies Traditional Owner
Meeting Frequency	Quarterly
Reporting	Twice-yearly progress reports
Terms of Reference	Yes
Responsible Officer	Multicultural and Diversity Project Officer

Darebin Arts & Heritage Advisory Panel

The Darebin Arts & Culture Advisory Committee was established in April 2020 to provides expert advice and support to achieving the visual art, public art and heritage interpretation projects, services and activities that Darebin Council provides to our community. Specifically,

Required Councillors	One Councillor
Other Committee Members	Membership will include but not be limited to: <ul style="list-style-type: none"> • 12 x community members recruited via Expression of Interest and meeting skill sets identified by the Panel or by Council. • A representative of the Wurundjeri Land & Compensation Cultural Heritage Council Aboriginal Corporation, or the Darebin Aboriginal Advisory Committee, or a First Nations artist or arts manager endorsed by one of these groups
Meeting Frequency	4 times per year
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council on 6 th April 2020
Responsible Officer	Bundoora Homestead Gallery Director

Darebin Intercultural Centre Community Reference Group

The Darebin Intercultural Centre Community Reference Group was established in December 2019 to provide advice and cultural considerations to the architectural team during the design phase of the relocation project of the Intercultural Centre.

Required Councillors	Nil
Other Committee Members	Eight community members were appointed to the Reference Group in September 2020
Meeting Frequency	The Reference Group was initially set up to meet 5 times between April and November 2020
Reporting	The Reference Group will report to Council at conjunction with the next reporting point on the project
Terms of Reference	Endorsed by Council in September 2020
Responsible Officer	Co Ordinator Community Hubs

Youth Jury

The Youth Jury was established in 2017 to replace the Youth Advisory Committee as a more effective forum to engage with young people on issues.

Required Councillors	Nil
Other Committee Members	20 Young People aged (15 – 24 years of age) 2 Council Officers (Youth Services Coordinator and Youth resource Officer)
Meeting Frequency	Monthly
Reporting	The Youth Jury reports to Council as required through Youth Services FY&C Dept
Terms of Reference	Yes
Responsible Officer	Youth Services Coordinator



STANDARD TERMS OF REFERENCE

For Community Advisory Committees and Community Reference Groups

These Terms of Reference are made pursuant to and should be read in conjunction with Council's Governance Rules (refer chapter 8).

1.0 Application of these Terms of Reference

- 1.1 These Standard Terms of Reference apply to all Community Advisory Communities and Community Reference Groups and similar groups formally constituted by resolution of Darebin City Council.
- 1.2 For the purpose of these Standard Terms of Reference, all such groups and committees are referred to as "the Committee".

2.0 Purpose and Scope

- 2.1 The purpose of this Committee is to provide advice and recommendations to Council in relation to the matters specified at **Appendix A**, as determined by resolution of Council.
- 2.2 The Committee will act in an advisory capacity to the Council only and has no delegated authority to make decisions.
- 2.3 The Committee does not have an operational role and neither it, nor its members, may direct Council staff in the performance of their duties.
- 2.4 The Committee shall have regard to and act in accordance with Council's strategic objectives and priorities as captured in the strategic documents specified at **Appendix A**.

3.0 Composition, Appointment and Tenure

- 3.1 The Committee shall comprise of a Councillor(s) appointed by Council and a Council Officer nominated by the Chief Executive Officer (both non-voting), and a maximum number of community committee members specified at **Appendix A**, as determined by resolution of Council. Council will seek to ensure that Committee membership is socially and culturally diverse.
- 3.2 A Committee Chairperson shall be appointed as specified in **Appendix A**.
- 3.3 Community committee members shall be appointed by Council resolution for the term specified at **Appendix A**. The terms of individual Committee members may be staggered to promote continuity. At the expiration of their term, a Committee member may be reappointed subject to further Council resolution.
- 3.4 Where a Community committee member is appointed to the Committee as a representative of a particular organisation, a proxy may attend meetings on their behalf.
- 3.5 Council will consider re-endorsement of the Committee and its membership (including the Councillor delegate/s) annually, generally in November or December.
- 3.6 When a member is absent for three (3) consecutive meeting without an apology, their position will be declared vacant.
- 3.7 All vacancies shall be publicly advertised by Council prior to appointment.
- 3.8 Prospective candidates shall submit an Expression of Interest (Eoi) in a form and manner prescribed by Council to enable Council to consider their appointment to the Committee.
- 3.9 Where a Committee member does not complete their appointed term through resignation or any other reason, a replacement Committee member may be appointed by Council's Chief Executive Officer or Council, subject to an Eoi process as per clause 3.8 above.
- 3.10 Any new Committee member appointed under 3.9 above will serve the balance of the former Committee member's term.
- 3.11 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. Refer **Appendix A**.

4.0 Responsibilities, Duties and Conduct of Committee Members

- 4.1 In performing the purpose of the Committee, members must act honestly, exercise reasonable care and diligence, and not make improper use of their position or make improper use of information acquired because of their position. Committee Members are required to abide by Council's Code of Conduct to the extent applicable.
- 4.2 Members must respect the confidentiality and sensitivity of information as appropriate.



- 4.3 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 other Committee members or the Committee as a whole.
- 4.4 Committee members may 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.
- 4.5 Upon appointment, Chairs including Co-Chairs must undertake or demonstrate relevant recent training in running effective meetings.
- 4.6 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.
- 4.7 Failure by a Committee member to uphold the standards set out in clauses 4.1 – 4.6 may result in their dismissal by Council resolution, or in urgent circumstances by Council's Chief Executive Officer if the Chief Executive Officer considers that such action is necessary.
- 4.8 Committee members should contact the relevant Council officer for conflict-resolution assistance if reasonable attempts to resolve conflicts directly have failed.

5.0 Meetings

- 5.1 Meetings will be held quarterly unless determined by the Councillor 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.
- 5.2 If a Chairperson is not present at a meeting, the Committee members will determine to appoint a Chairperson for the purposes of conducting the meeting.
- 5.3 The appointed Council Officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.
- 5.4 Committee agendas will be forwarded to Committee members by email no later than five days before a scheduled meeting.
- 5.5 Minutes will be provided to Committee members within two weeks of the meeting and will include details of proceedings and resolutions made, with relevant documentation attached as necessary.
- 5.6 Committee meetings are closed to the public.
- 5.7 Special guests / subject matter experts may be invited to the meeting at the combined discretion of the Chair, including Co-Chairs, and Council Officer.
- 5.8 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, but no formal decisions or advice will be recorded.
- 5.9 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.
- 5.10 The Chair, including Co-Chairs, shall ratify the minutes of the meeting prior to their distribution to all Councillors and Committee members. Formal endorsement of the minutes will occur at the subsequent Committee meeting.

6.0 Opportunities for Cross-Collaboration

- 6.1 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.

7.0 Reducing Barriers to Participation

- 7.1 Council will seek to promote community involvement by removing barriers to participation. This may include allowing online participation and consideration of meeting times and venues.

8.0 Reporting, Monitoring and Evaluation

- 8.1 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.
- 8.2 The progress and activities of a Committee will be reported biannually through a combined six-monthly Council Meeting report about the progress and activities of all Committees.
- 8.3 The operation of the Committee will be evaluated annually via a number of methods including self-evaluation of the Committee to ensure that the Committee is achieving its objectives.
- 8.4 Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Committee's activities and achievements.



APPENDIX A

As per resolution of Darebin City Council on (insert date of resolution)

Name of Committee:	Insert Name of Committee / Group
ToR Cl 2.1	<p>The purpose of this Committee is to provide advice and recommendations to Council in relation to:</p> <ul style="list-style-type: none"> • xxx • xxx • xxx
ToR Cl 2.4	<p>Whole of Council strategies, frameworks and plans:</p> <ul style="list-style-type: none"> • Community Vision • Council Plan • Towards Equality Framework • Statement of Commitment to our First Nation's Peoples • Aged Friendly Darebin • xxx • xxx <p>Specific Council strategies, frameworks, plans and policies relevant to this Committee:</p> <ul style="list-style-type: none"> • xxx • xxx
ToR Cl 3.1	Maximum number of community committee members: X
ToR Cl 3.2	<p>The Committee Chairperson shall be:</p> <p>(a) a Councillor; OR</p> <p>(b) a Councillor with a community committee member as Co-Chair.</p>
ToR Cl 3.3	Committee members are appointed for a X year term.
ToR Cl 3.11	<p>Unless a Committee is established or re-established in a new Council term, the Committee will sunset on 30 June in the year following a Council general election, or sooner if any of the following apply:</p> <p>(a) Council resolves to dissolve the Committee;</p> <p>(b) Council establishes the Committee for a nominated period with an end date of: specified date</p> <p>(c) the following tasks / milestones are completed: Insert task / milestone</p>

Governance - Committees and Councillor Appointments**APPENDIX I**

Committee	Required Membership	Councillors Appointed
Planning Committee	At least 2 Councillors (Appointed Councillor/ Mayor as Chairperson)	All Councillors (Cr _____ /Mayor as Chairperson)
Hearing of Submissions Committee	At least 2 Councillors (Appointed Councillor/ Mayor as Chairperson)	All Councillors (Cr _____ /Mayor as Chairperson)
Audit Committee	Two Councillors	Mayor/Councillor _____ Councillor _____
CEO Employment Matters Committee	Mayor and three Councillors	Mayor Councillor _____ Councillor _____ Councillor _____

Governance - Committees and Councillor Appointments

APPENDIX J

State-wide, metropolitan or regional organisation	Nominees required	Appointments 2020/21
Municipal Association of Victoria	One Councillor and one proxy	Names to be inserted on Monday after Briefing
Metropolitan Local Government Waste Forum	One Councillor	
Inner Northern Group Training Ltd (IntoWork) Board	One Council Officer	
Inner Northern Local Learning and Employment Network	One Councillor	
Friends of Baucau Inc.	One Councillor	
Metropolitan Transport Forum	One Councillor	
Northern Alliance for Greenhouse Action	One Councillor	
Global Covenant of Mayors for Climate and Energy	Mayor of the Day	
Northern Council Alliance New organisation established in Sept 2019	One Councillor And Chief Executive Officer	
Darebin-based organisations	Nominees required	Appointments 2020/21

State-wide, metropolitan or regional organisation	Nominees required	Appointments 2020/21
Melbourne Innovation Centre	Two Councillors	
Darebin Ethnic Communities Council	Two Councillors	
Darebin Creek Management Committee Inc.	One Councillor	
Merri Creek Management Committee Inc.	One Councillor	

Governance - Committees and Councillor Appointments

APPENDIX K

Community Advisory Committee	Nominees required	Councillor Appointments 2020/21
Active and Healthy Ageing Community Board	Three Councillors (Co-Chairs) <i>(Recommended: One Chair, one Deputy Chair and one Councillor to act as a proxy for the Chair and Deputy Chair)</i>	Names to be inserted on Monday after Briefing
Climate Emergency Darebin Advisory Committee	Mayor of the Day (Chair) and one Councillor	Cr. Messina (Chair)
Darebin Aboriginal Advisory Committee	At least one Councillor (Chair) <i>(Recommended: One Councillor (Chair) and one proxy)</i>	
Darebin Community Awards Advisory Committee	Mayor of the Day (Chair)	Cr. Messina (Chair)
Darebin Disability Advisory Committee	One Councillor (Chair) and one proxy	
Darebin Domestic Animal Management Reference Group	One Councillor <i>(Recommended: One Councillor and one proxy)</i>	
Darebin Education Network	One Councillor (Chair) <i>(Recommended: One Councillor (Chair) and one proxy)</i>	
Darebin Interfaith Council	At least one Councillor (Chair) <i>(Recommended: One Councillor (Chair) and one proxy)</i>	

Community Advisory Committee	Nominees required	Councillor Appointments 2020/21
Darebin Nature Trust	Previous representation was one Councillor from each Ward (one Councillor as Chair) On the basis on new Ward Structure – three Councillor delegates required.	
Darebin Women’s Advisory Committee	At least one female Councillor (Chair) <i>(Recommended: One female Councillor (Chair) and one proxy)</i>	
Sexuality, Sex and Gender Diversity Advisory Committee	One Councillor (Chair) <i>(Recommended: One Councillor (Chair) and one proxy)</i>	
Welcoming Cities Community Reference Group	One Councillor	
Arts & Heritage Advisory Committee Established April 2020	One Councillor and one proxy	
Youth July	No Councillor delegate required	No Councillor delegate required

7.2 AUDIT & RISK COMMITTEE MEMBERSHIP

Author: Audit and Compliance

Reviewed By: General Manager, Governance and Engagement

EXECUTIVE SUMMARY

The Audit & Risk Committee (the Committee) is a committee established in accordance with section 53 and 54 of the *Local Government Act 2020* (the Act) to assist Darebin City Council (Council) in fulfilling its responsibilities relating to external financial and performance reporting, risk and financial management, corporate governance, internal control systems and providing advice to drive continuous improvement.

Ms Lisa Tripodi, one of the Committee's external members, is set to complete her final term of appointment on 31 December 2020. Ms Tripodi served the full four-year term on the Committee and was extended for an additional 5 months by Council resolution on 24 February 2020.

An expression-of-interest for a new external member was advertised in *The Age*, *SEEK*, and Council's website on 7 October 2020. A selection panel comprising the General Manager Governance and Engagement, Acting Manager Property & Business Improvement and Coordinator Risk & Improvement has recommended a preferred candidate for appointment to the committee. Details about the selection process are attached in **Appendices A–C** (Confidential).

Recommendation

That Council appoints _____ as an external member Council's Audit & Risk Committee for a term of two years (from the date of resolution to December 2022) with an option of a further two-year term by mutual consent (concluding December 2024).

BACKGROUND / KEY INFORMATION

The Audit & Risk Committee plays an important role in assisting Council with its oversight of external financial and performance reporting, risk and financial management, corporate governance and internal control systems.

Under the Audit & Risk Committee Charter 2020 (the Charter), the Committee consists of five members, made up of two Councillors and three external members. The external members are appointed for a two-year term, with an option for a further two-year term by mutual consent. Council may adjust the initial period of appointment to allow for mid-term appointments and to avoid situations where all external member terms expire within close proximity of each other.

As at November 2020, the status of external membership of the Committee is as follows:

- Ms Lisa Tripodi – appointed 15 August 2016, final term expires 31 December 2020 (position being appointed). This term incorporates a five-month extension resolved by Council on 24 February 2020;
- Dr Marco Bini – appointed 20 November 2017, final term expires 31 December 2021; and

- Mr Craig Geddes – appointed 24 February 2020, two-year term expires 31 December 2021 (eligible for a 2-year extension to 31 December 2023).

Previous Council Resolution

At its meeting held on 24 February 2020, Council resolved:

That Council:

- (1) *Appoints Craig Geddes to the Audit Committee from the date of resolution to 31 December 2021.*
- (2) *Extends the appointment of Ms Lisa Tripodi to the Audit Committee from 1 August 2020 to 31 December 2020.*

COMMUNICATIONS AND ENGAGEMENT

Consultation

Due to Councillor Elections and the legislated election period (caretaker period), no Councillors were able to partake on the panel for interviews. The interview panel comprised the General Manager Governance and Engagement, Manager Property and Business Improvement and Coordinator Risk and Improvement.

Communications

Subject to Council's resolution to appoint a new member, the General Manager Governance and Engagement will confirm the appointment in writing and the Committee will be informed at their meeting of 14 December 2020.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Environmental Sustainability Considerations

There are no environmental sustainability considerations that relate to this report.

Climate Emergency

There are no climate emergency considerations that relate to this report.

Equity, Inclusion and Wellbeing Considerations

Ms Lisa Tripodi is the only female external member on the Audit & Risk Committee. As her term is expiring in December 2020, Council promoted diversity of candidates through the advertising of this position.

Cultural Considerations

There are no cultural considerations that relate to this report.

Economic Development Considerations

There are no economic development considerations that relate to this report.

Financial and Resource Implications

Council pays a fee to all external committee members pursuant to section 53 (6) of the Act. These fees are allowed for within existing budgets.

Legal and Risk Implications

Given the current work being undertaken in key areas that are overseen by the Committee, such as improvements to finance, risk, audit and procurement processes, it is important to ensure the continuity of knowledge and expertise from the external members of the Audit & Risk Committee is maintained.

Regular turnover of committee members is important; however, to ensure the injection of fresh perspectives and ideas, there will be an opportunity to appoint a new external member to the Committee to commence in early 2022, with the expiring term of Dr Marco Bini from the Committee.

Operational Impacts

There are no operational impact considerations that relate to this report.

DISCUSSION

The Audit & Risk Committee plays an important role in assisting Council with its oversight of external financial and performance reporting, risk and financial management, corporate governance, internal control systems. The external members on the Audit & Risk Committee require a high level of expertise and commitment to fulfil their role.

The Acting Manager Property & Business Improvement commenced a selection process and, through advertisement in *The Age*, *SEEK*, and Council's website on 7 October 2020, sought expressions of interest for an external member to be appointed to the Audit & Risk Committee.

Council appoints external members with an appropriate balance and demonstrated experience in the fields of finance, risk, audit, governance and/or legal practices. Members of the Audit & Risk Committee require a high level of expertise and commitment to fulfil their role.

The mix of skills and experience of the current and prospective external member was taken into consideration as part of the selection of the preferred candidate for the Committee. Further information about the selection process is attached in **Appendices A–C** (Confidential).

OPTIONS FOR CONSIDERATION

Option 1 – Appointment of preferred candidate (Recommended)

_____ is appointed as an external member of Council's Audit & Risk Committee for a term of two years (from the date of resolution to December 2022) with an option of a further two-year term by mutual consent (concluding December 2024).

Option 2 – No appointment of candidate to the Audit & Risk Committee (Not Recommended)

Council does not make a new appointment to the Committee. This option is not recommended as Council may struggle to achieve a quorum for meetings if a new member is not appointed, in accordance with the Charter. In addition, the loss of an experienced external members risks the loss of momentum on critical projects and matters that are being overseen by the Committee.

IMPLEMENTATION STRATEGY

Details

Should Council approve the appointment as recommended, the General Manager Governance and Engagement will confirm the appointment in writing and the Committee will be informed at their meeting of 14 December 2020.

Communication

- Audit and Risk Committee
- Executive Management Team

Timeline

- Confirm appointment in writing and report at the Committee in December 2020.

RELATED DOCUMENTS

- Audit & Risk Committee Charter
- *Local Government Act 2020*

Attachments

- Preferred Candidate Resume (**Appendix A**) Confidential - enclosed under separate cover
- Audit & Risk Committee External Member Selection Summary (**Appendix B**) Confidential - enclosed under separate cover
- Audit & Risk Committee External Member Selection Report (**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 general or material interest in a matter to which the advice relates.

Two of the three panel members declared an interest in relation to one of the applicants prior to interview. Both panel members separately had previous knowledge of one of the applicants in a professional capacity. Upon assessment it was considered appropriate to proceed with the panel composition as intended.

It should be noted that the applicant referred to has been identified as the preferred candidate recommended for appointment by Council.

7.3 COMMUNITY ENGAGEMENT FRAMEWORK**Author:** Research Officer**Reviewed By:** Manager Communications and Engagement

EXECUTIVE SUMMARY

This report presents the updated Community Engagement Policy (attached as **Appendix A**), which will supersede the existing Community Engagement Strategy and Framework. The updates in the proposed Community Engagement Policy meet the community engagement requirements under the new *Local Government Act 2020* and integrate the Towards Equality Framework into our engagement approach, to ensure all members of the community have the opportunity to participate. Engagement standards to action Council's Statement of Commitment to Aboriginal and Torres Strait Islander people are also included.

The updates in the proposed Community Engagement Policy will help Council to not only achieve best practice but also to ensure compliance with the Local Government Act and improve our organisational guidance so we can deliver on our engagement commitments to the community.

The community engagement plan for the consultation of the proposed Community Engagement Policy (attached as **Appendix B**) provides the timelines and the detailed next steps for the proposed Policy. To execute the community engagement plan and undertake meaningful, equitable and inclusive engagement process there will be additional resources and funds required.

Recommendation

That Council:

- (1) Endorses the updated Community Engagement Policy for release for community engagement
 - (2) Endorses the community engagement plan for consultation on the proposed Policy
-

BACKGROUND / KEY INFORMATION

The *Local Government Act 2020* places new requirements on community engagement principles and requirements, which has resulted in the review of Darebin's current Community Engagement Strategy and Framework.

COMMUNICATIONS AND ENGAGEMENT**Consultation**

An internal steering group was set up to provide advice for the review of the Community Engagement Strategy and Framework, and to provide advice and subject matter guidance on the deliberative engagement required for the strategic plans and documents listed under the Act. The group provided valuable advice on the general direction of the proposed policy, and influenced the Darebin definition of 'deliberative engagement' which is included in the proposed policy.

Members of the Steering Group who contributed to the discussion included:

- Manager Communications and Engagement
- Acting Research Officer
- Communications Officer
- Coordinator Corporate Planning
- Equity and Diversity Policy Lead
- Wellbeing Policy Lead
- Manager City Futures
- Asset Infrastructure Advisor
- Coordinator Climate Emergency and Environment Strategy
- Families, Youth and Children Planning and Projects Officer
- Manager Climate Emergency & Sustainable Transport
- Aboriginal Contact Officer
- Coordinator Department Transition and Assessment

Moreover, the Community Engagement and Demographics team collaborated with the Equity, Impact and Assessment team to integrate the lenses of people, places and experiences and set minimum standards of engagement for the 'how to' section of the proposed policy. A similar process was undertaken with the Aboriginal Partnerships Officer and the Aboriginal Employment and Programs Officer to set proposed standards for engaging with Aboriginal and Torres Strait Islander communities. This section of the proposed Policy will be finalised in consultation with the Wurundjeri Council and the Darebin with Aboriginal Advisory Committee. Further consultation will be undertaken with other Aboriginal and Torres Strait Islander peak bodies and organisation.

Communications

Regular communications with the relevant internal stakeholders occurred as part of the consultation process.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 5 - Involving our diverse community

Darebin is a diverse community with a multitude of voices and viewpoints, experiences and needs. Our aim is to ensure equal opportunity for all people, notably people who experience barriers to engagement with Council, and to ensure community voices are able to inform Council's decision-making.

Environmental Sustainability Considerations

There are no immediate sustainability considerations.

Climate Emergency

There are no immediate climate emergency considerations

Equity, Inclusion and Wellbeing Considerations

The *Towards Equality* Framework is a key consideration in the existing Community Engagement Strategy and Framework and is strongly reflected in the proposed Community Engagement Policy. The Equity Impact Assessment team was included in the review and their guidance and advice have been integral in the development of the proposed policy. The team have also provided advice on the equity considerations that is included in the Community Engagement Plan.

Cultural Considerations

The proposed Community Engagement Policy was developed in collaboration with the Equity and Diversity team and integrates the lenses of people, places and experiences in the 'how to' section of the proposed policy.

In addition, the proposed policy also includes cultural considerations for engagement with the Wurundjeri Council and for when engaging with the Aboriginal and Torres Strait Islander communities and our culturally and linguistically diverse communities.

Economic Development Considerations

There are no immediate economic development considerations.

Financial and Resource Implications

To ensure a good representation of the community is captured in the consultation of the proposed Community Engagement Policy, the following funds and resources will be required:

Activities	Funds and resources needed
Two drop -in sessions at parks – one in the north and another in the south, that allows for social distancing	<ul style="list-style-type: none"> Printing of promotional information including translated promotional blurb in top 12 languages
	<ul style="list-style-type: none"> Community Engagement and Demographics team
One to two workshop sessions at senior group/club meetings	<ul style="list-style-type: none"> Interpreters or staff that speak a second language available
	<ul style="list-style-type: none"> Printing of promotional information
Workshop session inviting community advisory committees, community reference group members and community organisations and agencies	<ul style="list-style-type: none"> Interpreters or staff that speak a second language available
	<ul style="list-style-type: none"> Digital facilitation training for 4-5 staff members
	<ul style="list-style-type: none"> 4-5 Darebin staff members
One to two workshop sessions at Zoom for Fun events	<ul style="list-style-type: none"> Acting Coordinator Community Engagement and Demographics

Activities	Funds and resources needed
Workshop session at Darebin Young Citizen Jury meeting	<ul style="list-style-type: none"> • Acting Coordinator Community Engagement and Demographics
Workshop session at Welcoming Cities Reference Group meeting	<ul style="list-style-type: none"> • Acting Coordinator Community Engagement and Demographics
Online survey via Your Say Darebin online engagement platform	<ul style="list-style-type: none"> • Community Engagement and Demographics team
	<ul style="list-style-type: none"> • Translated promotional blurb in top 12 languages
Telephone survey conducted via random sampling with 500 residential households	<ul style="list-style-type: none"> • \$50,000
Consulting with the Wurundjeri Council to ensure first step consultation on matters that are of high importance such as land, water and cultural heritage	<ul style="list-style-type: none"> • Acting Coordinator Community Engagement and Demographics and Equity and Diversity team and Elders on staff.
Consulting with Wurundjeri Council and Aboriginal community to understand what a 'voice' looks like at a local level to inform the policy.	<ul style="list-style-type: none"> • Acting Coordinator Community Engagement and Demographics and Equity and Diversity team and Elders on staff.
Consulting with Darebin Aboriginal Advisory Committee and other Aboriginal and Torres Strait Islander peak bodies and organisations as required	<ul style="list-style-type: none"> • Acting Coordinator Community Engagement and Demographics and Equity and Diversity team and Elders on staff.
Emails and meetings with community advisory committees and community reference groups	<ul style="list-style-type: none"> • Acting Coordinator Community Engagement and Demographics
	<ul style="list-style-type: none"> • Council admins for the committees and groups
Multicultural interfaith networks – tapping into planned activities	<ul style="list-style-type: none"> • Acting Coordinator Community Engagement and Demographics
	<ul style="list-style-type: none"> • Community Development Officer – Interfaith and Multicultural
Working with Community Development team to engage with community groups and community organisations working with residents at a disadvantage in East Preston and East Reservoir	<ul style="list-style-type: none"> • Acting Coordinator Community Engagement and Demographics
	<ul style="list-style-type: none"> • Community Development officers in the Equity and Wellbeing teams
	<ul style="list-style-type: none"> • Interpreters upon request
	<ul style="list-style-type: none"> • Printing of promotional information including promotional blurb in top 12 languages

Activities	Funds and resources needed
Consultation with children and young people through Schools	<ul style="list-style-type: none"> Acting Coordinator Community Engagement and Demographics Youth Services team
Consultation with young people at the Youth Hub (if restrictions permit)	<ul style="list-style-type: none"> Acting Coordinator Community Engagement and Demographics
	<ul style="list-style-type: none"> Youth Services team
	<ul style="list-style-type: none"> Printing of promotional information

Legal and Risk Implications

There are no immediate legal and risk implications. The Community Engagement Policy will be developed in consultation with the community between December and January but is required to be endorsed by Council before 1 March 2021.

Operational Impacts

The proposed Community Engagement Policy applies to all engagements that are undertaken at Darebin. A detailed Community Engagement toolkit will be developed to support the organisation apply the policy

DISCUSSION

The proposed Community Engagement Policy has been informed by desktop research conducted on the community engagement policies of other Councils in Greater Melbourne and in regional Victoria that were endorsed from late 2019. A total of 12 Community Engagement policies were assessed and compared from Councils that recently updated their Community Engagement policies and included guidance in response to the *Local Government Act 2020*, and out of these there were nine that demonstrated best practice and were referenced to develop the proposed Policy.

Content in the proposed Community Engagement Policy

The following table outlines the sections in the proposed Community Engagement Policy and the rationale for their inclusion:

Section	Rationale
Purpose and Scope	Sets clear parameters of the intent of the policy and what it covers. This will ensure there is no confusion.
What is 'community engagement' and why we engage	Provides a definition of community engagement and outlines the importance of it. The term 'community engagement' and the reasons why we undertake community engagement is not necessarily understood by all members of our community. This section explains our two aims for engaging, which have been retained from the existing Community Engagement Strategy and Framework.
Our Principles and Commitment to the community	Includes the principles from the existing Strategy and Framework and has been developed to include a 'commitment to community', which explains to the community what these guiding rules mean to them. These commitments will be tested through the consultation process.

Section	Rationale
How we engage – Minimum standards, level and type	<p>Explains our 'how to' approach and has been improved to transform the way we undertake engagement. The lenses of people, places and experiences from our Towards Equality Framework have been integrated to make sure our engagement approach is meaningful, equitable and inclusive. This will be achieved through minimum standards that will be applied to all engagements undertaken by Council. This also includes setting an engagement standard to action Council's commitment to the Aboriginal and Torres Strait Islander people.</p> <p>A key component of the minimum standard is engaging with the Wurundjeri Council on matters such as land, water and cultural heritage which will be established and confirmed through the engagement process.</p> <p>This approach combined with the levels of engagement as guided by the IAP2 Spectrum of Engagement, and the engagement type overlay, will help us to not only achieve best practice but will improve our organisational guidance so we can deliver on our engagement commitments to the community</p>
Legislative environment and requirements	Includes the prescriptive guidance required that meets the community engagement requirements as outlined in the Act.
Putting community engagement into practice – planning, implementation and evaluation	<p>Explains the five steps to put community engagement into practice which has been retained from the existing Community Engagement Strategy and Framework. The five steps have not been changed but the details of these steps have been removed and will be included in the Community Engagement toolkit documents instead as they will be more relevant and useful for the organisation as opposed to the policy which is more strategic and high level.</p> <p>A key element to be tested through engagement will be the measure of success – how will Council evaluate performance of the engagement process.</p>
Responsibilities	Sets out the responsibilities of particular groups to ensure the policy is implemented as intended
Definitions	Defines particular terms in the policy that need to be explained to ensure the community understands the policy
References	Indicates where the information within the policy has been sourced.

OPTIONS FOR CONSIDERATION

This report recommends that Council endorses the proposed Community Engagement Policy and the community engagement plan for the consultation of the proposed policy, which will meet the community engagement requirements in the Act and improve the engagement practice of the organisation.

The Community Engagement Policy is a statutory requirement and needs to be developed in consultation with the community. Council could decide not to endorse the proposed Policy and the community engagement plan for the consultation, but this will result in the Council not meeting the legislative requirements of the *Act*.

IMPLEMENTATION STRATEGY

Details

The following timeline outlines the timeline and detailed actions for the proposed Community Engagement Policy. Further information will be included in the community engagement plan which is attached as **Appendix B**.

Timeline	Details
7 December	Seek Council endorsement of proposed Community Engagement Policy and consultation process.
8 December to mid-January From day after Council endorses proposed Policy and community engagement plan	<p>Multiple community engagement formats used – face to face, phone and digital which will be promoted widely where possible and include translated promotional blurb. Focus will be on ensuring involvement from groups Council finds hard to reach.</p> <p>Face-to-face engagements such as:</p> <ul style="list-style-type: none"> - Two drop-in sessions at parks - One to two workshop sessions at senior group/club meetings - Consultation with young people at the Youth Hub <p>Digital engagements planned such as:</p> <ul style="list-style-type: none"> - Online workshop sessions - Online survey via the Your Say Darebin online engagement platform <p>Telephone surveys to 500 randomly selected residential households across Darebin</p> <p>IF COVID RESTRICTIONS CHANGE OR ARE REINSTATED As many community engagement formats used within restrictions – phone and digital which will be promoted widely where possible and include translated promotional blurb. Focus will be on ensuring involvement from groups that Council finds more challenging to reach.</p>
Mid-end January (First Council Briefing)	Present findings of feedback received and recommendations for final Community Engagement Policy
End of January 2021 (First Council Meeting) 2021	Present findings of feedback received and recommendations for final Community Engagement Policy and seek Council endorsement of Final Policy
February 2021	Outcome of engagement reported back to participants and wider community (closing the loop)

Communication

The community engagement plan, which is attached as **Appendix B** includes the communication actions to promote this process and ensure a good engagement reach of our diverse community

RELATED DOCUMENTS

- *Local Government Act 2020*
- Darebin Community Engagement Strategy and Framework

Attachments

- Proposed Community Engagement Policy - Community Engagement Framework (**Appendix A**) [↓](#)
- Community Engagement Plan for proposed Community Engagement Policy (**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 general or material 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.

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Darebin Community Engagement Policy

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CONTENTS

- Purpose and Scope
- What is 'community engagement' and why we engage
- Our Principles and Commitment to the community
- How we engage – Minimum standards, level and type
- Legislative environment and requirements
- Putting community engagement into practice – planning, implementation and evaluation
- Responsibilities
- Definitions
- References

Acknowledgement of Traditional Owners and 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 community. 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)

Purpose and scope

Darebin City Council is committed to building a fair, inclusive and equitable city, particularly as it changes with population growth and the urgent need for action to address climate change. We know our diverse community is our greatest asset for building a greener, bolder, more connected city, which is why we put residents, business owners and the community sector at the heart of our decision-making.

This policy ensures we conduct our community engagement in a way that includes all voices in our community by actively seeking to remove the barriers people and groups in the community might encounter, and is open and transparent to ensure the community can trust the decisions we make as caretakers of this city.

This will be achieved through:

- Our community engagement principles and our commitment to the community, which underpins and guide our approach to community engagement.
- Our clear minimum standards of conducting meaningful, equitable and inclusive engagement, taking into consideration the significance and complexity of projects and matters, and level of interest, impact and influence that the stakeholders have on decisions being made.
- Consistent application of this policy to all planning, implementation and evaluation of all community engagement processes and activities at Darebin undertaken by Council, including work undertaken by consultants and volunteers.

This policy also provides direction on our legislatively required community engagement practices.

What is Community Engagement and why we engage

Community engagement is a planned process that provides individuals and groups the opportunity to be involved meaningfully in service planning, delivery and decision-making which may affect them or are of interest to them. Community engagement seeks to build trust and strengthen relationships.

Community engagement is a key step in forming decisions and developing policies, services, programs, places and spaces that continue to be relevant and responsive to changing needs and expectations. Maintaining and improving the wellbeing of our community depends on effective and transparent decision-making, that has considered the diversity of community views in an equitable, inclusive, open and authentic way.

Meaningful, equitable and inclusive community engagement is essential as highlighted in one of the principles of our Towards Equality – Equity, inclusion and human rights framework 2019-2029.

International research shows that the decision-making of governments is improved when communities are involved (Parvin 2018). It makes local government: respond better to the diverse needs of the community; design better services; and best of all, use the ideas of our community to respond to change. It also builds trust in government as people become involved in, and therefore see themselves reflected in it.

Our two aims for engaging are:

- To strengthen representation in decision-making
- To make sure we fulfil our commitment and ensure the decisions Council makes are well explained to our community

The first aim is to strengthen representativeness in decision-making by ensuring Councillors and staff have access to information that reflects the diversity of the needs and lived experiences in our community, not just the opinions of the loudest voices. There is a widening "participation gap" in who gets their views heard in government decision-making (Dalton 2017). If not thought through carefully, new methods of community engagement only give people with the skills and resources more ways to have a say, further widening that gap (Dalton 2017). Focusing on representativeness will improve the quality of our community engagement, ensuring we generate a balanced set of perspectives to incorporate into discussions about action and outcomes. It is important that we provide more ways for a broader range of residents, businesses, and community representatives to have a say, and to experience and build an understanding of local government.

The second aim is to widely provide open and transparent feedback on decisions, to allow public scrutiny, and to make sure the community understands the reasons for our decisions (Parvin 2018). Fulfilling our commitment to the community is essential for good community engagement. This means always "closing the loop" by going back to the community post-engagement, so people know how their feedback was considered and what decisions were made as a result.

Bolstering the representativeness of information used to make decisions and feeding decisions back to community is not always easy. But well-planned community engagement means we can lead meaningful, open and transparent conversations about policy challenges and options. It means we can deliver the types of services and facilities our community needs and wants and address undue influence of skilled interest groups by balancing needs and perspectives. Ultimately, it allows our elected representatives to make decisions that create better communities, in increasingly complex environments.

Our Principles and Commitment to the community

The following six principles underpin community engagement at Darebin. They are the guiding rules for all engagement processes and activities undertaken, and ensure our community engagement is purposeful, representative, and is easy to be involved in.

Council has built on these six principles to include our commitment to our community against each of these principles.

Principles	Our Commitment
A genuine opportunity to shape the way our local government works (respectful)	We set clear parameters for our engagements to ensure participants have clear expectations of what they can influence and how their feedback will be used.
Focused on providing input to solving challenges (action oriented)	We recognise that community feedback and input will create better decisions.
Representative (focused on justice and equity)	We ensure all community members have opportunities to contribute and benefit, no matter where they live, preferences, abilities and cultures. We recognise there are barriers for some groups and will use novel methods, and build our relationships across our community, to reduce those barriers and ensure everyone's right to be heard.
Build on our relationships with the community which are essential to trust in our work	We value the insights of our community and respect the time and effort they give towards informing our decision making.
Accessible, easy, and enjoyable (inclusive)	We focus on short, productive sessions that are enjoyable, culturally relevant, and meaningful experiences. We want those involved to learn about complex issues, hear a range of perspectives, and have their own experiences and needs heard.
Fed back to the community (integrity)	We are committed to sharing the findings with participants and to ensuring our decisions are reported back widely to the community.

How we engage – Minimum standards, Level and Type

Minimum standards of engagement

Council will endeavour to reach all sections of the diverse community and provide an opportunity to give feedback and be involved when forming decisions and developing policies, services and spaces in a way that is accessible, appropriate and welcoming.

It is important people who participate are supported and made to feel safe and comfortable in the process so they can have their say, whatever their background or life experiences. Specific consideration must be given to encourage feedback from those who experience disadvantage, marginalisation or those who Council traditionally finds hard to reach.

We apply the lenses of people, places and experiences from our Towards Equality Framework to consider the diverse needs of our community and how they should be included in the engagement process.

Council is committed to high quality, open and respectful engagement with all Aboriginal and Torres Strait Islander people and communities. Council acknowledges Aboriginal communities' right to self-determination and community-control principles. These principles have special significance for the way in which Council engages with Aboriginal people. Council also recognises the diversity of views and opinions within Aboriginal and Torres Strait Islander communities.

Aboriginal and Torres Strait Islander people and communities have been deeply harmed by the policies and actions of past governments, which means trusting relationships may not exist or may need time and resources to establish and build.

In all of Council's engagement with Aboriginal people and Aboriginal organisations, Council will ensure that there are culturally appropriate opportunities for the Aboriginal community to be involved and strive to establish and sustain collaborative relationships: working together, giving recognition for Aboriginal community decision-making and, importantly, supporting the on-going aspirational efforts of Aboriginal people themselves towards justice and community well-being.

Aboriginal communities must always have the authorising voice in any thinking and decisions in matters which will affect them and their communities. This is usually where there is a higher level of community influence in the decision-making.

A comprehensive guide of how to apply these standards are explained in our *Community Engagement Toolkit*.

Level of Community Engagement

Engagement opportunities provided by Council will vary in level and type depending on the significance, complexity of projects, and level of interest, impact and influence that the stakeholders have on decisions being made.

At Darebin Council, we use the IAP2 Spectrum of Engagement to guide our engagement approach. The Spectrum as shown below, describes five different levels of engagement each with a different level of influence that the community should expect to have, and the related promise that we make to the community.

The levels of engagement are identified during the engagement planning process, but they can change throughout the course of projects due to factors like political impact, nature of the project, scope, resources, and influence from communities of interest.

Council will assess the following when identifying the levels of engagement and related engagement activities:

- Level of impact on the community
- Level of influence communities of interest have on the decision being made
- Complexity and associated risks of the issue, project or topic
- Resources available

	Inform	Consult	Involve	Collaborate	Empower
Participation goal	To provide well balanced and objective information to assist our community to understand or make them aware of the problem, alternatives, opportunities and/or solutions	To seek community feedback on analysis, alternatives, and proposed decisions	To work directly with the community throughout the process to ensure that their concerns and aspirations are consistently understood and considered.	To partner with the community in each aspect of the decision including the development of alternatives and identification of preferred solution, and work together toward a jointly agreed outcome.	To place final decision making in the hands of the community, and build their capacity to deliver change
Our promise to the community	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations and provide feedback on how community input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how community input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide or recommend
Example methods and	Information sessions Media releases	Surveys (online and hardcopy) Ideas	Advisory groups Workshops Deliberative	Citizen advisory committees Participatory decision making	Citizens' jury/ panel/ assembly Deliberative

practices	Social media posts On-site signage Direct mail Project updates	collection Drop-in sessions Opinion poll Submission processes Pop-up sessions	polling Elements of deliberative engagement practices	Community ownership project governance Elements of deliberative engagement practices	budgeting Consensus Conference Representative deliberative panels
Engagement Type	Consultative		Deliberative		
Minimum standards of engagement	<p>Applying lenses of people, places and experience</p> <ul style="list-style-type: none"> • Accessible: language, location, format, platform and time • Translated materials/ interpreters (languages other than English including Auslan) • Demographics and priority groups: to ensure representativeness of the diverse community • Enough time and resources for engagement (planning and time for responses) <p>Engaging with Aboriginal and Torres Strait Islander people</p> <ul style="list-style-type: none"> • As a first principle, Council will lead engagement activities with the Traditional Land Owners, the Wurundjeri Council, on all matters of key importance • Culturally appropriate opportunities provided • Views and guidance must be sought from the earliest stages of an idea or proposal before moving into scoping and planning • Advice cannot be sought and then ignored • Advice must be integrated without adjustment or censorship. • Advice may need to be sought and integrated successively, at each stage of a project or initiative. • When engagement type is deliberative engagement there must be a partnership decision-making process 				

Type of Community Engagement

Engagement practices can largely be considered as 'consultative' or 'deliberative'. Consultative engagement is where the engagement level is at 'inform' or 'consult' on the IAP2 Spectrum and deliberative engagement is where the engagement level is at 'Involve', 'Collate' and 'Empower'.

Consultative Engagement

Consultative engagement includes:

- Information provided to the community to help them to understand a project or a matter
- Feedback sought from the community such as ideas, thoughts and insights which are considered by Council and the outcome of the engagement is reported back to the community

Deliberative Engagement

Deliberative engagement is a process that involves an informative and engaging dialogue with an inclusive, diverse and genuine representation from our community, where considered views and joint outcomes can be developed. Participants are provided with a breadth of inputs, information and enough time and opportunity to engage and discuss issues in depth in a welcoming and respectful environment, then provide recommendations

and feedback which is reviewed and adopted by Council.

Council will undertake deliberative engagement in the following circumstances:

1. Where it has a legislated obligation (including Community Vision, Council Plan, Financial Plan and Asset Plan) or
2. Where it is assessed as appropriate to undertake this engagement approach for projects or processes, and meet the level of influence and promise required

Example of deliberative methods and practices are shown in the table above. Council will use some of these methods and practices to meet the legislative requirements in the Act.

Legislative environment and requirements

There are some areas where our community engagement work is guided by legislation. Under the *Local Government Act 2020*, there are four principles that need to be applied to the engagement undertaken for strategic documents and plans such as the four-year Council Plan, Community Vision, Financial Plan, and Asset Plan.

Principles of deliberative engagement

- authentic engagement with the community;
- good representation of the community in engagement activities;
- clear demonstration of how all views have been considered;
- accessible and relevant information available to the community to ensure the decision-making process and the community's level of influence is clear in each instance and that participants are fully informed.

The following is a guide of how Council will meet the engagement requirements as outlined in the Act.

Strategic document, plan or process	Engagement type
Council Plan	Deliberative Engagement
Municipal Health and Wellbeing Plan	Deliberative Engagement
Community Vision	Deliberative Engagement
Financial Plan	Deliberative Engagement
Asset Plan	Deliberative Engagement
Making of local laws.	Consultative Engagement
Budget	Consultative Engagement
Governance Rules	Consultative Engagement
Acquiring, purchasing, selling, exchanging or leasing land	Consultative Engagement
Electoral structure review	Engagement type to be decided upon assessing the intricacies of the matter
Other Council policies, strategies and plans that directly impact the community	Engagement type to be decided upon assessing the intricacies of the matter
Projects that create new assets or change service levels	Engagement type to be decided upon assessing the intricacies of the matter
Submissions process – replaces section 223 of the Local Government Act 1989	Follow the provisions in the Local

	Government Act 1989
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This policy also meets the Victorian Auditor General's Office recommendations for community engagement practices (VAGO 2017).

All of our community engagement processes and practices comply with the letter and spirit of the Charter of Human Rights and Responsibilities Act 2020. The following rights are particularly relevant to community engagement:

- right to recognition and equality before the law (section 8), which implies that special measures can be taken to assist groups who are disadvantaged by discrimination
- right to freedom of expression (section 15) stating that people are free to say what they think and want to say, and have the right to find, receive and share information and ideas
- right to taking part in public life (section 18) stating that every person has the right to take part in public life
- right to freedom of thought, conscience, religion and belief (section 14)
- cultural rights (section 19), notably Aboriginal cultural rights
- right to protection of families and children (section 17)
- right to privacy (section 13) - Every person has a right to enjoy their private life free from interference.

Community engagement relating to planning permit applications and planning scheme amendments is outside of the scope of this policy, as these processes are governed by the *Planning and Environment Act 1987(Vic)* and associated regulations. However, these processes should be interpreted in accordance with human rights principles as mandated by the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

Putting community engagement into practice – planning, implementation and evaluation

Council follows five steps to put community engagement into practice and undertake a successful engagement. This easy-to-use, step-by-step approach is applied to all community engagements undertaken at Darebin regardless of the complexity or scale.

Each of these steps align with the principles of this Policy, which allows a consistent application of the principles to our engagements.

Step 1 – think about what information you need to create to solve your problem or challenge (objective, background, scope engagement levels and type)

Step 2 – identify the community "interests" you need to talk to (who to engage)

Step 3 – identify the best engagement methods

Step 4 – get the right data from your engagement, including for evaluation and ensure the information is housed accordingly for future use

Step 5 – report back to the community: this is where Council will inform the community of engagement outcomes, which is usually via the Your Say Darebin online engagement platform, Council website, and directly to the participants who were involved and have provided contact details

The steps of this policy will help staff consider:

- if they need to engage
- how they can generate robust, useful, representative data, and
- how they can report results of decision-making back to the community.

Council staff can use the five steps to write their *Community Engagement Plan*, which is part of the *Community Engagement Toolkit* and has detailed information on how to apply these five steps.

Responsibilities

We have principles, commitments and approaches that ensure our community engagement is meaningful, equitable and inclusive.

The implementation of the Community Engagement Policy is the collective responsibility across all teams and staff members at Darebin.

Responsibilities for ensuring this policy is implemented as intended is as follows:

Who	Roles and responsibilities
Councillors	Ensure that there has been meaningful and inclusive engagement, and support the community mandate
Executive Management Team	Ensure policy is being applied to the community engagements when reviewing reports and presentations Champion best practice community engagement
Managers Group and Leadership Group	Ensure policy is being applied to community engagements being undertaken by their teams
Staff	Ensure policy is being applied to community engagements undertaken

Definitions

The following definitions have been used for the purposes of this policy.

Community Engagement	A planned process that provides individuals and groups the opportunity to be involved meaningfully in service planning, delivery and decision-making which may affect them or are of interest to them. Community engagement seeks to build trust and strengthen relationships.
Community	A term used that includes residents, businesses/workers, community leaders/representatives, and community groups and organisations in Darebin.
Consultative Engagement	A term used to describe engagements at the level of 'inform' or 'consult' on the IAP2 Spectrum of Engagement, with the related promise of keeping the community informed or seeking feedback on strategies, policies and plans.
Deliberative engagement	Deliberative engagement is a process that involves an informative and engaging dialogue with an inclusive, diverse and genuine representation from our community, where considered views and joint outcomes can be developed. Participants are provided with a breadth of inputs, information and enough time and opportunity to engage and discuss issues in depth in a welcoming and respectful environment, then provide recommendations and feedback which is reviewed and adopted by Council.
Public Participation	A term used by IAP2 meaning the involvement of those affected (interested or impacted) by a decision in the decision-making process. We use the term interchangeably with Community Engagement, Stakeholder Engagement or Consultation.

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COMMUNITY ENGAGEMENT PLAN

Project title: Proposed Community Engagement Policy

ENGAGEMENT PLAN TEMPLATE

Project officer	Acting Coordinator Community Engagement and Demographics
Department	Communications and Engagement
Key dates	<ul style="list-style-type: none"> - 30 November: Present Council with community engagement plan and draft Community Engagement Policy - 7 December: Seek Council endorsement of proposed Community Engagement Policy and consultation process. - 8 December to mid-January: community consultation from day after Council endorses community engagement plan Mid-January - Mid-end January (First Council Briefing): Present findings of feedback received and recommendations for final Community Engagement Policy - End of January (First Council Meeting): Present findings of feedback received and recommendations for final Community Engagement Policy and seek Council endorsement of Final Policy - February 2021: Outcome of engagement reported back to participants and wider community (closing the loop)
Relevant Council Plan goals this project supports	<p>Goal 5 - Involving our diverse community</p> <p>Darebin is a diverse community with a multitude of voices and viewpoints, experiences and needs. Our aim is to ensure equal opportunity for all people, notably people who experience barriers to engagement with Council, and to ensure community voices are able to inform Council's decision-making.</p>
Background/ Context	The focus of the Local Government Act 2020 on community engagement principles is quite significant for the community engagement area, and the various community engagement



	<p>requirements of the Act have resulted in the review of our current Community Engagement Strategy and Framework.</p> <p>The new proposed Community Engagement Policy will supersede the existing Strategy and Framework, meet the community engagement requirements included in the Act and improve the organisational guidance that is needed to integrate the lenses of people, places and experiences from our Towards Equality Framework into our 'how to' engagement approach. The proposed policy will also set an engagement standard to action Council's Statement of commitment to Aboriginal and Torres Strait Islander people.</p> <p>The consultation is scheduled to be conducted between December 2020 and January 2021.</p>
<p>Engagement Objective and Scope</p>	<p>To consult with the community on the proposed Community Engagement Policy.</p> <p>There are some non-negotiables included in this process, especially around the approach and the legislative requirements but feedback from the community can influence some aspects of the policy and will be used to inform our future community engagements.</p> <p>Negotiables (can be influenced):</p> <ul style="list-style-type: none"> - Our commitment to the community – community feedback will influence the commitment that is proposed against our six community engagement principles - gaps within the policy – information must be aligned to the principles and aims of the policy -Informing future community engagements - how to engage with the community, preferred methods of engagement – especially for strategic plans that will be engaged on soon such as Council Plan and Community Vision <p>Non-negotiables (cannot be influenced):</p> <ul style="list-style-type: none"> - statutory requirements, including the principles of engagement which align with the ones from the Act - engagement approach and putting engagement into practice
<p>Key messages</p>	<ul style="list-style-type: none"> • Council has developed a proposed Community Engagement Policy and is seeking community



	<p>feedback on our commitment to the community and checking in to see if there's anything missing that could improve our community engagement</p> <ul style="list-style-type: none"> • Council is also seeking feedback on preferred ways community wants to be engaged with and topics of interest • The proposed policy will ensure that our engagement with the community is meaningful, equitable and inclusive for our diverse community • The proposed policy meets the community engagement requirements of the Local Government Act 2020
<p>Engagement methods</p>	<p>Multiple community engagement formats used – face to face, phone and digital which will be promoted widely where possible and include translated promotional blurb into top 12 languages. Focus will be on ensuring involvement from groups Council finds hard to reach.</p> <p>Face-to-face engagement:</p> <ul style="list-style-type: none"> • Two drop -in sessions at parks – one in the north and another in the south, that allows for social distancing • One to two workshop sessions at senior group/club meetings • Consultation with young people at the Youth Hub <p>Digital engagement:</p> <ul style="list-style-type: none"> • Workshop session inviting community advisory committees, community reference group members and community organisations and agencies • One to two workshop sessions at Zoom for Fun events • Workshop session at Darebin Young Citizen Jury meeting on 17 December • Workshop session at Welcoming Cities Reference Group meeting on 16 December • Online survey via Your Say Darebin online engagement platform <p>Additional (varied formats):</p> <ul style="list-style-type: none"> • Telephone survey conducted via random sampling with 500 residential households • Consulting with Darebin Aboriginal Advisory Committee and other Aboriginal and Torres Strait Islander peak bodies and organisations as required • Emails and meetings with community advisory committees and community reference groups



	<ul style="list-style-type: none"> • Multicultural interfaith networks – tapping into planned activities • Working with Community Development team to engage with community groups and community organisations working with residents at a disadvantage in East Preston and East Reservoir <p>IF COVID RESTRICTIONS CHANGE OR ARE REINSTATED As many community engagement formats used within restrictions – phone and digital which will be promoted widely where possible and include translated promotional blurb. Focus will be on ensuring involvement from groups who encounter barriers to engagement.</p> <p>Potential questions asked in engagements:</p> <ul style="list-style-type: none"> -Level of support with commitment to community based on six principles – open-ended comments opportunity - Is there anything you think is missing in the policy that could improve our community engagement? - What are all the methods by which you would prefer to participate and have your say or provide feedback on Council projects? - What topics would you most likely participate in?
<p>What are the equity considerations included in your methods?</p> <p>Contact the Equity and Diversity team to complete an Equity Impact Assessment tool.</p>	<p>The lenses of people, places and experience will be applied to the consultation where possible and the following actions will be undertaken:</p> <ul style="list-style-type: none"> - Ensure language used is accessible and various formats for opportunities to engage are provided – phone, digital and face to face (if restrictions permit) - Providing translated materials as part of the consultation - Working with existing networks to ensure a good reach of engagement with the diverse community, and targeted engagement is conducted with priority groups - Consulting with Darebin Aboriginal Advisory Committee to provide feedback on the minimum standard for engagement with the Aboriginal community section of the policy. - Providing as much time as possible for the consultation process



STAKEHOLDER MAP

This table identifies stakeholders who may be impacted by the decision and those who will influence the outcomes of the engagement process. The level of impact / influence will help to determine the level of stakeholder engagement and communication required.

Project Stage	Stakeholder	Interest / Impact / Influence	Expectations	Responsible Area, Cost & Timing
Seeking feedback on the proposed community engagement policy	Councillors	High interest, medium impact and high influence	That they will note and approve the consultation planned for the proposed Community Engagement Policy. That they will receive a report of the consultation outcomes and endorse the final Community Engagement Policy	
	Executive Management Team	High interest, high impact, high influence	That they will note and approve the consultation planned for the proposed Community Engagement Policy, to go to Council. That they will receive a report of the consultation outcome and endorse for the final Community Engagement Policy to be presented to Council	
	Internal staff members (involved in policy development)	High interest, high impact, high influence	That they will be informed of the progress of the proposed Community Engagement Policy and informed of the consultation outcomes and changes made to final Community Engagement Policy	
	Internal staff members (not involved in policy development)	Medium interest, medium impact, medium influence	That they will be informed of the consultation of the proposed community engagement policy and can provide feedback and can influence some parts of the policy. That they will be informed of the final Community Engagement Policy and provided	



			guidance and support for the implementation	
	Community Advisory Committees, Community Reference Groups and community organisations and agencies working with people at risk of disadvantage or discrimination	Medium interest, medium impact, medium influence	That they will be informed of the consultation of the proposed Community Engagement Policy and can provide feedback or participate in the workshops delivered and can influence some parts of the policy. That Council will close the loop and report back on the consultation outcomes and let them know the changes made to the final Community Engagement Policy	
	Darebin Aboriginal Advisory Committee (and other Aboriginal and Torres Strait Islander peak bodies and organisations)	Medium interest, medium impact, high influence	That they will be informed of the consultation on the proposed Community Engagement Policy and can provide feedback. That the Minimum standard for engaging with the Aboriginal community section will be influenced and modified as required by their feedback. That Council will close the loop and report back on the consultation outcomes and let them know the changes made to the final Community Engagement Policy, particularly the Engagement with the Aboriginal community section.	
	Local Government Victoria	High interest, low impact, high influence	That Council will meet the requirements of the principle led Act and ensure the Community Engagement Policy aligns to the Integrated Planning and Reporting Framework	



	General community	Medium interest / medium impact/ medium influence	<p>That they will be informed of the consultation of the proposed Community Engagement Policy and can provide feedback and can influence some parts of the policy. That Council will close the loop and report back on the consultation outcomes and let them know the changes made to the final Community Engagement Policy.</p> <p>A range of media will be used to promote the sessions, including social media, via community networks and advisory groups, Darebin newsletters and advertising will be investigated.</p>	
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REPORTING BACK / CLOSING THE LOOP

How will you respond to your participants	Who will do it	When
Phone call/email follow up as issues raised during consultation process	Project team	<i>During engagement in December 2020 and January 2021</i>
Monitor Your Say page and update during the different stages of the project	Project manager	<i>From start to end of project</i>
Formal feedback report Use the Consultation Summary Report to formally record feedback. This can be used in council briefings, or posted to your online engagement page.	Project manager	<i>February 2021</i>



EVALUATION (INTERNAL USE)

What success looks like for:	The project team	Council	The stakeholders
	Good engagement reach with a wide range of community members	Good engagement reach and effort to as many community members, particularly communities that Councils find hard to reach	Being informed of how their feedback influenced the final Community Engagement Policy and next steps

Evaluation measure	How we will measure	Who will do it
How successful was the engagement? i.e. who did you engage with (demographics), was the data from a representative group?		
What could we do better?		
What did we learn?		

Community Engagement Plan sign off

Name ___ Sarah-Jade Chung _____

Signature _____ *[Signature]* _____

Date _____ 13 November 2020 _____

Coordinator Community Engagement and Demographics

Name ___ Enna Giampiccolo _____

Signature _____ *[Signature]* _____

Date _____ 19 November 2020 _____

Department Manager



**7.4 2020–21 QUARTER 1 COUNCIL PLAN ACTION PLAN
PROGRESS REPORT INCLUDING FINANCIAL REPORT**

Author: Coordinator Corporate Planning
Financial Accountant

Reviewed By: General Manager, Governance and Engagement

PURPOSE

To report progress for the first quarter of the 2020-21 financial year (July–September 2020) for Council Plan Action Plan implementation and to endorse the first quarter financial statements.

EXECUTIVE SUMMARY

Council is required by the *Local Government Act* (the Act) to prepare a Council Plan containing the strategic objectives of Council, strategies for achieving those objectives, and indicators to monitor the achievement of those objectives.

The attached report provides a comprehensive summary of Council’s activities, including progress towards achieving agreed Council Plan actions, financial performance and the delivery of the capital works program for the three months to 30 September 2020. The provision of an integrated report detailing outputs is a recent initiative and reflects Councils commitment to improved transparency.

To comply with the Act, the report includes the following comparisons for the three months ended 30 September 2020:

- Actual and budgeted operating revenues and expenses
- Actual and budgeted capital revenues and expenses
- Actual and budgeted movements in the balance sheet
- Actual and budgeted movements in the cash flow statement.

Recommendation

That Council:

- (1) Notes the 2020–21 Quarter 1 Council Plan Action Plan Progress Report at **Appendix A**.
 - (2) Notes the Financial Report (commencing page 59 in **Appendix A**) for the 3 months ended 30 September 2020.
-

BACKGROUND / KEY INFORMATION

Supporting the Council Plan is an annual action plan that outlines the principal activities that will be undertaken over the course of each financial year.

Under the Act, the Chief Executive Officer must also ensure that every three months a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented at a Council meeting which is open to the public.

Previous Council Resolution

At its meeting held on 22 June 2017, Council resolved:

'That Council receive quarterly updates on progress of the Action Plan.'

At its meeting held on 7 September 2020, Council resolved:

'That Council notes the 2019–20 Quarter 4 Council Plan Action Plan Progress Report.'

COMMUNICATIONS AND ENGAGEMENT

Consultation

The Quarter One forecast review was supported by all senior leaders from across the organisation and involved detailed discussions with every Manager, Service Manager and Project Manager.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

This is relevant to Council Plan Strategy 6.3: "We will communicate our progress on the actions in this Council Plan to residents, community leaders, community organisations, business, industry, and Victorian and Federal governments to ensure we can all act together."

Environmental Sustainability Considerations

The Council Plan has a specific goal that addresses Council's commitment to environmental Sustainability, which is a theme that runs through the goals of the plan.

Equity, Inclusion and Wellbeing Considerations

The Council Plan has a specific goal that addresses Council's commitment to equity and the development of programs that benefit all, including our most vulnerable.

Cultural Considerations

The Council Plan has a specific goal that recognises that our diverse community is our greatest asset.

Economic Development Considerations

The Council Plan has a specific goal that addresses Council's commitment to support and attract local businesses and industries.

Financial and Resource Implications

The report includes a financial report for the three months ended 30 September 2020.

Legal and Risk Implications

Undertaking this Quarter one review allows the identification of issues and potential issues that may affect the delivery of Council's work plan and allows those issues to be addressed to minimise the impact on the community and Council.

DISCUSSION

A detailed update on the Council Plan actions, the capital works program and the financial statements for the three months ending 30 September 2020 is attached. Key matters are discussed below.

Council Plan Action Plan Activities

The attached progress report includes updates on all 200 actions from the Council Plan Action Plan and the 16 Big Actions from the Council Plan. Highlights from the first quarter include the following:

- Twelve businesses were supported to upgrade 488 lights through the Light\$mart program. Businesses will save on average \$1,200 a year on their electricity bills
- Following Council's advocacy, the State Government announced additional tram services to respond to the COVID-19 pandemic between Docklands and Preston and additional train services on the Mernda and Hurstbridge Lines
- To date, 950 trees have been planted in streetscapes. Over 5000 Indigenous tube stock have been planted in bushland areas and over 60,000 tube stock have been planted as part of rewilding Darebin
- Council Health Protection Unit completed a total of 516 assessments at registered businesses within the municipality
- 95.34% of children under five years of age living in Darebin have been immunised
- Community Navigation has provided assistance to 1189 community members since it was established in April, with referrals and support provided for emergency relief, financial assistance, and general COVID-19 information
- The FUSE Spring 2020 commenced on 1 September through to 29 November and includes nearly 50 projects and events designed in a COVID safe model
- Works commenced on site for the construction of the new Multi-Sports Stadium (MSS) in September 2020. The MSS will be one of the few public sporting buildings in Australia with a 5 Star Green Star rating
- In this reporting period, 140 online exercise classes (average of 12 classes per week) have been available
- Four bilingual Stay-At-Home online Storytimes have been delivered in the first 3 months: two in Somali and English and two in French and English with combined views of 1,670
- Council adopted the Darebin Good Design Guide - Apartment Development and Darebin Good Design Guide - Medium Density Development on the 7 September 2020 Council meeting
- There has been a focus in this quarter in the facilitation of outdoor dining to assist hospitality businesses to reopen once restrictions lift

- Darebin was one of 13 Councils involved in the finalisation of a North and West Melbourne City Deal. This is a blueprint for the region to respond to the impacts of the pandemic in the immediate and medium-term, and to reform our economy for the future.

The financial statements contain the following summaries:

Operating Performance

For the three months ended 30 September 2020, Council has recorded an operating surplus of \$102.38 million, which is \$2.84 million ahead of the year-to-date budget. After eliminating capital income and other items, the adjusted underlying surplus is \$100.53 million, which is \$1.51 million ahead of budget.

Total revenue year-to-date is favourable by \$1.03 million and forecast to be \$4.31 million for end of the year.

The forecast operating result for the year ending 30 June 2021 is an operating surplus of \$2.63 million, which is \$3.05 million less than budget. The forecast adjusted underlying deficit is \$2.23 million, which is \$3.91 million less than budget surplus of \$1.68 million.

There are significant variances in the annual forecast compared to the adopted budget with some of these variances due to Council participating in the Victorian Government funded Working for Victoria initiative. The revenue and costs were not budgeted so the initiative has resulted in a favourable variance in Grants – operating, \$4.99 million and unfavourable variances in Employee costs, \$4.37 million and Materials and services \$620K. The net cost to Council is zero.

Revenue in Statutory fees and fines have been forecast down due to traffic enforcement income tracking slower than budget with the expectation revenue will reduce by \$1.2 million.

The total expense variance of \$7.4 million is predominately due to the Working for Victoria costs however other Items include \$672K in Waste Operation costs, \$323K for Depot contract, \$536K for Leisure contract and \$715K Power Purchasing Agreement (PPA). The PPA costs are offset by contributions received by the participating 46 Councils with the net cost to Darebin \$34K which is its contribution to the agreement.

Capital Performance

For the three months ended 30 September 2020, Council has expended \$5.44 million on the capital works program, which is \$1.2 million ahead of the year to date budget.

To support the \$5.44 million expended as at 30 September 2020 a further \$9.55 million has been committed by way of issued purchase orders. Commitments are not reflected in the reported capital expenditure and indicates that many projects are well progressed.

There were five projects completed in the first three months with two of those carried over from 2019-20. These projects are:

- Building Renewal Program Northcote Town Hall Balcony 2019-20 CF
- JE Moore Park female pavilion 2019-20 CF
- Safe Travel – Northcote LAPM – Sharp St Construction
- Bracken Avenue Crossings – Cycling - Design
- Bracken Avenue Crossings – Cycling – Detailed Design

The adopted budget has increased from \$40.09 million to an adjusted amount of \$41.43 million. This is due unbudgeted Federal Grants received in 2020-21 for Footpath and Building Renewals \$582K, Road Blackspot \$343K and \$400K allocated from 2019-20 operating surplus towards the Integrated Finance System project.

Financial Position

The financial position as at 30 September 2020 shows a cash and investment balance of \$71.21 million which is \$18.77 million ahead of budget. The variance is due mainly to timing differences in receipt of rates and a higher opening cash and investment position compared with budget. The cash and investment balance of \$71.21 million was sufficient to meet restricted cash and intended allocation obligations of \$39.86 million at the end of September. Restricted cash is the amount of cash holdings Council requires to meet external restrictions such as trust funds, statutory reserves and cash for intended allocations such as cash held to fund future capital works.

The net current asset position of \$1.62 billion is \$71.43 million more than budget and is due to the prior year valuation increment of land and buildings of \$70.85 million.

OPTIONS FOR CONSIDERATION

1. That Council:
 - Notes the 2020–21 Quarter 1 Council Plan Action Plan Progress Report.
 - Notes the Financial Report for the three months ended 30 September 2020.
2. That Council does not:
 - Note the 2020–21 Quarter 1 Council Plan Action Plan Progress Report.
 - Notes the Financial Report for the three months ended 30 September 2020.

This is not the recommended option.

IMPLEMENTATION STRATEGY**Communication**

Once formally noted by Council, the 2020–21 Quarter 1 Council Plan Action Plan Progress Report will be promoted using a variety of communication channels.

Timeline

- Implement the communications plan using the Darebin corporate website, the Darebin 2021 Council Plan website and social media.
- Councillors will receive monthly financial briefings.
- The 2020–21 Quarter 2 Council Plan Action Plan Progress Report for the period ended 31 December 2020 will be presented in February / March 2021.

RELATED DOCUMENTS

- Council Plan 2017–21
- 2020–21 Council Plan Action Plan
- 2020–21 Annual Budget

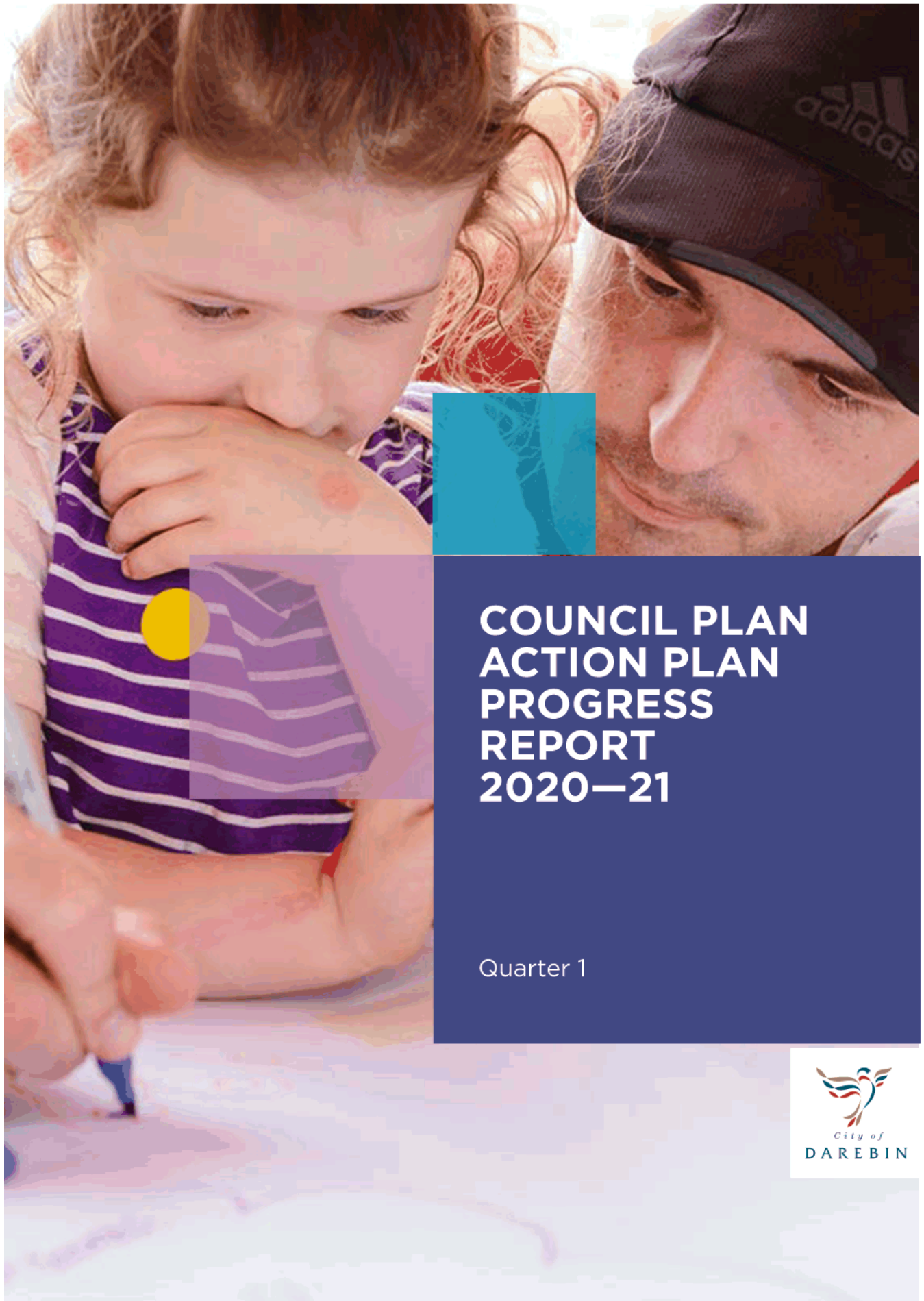
Attachments

- 2020-21 Quarter 1 Council Plan Action Plan Progress Report including Financial Report (**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 general or material 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.



COUNCIL PLAN ACTION PLAN PROGRESS REPORT 2020—21

Quarter 1



FIRST QUARTER 2020-21 PROGRESS REPORT

Welcome

Darebin Council aspires to be a greener, bolder, more connected city. We are working hard to address the critical issues affecting our community including the climate emergency, unprecedented growth and change and growing inequality. We invite you to read on to see what we've done to meet these challenges in the first quarter of the 2020-21 financial year.

How to Read This Report

This document outlines our progress in completing the Council Plan Action Plan 2019-20. The report comes in five sections:

1. The Big Action Progress Report covers the status of the 16 priority projects that Council has set in its Council Plan for 2017-21.
2. The Action Plan Update covers the 200 items from the 2020-21 Council Plan Action Plan. The actions are arranged by Council Plan goal and each action has a comment that outlines the progress against that action as at 30 September 2020.
3. The Capital Works Summary contains highlights from projects in our capital works program, as well as a dashboard that gives an update for each individual project.
4. The Status of Council Resolutions report provides a summary of the organisation's progress in implementing Council's decisions from the 2020-21 financial year.
5. The Financial Statement includes an executive summary and sections that detail our operating and capital works performance, along with other information.

Darebin at a Glance

The City of Darebin is one of Australia's fastest growing areas, located in the northern suburbs of Melbourne, covering an area of around 53 square kilometres of land encompassing the areas of Bundoora, Kingsbury and Macleod, Keon Park, Fairfield and Alphington, Northcote, Preston, Reservoir, Coburg and Thornbury. Darebin is changing as Melbourne's population grows and its suburbs are becoming highly sought-after places to live because of good transport, amenity and access to employment. The city is expected to grow by approximately 40 percent in the next 20 years.

We are home to one of the largest, most diverse communities in Victoria in terms of culture, language (around 140 languages are spoken), religion, socioeconomic background, employment status, occupation and housing need. We have one of the largest populations of Aboriginal and Torres Strait Islander residents in metropolitan Melbourne. We know that one in five Darebin residents is affected by a disability of some kind and that almost one-third require assistance. Nearly 6 percent of our population, 16 years and over, identify as bisexual, gay, lesbian or 'other' sexuality. While the social and economic prosperity of Darebin is changing with more residents earning higher incomes, there are many people in Darebin who experience disadvantage and our unemployment rate of 6.3 percent is higher than the greater Melbourne figure of 5.9 percent.

Our Services

Darebin City Council provides services to residents, businesses and community groups, from the early years – maternal and child health and family services – through to retirement and seniors activities.

Services are also available to support new businesses, maintain roads, footpaths and drains, provide waste collection, youth services, libraries, sports grounds, arts programs, festivals and more.

Our Plan for a Greener, Bolder, More Connected City

Guiding the way Council delivers its services and plans for the future is the Council Plan 2017–21. This plan was developed following the most recent election and outlines the objectives and aims of Council over its four-year term. Development of the plan included significant community consultation at community forums, festivals and using social media.

Council understands that there are a number of challenges facing our country and community and has outlined actions that will enable us to meet these head-on. To live our vision of being 'A greener, bolder, more connected city', Council's aspirations are:

1. We will be leaders in creating a sustainable city through local innovation projects that address climate change.
2. We will improve the wellbeing of people in our community by providing opportunities for them to live their lives well.
3. We will ensure our planning system facilitates high quality and sustainable development that extracts social, environmental and economic benefits for our community.
4. We will support and attract a diversity of local businesses and industries by fostering an environment in which they can thrive.
5. We will lead on equity and recognise our diverse community as our greatest asset for solving future challenges.
6. We will be a leading, modern and open council to meet our challenges, now and in the future.

Under each goal of the Council Plan, are three strategies dictating how the organisation plans to meet these objectives. For more detail on the Council Plan, go to www.darebin2021.org. Supporting the Council Plan is an annual Action Plan which sets out our work for the financial year to ensure that the objectives of the Council Plan are implemented.





REPORT AGAINST OUR 16 BIG ACTIONS



BIG ACTIONS — COUNCIL PRIORITIES AND PROGRESS

Action 1: Double solar power

In September 2019 Council successfully met its 2016 goal of doubling the amount of solar power in Darebin – one year early. With Darebin residents such strong solar supporters, kilowatts continued to grow, hitting an amazing 40,855 kW by June 2020.

On track

Create a new Darebin Energy Foundation (now the Climate Emergency Darebin Advisory Committee) – a climate emergency think tank and initiative innovator – to address climate change

Council created the Climate Emergency Darebin (CED) Advisory Committee in 2018. Since then, CED have provided advice and feedback to Council to implement Council's Climate Emergency Plan. Highlights include developing strategic advocacy in collaboration with national networks, advising on climate mobilisation activities such as community leader workshops and reducing greenhouse emissions through Council operations.

On track

Action 3: Dramatically improve walking and cycling

Traffic counts show cycling has significantly increased during COVID-19, up 150 to 200%.

Projects delivered include improved access at the Wood Street Bridge for walkers and cyclists, bicycle lane safety improvements on Wingrove Street, Alphington. Cheddar Road and Dole Avenue traffic signals and path improvements are on track for delivery in early 2021.

On track

Action 4: Advocate for better public transport

Following Council's advocacy, the State Government announced additional tram services to respond to COVID-19, between Docklands and Preston, along with additional services on the Mernda and Hurstbridge Lines. Ongoing advocacy includes the extension of Tram 11 to Reservoir, bringing forward the northern section of the Suburban Rail Loop, and including bus improvements for the Preston-Bell Level Crossing.

On track



06

Action 5: Establish a Nature Trust to create more open space across Darebin

Council has established the Darebin Nature Trust (DNT) Advisory Committee, which brings together a group of community members with a broad range of biodiversity expertise. The Committee has provided significant input and guidance on biodiversity aspects of Council's new Open Space Strategy: Breathing Space.

Four new members were appointed to the DNT in September 2020.

On track

Action 6: Create a new park, playground, oval and children's hub on the site of the old Ruthven Primary School in Reservoir

Following a two-year process of site investigation, design, and community collaboration, a Master Plan to create a nature-based and biodiverse park at the former Ruthven Primary School was adopted by Council on 29 June 2020.

Council decided not to proceed with a children's hub in late 2018, based on community feedback that this site should remain a natural open space. Draft concept plans for a new nature based playspace have been completed, which will be shared with the community for feedback in early 2021.

On track

Action 7: Build a multi-sports stadium

The construction of the Multi-Sports Stadium is on track. Outdoor court works has been delayed due to stage 4 work restrictions. Completion of outdoor court works is due by the end of November 2020.

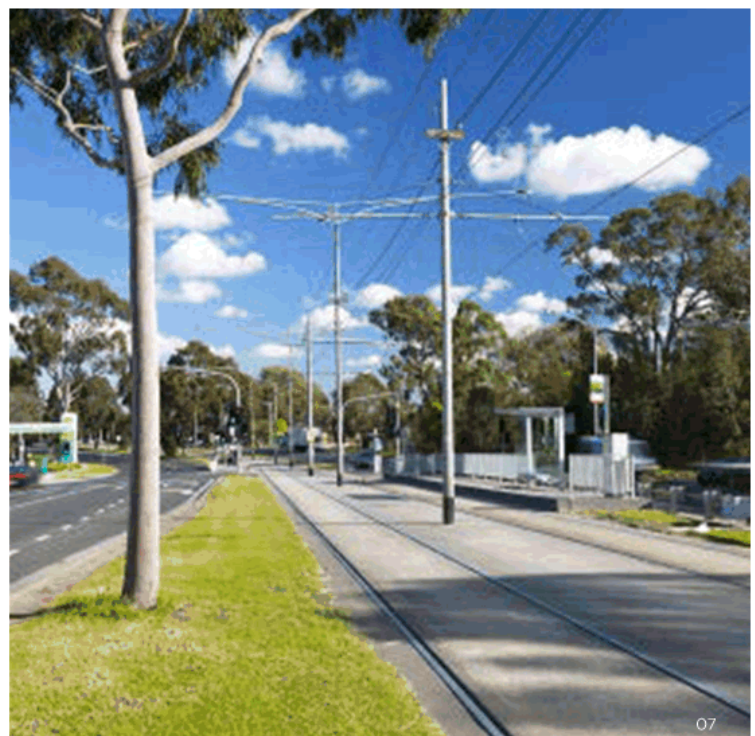
The contract to construct the stadium itself was signed in August 2020 and site works have begun.

On track

Action 8: Renew the Northcote Aquatic and Recreation Centre (NARC)

The Northcote Aquatic and Recreation Centre is nearing the end of the detailed design phase. The Expression of Interest for the Principal Contractor has been advertised and is now closed for evaluation.

On track



BIG ACTIONS — COUNCIL PRIORITIES AND PROGRESS

Action 9: Reimagine and revitalise seniors facilities

Refurbishment of the six senior citizen centres are complete. Easing of COVID-19 restrictions will enable the formal handover of these facilities from contractors back to Council.

On track

Action 10: Reinvigorate the Darebin Arts Centre

An upgrade to the Darebin Arts Centre's HVAC (Heating, Ventilation, Air Conditioning) was completed in June 2020. This upgrade significantly improved the service delivery and experience of patrons and artists at the venue, while also providing environmental sustainable improvements.

Workforce planning has concluded as part of the new business model which is in line with Council's endorsed five-year strategy of transforming the facility into a dedicated Arts Centre. This action is now complete.

On track

Action 11: Increase our Tree Canopy and urban forest

Planting has been partially completed, with RAPID Canopy the main planting program being implemented this financial year for streetscape planting. All planting sites have been assessed with some tree planting completed before Stage 4 restrictions were enacted. Tree planting was previously not an allowed activity under Stage 4, but has now recommenced following clarification from the State Government.

To date, 950 trees have been planted in streetscapes. Over 5000 Indigenous tube stock have been planted in bushland areas and over 60,000 tube stock have been planted as part of rewilding Darebin.

On track

Action 12: Expand our land subdivision levy

Council is currently preparing an Implementation Plan for the Open Space Strategy to support the planning scheme amendment process to increase the levy that developers contribute towards open space. The community will be consulted on a draft of the Implementation Plan in mid-2021.

On track



Action 13: Create a Developer Contributions Scheme

The Development Contributions Plan (DCP) is a multi-year project that will allow Council to collect funds from new development to contribute to the costs of infrastructure. A new draft DCP has been prepared, and the process to implement it through a planning scheme amendment has started. Public exhibition of the DCP and planning scheme amendment is planned to occur in November-December 2020, and Council will consider submissions in early 2021.

Getting there - some obstacles

Action 14: Create a new suburb for Northland

Progress on the Northland Urban Renewal Precinct (NURP) planning has been disrupted due to significant changes in State Government policy in early 2020 which prioritizes industrial uses in this area.

Considering this change, and that slower population growth is now expected as a result of COVID-19, Council decided to put this project on hold in 2020-21 and will reconsider it at a later date.

Getting there - some obstacles

Action 15: Use the opportunity created by the Government's removal of road and rail crossings

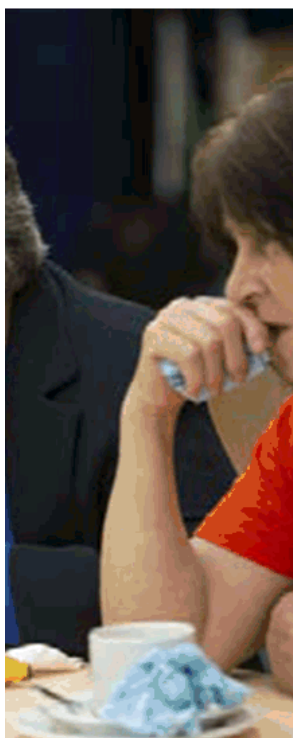
The removal of the level crossings provides the potential to open up Preston creating a more connected suburb. To leverage this once in a generation opportunity Council continues to advocate for key community priorities such as usable green open space, local identity, biodiversity, design quality, liveability, avoiding increased traffic on local streets, and active transport connections, as outlined in Council's adopted 'Preston Reconnected' document.

On track

Action 16: Develop a plan for the revitalisation of central Preston

Major projects underway in central Preston, particularly the Level Crossing Removal Project, and the State Government review of planning controls for the Preston Market precinct, create a once in a generation opportunity to plan for Preston into the future. Council officers continue to strongly advocate for Council's objectives in these two projects. In parallel, Council is developing a Structure Plan to guide land use, development, transport and public space in the centre. The next step in developing the Structure Plan will be community engagement in mid-2021.

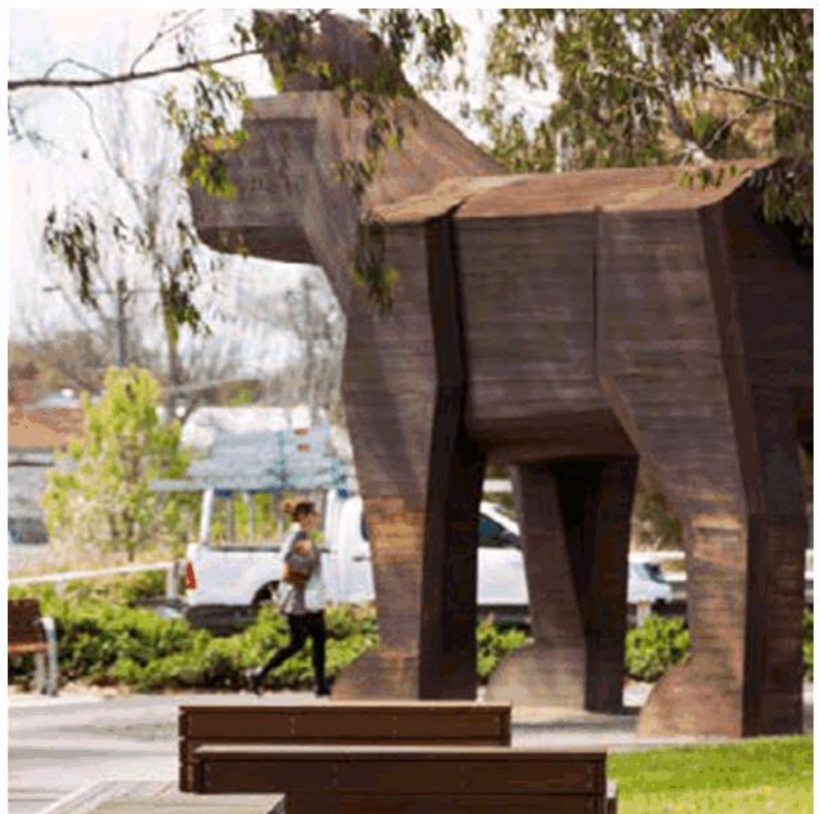
Getting there - some obstacles







PROGRESS REPORT ON THE 2020-21 ACTION PLAN



GOAL 1

We will be leaders in creating a sustainable city through local innovation projects that address climate change.

1.1 We will become an energy and water efficient city and reduce waste.

2020–2021 actions working towards targets:	Progress comments:
<p>Deliver the mobilisation strategy endorsed on 2 December 2019, with input from Climate Emergency Darebin and other community leaders, to strengthen existing community leadership and build a broader movement across Darebin to support the update of Climate Emergency action and initiatives</p>	<p>The team has delivered a range of mobilisation activities including: three online discussions tied into the Fight for Planet A ABC series (240 attendees); meeting with local climate leaders to co-design skills forum series; developed a communications campaign around heatwave stress aimed at vulnerable community members and the general community (for rollout in Dec 2020); as well contributing to Climate Emergency Australia (national local government network) advocacy working group.</p>
<p>Implement key projects from the Climate Emergency Plan including tendering for a supplier to provide renewable energy for Darebin and many other Victorian local governments</p>	<p>Implementation of key projects of the Climate Emergency Plan is underway, including tendering for a supplier of renewable energy. Darebin is the lead Council on behalf of 47 other local governments tendering for a supplier for renewable energy from 1 July 2021. The tender was released in September 2020 and closes on 29 October 2020. This key project is well on track to be delivered this financial year.</p>
<p>Report on the progress of Council’s delivery on the Climate Emergency plan (2017–2021) and in consultation with the community and other stakeholders, develop a new plan for the following four years</p>	<p>Darebin continues to work across the following nine key directions: climate emergency mobilisation and leadership, energy efficiency, renewable energy and fuel switching, zero emissions transport, waste minimisation, fossil fuels divestment, adaptation and resilience, engaging the community, and the Climate Emergency Darebin Advisory Committee. Planning is underway to develop community engagement around a new Climate Emergency Plan, the early stages of which rolled out in the second half of this financial year.</p>





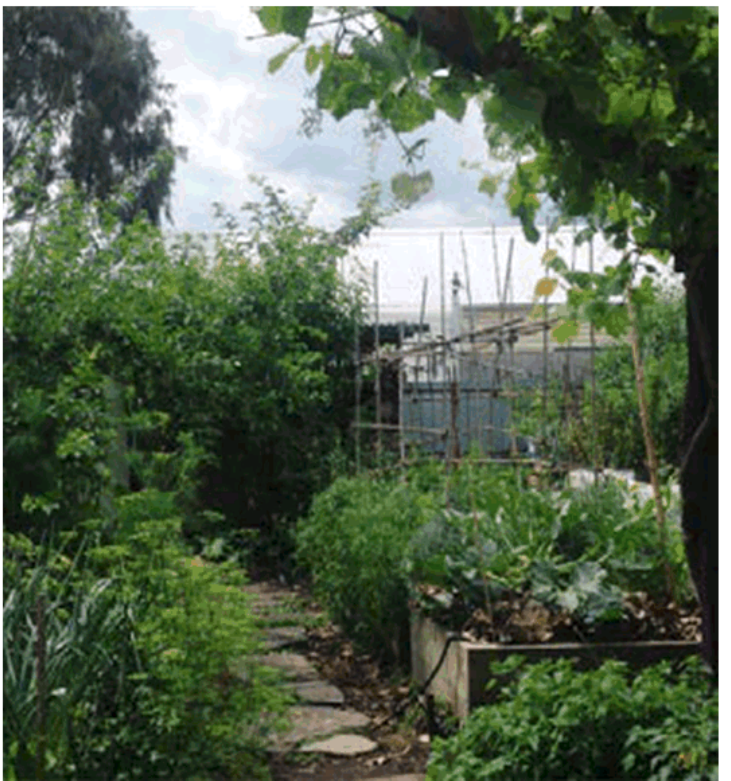
2020–2021 actions working towards targets:	Progress comments:
Develop technical standards for future Council building projects to support energy efficiency including guidance material for LED lighting, solar panel installation and other energy efficient building improvements	The main focus for the first quarter has been identifying candidate buildings for projects under the capital works program. This has included identifying criteria for solar and LED light treatments, identifying available products and understanding costs for the program. The team will then prepare guidance material to inform decisions related to the capital works program – both new builds and building renewals.
Improve building energy performance monitoring	Council monitors building energy performance using its environmental data and monitoring platforms. These tools enable Council to monitor equipment performance, identify opportunities for improvement and measure savings from renewable energy and energy efficiency initiatives.
Continue to purchase electric and hybrid vehicles in accordance with Council's Fleet Policy that includes operating within areas where appropriate alternatives exist. Progress the installation of EV charging stations at the Reservoir Operations Centre and additional charging station at the Preston Town Hall site.	Council is currently out to the market for eight hybrid vehicles and one fully electric vehicle (EV) as part of the fleet management process. Council is also collating data on the possibility to replace two rear loader waste trucks and one large tipper for the infrastructure maintenance team with fully EV trucks.
Install 500 solar panels (1,000kW) for 100–200 low income households through the Solar Saver program	Due to COVID-19 stage 4 restrictions installations have been paused from the 3rd of August 2020 and these will not be able to recommence until restrictions ease. The Solar Saver program has completed 26 solar installations from July 2020 to date – adding approximately 66kW to Darebin's solar network.
Launch the Solar Saver Bulk Buy to support at least 200 households and small businesses to access solar with reputable suppliers and products	The Solar Saver Bulk Buy program began in July 2020 and by mid August 215 households had joined the program. Due to COVID-19 stage 4 restrictions, installations are currently paused.
Provided subsidised LED lighting to support businesses to reduce bills and carbon emissions	Twelve businesses were supported to upgrade 488 lights through the Light\$mart program. Businesses will save on average \$1,200 a year on their electricity bills. The upgrade will be reducing CO2 emissions by 69 tonnes a year, which equates to taking 19 cars off the road. COVID-19 restrictions limited the program delivery in July however additional businesses will undertake upgrades as soon as restrictions are lifted.
Develop technical standards for future Council building projects to support water efficiency including guidance material for water tank installation, storm water re-use and greater usage of non-portable water supply both within buildings and for irrigation	There are a number of sites where rainwater modelling has been undertaken and water storage capacity requirements are in the process of being established. The Operations Centre has been identified as a candidate facility and works have commenced. Other projects that are planned include establishing wetlands that will have capacity to save potable water by irrigating local sports ovals.

GOAL 1

We will be leaders in creating a sustainable city through local innovation projects that address climate change.

1.1 We will become an energy and water efficient city and reduce waste.

2020–2021 actions working towards targets:	Progress comments:
<p>Increase the amount of food waste collected from the Darebin community through promotion of the introduction of food waste recycling as part of the green waste service</p>	<p>Education and promotion of the food and green waste recycling campaign continues, with a focus on zero food waste cooking at home and unavoidable food scraps during COVID-19 restrictions. Planning has commenced for food waste activities integrated into Council's Backyard Harvest Festival FUSE March 2021. Council has also partnered with local organisation Reground to run a trial with a Darebin MUD to better understand behaviour change and education approaches to reduce waste, including food waste, to landfill.</p>
<p>Deliver an ongoing program of recycling and waste education and communications focussing on 'Recycle Right'</p>	<p>Community education on recycling and waste minimisation continued through online engagement such as Plastic Free July social media campaign, an online workshop on slow fashion which had 85 community members participate, and responding to resident queries. Council's A-Z waste and recycling guide was updated to reflect recent service changes and will be promoted during the upcoming National Recycling Week in November.</p>
<p>Implement Darebin's Waste Strategy to deliver on the aspirations of the Climate Emergency Plan 2017-22 by cutting emissions from waste, supporting elimination of single-use plastics and ensuring recycling systems are effective in the long run</p>	<p>Council adopted the a new Waste and Recycling Strategy in June 2020. The key actions in the strategy are underway including investigations for rolling out universal food and organics kerbside collection service, standardising bin lids and reviewing fund effective waste services in the long run.</p>



1.2 We will increase sustainable transport through safer streets for walking and cycling, and advocacy for public transport.

2020–2021 actions working towards targets:	Progress comments:
<p>60 car share bays are in place, in 2020–21 offer car share companies the opportunity to establish 40 or more bays. It is noted that car share companies are currently reviewing their plans in the context of COVID-19 and the final number of bays will be driven by their interest.</p>	<p>Car share operators are being engaged about locating additional car share spaces in Darebin. There have been no additional car share spaces installed in the current financial year. The impacts of COVID-19 have affected plans for further expansion and are being reviewed.</p>
<p>Work with Reservoir Views Primary as the third 'Octopus School' to improve safe travel to School</p>	<p>Progress has been limited due to lockdown restrictions of the COVID-19 pandemic and limited in-person learning at schools. Council is progressing with supporting schools to safely socially distance and support active travel for when staff and students return to school sites.</p>
<p>Promote and support cycling and walking during COVID-19 and beyond including through events (such as Ride2Work Day) and virtual events and promotions</p>	<p>Cycling has increased due to COVID-19. Work is underway to prepare for new pop-up cycling lanes, and Council has adjusted our programs to meet these new and challenging transport needs.</p>
<p>Works to be constructed this year include:</p> <ul style="list-style-type: none"> - Four pedestrian and bike rider safety treatments along the Mernda Rail-line Streets for People corridor - Traffic signals and path improvements at the Cheddar Road and Dole Avenue intersection - Four treatments, including a temporary road closure / pocket park, along the Preston Activity Link Streets for People corridor - Three treatments in the Croxton West area along Leinster Grove and Woolhouse Street 	<p>Due to COVID -19 and restrictions placed on consultants and the construction industry, there have been delays in both design and construction for the pedestrian and cycling safety projects, Croxton West local area projects and the Preston Activity Link Streets for People corridor. However, the traffic signals and path improvements at the Cheddar Road and Dole Avenue intersection are currently on track for construction to commence in early 2021.</p>
<p>Implement further speed limit reductions to 40km/h in the Northcote and Thornbury areas of Darebin to achieve over 35% of local roads operating at 40km/h</p>	<p>16% of local roads in Darebin have a 40km/h speed limit. Applications have been made to the State Government to change four more areas. Once these changes are made there will be 28% of local roads with a speed limit of 40km/h. Further applications to change the speed on local roads are being planned.</p>
<p>Improve bike rider safety by delivering priority treatments along the Northcote and Preston Streets for People corridors:</p> <ul style="list-style-type: none"> - Two road safety treatments on James Street and two on Cramer Street in Preston - Five wombat crossings; two on Ethel Street, one on Stott Street and one each on Herbert Street and Hawthorn Road, in Northcote to complete the Mernda Rail-line Streets for People project 	<p>Due to COVID-19 and restrictions placed on consultants and the construction industry, there have been delays in both design and construction of cycling safety projects. Some of the smaller less complicated projects have commenced and Assets and Capital Delivery are confident that, as COVID-19 restrictions are lifted, construction will commence in this quarter.</p>

GOAL 1

We will be leaders in creating a sustainable city through local innovation projects that address climate change.

1.2 We will increase **sustainable transport** through safer streets for walking and cycling, and advocacy for public transport.

2020–2021 actions working towards targets:	Progress comments:
<p>Continue to develop designs for the construction of priority treatments along the Reservoir and Preston Streets for People corridors:</p> <ul style="list-style-type: none"> - Two speed reduction/safety treatments along Cramer Street between St Georges Road and Gilbert Road - Pedestrian and rider safety and access upgrades near the roundabout of Broadhurst Avenue and Radford Road 	<p>Design work is continuing for both the Northern Reservoir and Preston Activity Link Streets for People corridors. Residents nearby will be contacted in November to provide input in to the design process.</p>
<p>Deliver 100 percent of the Footpath Renewal Program and continue to improve on the satisfaction in the footpath network</p>	<p>Footpath renewal works are well underway and these works will improve the walk-ability and overall accessibility of Council's footpath network.</p>
<p>Design and construct the shared path connection from the northern side of La Trobe University to Plenty Road</p>	<p>Draft concept designs have been completed to connect the proposed new pedestrian and bicycle path through La Trobe University. Council has also applied for funding from the Victorian Government through the Northern Trails Strategy to commence detailed design and construction of the path.</p>
<p>Advocate to the State Government for improved east-west transport connections throughout Darebin</p>	<p>Council has continued to work with neighbouring local governments and the Department of Transport to advocate for improved bus connections through Darebin. The newly-opened bridge at Beavers Road across the Merri Creek has connected several 'shimmy' bicycle routes to allow easier access between Moreland and Darebin.</p>
<p>Advocate for more frequent services on all public transport in supporting the recovery efforts from the COVID-19 pandemic</p>	<p>Following Council's advocacy, the State Government announced additional tram services to respond to the COVID-19 pandemic between Docklands and Preston and additional train services on the Mernda and Hurstbridge Lines. Council will continue to advocate for auto-on signals at pedestrian crossings, fast-tracking of active and public transport projects and funding for walking and cycling projects to support the significant increases in usage.</p>
<p>Collaborate with the wider northern Melbourne region of councils for permanently improving bus services across Darebin</p>	<p>Council is advocating for an interim electric bus to connect the current Tram 11 terminus to Reservoir Station. Council is also advocating for interim bus service expansion to serve the northern suburbs, ahead of the Suburban Rail Loop being delivered.</p>
<p>Work with other impacted local governments and the Metropolitan Transport Forum to advocate to the Victorian Government to commit to the delivery of the Melbourne Metro Two Project</p>	<p>Council is modifying our cycling program to support the 150 - 200% increase in cyclists during COVID-19. Work is progressing to install pop-up bike lanes on South Crescent and Cramer Street. Council also strongly advocated for State Government funding, with a recent \$13 million investment in pop-ups, with Northcote identified as an area to improve.</p>
<p>Advocate to the State Government and relevant Ministers for the prioritisation of the delivery of accessible tram stops along tram route 86</p>	<p>As part of its COVID-19 advocacy package, Council is advocating for accessible tram stops along the Route 86 tram route to be fast-tracked. This would support the revitalisation of High Street to support local businesses, residents and visitors and remove barriers to using public transport currently being experienced by people with a disability.</p>



2020–2021 actions working towards targets:	Progress comments:
<p>Advocate to the State Government and relevant Ministers for the fast delivery of safe infrastructure to improve safety of people choosing to ride and walk to work during and following the COVID-19 pandemic C-19</p>	<p>Following advocacy from Council, the State Government has announced new popup bicycle lanes on key arterial roads in Darebin. Council will continue to work with neighbouring councils, the State Government and the community on design and implementation as well as advocacy on further cycling and walking infrastructure.</p>
<p>Continue to advocate for funding for walking improvements on arterial roads, including pedestrian crossings</p>	<p>As part of its COVID-19 advocacy package, Council is advocating for the State Government to fund and approve safety and infrastructure improvements for walking in Darebin. Darebin has renewed its Membership of Victoria Walks and continues to work closely with other local governments to coordinate and implement advocacy efforts. Council has continued its delivery of safe walking infrastructure on local roads.</p>



C-19 Indicates actions addressing COVID-19 challenges and/or recovery

GOAL 1

We will be leaders in creating a sustainable city through local innovation projects that address climate change.

1.3 We will expand and improve our network of open and green spaces, parks and natural environments to provide the lungs for our city and reduce the impacts of climate change.

2020–2021 actions working towards targets:	Progress comments:
Support the Darebin Nature Trust (DNT) to provide advice to Council on biodiversity and open space matters, including advice on rewilding, community programs, advocacy, biodiversity management and the implementation of Breathing Space: The Darebin Open Space Strategy	Council is working with Darebin Nature Trust (DNT) to ensure they provide expert advice in regard to biodiversity management, community programs, advocacy and the implementation of Breathing Space: The Open Space Strategy. Recent advice provided by DNT has helped to inform a submission to the Victorian Parliamentary Inquiry into Biodiversity and Ecosystem Decline, the establishment of Gardens for Wildlife, and the Rewilding Program.
Monitor and manage sediment levels in Edwardes Lake and Leamington Street wetlands	Over the preceding three years, there has been no significant change to the sediment levels at Edwardes Lake. Officers continue to monitor the sediment levels as required.
At Donath Dole Reserve, extend the current footpath to increase community access to a larger area of the park	The project has been tendered and construction is scheduled to commence early in 2021. The footpath will be constructed in conjunction with a new signalised pedestrian crossing at Cheddar Road.
Create a pocket park at Oakover as part of the implementation of the Junction Urban Master Plan (JUMP)	Designs of the Oakover pocket park have been finalised, ready for construction in 2021. The park will contain seating areas, new street trees, garden beds and bike parking, as well as safer pedestrian crossings.
Rewild parks across Darebin including at Mayer Park; Donath Dole Reserve; Oldis Gardens; Robinson Capp Reserve; Hayes Park; Larkin Reserve; McDonnell Park; Ruthven Reserve	A total of 2,680 plants were recently planted throughout Oldis Gardens as part of the rewilding program. Rewilding works at Mayer Park, Donath & Dole Reserve, Robinson Capp Reserve, Hayes Park, Larkin Reserve, McDonnell Park and Ruthven Reserve are scheduled for the cooler months of April/May 2021.
Renew assets identified by the Park Asset Data collection process	New assets including benches and picnic sets have been procured and are currently in storage. Installation was hampered by stage 4 restriction and a new program of roll out has been developed.
Increase tree plantings and canopy in parks, streets and median strips to achieve coverage targets in line with Council's Urban Forest Strategy	Planting has been partially completed, with RAPID Canopy the main planting program being implemented this financial year for streetscape planting. All planting sites have been assessed with some tree planting completed before Stage 4 restrictions were enacted. Tree planting was previously not an allowed activity under Stage 4 but has now recommenced following clarification from the State Government. To date, 950 trees have been planted in streetscapes. Over 5000 Indigenous tube stock have been planted in bushland areas and over 60,000 tube stock have been planted as part of rewilding Darebin.
Investigate a scheme that would allow developers to voluntarily fund Water Sensitive Urban Design in the neighbourhood rather than installing WSUD on site as required by the Planning Scheme	Work is underway on a feasibility study to implement a scheme that would allow developers to voluntarily fund Water Sensitive Urban Design (WSUD) in the neighbourhood, instead of installing WSUD on site as required by the Planning Scheme. This feasibility study seeks to investigate a potential funding mechanism and pricing structure for a proposed WSUD voluntary contribution scheme in Darebin.



2020–2021 actions working towards targets:	Progress comments:
Undertake research into the use of permeable paving that will enable water to sink into the ground and water table leading to the improved condition of our waterways	Permeable pavement research is underway including the investigation of pavement product options.
Incorporate rain gardens/Water Sensitive Urban Design into civil works, where appropriate	Assets and Capital Delivery are designing site specific rainwater management treatments to achieve operational effectiveness and reduce the maintenance cost and effort To date we have constructed: Rain gardens at 13 sites, Passively irrigated garden beds at 9 sites, tree pits in 4 different sites/streets.
Ensure planning approvals require larger developments to construct and/or to contribute funds toward water sensitive urban design installations	Processing of all major developments includes an Environmental Sustainable Design assessment and seeks opportunities to minimise water use and maximise water reuse and quality. This is a standard part of all application assessments for major developments and the team is continually seeking ways to ensure additional Water Sensitive Urban Design outcomes.



GOAL 2

We will improve the wellbeing of people in our community by **providing opportunities** for them to live their lives well.

2.1 We will ensure health and social services meet our community's needs across their life-course.

2020–2021 actions working towards targets:	Progress comments:
Undertake surveys in the East Preston and East Reservoir neighbourhoods to inform community development and wellbeing priorities	The Neighbourhood wellbeing indicators survey has been put on hold due to COVID-19 and requiring face to face community engagement. Planning is underway for the Health and Wellbeing Plan 2021-2025 and will consider incorporating the neighbourhood survey into its engagement plan.
Review the Health and Wellbeing Plan with learnings from COVID-19 C-19	Implementation of the Health and Wellbeing 2020/21 action plan is under way. Activities this quarter include: Equity Impact Assessments undertaken across nine COVID-19 Recovery Package to ensure that package projects are responsive to the diverse needs and experiences of residents; delivery of food initiatives in East Preston and East Reservoir to increase the amount of emergency relief available, and disseminated information about emergency relief and financial assistance available. Council also implemented the first phase of the VicHealth funded Art for Good Health project. The project responds to the complex needs of Aboriginal young people aged 14-17 enrolled in the Koori VCAL program at Melbourne Polytechnic and brings together Westside Circus (WSC), Melbourne Polytechnic, Victorian Aboriginal Health Service and Council.



C-19 Indicates actions addressing COVID-19 challenges and/or recovery



2020–2021 actions working towards targets:	Progress comments:
<p>Continue to connect residents to:</p> <ul style="list-style-type: none"> - Council's Community Navigation Support and Social Connection Programs C-19 - Emergency relief agencies and wellbeing services C-19 - Partner with Darebin Information Volunteer Resource Service (DIVRS) and local services to support vulnerable young people and their families' access emergency relief, support and material aid. C-19 	<p>Community Navigation has provided assistance to 1189 community members since it was established in April, with referrals and support provided for emergency relief, financial assistance, and general COVID-19 information. Emergency Relief referrals have been provided with Council food parcels or referred on to local emergency relief agency. Council continues to support local Emergency Relief agencies and wellbeing services through Darebin Emergency Relief Network meetings and Emergency Relief boost supporting 400 households locally. Community transport was redeployed to support delivery of food parcels.</p>
<p>In partnership with the Darebin Best Start Aboriginal Reference Group deliver the biennial 'Welcome Baby to Country' event to connect to welcome the new generation of Aboriginal babies and toddlers in Darebin to Wurundjeri Country</p>	<p>Council has commenced the planning in partnership with the Darebin Best Start Aboriginal Reference Group for the upcoming Welcome Baby to Country Event in 2021.</p> <p>Planning to date has included; consulting with Wurundjeri Elder, Auntie Diane Kerr regarding the event format and event date.</p>
<p>Deliver the Addressing Intergenerational Isolation COVID-19 Resilience and Recovery Project C-19</p>	<p>A working group has been established, pilot project scoping and confirmation of model is nearing completion. Partner agencies are engaged in readiness for implementation.</p>
<p>Review Council's Pandemic Sub-plan following the conclusion of COVID-19</p>	<p>Council has prepared a COVID Safe Plan as per state directives. This document supports the Pandemic Sub-Plan that will be reviewed upon the lifting of the State of Emergency.</p>
<p>Increase immunisation rates through targeting Early Years services for vulnerable children</p>	<p>95.34% of children under five years of age living in Darebin have been immunised, this figure exceeded the Victorian State average of 95.2%.</p> <p>Due to COVID the service could not be delivered in the early years settings. Additional promotion has been delivered reminding families to access the public sessions. Flu vaccines were provided to early years staff including the delivery of a dedicated session.</p>
<p>Increase the number of Aboriginal and Torres Strait Islander families accessing and remaining engaged with the Maternal and Child Health service through the employment of an Aboriginal Maternal and Child Health Nurse</p>	<p>The Maternal and Child Health service provided 48 Key Age and Stage consultation to 31 Aboriginal and Torres Strait Islander families. The service assessed 12% less families than the same time last year. COVID-19 prevented the nurses providing an outreach service to families who did not respond to a consultation via telehealth.</p>
<p>Increase the use of digital platforms such as social media and telehealth in the delivery of health checks and support services to children, young people and their families to improve social, health and wellbeing outcomes C-19</p>	<p>Council has presented a wide range of essential and important services for children, young people and families via digital platforms during the COVID-19 pandemic, where these represent a safe and effective alternative to face to face service delivery. This includes delivering a wide range of youth programs via social media channels, using telehealth platforms to deliver Maternal and Child Health checks and Family Services supports, delivering Sleep and Settling sessions and other parenting groups via videoconferencing, and connecting Supported Playgroups via group messaging platforms.</p>

C-19 Indicates actions addressing COVID-19 challenges and/or recovery

GOAL 2

We will improve the wellbeing of people in our community by **providing opportunities** for them to live their lives well.

2.1 We will ensure health and social services meet our community's needs across their life-course.

2020–2021 actions working towards targets:	Progress comments:
Following the adoption of the Ruthven Masterplan, make improvements to the park on the site of the old Ruthven primary school to maximise its natural bushland character. This will include a new planting program for rewilding, and the design and construction of a new playspace. Progress plans to rename the park in consultation with the local Wurundjeri people.	Draft concept plans for a new nature based playspace have been completed, which will be shared with the community for feedback in early 2021. A high level planting plan has been created to guide rewilding at Ruthven Park. This draft plan has been shared with the Darebin Nature Trust and former Ruthven Community Reference Group for input and will help inform next year's planting works. A meeting with the Wurundjeri elders to start the naming process is scheduled for 2021.
Implement Council's Youth Services Strategy Action Plan 2019–21, in collaboration with the Youth Citizens Jury	Council has reviewed the actions and priorities detailed in the 2020–2021 Action Plan through a COVID-19 lens and in consultation with the Young Citizen Jury. A refreshed action plan for 2020–21 has been prepared. This includes delivery of Boredom Box and Self Care packs to high school students and the development of a series of resource cheat sheets (topics include; Navigate Centrelink, Job Support Tools, Local Support Services). Members from the Young Citizen Jury have also provided feedback into the Child and Youth Engagement Protocols Projects and International Children's Day event.
Deliver an additional five pre-employment skill development training programs, to young people to increase their job readiness and employability	Council has commenced work on this action, outcomes to date include: (1) identified a series of training options to be delivered. Training will include white card, first aid and food handling certificates while a webinar on employee rights and job readiness will also be delivered. (2) Work has also commenced on a employment support service that will provide 1:1 employment support to young people. (3) 10 young people have participated in the Youth Contractor Program that provides young people with skills to be active participants in the gig economy. (4) 6 students have undertaken student placement with youth services in this quarter.
Implement the Age Friendly Darebin Review Year Two actions	Council endorsed the year 2 plan. Aged and Disability provided services in line with COVID-19 safe practice. Additional support to clients gave access to social connection options and mental health support services. Council completed a survey of the 'Older and Active' subscriber base to explore options of digital support for older residents and groups. Wellbeing calls were also made to library members by Darebin Libraries staff. Council also commenced planning for the transition of the Delivered Meals service to a new supplier.
Continue to support the community's recovery from COVID-19 impacts through the Community Navigation Support and Social Connection Programs	Community Navigation service responded to 817 calls from community members affected by COVID, providing COVID-specific information, emergency relief, referral to relevant local services.
Complete the construction of the Edwardes Lake Park changing place facility	The construction of the Edwardes Lake Park Changing Place Facility and Public Amenities is nearing completion, with the facility due to be complete and open to the public by late October.
Ensure our food and health businesses maintain high standards of public health and safety	Council Health Protection Unit completed a total of 516 assessments at registered businesses within the municipality.

2.2 We will expand opportunities for participation and social connection through sport, physical activity, arts, culture and other leisure activities.

2020–2021 actions working towards targets:	Progress comments:
Design and construction of playspaces at Ruthven Reserve, Penders Park (stage 2), CH Sullivan Reserve and Vale Reserve	Draft concept plans for the new nature based playspace at Ruthven Reserve will be shared with the community for feedback in early 2021. Design work for the second stage of the Penders Park all-abilities playspace, which focuses on more adventurous play elements, is progressing. Minor upgrade works at the CH Sullivan Reserve playspace will start in early November and will include new musical play equipment, a small nature play area, new picnic tables and recycling bin and new trees and shrubs. Draft design plans for the minor upgrade of Vale Reserve are currently being prepared.
Complete new designs for the redevelopment of the pavilion and grandstand at Bill Lawry Oval, Northcote to maximise community access and participation	Community consultation on the proposal to develop a new pavilion took place in the first quarter and closed in September 2020, with almost 100 responses received. A brief for an architect design competition is scheduled to be issued in November 2020. The successful architect will be appointed and begin designs in the next quarter.
Complete the KP Hardiman Reserve, Reservoir hockey pitch and lighting replacement project	The contractor has been appointed and has begun works onsite, including removing the old hockey pitch and is preparing the base for the new hockey pitch.
Complete the soccer pavilion replacement at BT Conner Reserve, Reservoir	The project is currently out for tender to identify a builder to undertake construction. The successful tenderer scheduled to be appointed in December 2020.



GOAL 2

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2.2 We will expand **opportunities for participation and social connection** through sport, physical activity, arts, culture and other leisure activities.

2020–2021 actions working towards targets:	Progress comments:
Complete the planning and due diligence to identify the preferred re-development option for the Reservoir Leisure Centre to maximise the health, wellbeing and socio-economic outcomes of the surrounding community	The health and wellbeing study is underway, COVID-19 has impacted on the delivery timelines (now expected in March 2020–21).
Award the construction contract for the Multi-Sports Stadium (MSS) and commence construction	Works commenced on site in September 2020. Construction is scheduled to be completed over 18 months with the anticipated completion in November 2021. The MSS will be Council's largest capital outlay to date and one of the few public sporting buildings in Australia with a 5 Star Green Star rating.
Determine and implement the optimal management model that will be utilised for the Multi-Sports Stadium (MSS) once it opens	An external Management Model for the Multi Sports Stadium was adopted by Council in July. Currently out for tender for the development of the management specification for operation of the Stadium.
Complete the construction of the outdoor courts at the Multi-Sports Stadium	The construction of the outdoor courts at the Multi-Sports Stadium are scheduled to be completed in November 2020. The construction includes 4 outdoor courts, amenities building, solar lighting to service the adjacent road construction and new amenities, lighting for the new outdoor courts, new road construction, landscaping, outdoor tables and seating and coaches and players boxes.
Award the construction contract for the new 6-star green star rated Northcote Aquatic and Recreation Centre facility	The procurement strategy for the construction of the Northcote Aquatic and Recreation Centre Redevelopment was adopted with the EOI for potential construction companies advertised in late August.
Recommend the Reservoir Leisure Centre Seniors Exercise Program to support health and wellbeing in spaces where seniors meet C-19	Paused due to COVID-19. The virtual exercise programs that have been offered during this time through Darebin Leisure and Reservoir Leisure Centre, include options for a range of ages and abilities including: Keep Strong, Gentle Yoga, Chair Yoga, Awareness through Movement and Meditation.
Recommend the Community Gym Program for Reservoir Neighbourhood House members to increase participation, health and wellbeing C-19	All gym memberships have been paused due to COVID-19. This program will be ready to recommence as soon as restrictions allow.
Review the outcomes of the 2010–20 Leisure Strategy and develop a new strategy that identifies programs and partnerships for increased physical activity	Outcomes of the 2019–20 Leisure Strategy are complete with a new leisure strategy in early stages of development.
Recommend the Swim to 50 Program at Reservoir Leisure Centre to provide swim lessons for children from low income and new immigrant families in the community C-19	Paused due to COVID-19, this program will be able to recommence as soon as restrictions allow.

C-19 Indicates actions addressing COVID-19 challenges and/or recovery



2020–2021 actions working towards targets:	Progress comments:
Continue to deliver the diverse range of on-line exercise programs developed during the COVID-19 restrictions to maximise access and participation in programs that support physical activity C-19	In this reporting period, 140 classes (average of 12 classes per week) have been available, with an average reach of 944 people per class and 30 posts by instructor/participants for each session. A broad range of classes are offered to suit a range of abilities and preferences. Participation can be either joining the live stream or viewing later. The program continues to grow and be shaped by the levels of participation and feedback received.
Implement the Getting Sports Clubs Back on Track Grants program as part of the COVID-19 Community and Business Resilience Package to enable Darebin’s Sport Clubs to restart activities once restrictions ease C-19	The first round of the COVID-19 Recovery grants for Sports Clubs closed in September, with 47 applications currently being reviewed.
Review the Performance Subsidy Program to support Darebin’s community sports clubs to maximise equity participation outcomes	Performance subsidy review progressing with implementation planned for the 2021 winter season.
Report on the second year of outcomes and achievements of the Promoting Women and Girls in Sport Partnership Agreement and use this evident to determine the next phase of the partnership	Council officers have met with the Darebin Falcons to discuss the second year outcomes of the partnership agreement (severely impacted by COVID-19) with a report scheduled to Council for the third quarter.
Review and implement new licence / seasonal agreements to assist Darebin’s sports clubs to maximise access, equity and participation outcomes	The project has commenced to review how seasonal license agreements can include inclusion principles.
Maximise access to the newly refurbished Senior Citizen Centres Work in collaboration with community groups	The COVID-19 pandemic limits access to the senior citizen centres in the interim. Planning for these facilities will follow the direction set by the Government’s roadmap for reopening of venues and easing of restrictions. Communication and planning with older people and other community groups are aligned with these directions.
Design and deliver seasonal festivals aligned to COVID-19 safe festival and events protocols C-19	The FUSE Spring 2020 is currently underway, occurring 1 September – 29 November. The program includes an amazing line up of artists, artworks and events all available through the FUSE website www.fuse.com FUSE was launched on 1 September with a Welcome to Country by Auntie Georgina Nicholson, courtesy of Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation. The launch event was available for viewing online. Spring FUSE 2020 includes nearly 50 projects and events designed in a COVID safe model.
Support artists and festival producers through artistic commissions to deliver a range of initiatives as part of FUSE festival	Projects and initiatives delivered through the FUSE Spring 2020 program directly led to 62 artistic commissions supporting close to 200 artists, artistic producers and technicians, across mediums as varied as visual art, broadcast, performance, film, digital art and music.

GOAL 2

We will improve the wellbeing of people in our community by **providing opportunities** for them to live their lives well.

2.2 We will expand **opportunities for participation and social connection** through sport, physical activity, arts, culture and other leisure activities.

2020–2021 actions working towards targets:	Progress comments:
<p>Through Darebin's Arts venues, provide opportunities to produce and deliver:</p> <ul style="list-style-type: none"> - An innovative and diverse season of production through the Speakeasy program at Northcote Town Hall Art Centre - A season of Arts productions directed at elderly citizens through our 'Morning Music' program at the Darebin Art Centre - A range of productions that engages local families and children - The Mayors Writing Awards - Support for artists and the development of new theatrical works 	<p>Due to COVID-19 and our venue shut-downs many of our Arts programs have been delayed and rescheduled to the March – June period of 2021. Some programs have been pivoted to the online space and have been successfully delivered such as the Mayor's Writing Award and Mayor's Writing Award for young people.</p>
<p>Deliver an online and refocused version of the biennial Darebin's A1 Salon to support local visual artists of all ages across Darebin to exhibit new works</p>	<p>The biennial A1 Darebin Art Salon was delivered online between 10 July to 11 September 2020. Over 100 entries were received from Darebin artists, of which 33 applicants identified as culturally and linguistically diverse, 7 First Nations artists, and 22 entries by artists with a disability. This year's prize winners were selected by a 'People's Choice' voting system, with over 1600 votes received. An online closing event was held on Friday 11 September 2020.</p>
<p>Establish the newly formed Art and Heritage panel to support and inform Council's policies and initiatives aligned to its collections</p>	<p>The Darebin Art and Heritage advisory panel was established in July 2020 following Council endorsement in March. The inaugural meeting was held on 7 July with the former members of the (dissolved) Bundoora Homestead Board of Management endorsed by Council as the first sitting members of this panel. Additional community members are being sought through an expressions of interest process and recommended candidates will be reported to Council in December 2020.</p>





2020–2021 actions working towards targets:	Progress comments:
Design and deliver an exhibition in partnership with Midsummer Festival to showcase the work of emerging artists who identify as LGBTIQ	EO Gill was selected as the winner of the Bundoora Homestead Art Centre Prize at the 2020 Midsumma Australia Post Art Prize. Their exhibition 'CLEAVE' has been postponed due to the COVID-19 lockdown and will be presented in partnership with Midsumma from 27 March – 27 June 2021.
Create COVID-19 safe platforms and artistic experiences that support artists and audiences to return to presenting work in Darebin. C-19	<p>A range of COVID-19 safe initiatives have been developed and delivered in the reporting period. Highlights include:</p> <ol style="list-style-type: none"> 1 Projects and initiatives delivered through the FUSE Spring 2020 program directly led to 62 artistic commissions supporting close to 200 artists and artistic producers and technicians, across mediums as varied as visual art, broadcast, performance, film, digital art and music. The FUSE website has had 4375 visitors, with 83.7% of visitation being new users. 2 Ten performance seasons have been rescheduled to 2021 in the Darebin Arts Speakeasy program. 3 The Speakeasy Performance Development program supported 73 artists to develop future works, enabling them to explore creative responses to safe methods of presenting work through co-investment models with other funders. 4 Darebin Arts portfolio is participating in regularly meetings with industry peers in the sector to share methods and systems for returning to safe presenting practices and re-opening of cultural facilities.
Run Backyard Harvest events within the FUSE festival to help community learn from and inspire each other in regards to local food production.	As part of the Backyard Harvest program, Council is organising an online 'Pollinator Friendly Garden' workshop to run as part of the Spring FUSE Festival. This event aims to raise awareness of the importance of pollinators to our food system during Australian Pollinator Week (8-15 November).
Increase the number of community gardens at the Bundoora Park Farm	<p>Ten new gardens have been completed using recycled corrugated iron from the Reservoir Crossing Removal. Once COVID restrictions are eased, the community food growing is ready to expand for food production with community participation.</p> <p>This opportunity aims to support sustainable and local food production in Darebin by addressing key barriers to urban agriculture such as access to land.</p>
Strengthen partnerships with agencies, the neighbourhood house network and not-for-profit organisations, to deliver programs and services, as part of a COVID recovery responding to current and emerging vulnerabilities. C-19	Ongoing support provided with local agencies. Key highlights for this quarter include: commenced a partnership with Your Community Health and Victorian Transcultural Mental Health to implement a community development project to improve the emotional and social wellbeing of vulnerable groups in East Reservoir and East Preston; joint application with Your Community Health to Let's Stay Connected Fund to establish a community project to respond to social isolation and increased digital divide during COVID-19; support and meetings held with Darebin Neighbourhood House Network to assist with reopening of centres and supporting local social support and isolation programming; local mask making project delivered in East Preston and East Reservoir in partnership with Reservoir Neighbourhood House and Your Community Health prepare and deliver masks to local residents, made by local sewists.

C-19 Indicates actions addressing COVID-19 challenges and/or recovery

GOAL 2

We will improve the wellbeing of people in our community by **providing opportunities** for them to live their lives well.

2.3 We will expand **lifelong-learning** opportunities, to enable local people to learn, develop their interests, and secure good quality work.

2020–2021 actions working towards targets:	Progress comments:
Deliver an infrastructure, workforce and service review that responds to the introduction of government subsidised three-year-old kindergarten program and identify options that meet future community needs	Council is working closely with the Department of Education and Training to develop an agreed position on future infrastructure needs for kindergarten programs, which will guide future investment. Engagement with community-managed services is ongoing to understand their current and future infrastructure, workforce and service planning needs. Draft Early Years Infrastructure Plan 2020–2036 nearing completion.
Transition the East Preston Community Centre to a lead tenant model by June 2023, informed by engagement with East Preston communities	The East Preston Community Centre has been closed to mitigate the impact of COVID-19. Scoping for the development of a transition plan particularly engagement required with local residents and communities will be undertaken once restrictions are eased. Expected to recommence in 2021.
Review and implement revised library fines and charges to reduce barriers to use	All existing loans have been extended until at least 24 Oct 2020 so no overdue fines accrue for customers. Book recovery activities have been suspended since March 2020. Development of the business case is underway, including benchmarking and understanding approaches taken by other public libraries to address this issue.
Increase the number of library events delivered in community languages	Four bilingual Stay-At-Home Storytimes have been delivered in the first 3 months: two in Somali and English and two in French and English with combined views of 1,670 through our Facebook page.
Implement the Aboriginal and Torres Strait Islander protocols for libraries, archives and information services, to increase partnerships with Aboriginal organisations and access and service relevance to Aboriginal people	Planning for implementation is underway. The first step will be to consult and engage with Aboriginal and Torres Strait Islander communities.



GOAL 3

We will ensure our planning system facilitates high-quality and sustainable development that extracts social, environmental and economic benefits for our community.

3.1 We will encourage and facilitate **appropriate high-quality development in identified areas** to create opportunities for living accessibly to public transport, infrastructure, open space and attractive, safe public areas.

2020–2021 actions working towards targets:	Progress comments:
Strengthen standard planning permit conditions to improve the quality of design and sustainability in planning applications	Planning permit conditions have been strengthened to improve the quality of design and sustainability in planning approvals. Pre-application meetings that improve design and sustainability outcomes are incorporated from the outset.
Assess the impact of COVID-19 particularly in regards to affordable housing and the economy	Officers have been networking with practitioners across the sector and attending industry seminars on topics including urban planning, the retail market, the housing market and affordable housing to understand the likely impacts of COVID-19. The next steps include building upon this analysis over the coming 6 months with additional research and data projections as they are developed. These findings are feeding into multiple council programs to support local business and the most vulnerable in the community.
Translate the local content of the Darebin planning scheme into the new state format (including a new Municipal Planning Strategy) for review by the Department of Environmental Land Water and Planning, and for Council to consider seeking an amendment to the local Planning Scheme	The translation of the Darebin Planning Scheme into the new format for Victorian planning schemes, and the update of local policy, is underway. The project is on track to be drafted in mid-2021. Once adopted by Council, this will result in a new planning scheme amendment. Following development of Darebin's new Community Vision in 2021 the Municipal Planning Strategy will be updated to reflect the community's vision.
Release new residential design guidelines as a tool to improve the quality of design and sustainability in planning applications	Council adopted Darebin Good Design Guide – Apartment Development and Darebin Good Design Guide – Medium Density Development on the 7 September 2020 Council meeting. The guidelines were uploaded on Council website on 11 September 2020.
Establish a long term 50-year Vision for the City, informed by extensive community and stakeholder engagement, to guide planning, growth and development	Council is developing a 20 year Community Vision as a statutory requirement under the new Local Government Act. The deliberative community engagement for the Vision will be carried out in February/ March 2020 with a view to adopt the Vision by 30 June 2020. This Vision will guide Council's work across its services and programs, including in planning, growth and development.
Achieve a median time taken to resolve planning compliance matters of 30 days and increase confidence in the Darebin Planning Scheme and planning decisions	Median number of days to resolve planning compliance service requests is approaching 30 days. The Stage 4 COVID-19 pandemic containment measures required most compliance inspections to be postponed and also necessitated respondents being afforded additional time to respond on account of restrictions on movements of trades people.
Champion high standards for design excellence in private development in Darebin, through the City Designer who works with planning permit applicants and their designers to raise the quality of design in applications	Council's City Designer is working closely with the Statutory Planners and planning permit applicants to improve the quality of new development. This includes attending regular pre-application meetings and providing design advice on planning permit applications.
Develop a vision and built form guidelines for Heidelberg Road to guide high quality development, including consultation with the surrounding community	The project to develop a vision and built form framework for Heidelberg Road is a multi-year project. The technical assessment is complete and a draft Local Area Plan, prepared in conjunction with Yarra City Council, is substantially complete. Community engagement is planned for early 2021.

GOAL 3

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3.1 We will encourage and facilitate **appropriate high-quality development in identified areas** to create opportunities for living accessibly to public transport, infrastructure, open space and attractive, safe public areas.

2020–2021 actions working towards targets:	Progress comments:
Council has done significant planning towards a future suburb in the Northland precinct, however, the State Government has recently made some quite significant policy changes around industrial land, and the impacts on the local economy of COVID-19 also mean that this planning needs to be revisited. In 2020–21 the impact on the local economy will be assessed, but specific planning relating to the Northland precinct is not planned to progress, but in future years.	Progress on the Northland Urban Renewal Precinct (NURP) planning has been disrupted due to significant changes in State Government policy in early 2020 which prioritizes industrial uses in this area. Considering this change, and that slower population growth is now expected as a result of COVID-19, Council decided to put this project on hold in 2020–21 and will reconsider it at a later date.
Complete the Preston Library Feasibility Study and determine the next steps	The Feasibility Report is complete with further consultation held with Council departments regarding the potential impacts of carpark access, Preston Streets for the People and affordable housing projects. The report is being prepared for presentation to Council in 2021.
Advocate for good planning outcomes at the Preston Market Precinct through the Victorian Planning Authority's planning process	Council continues to call on the State Government and the developer to ensure that the planning controls and proposals for redevelopment protect what the community have told us is important. Council has developed its 'Heart of Preston' objectives that outline what is needed to ensure that the market flourishes. After the election, the State Government will release plans and Council and the community will respond to these plans, assessing them against Council's objectives.
Seek community feedback on a draft Urban Design Framework for Central Preston as part of the Future Preston project, and prepare a Central Preston Structure Plan that provides a framework to guide future development in the area	Council has prepared a draft Future Preston Central Vision as well as background reports on urban design, land use, and transport. Community engagement is planned for mid 2021 and will test the draft vision, as well as issues and opportunities. This phase of engagement will inform the development of the draft structure plan and built form framework.
Assist and establish a business led association for Preston Central	The establishment of the Preston Central Business Association is scheduled to form in October 2020. Council officers have played an important role in assisting and supporting the initial formation steps including business engagement and will continue to do so to ensure strong governance.
Council successfully advocated for removal of four level crossings through the Preston area and in 2020–21 will advocate for excellent design and to ensure that construction is managed so it minimises disruption and supports business and community through that time. Council's work will include review of state government designs and plans and working with the state government to integrate creative outcomes in rail infrastructure projects at Preston Market and Bell Station.	Council Officers attended multiple meetings and workshops with the Level Crossing Removals Project (LXRP) team to review plans and designs. Council continued to advocate for good design outcomes at Preston and Bell Stations on behalf of the community, based on the adopted objectives in 'Preston Reconnected'.
During any disruption from the Level Crossing Removals, Council will help traders and community minimise the impact and will encourage our community to shop locally	Council continues to advocate to the Level Crossing Removal Project to do everything it can to minimise disruption through construction and to support businesses as it delivers its projects. Council's planned program to support local businesses is being adjusted in light of COVID-19.



2020–2021 actions working towards targets:	Progress comments:
<p>In 2020–21 Council expects to further progress this multi-year project to increase the open space levy. This year this is expected to include presentation to a Planning Panel and seeking authorisation from the Minister for Planning. It is expected to be completed in the 2021–22 financial year.</p>	<p>Council is preparing an Implementation Plan of the Open Space Strategy to support the planning scheme amendment process to increase the contribution that developers make towards open space. The community will be consulted on a draft Implementation Plan in early to mid-2021, before the planning scheme amendment progresses to a Planning Panel later in the year.</p>
<p>In 2020–21 Council expects to seek authorisation from the Minister for Planning to consult on a proposal for new Developer Contributions Plan that would ensure that developers contribute financially to Council infrastructure as the population grows</p>	<p>The Development Contributions Plan (DCP) is a multi-year project that will allow Council to collect funds from new development to contribute to the costs of infrastructure. A new draft DCP has been prepared, and the process to implement it through a planning scheme amendment has started. Public exhibition of the DCP and planning scheme amendment is planned to occur in late 2020, with submissions to be considered by Council in early 2021.</p>
<p>This year of the program will investigate further sites that can be used for affordable housing and update the Darebin Housing Strategy and Neighbourhood Character guidelines</p>	<p>Preparation of an Affordable Housing Position Paper has commenced and will be completed this financial year. An Affordable Housing Feasibility Study has substantially progressed that has explored which Council sites could be used for affordable housing. A Supply and Demand Analysis has been developed, which is a key input into a future Housing Strategy.</p>
<p>Continue to implement the project to develop new social housing on a Council car park at Townhall Avenue, including lease execution, project management, consultancy and legal investigations to progress the project</p>	<p>Council has selected an affordable housing provider to develop and manage high-quality affordable housing at the former Council car park at Townhall Avenue. Recent activity has focused on finalising the lease.</p>

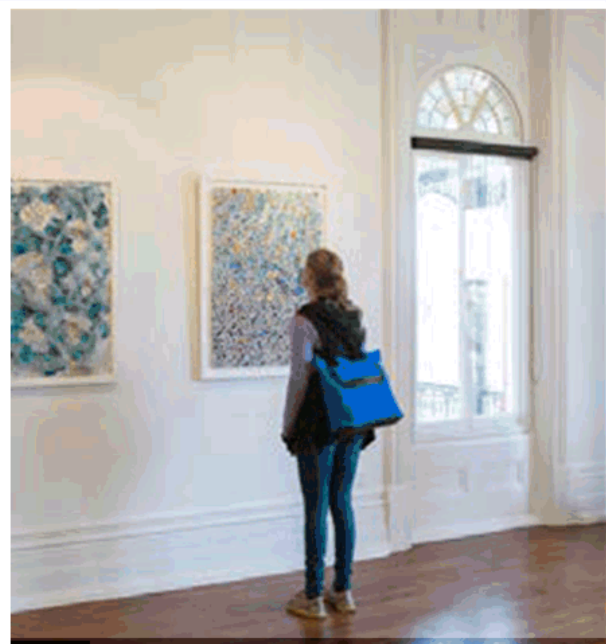


GOAL 3

We will ensure our planning system facilitates high-quality and sustainable development that extracts social, environmental and economic benefits for our community.

3.2 We will support our creative industries to ensure the city grows as a significant arts and creative centre.

2020–2021 actions working towards targets:	Progress comments:
Implement the following COVID-19 Recovery projects including: creative collaborations; cultural infrastructure grants, arts partnership support recovery program, online recovery program to support Darebin’s creative vibrancy by assisting artists to sustain their practice and connect to colleagues through web-based media C-19	There are four program components occurring as part of Council’s recovery program specifically designed to deliver cultural outcomes. <ol style="list-style-type: none"> 1 The Creative Collaboration in Isolation program is currently in the assessment phase. Twenty three applications were received for artistic works that generate creative initiatives for the community to participate in and respond to, whilst adhering to COVID safe practices. 2 The Culture Online initiative is providing creative opportunities to 33 artists to exhibit work on a digital platform to be launched later in 2020. 3 The Cultural Infrastructure grants are in the assessment phase and will support local creative industries experience adverse impacts as a direct result of COVID-19 restrictions. This investment will be delivered prior to December 2020. Thirty six applications were received in this grant round. 4 The Arts Partnership initiative is in the design phase with implementation of the program anticipated in early 2021.
Expand and consolidate the cultural licensee program at Northcote Town Hall Art Centre and Darebin Arts Centre	Due to COVID-19 and our venue shut-downs, our cultural licensee program has been placed on hold.
Provide virtual access to at least 100 percent of the Darebin Indoor and Outdoor Art Collection through the online catalogue	Council has begun relocation of the Darebin Art Collection online database from an outdated system to the Victorian Collections online website which is a State Government funded, leading industry platform for collections management. Currently 30% of this relocation project is now complete, with a goal to complete 100% by December 2020.



C-19 Indicates actions addressing COVID-19 challenges and/or recovery



3.3 We will manage local roads, buildings and public spaces to make our city safer, cleaner and more attractive.

2020–2021 actions working towards targets:	Progress comments:
Complete up to three grant funding applications for local blackspot safety improvement projects and construct 10 traffic management measures to improve road safety	Six Blackspot funding applications have been submitted. The following sites have been constructed: shared path access at the eastern end of Wood Street; a raised pedestrian crossing on Olive Street at Edwardes Street; and entry treatment on Sharp Street at Bastings Street Planning is underway to construct a further thirteen traffic management treatments that will also benefit people walking and riding before the end of June 2021.
Ensure all road reconstruction and road reseal projects contain a maximum permissible recycled content to improve the sustainability of Council's civil construction practices	Two Asphaltting Contracts for 2020–21 have been awarded with work commencing as soon as possible following COVID-19 restrictions. Both contracts will incorporate recycled products to preserve finite natural resources.
Protect and enhance urban character by regulating tree removal and pruning on private property within Darebin and completing replacement planting with species suitable to local vegetation and site constraints	Council has employed a tree protection arborist to oversee the implementation of the adopted local law (for protection of significant trees on private property) and protection measures under the planning scheme. The process is underway, with a review of the effectiveness of the local law to be undertaken in 2020–21.
Embed good streetscape design into any Council re-development projects, such as Streets for People. Undertake advocacy for good streetscape outcomes with State Government bodies, including the Level Crossing Removal Authority and VicTrack.	Council continues to advocate for good streetscape design outcomes through the State Government Level Crossing Removal Projects at Preston and Bell Stations and the Preston Market precinct redevelopment, in line with adopted Council objectives, as well as Council-led projects such as the redevelopment of Northcote Aquatic and Recreation Centre and the new Multi-Sports Stadium. Darebin's Good Design Guidelines, designed to facilitate excellent urban design outcomes in private development across Darebin, have recently been finalised.
Engage with local business associations and stakeholders on local improvements for activity centres	Council has focused its engagement over this quarter to business outreach and provided support to individual businesses and associations. Council was successful in receiving State Government Grants \$500,000 for Reservoir; and \$100,000 for neighbourhood precincts in High Street Thornbury, Miller on Gilbert and Oakhill Village.
Engage with local business associations and stakeholders on small scale targeted streetscape improvements to support activity centres to come back to life post COVID-19 including improvements at: Yarra Ave/Boldrewood, Reservoir, McMahn/Boldrewood, Reservoir and Plenty/Tyler, Reservoir C-19	Planning for these three sites is currently underway. Due to the COVID-19 stage 4 lockdown restrictions there has been some delay. Once restrictions ease, plans to beautify and activate the streetscapes will be progressed in consultation with local businesses.
Ensure new development within the activity centres funds the upgrade and improvement of adjacent streetscapes	Planning approvals for new development in activity centres fund the upgrade and improvement of adjacent streetscapes where necessary and can include street trees, street furniture, bicycle parking and footpath upgrades. This is achieved through the imposition of conditions on planning approvals.

C-19 Indicates actions addressing COVID-19 challenges and/or recovery

GOAL 3

We will ensure our planning system facilitates high-quality and sustainable development that extracts social, environmental and economic benefits for our community.

3.3 We will manage local roads, buildings and public spaces to make our city **safer, cleaner and more attractive.**

2020–2021 actions working towards targets:	Progress comments:
<p>Deliver two whole-of-place audits in Preston and Reservoir to identify actions that improve perceptions of safety and reduce the opportunity for crime</p>	<p>One safety audit has been undertaken this quarter, in the Reservoir activity centre to identify actions to improve perceptions of safety. The audit also helped to guide an application made to Community Safety Infrastructure Fund seeking funding to improve lighting in the Reservoir Activity Centre. Audits have been scheduled for Bundoora (Polaris) and Preston City Oval.</p>
<p>Deliver community safety infrastructure projects including Main Drive, Bundoora Lighting upgrade that respond to data about gendered experience in public spaces and improves perceptions of safety</p>	<p>The Community Safety Infrastructure project at Main Drive Bundoora is underway, with the initial lighting design completed and installation due to commence in December 2020. The project will improve street lighting along Main Drive once completed.</p>
<p>Continue to provide a safe environment for school children walking and cycling to school and ensure that 90 percent of primary schools within the city participate in Council’s School Crossing Education program</p>	<p>Council’s school crossing program has supported schools throughout the pandemic, many of which remained open for key families. The service operated in a COVID safe way throughout. Due to COVID-19 restrictions the School Crossing Education program is on hold until further notice.</p>





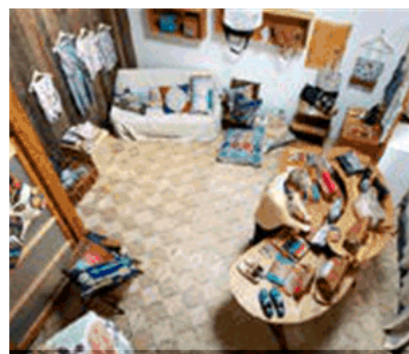
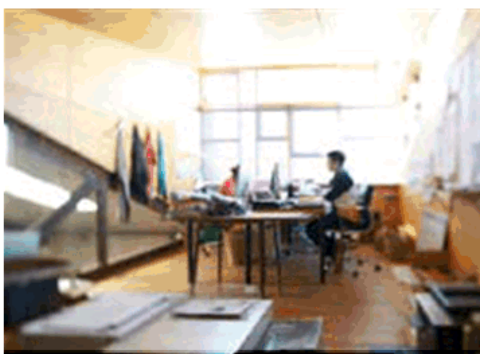
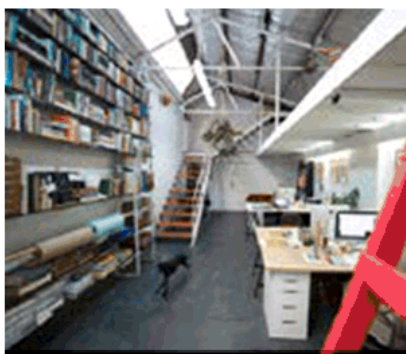
2020–2021 actions working towards targets:	Progress comments:
Continue to implement the Graffiti Strategy 2019-23	The graffiti App, is almost ready to go live. Council is currently out to market to engage supply contractors for the removal works. Removal contractors had been stood down for 6 weeks at the height of the stage 4 restriction and are now back on board due to the large amounts of graffiti within the municipality.
Complete 12 street art murals across the municipality to minimise graffiti occurring at hot-spot locations, while improving amenity	COVID restrictions have delayed the start of the program but Council remains in a position to complete all 12 within budget after restrictions have been eased.
Reduce the number of domestic animals directed to re-homing programs and increase the number of domestic animals registered in the municipality and lost animals returned directly to their owner	The Animal Management team has been trialling in the last two years a "Return to Owner" program with Darebin registered animals only, this is to ensure that owners are reunited with their registered pets within a 24–48 hour period. Responses from the wider community on this initiative has been overwhelmingly positive as registered pet owners are seeing a very real return on investment for registering their pets.
Incorporate signage and design into public spaces to support dog walking as well as other users in line with the updated Open Space Strategy and balance community needs	To respond to increased use at open spaces during COVID-19 restrictions, new park signs have been created to help balance varied community needs, and will be installed at Johnson Park, Northcote and in all playgrounds across Darebin.
Deliver Year four actions identified in the Domestic Animal Management Plan and continue to encourage the responsible ownership of domestic animals	Year four actions are in progress. Highlights include preparing to implement Council's recent decision to implement a cat curfew from 1 January 2021, exploring options to further increase de-sexing and registration, and improving signage in Parks about responsible dog ownership.
Apply planning permit conditions that require better construction management in major developments and review opportunities to strengthen the local law in regard to disruption related construction matters	A planning permit condition has been developed that requires a construction management plan for major developments. Opportunities to strengthen the local law in regard to minimising disruption from construction is currently under investigation.
Assist the community and local business to plan for and manage disruption associated with the State Government's level crossing removal construction activity in Preston and Reservoir and advocate to State Government to minimise disruption	Council continues to advocate to the State Government's Level Crossing Removal Project to ask them to minimise disruption to car parking, traffic movements and noise, during the construction phase. Calling on the State Government to support businesses during this time is also a key focus of Council. Council is supporting business across the city at the moment with a major program of work to assist with economic recovery. In the Preston area, this program will be integrated with support to help during any construction disruption.
Conduct regular inspections and achieve swimming pool and boarding house compliance with regulations	Council has implemented a Swimming Pool Registration requirement for all swimming pools owners. Once all known swimming pools are registered, the Building Team will commence an inspection program to confirm/ensure pool barrier compliance. Boarding house compliance is ensured through an ongoing registration program as well as regular inspections.

GOAL 4

We will support and attract a diversity of local businesses and industries by fostering an environment in which they can thrive.

4.1 We will foster an environment that ensures our local businesses succeed – from large industries to microbusiness and freelancers.

2020–2021 actions working towards targets:	Progress comments:
Support businesses through the COVID recovery including: <ul style="list-style-type: none"> - Continuation of the Business Support line until December (and possibly longer dependent on demand) - Deliver a range of business development and industry support programs C-19 	The Business Support Line provides a single place for Darebin businesses to seek individual guidance and support since launching March 2020. Over the first quarter; 710 calls have come to the Business Support Line which is an average of 51 calls per week. Information provided includes grant information, outdoor dining and connection to other forms of support.
Undertake a promotional campaign and place-based activities which showcase Darebin businesses and retail precincts C-19	Focus in this quarter has been the facilitation of outdoor dining to assist hospitality businesses to reopen once restrictions have been lifted. Assistance has been provided to businesses to undertake their own campaigns, a number of the business grants distributed in June and promotional campaigns showcasing are ongoing.
Support and promote the work of Darebin based social enterprises	The facilitation and the running of three capacity building online workshops open to all Darebin based social enterprises, with the final workshop held in July. All workshops were held virtual due to COVID restrictions. As part of the Community Recovery Grant Program, \$50,000 was allocated to social enterprises. Successful applicants will be announced in November.
Deliver food handler information sessions to support new and existing food businesses in food safety education	Face to face information sessions were cancelled as a result of COVID restrictions however Council has increased its level of electronic communications with small business on COVID state directives and good food handling practices.
Assist businesses and employers to access employment services, support and create pathways for Darebin’s job seekers C-19	Council established a informal network of Aboriginal and Torres Strait Islander employment service providers and supported the network of Darebin employment service providers including Job Actives, Disability Employment Services, and specialist employment providers to create a wide access to employment services. Council continued to promote Darebin Jobslink and Melbourne’s North Job Link, online platforms for local employment and Jobs Victoria opportunities and internship programs.



C-19 Indicates actions addressing COVID-19 challenges and/or recovery

2020–2021 actions working towards targets:	Progress comments:
Deliver targeted support to Community Managed Kindergarten and Child Care Services COVID-19 Resilience and Recovery Package Project C-19	Ongoing support has been provided to 19 centres to navigate the COVID-19 pandemic including: grant funding and financial information, provision of hygiene and cleaning supplies, operational and logistics support, resources and information for providers to support disadvantaged and vulnerable families, health and wellbeing resources for educators and staff, advocacy to other levels of government.
Deliver a series of workshops assisting businesses to improve their digital and financial capabilities in response to the impacts of COVID-19 C-19	A Business Webinar Series was developed using local Darebin experts and started in June 2020 finished in September. The series delivered 11 of 13 webinars this quarter; with an average attendance of 18 and 80-100% of attended surveyed indicated an increased understanding in how to improve their business. A recording and slides from all webinars are available as an ongoing resource. A local Business Connector Series of three sessions was delivered virtually in September, creating a way for sharing of ideas and examples of how businesses have adapted in the current climate.
Council has investigated high level technology options for sensors and signage to help people identify where parking is, however given the current drop in parking demand related to COVID-19, there are not plans to progress this further in the 2020–21 year C-19	There are no plans to progress this further in the 2020–21 year.

4.2 We will enable and activate space, including vacant shopfronts and council facilities, to accommodate different businesses and industries.

2020–2021 actions working towards targets:	Progress comments:
Deliver the Active Space Program in partnership with landlords and real estate agents in vacant shops in Darebin to enable start-up businesses to trial their businesses and increase visual amenity and beautification through commissioning artwork from local artists in vacant shop windows C-19	Due to COVID restrictions this project has been limited. The focus for this project has been redirected to provide support to local real estate agents and businesses looking to restart or launch in the 2nd quarter as restrictions ease.
Support businesses operating in Council facilities, including the Melbourne Innovation Centre	Council has been working closely with the Melbourne Innovation Centre (MIC) to provide a wide range of support for Darebin business and organisations including one on one mentoring (via a webcast) to a wide range of businesses. MIC was also a partner for Darebin Pitch It, which concluded in the first quarter, and provided the finalists with ongoing support both before and after the finals, as well as shared office space (once COVID restrictions lift).

C-19 Indicates actions addressing COVID-19 challenges and/or recovery

GOAL 4

We will support and attract a diversity of local businesses and industries by fostering an environment in which they can thrive.

4.3 We will pursue regionally significant economic opportunities to drive growth and sustainability for our region.

2020–2021 actions working towards targets:	Progress comments:
<p>Advocate for regional economic growth through enhanced partnerships with regional economic bodies such as North Link, Northern Council Alliance, Metro Partnerships and La Trobe and implement regional strategies, such as the Melbourne’s North Food and Beverage Growth Plan</p>	<p>A North and West Melbourne City Deal Plan was finalised. This is a blueprint for the region to respond to the impacts of the pandemic in the immediate and medium-term, and to reform our economy for the future. The proposal will help create 300,000 new jobs, reboot business, boost social and economic inclusion, and leverage the region’s existing strengths in health, food production, manufacturing and logistics. Darebin was one of 13 Local Governments represented in the City Deal. Council also participated in NORTH Link activities including Northern Business Achievement Awards, promotion of webinars and publications and Melbourne’s North Food Group.</p>



GOAL 5

We will lead on equity and recognise our **diverse community as our greatest asset** for solving future challenges.

5.1 We will ensure our services, facilities and programs **benefit all**, including our most vulnerable.

2020–2021 actions working towards targets:	Progress comments:
Deliver an Employment Forum in partnership with the Darebin Intercultural Centre and Welcoming Cities for local communities and organisations in Darebin (see 5.2 for Reference Group)	Planning has commenced for the Employment forum. Initial consultation was undertaken with the Welcoming Cities Advisory Committee. Four meetings were held with providers who support employment pathways for migrants and refugees.
Update and implement the Darebin Welcoming Cities Action Plan to reflect impacts of COVID-19 to prioritise actions in the Welcoming Cities Standards	A review of the Welcoming Cities Action Plan was undertaken in reference to Council's COVID Recovery Plan and was presented to the Welcoming Cities committee in September. Additional focus will be placed on the Standards which as a result of COVID need prioritisation.
Undertake at least 20 Equity Impact Assessments to ensure that Council services, facilities and programs address the needs of the most vulnerable cohorts as outlined in the Towards Equality Framework	This quarter, Equity Impact Assessments (EIA) were applied to eight projects (outside of the COVID-19 recovery package). EIAs were also applied as part of three Community Engagement plans.
Undertake Equity Impact Assessments of all projects within Council's COVID-19 Recovery Package to ensure that package is responsive to the diverse needs, experiences and human rights impacts C-19	12 projects within the Recovery package went through an Equity Impact Assessment (EIA). The second round of COVID recovery grants for Arts, Business Leisure and Community support grants also applied an EIA.
Ensure that Council's policies, strategies and plans reflect and embed the goals and principles of the Towards Equality Framework	The Towards Equality Framework (TEF) is incorporated as a key principle in the draft Darebin Policy Review lenses (in development). It is embedded into key pieces of work such as the draft Advocacy strategy, draft Community Engagement Policy, draft Workforce Diversity and Inclusion Strategy.
Ensure that our multicultural and multifaith communities are supported with reference to financial hardship, discrimination based on race/culture and other forms of vulnerabilities	Ongoing support and connections with multicultural and faith groups was provided during COVID-19 including: information provision on support services available; ongoing implementation of the Preston Mosque MoU to enhance interfaith dialogue and community connection, including development of the 2020–21 Action Plan; Partnership with local schools in East Reservoir and East Preston Children's Voices project to understand children's experience of the COVID-19 pandemic and to support students' social and emotional wellbeing.
Implement the Gender Equity and Preventing Violence Against Women Action Plan 2019 – 2023 specific actions to include: <ul style="list-style-type: none"> - Focusing on Early Childhood – challenge rigid gender roles and stereotypes and promote respectful relationships - Incorporate targets for women's participation in the development of the Leisure Strategy - Undertake a gender equity workforce audit 	Council continues to implement the Gender Equity and Preventing Violence Against Women Action Plan 2019–23. Due to impacts of COVID-19, gender equity in the early years projects have halted temporarily. Early development of the leisure strategy includes incorporation of targets for women's participation. Council has undertaken a gender equity audit, which included a workplace self-assessment workshop with managers and the Executive Management Team. Early development of the Leisure Strategy, which will incorporate targets for women's participation, has begun.

C-19 Indicates actions addressing COVID-19 challenges and/or recovery

GOAL 5

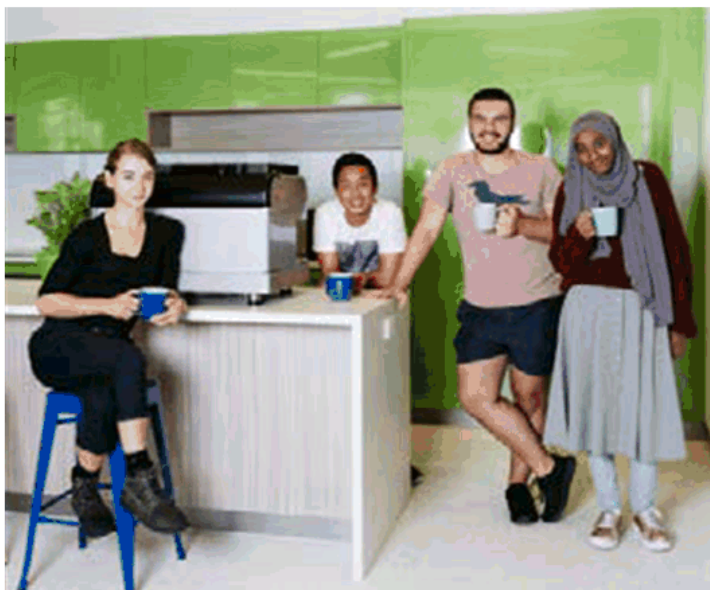
We will lead on equity and recognise our **diverse community** as our **greatest asset** for solving future challenges.

5.1 We will ensure our services, facilities and programs **benefit all**, including our most vulnerable.

2020–2021 actions working towards targets:	Progress comments:
<p>Deliver a job ready program, in partnership with a local jobs provider organisation, for diverse community members from low socio-economic backgrounds who are unemployed, underemployed, or have a disability</p>	<p>The Community Employment Plan has commenced with potential relationships with Brotherhood of St Laurence, ASRC, AIMEs and Spectrum. Consideration is underway to align the Work for Victoria (WFV) program with a broad Community Employment Plan to allow for limited WFV participants to be provided with more ongoing and substantial opportunities and training.</p>
<p>Implement project partnership to support and promote culturally diverse artists responding to the dominant culture in ways that builds empowerment and self-determination</p>	<p>FUSE is currently partnering with MAV (Multicultural Arts Victoria) to deliver TAKING BACK, a project that responds to the experience of ‘racialized gaze’ in public spaces. The project is an artistic intervention, featuring culturally diverse artists, which uses a range of art form processes drawn together in a runway show. TAKING BACK considers how artists of colour can respond to dominant culture in ways that build empowerment and self-determination. Depending on COVID-related restrictions, the performance outcome will constitute part of the closing event for FUSE Autumn 2021, or be available as a virtual artistic experience online and be projected in a public space in a COVID-safe manner.</p>
<p>Develop and deliver age friendly focused AMPLIFY, as part of FUSE autumn 2020–21</p>	<p>AMPLIFY is a targeted professional development opportunity that seeks to address inequality in the music industry by supporting and amplifying lesser heard voices. Applications for the 2021 program will open in November and the mentorship will commence before the end of the year.</p>
<p>Endorse and implement a new community-led Disability Access and Inclusion Plan for Darebin</p>	<p>The Disability Access and Inclusion plan is currently in the final stages of development. It is anticipated this community vision of Access and Inclusion will be presented to the Darebin community to celebrate International Day People with Disability in December 2020. Council teams will develop actions that support this vision over the next quarter. Teams will then be supported to complete these actions in 2021.</p>
<p>Reach out to and prioritise disadvantaged and culturally and linguistically diverse communities for participation in the Solar Saver program</p>	<p>To date in this financial year, 18% of the participants in the Solar Saver Rates program are from CALD communities. The Solar Saver Rates program is targeting low income residents and pensioners. There will be 73 vulnerable Darebin residents receiving a solar installation by January 2021.</p>
<p>Construct up to three upgrades to existing disabled parking spaces serving activity centres or schools that improve user safety and accessibility. Install 5 new disabled parking spaces in residential areas in response to community needs</p>	<p>The three parking spaces for people with a disability have been designed and are currently being planned for construction. Planning is well underway to install disabled parking spaces in residential streets. At least five spaces will be installed before June 2021.</p>



2020–2021 actions working towards targets:	Progress comments:
<p>Establish a community reference group to inform the design and construction of a new home for the Darebin Intercultural Centre</p>	<p>A Community Reference Group has been established to support the architect’s work to produce a detailed and culturally fit-for-purpose design of the relocated Intercultural Centre. The Terms of Reference and proposed membership were endorsed by Council in July 2020. If circumstances allow, the group will hold meetings at 350 High Street, the future location of the Centre. The group will meet for a total of 5 times between November 2020 and March 2021. The reference group is tasked to deliver to Council a concept design for the functional requirements of a new Intercultural Centre in Darebin.</p>
<p>Promote and communicate the Language Aide and Multilingual Service so residents can access our services and informant in different languages</p>	<p>The Language Aide and Multilingual Service continues to be promoted to the community. Promotional advertising has occurred in Darebin Community News and CALD newspapers along with promotions on social channels. Internal engagement on the program continues to occur.</p>



GOAL 5

We will lead on equity and recognise our **diverse community** as our **greatest asset** for solving future challenges.

5.1 We will ensure our services, facilities and programs **benefit all**, including our most vulnerable.

2020–2021 actions working towards targets:	Progress comments:
<p>Implement the Electronic Gaming Machine Policy and Action Plan</p> <p>2018–2022 specific actions to include:</p> <ul style="list-style-type: none"> - Review Council's Planning Scheme to consider an EGM planning policy - Undertake communications that increase awareness of the gambling harm and losses to pokies - Work in partnership with others to support those who have reduced their gambling during COVID-19 C-19 	<p>Activities for this quarter include: development of the Electronic Gaming Machine Planning Policy, to be incorporated into the planning scheme amendment; ongoing partnership with Alliance for Gambling Reform (AGR) to enable the AGR to undertake strategic advocacy on gambling reform and to support Council's gambling reform initiatives; commenced planning for an online Gambling Harm Awareness event to create awareness of gambling harm and losses to pokies, and encourage pokie users to self-exclude.</p>
<p>Continue to deliver human rights campaigns, events and programs protecting the rights of all people, to live without fear and with freedom, respect, equality and dignity</p>	<p>Planned workshops have been delayed due to the impacts of COVID-19. In response to new data, community information has been developed on rights and protections in relation to racism, policing, surveillance and fines under public health laws. This was distributed through local networks. Advocacy regarding detainees in Mantra Bell Hotel has featured human rights dimensions and impacts.</p>
<p>Continue to advocate for changes in policy and funding with Federal and Victorian Governments relating to COVID-19 impacts C-19</p>	<p>Significant efforts have been made in support of disadvantaged groups and local businesses affected by COVID-19. Given the nature of the epidemic, this work is likely to continue beyond the planned timeframe.</p>
<p>Support community campaigns that are consistent with our goals and values in line with an approved advocacy strategy</p>	<p>The work is ongoing, and particular focus has been on the refugees detailed in Mantra Bell over this time, as well as support for the North and West City Deal.</p>
<p>Continue to implement the Local Diversity Through Inclusion (Pathways to Employment) Strategy. Minimise barriers to diversity in the workplace through the review of internal recruitment policies and processes. Identify and deliver programs that improve employment pathways for the community. Council's Community Employment Plan will also include a mentoring program for refugee and other diverse groups</p>	<p>With the completion of the Workforce Diversity Strategy, work has commenced on a Recruitment and Diversity project that will specifically review Council's Recruitment Policy, procedures, pre-employment checks and hiring guide for Aboriginal Employment. A dedicated resource has been engaged from October to December 2020 to focus on this discrete project.</p>
<p>Develop and deliver Aboriginal and Torres Strait Islander and refugee mentoring programs across Council and increase the number of employment opportunities within Council for Aboriginal and Torres Strait Islander Employees including selective use of special measures provisions within the Equal Opportunity Act 2010</p>	<p>Advertisement of designated roles for Aboriginal Employment commenced in 2020 with seven roles being advertised by the end of September.</p>

C-19 Indicates actions addressing COVID-19 challenges and/or recovery

5.2 We will bring the ideas of our diverse community into our decision-making.

2020–2021 actions working towards targets:	Progress comments:
Deliver a package of COVID-19 Recovery Grants across business, community, sporting groups and creative industries C-19	In August more than \$1 million of funding to Recovery Grants were made available over six funding streams including supporting business, social enterprises, the creative sector, community groups, and sports clubs. Community Grants applications are open until November 6. Successful recipients are expected to be announced from November.
Develop a child and youth engagement protocol to support engagement of children and young people across Council, in partnership with Melbourne University and the Young Citizens Jury	A Reference Group for this project has been established; membership includes Young Citizen Jury representation and the University of Melbourne. A literature review has been completed to provide Council with an evidence base on best practice approaches to ethically and meaningfully engaging children as active citizens. The review has informed the development of tools that will be used to assess Council's current practice, and methods for engaging child and young people to find out how they would like to be consulted and engaged by Council.
Review, implement and monitor the Community Engagement Strategy and Framework to ensure it meets the community engagement requirements included in the new Local Government Act 2020	A review is being undertaken on the current Community Engagement Strategy and Framework to ensure that it meets the requirements included in the Local Government Act 2020. The Community Engagement Strategy and draft Community Engagement Policy is scheduled to be presented to the new Council after the elections.
Support the implementation of new terms of reference for our community advisory committees to ensure consistency and clarity of purpose	A review of the current Advisory Committee terms of reference was undertaken during Aug-Sept 2020 and a generic, simplified Standard Terms of Reference (ToR) was produced which has been endorsed at an Officer level. These ToR are proposed to be presented to Council in conjunction with the annual endorsement of the existing Advisory Committees and appointment of Councillor delegates which is scheduled for the Council Meeting on the 7 December 2020.
Provide community-focused facilitation and governance training to councillors as part of the councillor induction process after the 2020 election	The Induction Program for Councillors elected at the 24 October 2020 Elections has been in the planning phase for 6 months and is well developed. The program is scheduled in commence on Monday 13 November will address the matters prescribed in the Local Government (Governance & Integrity) Regulations 2020 in addition to community and organisational issues relative to the City of Darebin.
The development and implementation of new Governance Rules and the Community Engagement Policy, as required by the Local Government Act 2020, are anticipated to incorporate processes for greater citizen participation in Council meetings. This will result in increased opportunities for those who may be impacted by a Council decision, to have their views heard.	Council has complied with the requirement of the Local Government Act 2020 to develop Governance Rules to regulate the conduct of its meetings and other associated matters. Councils Community Engagement Policy must be adopted by the 1 March 2021 and on the basis of a comprehensive review of Councils community engagement practices in 2019–20 Officers are well placed to have this policy developed and presented to Council to met this timeframe.
Review report templates and provide training to staff to ensure reports are succinct, evidence based, supported by relevant policy and/or plans, and clearly explain recommendations and proposed outcomes	Work on this action has not commenced. An internal review of the software used to manage Council reporting ' InfoCouncil ' is scheduled to commence in late 2020. This review in addition to exploring the technical capacity of the system will also address the adequacy of the existing report templates, report writing competency and training.
Implement and monitor the Advocacy Strategy to support key Council strategies and priority initiatives	The new Councillors will review the Advocacy Strategy early in 2021.

C-19 Indicates actions addressing COVID-19 challenges and/or recovery

GOAL 5

We will lead on equity and recognise our **diverse community** as our **greatest asset** for solving future challenges.

5.3 We will be responsive and respectful to the current and emerging aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin.

2020–2021 actions working towards targets:	Progress comments:
<p>Continue to partner with the Darebin Aboriginal Advisory Committee to identify and implement programs that improve outcomes for our Aboriginal and Torres Strait Islanders workforce and community</p>	<p>Council continues to partner with the DAAC and meets regularly. Progress this quarter included progressing Ganbu Gulin – a film to welcome all people to Darebin and celebrate Aboriginal culture. DAAC has connected with Kinaway, the Aboriginal Chamber of Commerce, to explore how Council can support Aboriginal businesses. DAAC continues to advise Council on its projects. Members of DAAC developed a film for Reconciliation Week that will be used for NAIDOC week.</p>
<p>Implement the Darebin Aboriginal and Torres Strait Islander Action Plan 2017–2021 including specific actions:</p> <ul style="list-style-type: none"> - Deliver a Darebin Schools Yarning Conference that celebrates the 2020 NAIDOC theme - Increase recognition and visibility of the Aboriginal culture through re-naming Council meeting rooms in Woivurrung language 	<p>Council continues to progress actions from the Darebin Aboriginal and Torres Strait Islander Action Plan 2017–2021. Preparation for the Yarning Conference continues and the event will be delivered online in October. There are 18 primary schools with 900 Year 5 students carrying out learning activities as a lead up to their participation. Council meeting rooms have been re-named in consultation with the Wurundjeri Woivurrung Aboriginal Cultural Corporation and communicated to all staff.</p>
<p>Implement Aboriginal and Torres Strait Islander Employment Strategy actions to achieve a minimum of 3% employment of Aboriginal and Torres Strait Islander people</p>	<p>Two Identified positions have been appointed this quarter, one in the Creative Culture Department and one in the City Futures Department with a number of identified positions being recruited presently, including as part of the Working for Victoria program. More than 150 staff have been trained in Aboriginal Cultural Awareness, another key action of this strategy. The Aboriginal and Torres Strait Islander Employment Strategy working group continues to meet to progress actions from the strategy.</p>



GOAL 6

We will be a **leading, modern, and open council** to meet our challenges, now and in the future

6.1 We will implement **the best delivery models** to optimise efficiency and value.

2020–2021 actions working towards targets:	Progress comments:
Implement the new Asset Management Strategy to ensure that service delivery is provided in a financially sustainable, customer-centric and effective way	A draft Asset Management Strategy (AMS) was completed in October 2020. The next phase is the commencement of stakeholder engagement. Development and adoption of a final AMS is on schedule.
Continue to improve permit processes for businesses to make it simpler to do business in Darebin	The Business Concierge role has continued to support local businesses through the Better Approval Program; providing support to 141 total businesses this quarter. This program has been expanded to support the development and roll-out for the expansion of outdoor dining; with over 30 initial expressions of interest received within 2 weeks of the announcement from the State Government.
Consider ongoing workplace efficiency, flexibility and service improvement opportunities that have emerged during the COVID-19 period and support the organisation’s implementation of relevant operating changes C-19	The Business Improvement program has adapted to address current challenges and delivered quality improvement and enhanced effectiveness to key organisational processes through an online capacity building program. The training enables staff to address process inefficiencies and review services components effectively. The training supports the Policy Review Program and enhances the quality of Councils procedures through the on-line mapping system for easy access. The program has also commenced the digitisation of hard copy forms across the organisation.



C-19 Indicates actions addressing COVID-19 challenges and/or recovery

GOAL 6

We will be a **leading, modern, and open council** to meet our challenges, now and in the future

6.1 We will implement **the best delivery models** to optimise efficiency and value.

2020–2021 actions working towards targets:	Progress comments:
Review the Toy Library to ensure the service is flexible and responsive to Darebin's diverse community	Planning for this review is underway.
Deliver stage two of the Kindergarten and Childcare Centralised Registration Review and determine a future model that meets the diverse needs of the community	Council has reviewed the recommendations, results and data collected from stage one of the review undertaken in 2019. Council has participated in the Municipal Association of Victoria's Central Registration Enrolment Grant Project Showcase sessions aimed at showcasing a range of projects from councils.
Undertake a homelessness and rough sleeper StreetCount that informs Council about people sleeping rough within Darebin	The StreetCount has been delayed due to COVID-19. Planning is under way to partner with Moreland and inner Melbourne Councils to participate in the 2021 homelessness StreetCount. It is anticipated to be rescheduled to February 2021.
Analyse and respond to the results from the 2019–20 Annual Community Survey to understand the community perceptions and attitudes towards our Council services and programs, as well as the issues in the municipality that needs to be addressed	The 2020 Annual Community Survey report has been finalised and is currently being analyzed. The results are scheduled to be presented to Council leaders at the end of October.
Implement a continuous improvement process where engagement planning draws on the experience of previous engagements to expand our collection of data and avoid duplication	A temporary solution has been identified (Intranet) for data collection to support all Darebin Council community engagement projects. This would be effective and is accessible by all business units across the organisation. Business units submit their reports to the Community Engagement and Demographics team so they can save their engagement summary reports, key learnings, success stories and learnings for next time. This process will be improved and strengthened, once the review of the Community Engagement Strategy and Framework has been completed.
Finalise and implement the Workforce Planning Strategy and Workforce Diversity Strategy	Workforce Diversity Strategy has been completed and will go to EMT on 20 October, 2020. Action Planning has commence with a number actions already in progress – specifically the recruitment and diversity project, Diveristy and Inclusion Training, Aboriginal Cultural Awareness Training and the Job Access Program.
Design and implement workplace culture and change programs and practices to ensure a modernised and skilled workforce readily able to cohesively deliver on Council's key services and strategic projects	The Darebin Change Journey is delivering over 30 projects which focus on: creating a great place to work; putting the community at the heart of everything we do; making our everyday work easier by streamlining our systems; and achieving community goals in our Council Plan. This includes: a review and progressive update of organisational policies and procedures, range of resources that Darebin staff can access to support health and wellbeing and changing way of work, a program to redeploy those staff whose usual jobs have been negatively impacted by Covid-19, and the development of Darebin's Recognition program to celebrate the great work our people do in serving the Darebin community.



2020–2021 actions working towards targets:	Progress comments:
<p>Continue to implement and monitor Council's Social and Sustainable Procurement Policy, framework and processes. Deliver better practice, improve compliance, value for money, more effective collaboration with other councils and service providers and improve service levels</p>	<p>The Social and Sustainable Procurement Policy has been implemented and information sessions commenced in 2020. Documentation for tendering has been updated to address the aims of the policy. Tenderers will now address specific questions relating to social and sustainable outcomes which council will assess during evaluation stage.</p> <p>Further staff education is planned for the remainder of 2020 and into early 2021. Contract managers will also be able to track and report outcomes.</p>
<p>Collaborate with other northern metropolitan Council's and the Municipal Association of Victoria to advocate for improved operational guidelines for the proposed Environment Protection Act to ensure the effective use of Council resources in helping our community resolve amenity-based complaints</p>	<p>Councils are currently participating in a number of workshops with State authorities on the pending Environment Protection Act and its application at local level.</p>
<p>Implement key technical functionality including: the digitisation of Council records (such as planning applications) to enable the online searching of information for faster and more comprehensive decision making, collaborative tools including webinar software, the digital signing of documents, as well as new cloud based platforms for publishing material on the Darebin website</p>	<p>The Archiving and Digitisation initiative aims to reduce the Council's archiving holdings by reviewing all stored records for currency, followed by digitising all paper based documents. To date the records team have reviewed over 3530 archive boxes of records, leading to the destruction of 2879 boxes (being obsolete) and 726 boxes being reviewed, updated and reconstituted back into the physical archive storage system.</p>
<p>Continue the re-design of the new Darebin website including the consolidation of up to 10 different Council websites into a single, easily searchable web presence that is secure, simplified, with easily accessed Council services</p>	<p>The website project is preparing to move the existing website onto a more secure and flexible cloud platform. This will eventually allow for the development of the new updated and contemporary website to be built, and enable the consolidations of the existing 13 Darebin website into one.</p>
<p>Make key content on the Darebin website more accessible by increasing the legibility and readability of the information so it is aligned with disability standards and by translating the information into a variety of languages that reflect the Darebin community</p>	<p>The accessibility of information on the new website is dependent on the Website Project to create a new consolidated, contemporary and stable website platform. Legal advice and stakeholder discussions have commenced to gather the requirements council need to follow, in order to fulfill their accessibility obligations.</p>
<p>Review and update the website content for Planning and Development to improve access to information, interactivity and user-ability for Statutory Planning and Building Services</p>	<p>Website content relating to development applications is currently under review with the goal to improve access to information.</p>

GOAL 6

We will be a **leading, modern, and open council** to meet our challenges, now and in the future

6.2 We will find new ways to deliver **long-term financial sustainability**.

2020–2021 actions working towards targets:	Progress comments:
Progress priority projects that increase revenue. They include expanding our land subdivision levy to fund more open space (open space levy) and introducing a developer contributions scheme to ensure developers contribute financially to our infrastructure as population grows	Council is supporting the planning scheme amendment process to increase the open space levy, with consultation to occur in mid 2021. Council has received authorisation from the State Government to exhibit the Developers Contribution Plan, which is planned to occur in late 2020, with Council to consider submissions in early 2021.
Implement values-based leadership, management and practices underpinned by a robust capability framework. Implement the recommendations of the policy review project that will embed key strategic initiatives (such as 'Age Friendly Darebin' and 'Towards Equality') into officer decision-making processes and interactions with customers, residents, the community and each other	Darebin's 'Values in Action' program is embedding new values and behaviours in organisational systems and practices including: Recruitment and Induction, Reward and Recognition, Performance Management, policies and procedures, and emerging practices in response to COVID-19 including more flexible ways of working and the wider use of technology. Looking forward, Darebin's Capability Framework will identify a core set of capabilities, knowledge, skills, and other attributes that will enable Council staff to perform their jobs more effectively, both now and into the future.
Develop a Financial Plan for a ten-year period that includes statements describing the financial resources required to give effect to the Council Plan and other strategic plans of Council	The ten-year financial plan has been updated to reflect the audited 30 June 2020 actuals as those figures will become the starting financial position for 2020–21. The adopted Budget 2020–21 has also been uploaded into the long term financial plan.
Review the preparation of the Annual Budget and mid-year financial review to ensure they provide Council with the relevant information to maintain its financial sustainability	Discussion has commenced on developing the guidelines and parameters for the Annual Budget 2021–22 which includes understanding the on-going COVID-19 impact on Council's financial sustainability.
Undertake and implement a full review of fees and charges that considers equity, socio-economic factors, demographics, social wellbeing and environmental sustainability	The Review of Fees and Charges has commenced with the aim to establish a consistent and transparent approach to the setting of fees and charges for transactional services delivered by Council. The review so far has identified there are three types of subsidies that will form the where, why and how fees should be charged – Full Cost Recovery, Partial Council Subsidy and Full Council Subsidy.
Implement a Public Transparency Policy in accordance with the Local Government Act 2020	Council commenced the process to developed Public Transparency Policy in the first half of 2020 and Council formally adopted the policy on the 20 July 2020. Work to embed the policies underlying principles has commenced through internal communications and referencing in related policies and procedures.
Conduct a comprehensive review of the current risk management policy, related documents and risk assessment tools and implement the policy across the organisation	A draft Risk Management Framework (RMF) Terms of Reference has been prepared. Work will begin in October with the aim to produce a draft RMF by the end of 2020.

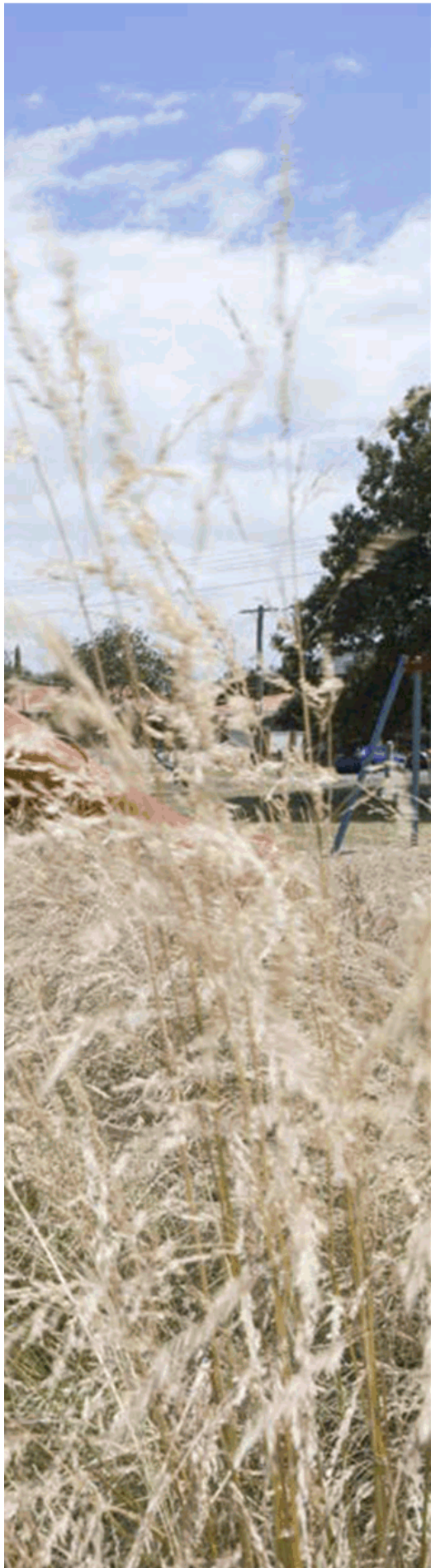


6.3 We will communicate our progress on the actions in this council plan to residents, community leaders, community organisations, business, industry, and Victorian and Federal governments to ensure we can all act together.

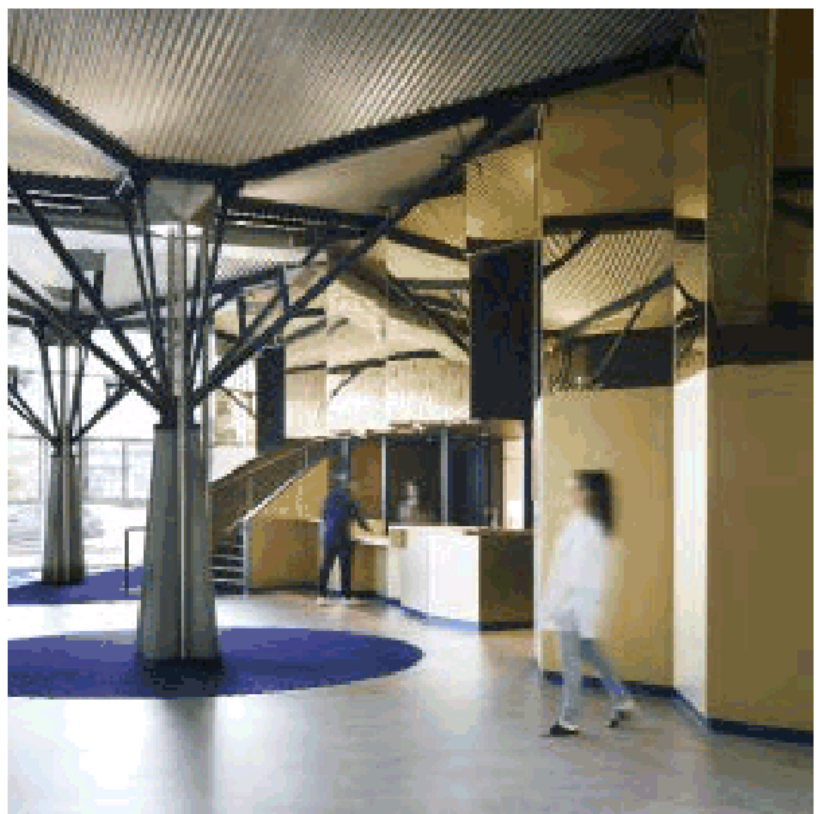
2020–2021 actions working towards targets:	Progress comments:
Progress of the Council Plan 2017–21 is reported quarterly and annual action plans developed for each year of the Council Plan. Quarterly progress reports and the annual action plans are listed on Council's website to keep the community informed	The Fourth Quarter Council Plan Action Plan Progress Report 2019–20 was presented to Council on 7 September 2020.







CAPITAL WORKS



CAPITAL WORKS PROGRESS REPORT

First Quarter 2020-21

This is the fourth year of the Council Plan 2017-21. Darebin's capital works program continues Council's strong investment in new and renewed infrastructure. In the Annual Adjusted Budget 2020-21, Council committed \$41.43 million to its 2020-21 capital works program of 191 distinct projects and programs - in 53 categories.

Council is working to ensure a successful delivery of these projects within the 2020-21 Financial Year, with some projects being delivered over several financial years. As at 30 September 2020, 98% of projects are on track and 2% are at risk of missing target.

Actual spend on the capital works program to date is \$5.45 million. As at 30 September 2020, there is a further \$10.19 million of agreed and committed work under contract that is set to be delivered.

Overall Performance



- 98% On Track
- 2% At risk of missing target
- 0% Will not meet target

Beavers Road Bridge

Total project budget: \$0
Total actual expenditure: \$224,769

Darebin Council partnered with Moreland Council to construct a pedestrian bridge crossing Merri Creek into Moreland. The bridge better links the Northcote and Brunswick East Communities in the vicinity of the bridge; and, by providing an alternative route to the Arthurton Road Bridge, pedestrian and cyclist safety is improved.

The bridge design avoids nearby high voltage power lines through the use of a single steel tower on one side holding cable supports across the length of the bridge. The steel framework and tower were fabricated at an offsite location and installed in July. Connecting footpaths and landscaping works have been renewed.

This quarter, the final touches were made, and the bridge is now open to the public. The 2020-21 project budget is covered by the financial contribution to be made by Moreland Council.

Urban Forest Strategy Program

Total project budget: \$500,000
Total actual expenditure: \$45,600

This quarter over 1,500 semi mature trees have been planted in bushland, parks and streets across the municipality. These trees will be intensely maintained with watering and formative pruning for the next two years until they are established. They will then be maintained as part of normal operational programs.

Through 2021 an additional 4,500 trees will be planted across the municipality.

Footpath Renewal Program

Total project budget: \$1,383,000
Total actual expenditure: \$695,282

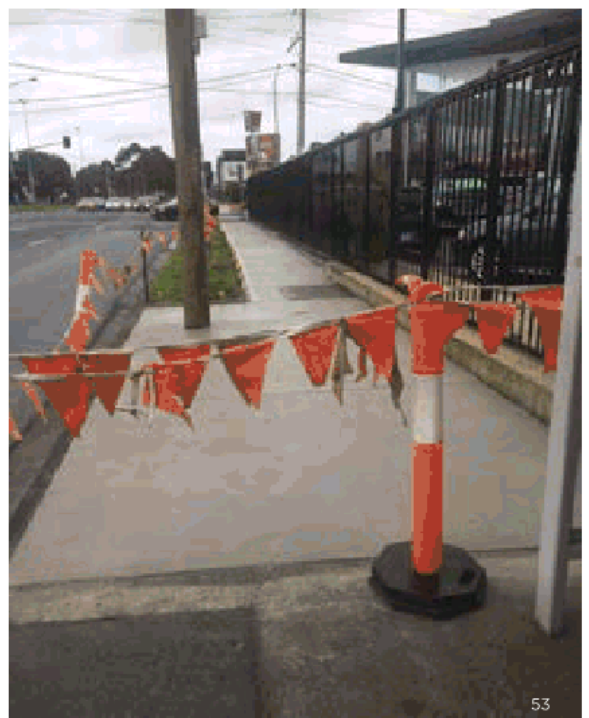
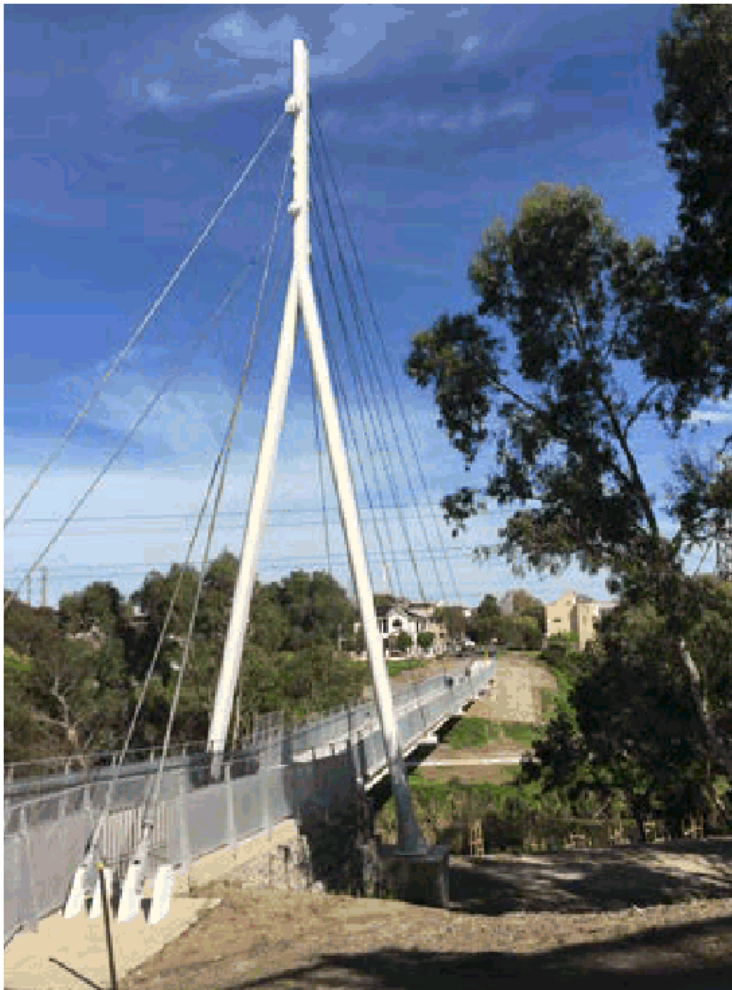
The footpath renewal program continues in 2020-21 across the municipality, to increase safety and walkability. Proactive inspections are also taking place for maintenance works.

As of 30 September 2020, we have laid 7,516m² of footpath across several sites, which include:

- Bell Street, Preston
- Plenty Road, Bundoora
- Albert Street, Preston, and
- Station Street, Thornbury.

Concrete used for footpaths includes pot ash, which is a recycled product, as well as recycled crushed concrete.

The footpath renewal program will continue throughout the year and is currently progressing ahead of schedule.



CAPITAL WORKS PROGRESS REPORT

First Quarter 2020-21

Public Toilet Strategy Implementation - Edwardes Lake Changing Places

Total project budget: \$250,000

Total actual expenditure: \$180,904

The new Edwardes Lake Park 'Changing Places' facility located opposite the large playground at Griffiths Street, Reservoir, will improve the access and inclusion of diverse neighbourhoods in the community. Apart from benefitting users with severe and profound disabilities, the facility will foster inclusion and greatly improve accessibility.

The new 'Changing Places' includes the following:

- DDA compliant unisex bathroom including baby change table
- 'Changing Places' unisex facility with hoist and shower
- Two 'standard' male and female toilets, and
- One Ambulant unisex toilet.

Construction works are now complete with only minor additional works pending ready for the facility to be open and available in Q2.

Rewilding Darebin Program

Total project budget: \$100,000

Total actual expenditure: \$0

The Rewilding Darebin Program seeks to change 'default' use for green space that is not utilised for other purposes (such as active recreation, sport, pedestrian access or active transport) to be native bushland.

To date 85,000 indigenous trees, shrubs, grasses and ground cover have been planted at multiple sites across the municipality. This is roughly the equivalent of rewilding 8 hectares of open space. Some of the key sites planted include; Bundoora Park, All Nations Park, Oldis Gardens and Strathmerton linear reserve.

The majority of the trees planted to date were purchased last year which has reduced the project spend this quarter as well as reduced the overall budget required.

JE Moore Female Change Rooms Upgrade

Total project budget: \$230,000

Total actual expenditure: \$215,675

The JE Moore Park change rooms project was identified as a high priority due to the significant volume of sport, particularly female sport, played at the reserve and the condition of the existing facilities. The project demolished the existing non-compliant, aged public toilet building and replaced them with a sports pavilion comprising; female-friendly change rooms and amenities, a prayer room, an umpire's room, a universally accessible toilet, a storage room and public toilets.

The new pavilion will be utilised by sports and recreation clubs, and groups underrepresented in areas of lower physical activity participation. This includes groups from low socio-economic backgrounds, culturally and linguistically diverse communities, people with disabilities, and girls and women. The redevelopment of this facility has already received funding support from Sports and Recreation Victoria (SRV) for the construction of the project.

This year is the completion of the upgrade works which has spanned across the last three years. The new change rooms are now complete and ready to be used.




























CAPITAL WORKS REPORT

First Quarter 2020-21

- On track
- At risk of missing target

Project by Asset Class	Total Budget	Progress comment
Bridges		
Bridge Upgrade - Installation of New Approach Guardrails	\$230,000	■ Project is on track
Bridge and Road Condition Survey	\$150,000	■ Project is on track
Broadhurst Bridge	\$100,000	■ Project is on track
Bridge Upgrade - Darebin Creek Trail 2019-20	\$35,000	■ Project has been completed
Beavers Road Bridge 2019-20	\$-	■ Project is on track
Building Improvements		
Carbon Management Plan - Buildings	\$312,973	■ Project is on track
Building ESM Program	\$100,000	■ Project is on track
Buildings		
Multi Sport Stadium	\$8,700,000	■ Project is on track
Building Renewal Program	\$3,581,561	■ Project is on track
Northcote Aquatic and Recreation Centre	\$3,000,000	■ Project is on track
Catalyst Project - Preston Civic Precinct (includes Intercultural Centre)	\$1,000,000	■ Project is on track
Bill Lawry Oval Pavilion	\$981,476	■ Project is on track
Reservoir Leisure Centre	\$800,000	■ Project is on track
BT Connor Pavilion Redevelopment	\$500,000	■ Project is on track
Toilet Strategy	\$250,000	■ Project is on track
JE Moore Park North Pavilion Female Changeroom Upgrade 2019-20	\$230,000	■ Project has been completed
Darebin Arts Centre - DDA Compliance - Front and Rear Entry	\$109,310	■ Project is on track
Darebin International Sports Centre (DISC) & Darebin Community Sports Stadium (DCSS) renewal	\$100,000	■ Project is on track
Moon Rabbit - Food waste bio-dehydrator	\$50,000	■ Project is on track
Drainage		
Drainage System Renewal and Upgrade Program including WSUD and Reactive Works	\$1,030,000	■ Project is on track
Stormwater Pipe Relining Program	\$193,000	■ Project is on track
Footpaths and Cycleways		
Footpath Renewal Program	\$1,383,000	■ Project is on track
Cycling Program Detailed Design and Construction	\$500,000	■ Project is on track
Walking Program Detailed Design and Construction	\$500,000	■ Project is on track
Shared Path - Parks Renewal Program	\$250,000	■ Project is on track
Information Technology		
IT Infrastructure Implementation	\$2,082,895	■ Project is on track
IT Improvement Program	\$1,400,000	■ Project is on track
Darebin Libraries Technology Action Plan	\$118,113	■ Project is on track

Project by Asset Class	Total Budget	Progress comment
Land Improvements		
KP Hardiman Synthetic Hockey Pitch Redevelopment	\$2,562,000	 Project is on track
Darebin Resource Recovery Centre Retaining Wall	\$700,000	 Project is on track
Library Books		
Darebin Libraries Product Purchases (Collection)	\$800,000	 Project is on track
Parks and Open Space		
Open Space Improvements Program	\$1,950,000	 Project is on track
Community Safety Upgrade Improvements	\$652,921	 Project at some risk
Park Asset Renewal Program including Drinking Fountains	\$150,000	 Project is on track
Alphington Farmers Market - Gate and gravel path work	\$10,000	 Project is on track
Plant, Machinery and Equipment		
Vehicular Plant Replacement - Heavy Vehicles	\$1,500,000	 Project is on track
Replacement of Mobile Garbage, Green Waste and Recycling Bins	\$300,000	 Project is on track
Vehicular Plant Replacement - Light Vehicles	\$250,000	 Project is on track
Arts Venues & Hubs Plant & Equipment Program	\$150,000	 Project is on track
Youth Services Asset Renewal Program	\$75,000	 Project is on track
Reservoir Leisure Centre Gym Equipment and Group Exercise Equipment	\$50,000	 Project is on track
Recreation, Leisure and Community Facilities		
John Hall Oval Lighting Upgrade	\$238,000	 Project is on track
Crispe Park Lighting Upgrade	\$50,000	 Project is on track
WH Mott - New Lighting	\$15,000	 Project is on track
Roads		
Road Rehabilitation Design & Construction Program	\$1,610,000	 Project is on track
Road Resurfacing Program	\$1,000,000	 Project is on track
Blackspot Design and Construction Program	\$818,000	 Project is on track
Safe Travel Program Detailed Design and Construction	\$350,000	 Project is on track
Kerb and Channel Renewal Program	\$200,000	 Project is on track
Right of Way Rehabilitation Program	\$100,000	 Project is on track
Street Furniture and Equipment Renewal Program	\$50,000	 Project is on track
Streetscape Works		
Streetscape and Place Improvements - Preston Activity Centre	\$63,109	 Project is on track
Fixtures, Fittings and Furniture		
Furniture Replacement Program	\$100,000	 Project is on track

STATUS OF COUNCIL RESOLUTIONS

Council decision-making is guided by the direction and intent set out in the Council Plan, principles outlined in the *Local Government Act 1989*, the Governance Local Law and the Councillor Code of Conduct. These decisions are recorded in the form of resolutions, which are enacted by the Council administration.

Resolutions, once recorded, take effect immediately. They can vary greatly in scale from writing a letter to communicate Council's position on a matter, to delivery of a complex capital project.

Darebin City Council records and monitors the progress made on the implementation of Council resolutions.

In this Financial Year to date, 25 resolutions have been completed and 29 resolutions are in progress. Due to the complexity of some of the resolutions, they may span multiple years and can be superseded or updated as the initiatives progress.

The status of the 54 resolutions made by Darebin City Council since 1 July 2020 is:

- 46 % complete
- 54% in progress



FINANCIAL REPORT

Three months ended
30 September 2020

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1 EXECUTIVE SUMMARY

1.1 Operating performance

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Adopted Budget \$'000	Annual Forecast \$'000
Operating					
Revenue	141,248	142,274	1,026	173,786	178,098
Expenditure	(41,710)	(39,899)	1,811	(168,115)	(175,472)
Surplus (deficit)	99,538	102,375	2,837	5,671	2,626
Capital & other					
Revenue/grants	(513)	(1,720)	(1,207)	(3,988)	(4,852)
Developer contributions	0	(123)	(123)	0	0
Adjusted underlying surplus/(deficit)	99,025	100,532	1,507	1,683	(2,226)

For the three months ended 30 September 2020, Council has recorded an operating surplus of \$102.38 million, which is \$2.84 million ahead of the year to date budget. After eliminating capital and other items, the adjusted underlying surplus is \$100.53 million, which is \$1.51 million ahead of budget.

Total revenue year to date is favourable by \$1.03 million and forecast to be \$4.31 million greater than budget for end of the year. Total expenditure year to date is favourable by \$1.81 million and forecast to be \$7.36 million greater than budget for end of year. The forecast operating result for the year ending 30 June 2021 is an operating surplus of \$2.63 million, which is \$3.05 million less than budget. The forecast adjusted underlying deficit is \$2.23 million, which is \$3.91 million less than budget surplus of \$1.68 million.

There are significant variances in the annual forecast compared to the adopted budget with some of these variances due to Council participating in the Victorian Government funded Working for Victoria initiative. The revenue and costs were not budgeted so the initiative has resulted in a favourable variance in Grants - operating, \$4.99 million and unfavourable variances in Employee costs, \$4.37 million and Materials and services \$620K. The net cost to Council is zero.

Revenue in Statutory fees and fines have been forecast down due to traffic enforcement income tracking slower than budget with the expectation revenue will reduce by \$1.2 million.

The total expense variance of \$7.4 million is predominately due to the Working for Victoria costs however other items include \$672K in Waste operation costs, \$323K for Depot contract, \$536K for Leisure contract and \$715K Power Purchasing Agreement (PPA). The PPA costs are offset by contributions received by the participating 46 Councils with the net cost to Darebin \$34K which is its contribution to the agreement.

1.2 Capital performance

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Adopted Budget \$'000	Budget & CFWD's \$'000	Annual Forecast \$'000
Property	2,006	2,691	(685)	20,059	19,665	19,665
Plant & equipment	849	1,102	(253)	6,239	6,876	6,876
Infrastructure	1,379	1,642	(263)	13,790	14,890	14,890
Total capital works	4,234	5,435	(1,201)	40,088	41,431	41,431

For the three months ended 30 September 2020, Council has expended \$5.44 million on the capital works program, which is \$1.20 million ahead of the year to date budget. The variance is due mainly to advances in buildings works, computers and telecommunications, footpaths and bridges.

To support the \$5.44 million expended as at 30 September 2020 a further \$10.28 million has been committed by way of issued purchase orders. Commitments are not reflected in the reported capital expenditure and indicates that many projects are well progressed.

The adopted budget has increased from \$40.09 million to an annual forecast of \$41.43 million. This is due to unbudgeted Federal Grants in 2020-21 for Footpath and Building Renewals \$582K, Road Blackspot \$343K and \$400K allocated from 2019-20 operating surplus towards the Integrated Finance System project.

1.3 Financial position

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Adopted Budget \$'000	Annual Forecast \$'000	Audited 2020 \$'000
Cash and investments	52,436	71,207	18,771	53,583	56,948	73,526
Net current assets	148,653	153,347	4,694	37,045	31,392	50,038
Net assets and total equity	1,552,085	1,623,517	71,432	1,458,221	1,523,768	1,521,142

The financial position as at 30 September 2020 shows a cash and investment balance of \$71.21 million which is \$18.77 million ahead of budget. The variance is due mainly to timing differences in receipt of rates, payments to employees and suppliers and a higher opening cash and investment position compared with budget. The cash and investment balance of \$71.21 million was sufficient to meet restricted cash and intended allocation obligations of \$36.49 million at the end of September. Restricted cash is the amount of cash holdings Council requires to meet external restrictions such as trust funds, statutory reserves and cash for intended allocations such as cash held to fund future capital works.

The net current asset position is \$153.35 million which is \$4.69 million more than budget. Due to the prior year valuation increment of land and buildings, the net asset position of \$1.62 billion is \$71.43 million more than budget.

2 FINANCIAL ANALYSIS

2.1 Operating performance

The information in the table below shows income and operating expenditure for the period ended 30 September 2020. The six columns of data provide information on the following:

- YTD budget to 30 September 2020 (i.e. estimated timing of income and expenditure)
- YTD actual results to 30 September 2020
- YTD variance of actuals compared to budget
- Original budget as adopted by Council

- 1st Quarter (annual) forecast of the year end position
- Variance of original budget adopted by Council and 1st Quarter (annual) forecast of the year end position.

The report provides year to date (YTD) summary of Council's financial position and is a guide on the timing of receipts and payments. Timing differences can occur during the financial year and year to date variances do not imply that the annual budget will be affected.

The majority of YTD timing and permanent differences against budget are due to the on-going COVID impact on Council operations and services.

Comprehensive Income Statement For the 3 months ended 30 September 2020	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000	Forecast Variance \$'000
Income						
Rates and charges	132,597	132,735	138	135,560	135,631	71
Statutory fees and fines	569	871	302	5,739	4,660	(1,079)
User fees	806	904	98	5,464	5,209	(255)
Grants - operating	5,058	4,024	(1,034)	15,727	21,107	5,380
Grants - capital	513	1,720	1,207	4,570	5,434	864
Contributions - monetary	971	1,488	517	3,500	3,499	(1)
Net gain (loss) on disposal of property, infrastructure, plant and equipment	153	63	(90)	612	382	(230)
Other income	581	469	(112)	2,614	2,176	(438)
Total income	141,248	142,274	1,026	173,786	178,098	4,312
Expenses						
Employee costs	20,001	20,003	(2)	88,339	91,950	(3,611)
Materials and services	12,542	12,011	531	46,723	50,127	(3,404)
Bad and doubtful debts	327	47	280	1,320	1,118	202
Depreciation and amortisation	6,081	6,038	43	24,323	24,323	0
Lease finance costs	0	0	0	0	0	0
Other expenses	2,759	1,800	959	7,410	7,954	(544)
Total expenses	41,710	39,899	1,811	168,115	175,472	(7,357)
Surplus for the year	99,538	102,375	2,837	5,671	2,626	(3,045)
Less						
Grants - capital (non-recurrent)	(513)	(1,720)	(1,207)	(3,988)	(4,852)	(864)
Contributions - capital	0	(123)	(123)	0	0	0
Adjusted underlying surplus/(deficit)	99,025	100,532	1,507	1,683	(2,226)	(3,909)

Operating Revenue – notes

1. Rates and charges

Major variances include:

- Supplementary rates are \$318K greater than budget. This is due to a number of supplementary valuations occurring after the 2020 general re-valuation undertaken by the Valuer-General. (T)
- Special rates and charges related to retail activity areas are \$179K less than budget. 2020/21 Special rates and charges have been deferred under the COVID-19 Community and Business Resilience and Recovery Package. (P)

2. Statutory fees and fines

Major variances include:

- Building and Planning fees are \$237K greater than budget. (P)
- Traffic enforcement fees are \$218K greater than budget. (P)
- Animal control fees are \$130K less than budget. (T)

3. Grants operating

Major variances include:

- Victorian Grants Commission (Financial Assistance Grants) for 2020/21 were 50% prepaid in 2019/20 and accordingly the grants received are \$599K less than budget. (T)
- Library funding from State Government of \$1.0M was not yet received as expected. (T)
- School crossing funding from State Government of \$366K was not yet received as expected. (T)
- Darebin City Council is a participant in the Victorian Government funded Working for Victoria initiative, funding received of \$750K under the scheme was not budgeted in 2020/21. (P)

4. Grants capital

Major variances include:

- Funding for the Darebin Multi-Sports Stadium of \$700K was received earlier than expected. (T)
- Funding for KP Hardiman Reserve hockey field resurfacing is \$300K greater than budget. (P)
- Funding for the JUMP masterplan implementation is \$200K greater than budget. (P)

5. Contributions – monetary

Major variances include:

- Public open space contributions are \$287K greater than budget. (T)
- Contributions received for the Local Government Power Purchasing Agreement project are \$134K greater than budget. (P)
- Shared contribution received for the Darebin Parklands footbridge is \$123K greater than budget. (P)

6. Net gain/(loss) on sale of property, plant and equipment

- Proceeds from the sale of discontinued roads is \$115K less than budget. (T)

7. Other income

Major variances include:

- Lower deposit interest rates have resulted in the Interest received to be \$148K less than budget. (P)

Operating Expenses – notes

8. Materials and services

Major variances are:

- Facilities management is \$472K less than budget. (P)
- Infrastructure maintenance is \$169K less than budget. (P)
- Leisure contracts is \$108K less than budget. (P)
- Parks, open space & horticulture is \$269K less than budget. (T)
- Civic compliance is \$240K greater than budget. (T)
- Community wellbeing is \$187K greater than budget. (T)
- Digital services is \$252K greater than budget. (P)
- Pandemic response is \$105K greater than budget. (P)
- Waste operations service is \$277K greater than budget. (P)

9. Bad and doubtful debts

Major variance is:

- Traffic enforcement in bad and doubtful debts is \$188K less than budget mainly as a consequence of less infringements being sent to Fines Victoria for processing. (P)
- Local laws bad and doubtful debts is \$65K less than budget. (T)

10. Other expenses

Major variances are:

- COVID-19 Community and Business Resilience and Recovery Package response is \$533K less than budget. (P)
- Community grants program is \$434K less than budget. (T)
- Special rates and charges contributions related to retail activity areas are \$112K less than budget. 2020/21 Special rates and charges have been deferred under the COVID-19 Community and Business Resilience and Recovery Package. (P)
- Council's shareholding in the Regional Kitchen Pty Ltd was transferred to Western Health, consequently, the shares held in this entity have been written-off \$230K. (P)

Note: (T) Timing, (P) Permanent

2 FINANCIAL ANALYSIS

2.2 Capital performance

The information in the table below shows capital expenditure for the period ended 30 September 2019. The seven columns of data provide information on the following:

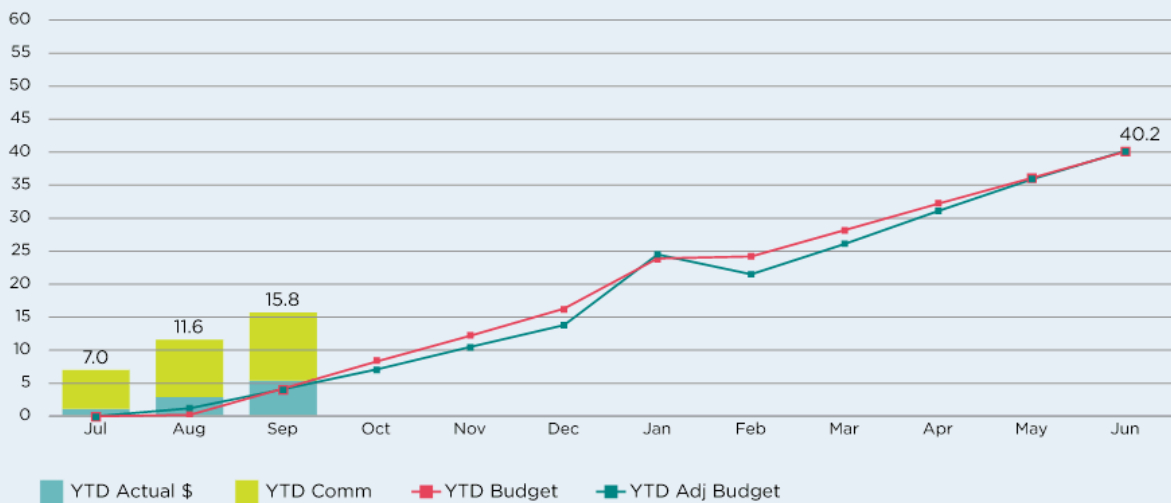
- YTD budget to 30 September 2020
- YTD actual results to 30 September 2020
- YTD variance of actuals compared to budget
- Original budget as adopted by Council
- Original budget plus additional carry forwards not included in the published budget
- 1st Quarter (annual) forecast of the year end position

Statement of Capital Works

For the 3 months ended
30 September 2020

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Annual Budget \$'000	Budget & CFWD's \$'000	Annual Forecast \$'000
Capital works						
Buildings	1,986	2,656	(670)	19,859	19,465	19,465
Building improvements	20	35	(15)	200	200	200
Total property	2,006	2,691	(685)	20,059	19,665	19,665
Plant & equipment						
Plant, machinery & equipment	238	174	64	2,375	2,375	2,375
Fixtures, fittings & furniture	10	1	9	100	100	100
Computers & telecommunications	296	661	(365)	2,964	3,601	3,601
Library books	305	266	39	800	800	800
Total plant & equipment	849	1,102	(253)	6,239	6,876	6,876
Infrastructure						
Roads	363	114	249	3,625	4,078	4,078
Bridges	48	421	(373)	480	515	515
Footpaths & cycleways	233	810	(577)	2,333	2,633	2,633
Drainage	109	97	12	1,093	1,223	1,223
Land Improvements	331	75	257	3,312	3,262	3,262
Recreation, leisure & community facilities	30	21	9	303	303	303
Parks, open space & streetscapes	265	104	161	2,644	2,876	2,876
Total infrastructure	1,379	1,642	(263)	13,790	14,890	14,890
Total capital works	4,234	5,435	(1,201)	40,088	41,431	41,431
Represented by:						
Asset renewal	1,742	2,236	(494)	16,493	17,046	17,047
New assets	1,250	1,605	(355)	11,835	12,231	12,231
Asset expansion	469	602	(133)	4,442	4,591	4,591
Asset upgrade	773	992	(219)	7,318	7,563	7,563
Total capital works	4,234	5,435	(1,201)	40,088	41,431	41,431

Cumulative capital works actual and committed expenditure



Capital Expenditure - notes

1. Buildings

- Major variances include:
- JE Moore pavilion is \$186K greater than budget. (T)
 - NARC schematic design is \$372K greater than budget and it is forecast that this variance will be \$400K less than budget at the end of the financial year. (T)
 - Reservoir Leisure Centre is \$113K greater than budget. (T)
 - Building Renewal works are \$329K greater than budget. (T)
 - Public convenience strategy works are \$156K greater than budget. (T)
 - Multi-sports stadium is \$235K less than budget attributed to the construction of the outdoor netball courts. (T)

2. Computers & telecommunications

- Major variances include:
- IT infrastructure upgrade program is \$343K greater than budget. (T)
 - IT equipment purchases for the pandemic response is \$75K greater than budget. (P)

3. Roads

- Major variances include:
- Road resurfacing program is \$72K less than budget. (T)
 - Rehabilitation - Cheddar Road is \$121K less than budget. (T)

4. Bridges

- Major variances include:
- Beavers Rd Bridge is \$225K greater than budget. (T)
 - Darebin Parklands footbridge is \$152K greater than budget. (T)

5. Footpaths

- Major variances include:
- Footpath renewal program is \$587K greater than budget. (T)

6. Land improvements

- Major variances include:
- KP Hardiman Reserve hockey pitch resurfacing is \$194K less than budget. Project was deferred from 2019/20. (T)
 - Operations centre retaining wall is \$63K less than budget. (T)

7. Parks, opens space & streetscapes

- Major variances include:
- No individual significant item. (T)

Note: (T) Timing, (P) Permanent

2 FINANCIAL ANALYSIS

2.3 Financial position

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Adopted Budget \$'000	Annual Forecast \$'000	Audited 2020 \$'000
Cash and investments	52,436	71,207	18,771	53,583	56,948	73,526
Net current assets	148,653	153,347	4,694	37,045	31,392	50,038
Net assets and total equity	1,552,085	1,623,517	71,432	1,458,221	1,523,768	1,521,142

Cash balance

The chart below shows projections of how Council's cash balance is expected to perform over the course of the 2019/20 financial year. The chart portrays:

- Budgeted 2020/21 cash balance
- Actual 2020/21 cash balance
- Actual 2019/20 cash balance
- Restricted Cash
- 1st Quarter (annual) forecast cash balance.

Restricted cash includes:

- Developer contribution scheme
- Drainage development reserve
- Recreational lands contributions held on behalf of developers
- Carried forward capital works
- Trust funds and deposits.

The graph below shows Council's cash balance is within expectations and every opportunity is taken to invest surplus cash to maximise investment returns.

Cash and Investment Balance

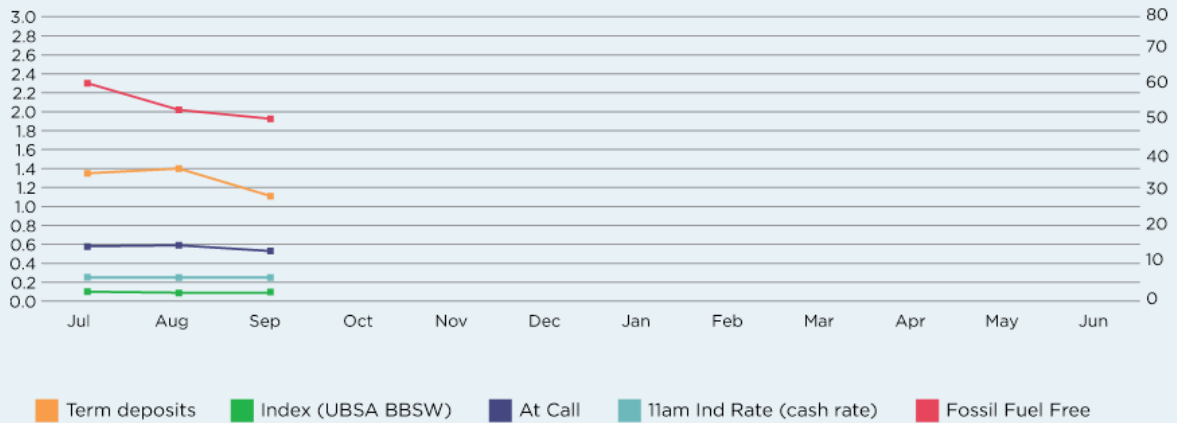


Note: Cash and investments include term deposits with a maturity date exceeding 90 days which are classified as other financial assets in the Balance Sheet (\$24.81M).

The graph below shows Council's interest performance against the market as well as showing the percentage of investments that were placed with financial institutions and authorised deposit-taking institutions which do not have a record of funding fossil fuels.

As at 30 September 2020, 51% of all invested funds were placed with financial institutions and ADIs which do not have a record of funding fossil fuels (30 June 2020 65%).

Weighted average interest rate v benchmark



2 FINANCIAL ANALYSIS

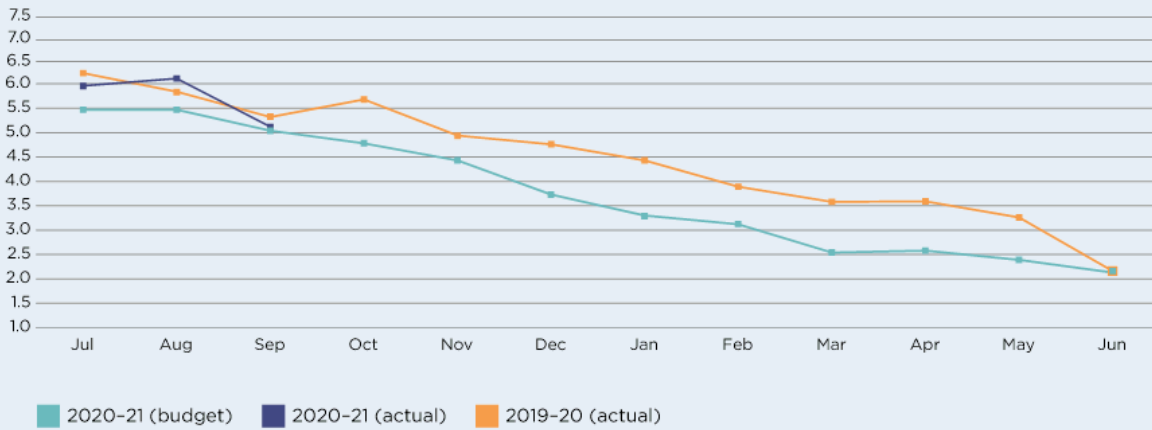
Working capital

The chart below shows projections of the movement in Council's working capital over the course of the 2020/21 financial year. The chart portrays:

- Budgeted 2020/21 working capital
- Actual 2020/21 working capital
- Actual 2019/20 working capital

As at 30 September 2020, \$130.01 million was raised in general rates and charges including supplementary valuations generated by changes to council's property base. At 30 September 2020, 25.2% of the rates raised have been collected compared to the same period of the 2019-20 financial year of 26.1%.

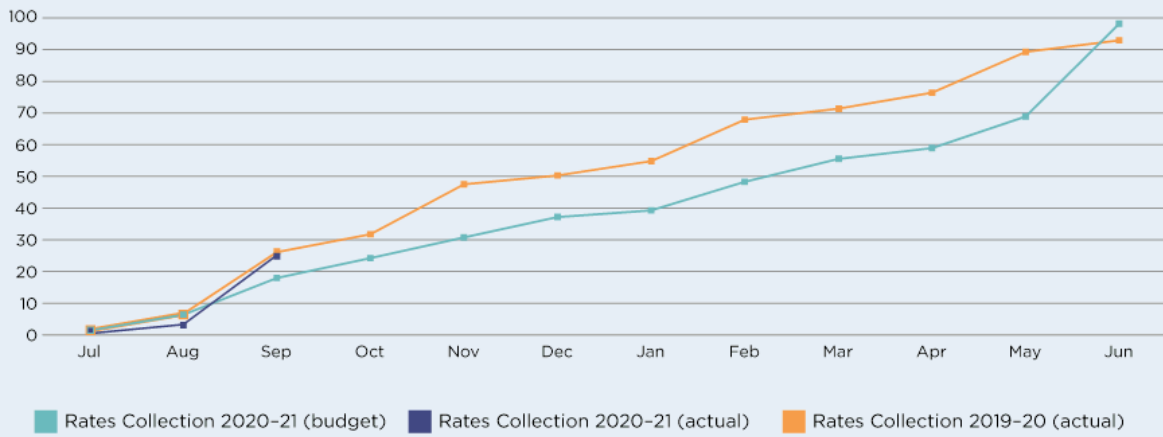
Working capital (current assets/current liabilities)



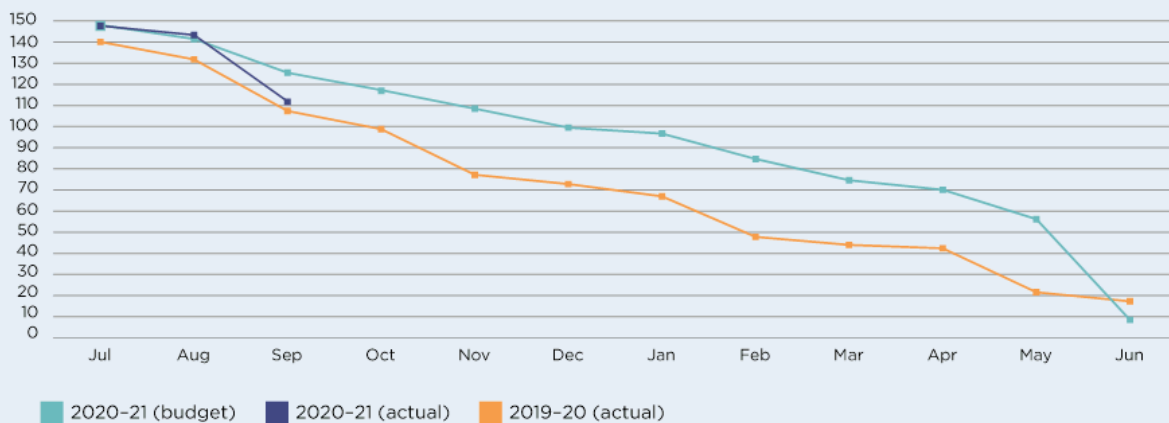
Rates debtors

The following graphs show that current collection trends are closely following the 2019-20 collection trends and the budgeted collection trend:

% of rates received



Rates outstanding



APPENDIX A

Comprehensive Income Statement

For the 3 months ended 30 September 2020

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000
Income					
Rates and charges	132,597	132,735	138	135,560	135,631
Statutory fees and fines	569	871	302	5,739	4,660
User fees	806	904	98	5,464	5,209
Grants – operating	5,058	4,024	(1,034)	15,727	21,107
Grants – capital	513	1,720	1,207	4,570	5,434
Contributions – monetary	971	1,488	517	3,500	3,499
Net gain (loss) on disposal of property, infrastructure, plant and equipment	153	63	(90)	612	382
Other income	581	469	(112)	2,614	2,176
Total income	141,248	142,274	1,026	173,786	178,098
Expenses					
Employee costs	20,001	20,003	(2)	88,339	91,950
Materials and services	12,542	12,011	531	46,723	50,127
Bad and doubtful debts	327	47	280	1,320	1,118
Depreciation and amortisation	6,081	6,038	43	24,323	24,323
Lease finance costs	0	0	0	0	0
Other expenses	2,759	1,800	959	7,410	7,954
Total expenses	41,710	39,899	1,811	168,115	175,472
Surplus for the year	99,538	102,375	2,837	5,671	2,626
Less					
Grants – capital (non-recurrent)	(513)	(1,720)	(1,207)	(3,988)	(4,852)
Contributions – capital	0	(123)	(123)	0	0
Adjusted underlying surplus/(deficit)	99,025	100,532	1,507	1,683	(2,226)

Balance Sheet

As at 30 September 2020

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000	Audited 2020 \$'000
Current assets						
Cash and cash equivalents	18,730	46,394	27,664	36,730	40,095	42,920
Trade and other receivables	129,392	117,264	(12,128)	13,598	13,598	17,175
Other financial assets	33,706	24,813	(8,893)	16,853	16,853	30,606
Inventories	67	60	(7)	67	60	60
Other assets	3,523	2,034	(1,489)	2,618	2,525	2,528
Total current assets	185,418	190,565	5,147	69,866	73,131	93,289
Non-current assets						
Trade and other receivables	4,554	4,285	(269)	4,718	4,369	4,387
Other financial assets	236	6	(230)	236	4,704	236
Property, infrastructure, plant & equipment	1,397,063	1,463,898	66,835	1,414,755	1,481,703	1,464,388
Right-of-use assets	263	237	(26)	0	263	237
Investment property	2,810	2,790	(20)	2,810	2,790	2,790
Intangible assets	472	974	502	467	578	1,086
Total non-current assets	1,405,398	1,472,190	66,792	1,422,986	1,494,408	1,473,124
Total assets	1,590,816	1,662,755	71,939	1,492,852	1,567,539	1,566,413
Current liabilities						
Trade and other payables	14,422	7,629	6,793	7,956	15,182	17,520
Trust funds and deposits	1,637	8,246	(6,609)	4,571	4,527	4,527
Provisions	20,594	21,246	(652)	20,294	21,918	21,107
Lease liability	112	97	15	0	112	97
Total current liabilities	36,765	37,218	(453)	32,821	41,739	43,251
Non-current liabilities						
Provisions	1,810	1,876	(66)	1,810	1,876	1,876
Lease liability	156	144	12	0	156	144
Total non-current liabilities	1,966	2,020	(54)	1,810	2,032	2,020
Total liabilities	38,731	39,238	(507)	34,631	43,771	45,271
Net assets	1,552,085	1,623,517	71,432	1,458,221	1,523,768	1,521,142
Equity						
Accumulated surplus	662,608	663,736	1,128	568,744	559,590	560,464
Asset revaluation reserve	865,796	936,646	70,850	865,796	936,646	936,646
Other reserves	23,681	23,135	(546)	23,681	27,532	24,032
Total equity	1,552,085	1,623,517	71,432	1,458,221	1,523,768	1,521,142

APPENDIX A

Statement of Cash Flow

For the 3 months ended 30 September 2020

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000
Cash flows from operating activities					
Rates	24,360	31,812	7,452	147,286	138,324
Statutory fees and fines	569	966	397	6,235	4,660
User fees & charges (inclusive of GST)	462	284	(178)	5,937	5,621
Government receipts	5,571	2,146	(3,425)	22,052	27,022
Contributions – Monetary	1,425	1,488	63	3,500	3,499
Other income	1,027	385	(642)	1,866	1,612
Employee costs	(21,926)	(19,863)	2,063	(96,588)	(90,378)
Materials and services (inclusive of GST)	(17,232)	(16,122)	1,110	(59,188)	(72,764)
Net FSPL refund / payment	2,831	3,278	447	0	0
	(2,913)	4,374	7,287	31,100	17,596
Interest	(158)	104	262	1,175	764
Trust funds and deposits	0	394	394	0	0
Net GST refund / payment	1,881	2,821	940	7,088	8,958
Net cash provided by operating activities	(1,190)	7,693	8,883	39,363	27,318
Cash flows from investing activities					
Proceeds from sale of property, plant & equipment	219	95	(124)	673	914
Payment for property, infrastructure, plant & equipment	(4,235)	(10,107)	(5,872)	(44,097)	(44,933)
Repayment of loans and advances	0	0	0	0	123
Proceeds from sale of other financial assets	0	0	0	0	0
Net cash used in investing activities	(4,016)	(10,012)	(5,996)	(43,424)	(43,896)
Cash flows from financing activities					
Net cash used in financing activities	0	0	0	0	0
Net increase / (decrease) in cash & cash equivalents	(5,206)	(2,319)	2,887	(4,061)	(16,578)
Cash & cash equivalents at the beginning of the year	57,642	73,526	15,884	57,642	73,526
Cash & cash equivalents at the end of the period	52,436	71,207	18,771	53,581	56,948

Note: Cash and cash equivalents at the beginning of the year includes term deposits with a maturity date exceeding 90 days which are classified as other financial assets in the Balance Sheet (\$30.61M).

Reconciliation of cash flows from operating activities to surplus

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Annual Budget \$'000	Annual Forecast \$'000
Surplus for the year	99,538	102,375	2,837	5,671	2,626
Items not involving cash or non operating in nature					
Depreciation and amortisation	6,081	6,038	(43)	24,323	24,323
Interest expense	0	0	0	0	0
Bad & doubtful debts	327	47	(280)	1,320	1,118
Net (gain)/loss on sale of assets	(153)	(63)	90	(612)	(382)
Other	0	230	230	0	230
	105,793	108,627	2,834	30,702	27,915
Change in operating assets and liabilities					
Decrease/(Increase) in rate debtors	(103,336)	(100,923)	2,413	17,000	2,894
Decrease/(Increase) in other operating assets	704	(2,440)	(3,144)	(6,077)	(538)
(Decrease)/Increase in trade creditors	(2,040)	(1,387)	653	(1,831)	(4,524)
(Decrease)/Increase in other operating liabilities	(2,611)	3,677	6,288	(431)	760
(Decrease)/Increase in provisions	300	138	(162)	0	812
	(106,983)	(100,934)	6,049	8,661	(596)
Net cash provided by operating activities	(1,190)	7,693	8,883	39,363	27,318

APPENDIX A

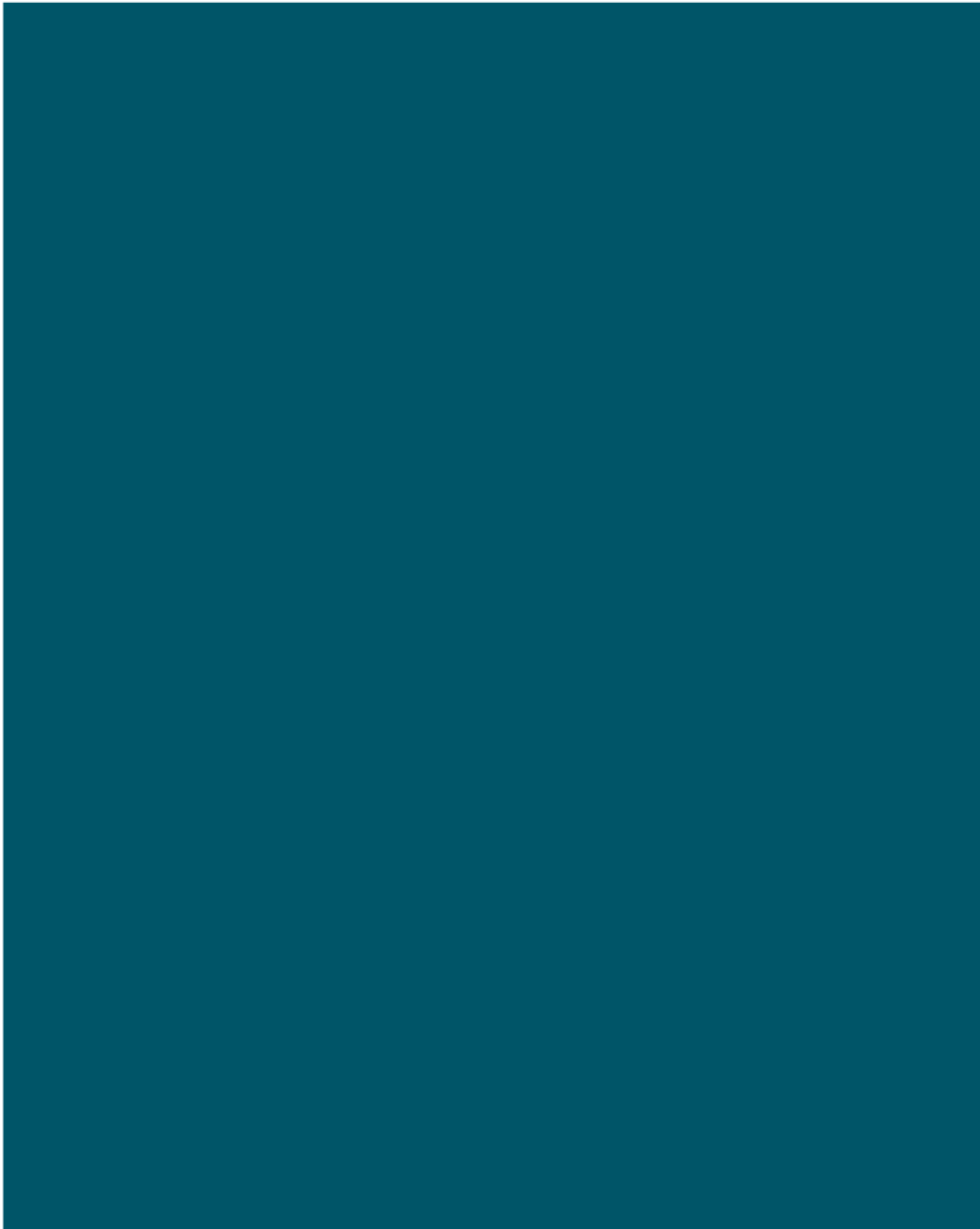
Statement of Capital Works

For the 9 months ended 31 March 2020

	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000	Annual Budget \$'000	Budget & CFWD's \$'000	Annual Forecast \$'000
Capital works						
Buildings	1,986	2,656	(670)	19,859	19,465	19,465
Building improvements	20	35	(15)	200	200	200
Total property	2,006	2,691	(685)	20,059	19,665	19,665
Plant & equipment						
Plant, machinery & equipment	238	174	64	2,375	2,375	2,375
Fixtures, fittings & furniture	10	1	9	100	100	100
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Library books	305	266	39	800	800	800
Total plant & equipment	849	1,102	(253)	6,239	6,876	6,876
Infrastructure						
Roads	363	114	249	3,625	4,078	4,078
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Footpaths & cycleways	233	810	(577)	2,333	2,633	2,633
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Land Improvements	331	75	257	3,312	3,262	3,262
Recreation, leisure & community facilities	30	21	9	303	303	303
Parks, open space & streetscapes	265	104	161	2,644	2,876	2,876
Total infrastructure	1,379	1,642	(263)	13,790	14,890	14,890
Total capital works	4,234	5,435	(1,201)	40,088	41,431	41,431
Represented by:						
Asset renewal	1,742	2,236	(494)	16,493	17,046	17,047
New assets	1,250	1,605	(355)	11,835	12,231	12,231
Asset expansion	469	602	(133)	4,442	4,591	4,591
Asset upgrade	773	992	(219)	7,318	7,563	7,563
Total capital works	4,234	5,435	(1,201)	40,088	41,431	41,431



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7.5 APPROVAL OF MICROSOFT ENTERPRISE AGREEMENT CONTRACT AWARD**Author:** IT Governance Officer**Reviewed By:** General Manager, Governance and Engagement

EXECUTIVE SUMMARY

This report seeks Council endorsement to enter into a new 3-year Enterprise Agreement with Microsoft from 11 December 2020 for the provision of specified Microsoft products for use across the organisation.

The Council uses Microsoft products extensively, including individual user products such as Microsoft Windows, Microsoft Office 365 Cloud-based Email, SharePoint, MS Team, Defender, and Anti-theft protection. Back office products such as Microsoft Server Operating System, Microsoft Exchange, and Microsoft SQL Server and Azure Cloud Services. These products are of critical importance for Council operations and it is recommended that Council continue using these products to maintain stability of work processes and protocols across the whole of Council.

Office 365 and MS Team are essential tools for improving the productivity and collaboration of the average user. The production of any document, presentation, or email communication would be impossible without these products.

The licenses for the products will allow for a continuation of the user experience, maintain optimal security, reliability, and support the working from Anywhere capabilities.

The new agreement must be executed before 11 December 2020 to ensure Council avoids losing the benefit of having paid a one-off purchase of software licensing rights and access to Cloud-based services such as Microsoft Office 365.

Recommendation

That Council:

- (1) Awards Contract CT2020118 for the Renewal of Microsoft Enterprise Agreement to for the contract sum of, for the period 11 December 2020 to 30 November 2023.
 - (2) Approves an amount of for Azure Cloud Services and backup storage from This service was excluded from the RFQ as these numbers cannot be predicted precisely in advance. Reasonable estimates have been made based on the previous usage of this service for the past 12 months.
 - (3) Authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of the Council.
-

BACKGROUND / KEY INFORMATION

Microsoft's operational business model is centred on procuring various license types to allow a client to use Microsoft products. This is accomplished by entering a contract known as an "Enterprise Agreement" (EA), which consists of a software purchase component and a

software assurance component. The software assurance component allows the Council to access product support and future software upgrades, addressing security and functionality. Extensions of the Enterprise Agreement do not require Council to re-purchase the software; only the Software Assurance component requires renewal at a negotiated price on an annual subscription.

Every year on the anniversary date, Microsoft requests Council to align its Enterprise Agreement (EA) with the total number of licenses added or reduced over the previous 12 months. This process is known as the 'True-Up' and requires an audit to justify the number of licences needed by the Council. It encompasses the qualified devices, users, and processors added or excluded over the year.

The 'True-Up' and Enterprise Agreement are required so that the Council is:

- In an agreed compliance position concerning Microsoft licenses' current consumption upon completing the True-Up process.
- Achieve the right mix of Microsoft products and licensing models to support business operations for the new contract term.

Indicative metrics for Council are as follows:

- Number of users: 1327
- Number of workstations: 403
- Number of Notebooks: 709
- Number of servers: 40

In 2017, Council started hosting services in the Microsoft Azure Cloud to improve performance, functionality and business continuity. This included the suite of products in Microsoft Office M365, email services, collaborative tools such as MS Team, Project Online and Business Intelligence (BI) Reporting.

Previous Council Resolution

At its meeting held on 20 November 2017, Council resolved:

That Council:

- (1) *Approves the engagement of Data3 Limited for the Enterprise Agreement for Microsoft Software Licensing for the period 1 December 2017 to 30 November 2020 at a cost of \$1,534,380 (including GST).*
- (2) *Authorises the Chief Executive Officer to sign and execute the contract agreement with Data3 Limited on behalf of Council.*
- (3) *Authorises the Council Common Seal to be affixed to the contract.*
- (4) *Resolves to make the resolution available to the public.*

COMMUNICATIONS AND ENGAGEMENT

Consultation

The following key stakeholders were consulted as part of this contract:

- Executive Management Team
- Coordinator Procurement & Contracting
- Manager Information Services

- Finance Business Support Accountant
- Coordinator, Libraries
- Pitcher Partners, Probity Advisor

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Environmental Sustainability Considerations

As Council moves to more cloud-based services, the Council's on-site hardware footprint decreases, resulting in fewer carbon emissions. Other benefits come from Microsoft's commitment to renewable energy and the nature of cloud computing that allows some of the products to run only when in use.

Climate Emergency

There are no factors in this report which impact upon Climate Emergency.

Equity, Inclusion and Wellbeing Considerations

Due to the nature of the contract and market forces there are no local equity, inclusion or wellbeing considerations available to Council.

Cultural Considerations

Due to the nature of the contract and market forces there are no local cultural considerations available to Council.

Economic Development Considerations

Due to the nature of the contract and market forces there are no local economic considerations available to Council.

Financial and Resource Implications

Operational budget offsets will meet the additional costs attached to the licenses and services. It is important to note that any change in staff numbers can impact fees, which are reviewed under the True-Up process annually.

Legal and Risk Implications

The project team has undertaken a risk management assessment concerning this engagement. Please refer to Appendix F.

Operational Impacts

There are no factors in this report which impact operational matters.

Probity

Council's Social and Sustainable Procurement Policy mandates that a probity advisor be engaged for all the projects valued at \$1,000,000 or greater. An independent Probity Advisor was engaged to provide an overview of the probity tasks and findings in relation to the evaluation process. The Probity Advisor engaged for this project has provided a report which is included in **Appendix E**.

DISCUSSION

Council uses Microsoft products extensively, including individual user products such as Microsoft Client Operating systems, Microsoft Office M365, Business Intelligence (BI), and back-office products such as Microsoft Server Operating Systems, Microsoft Exchange, and Microsoft SQL Server.

These products are of critical importance for Council operations and are essential tools for improving the average user's productivity and collaboration.

As a result of a detailed analysis and market research for each license option, the Enterprise Agreement option seems most suitable and cost-effective for Darebin Council.

A summary of the reasons for this choice are outlined below:

- Over the full expected product life cycle at Darebin City Council, the Enterprise Agreement would be the most cost-effective.
- The conditions of the Enterprise Agreement allow for easier software maintenance across versions, especially compared to a "no software assurance" option.
- Without Software Assurance, there are no or limited rights for software upgrades, which means that the software will become out of date and unsecured until new products are purchased.
- The Enterprise Agreement provides some additional benefits such as:
 - Free training days each year of the agreement. This benefit is usually 30 days per year in Darebin's case, with a value of between \$6000 and \$12,000 per year.
 - The ability for employees to purchase Microsoft Office for home use at discounted prices.
 - Flexibility during 'True-Up' to add or remove licenses in line with council requirements and staffing levels.

OPTIONS FOR CONSIDERATION

Although other options exist, experience over the last 15 years has demonstrated that, in terms of cost effectiveness and flexibility, an Enterprise Agreement is clearly the most appropriate licensing option for an organisation of Council's size. The benefit of the Enterprise Agreement in comparison with other options has only increased in the last 15 years. This is mainly because of the increasing complexity and dependency of the multitude of software products, which results in significant compatibility issues.

IMPLEMENTATION STRATEGY

Details

Upon the Council's approval, the contract will be awarded and programmed to commence. A letter of acceptance and contract will be issued to the successful bidder.

Timeline

The Chief Executive Officer to sign and execute the contract on behalf of Council before 11 December 2020.

RELATED DOCUMENTS

- Strategic Procurement and Probity Plans
- Conflict of Interest declarations
- Request for Quotation
- Procurement Process
- Evaluation endorsement
- Probity Advisor Report
- Risk Assessment

Attachments

- Recommendations for the Renewal of Microsoft Agreement (**Appendix A**) Confidential - enclosed under separate cover
- Request for Quotation - Renewal of Microsoft Enterprise Agreement. (**Appendix B**) [↓](#)
- Procurement Process - Renewal of Microsoft Enterprise Agreement (**Appendix C**) Confidential - enclosed under separate cover
- Evaluation Matrix - Renewal of Microsoft Enterprise Agreement (**Appendix D**) Confidential - enclosed under separate cover
- Probity Advisor Report - Renewal of Microsoft Enterprise Agreement (**Appendix E**) Confidential - enclosed under separate cover
- Risk Assessment - Renewal of Microsoft Enterprise Agreement. (**Appendix F**) 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 general or material 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.



Request for Quotation – CT2020118

Renewal of Microsoft Enterprise Agreement

1. Important Dates and Submission information

Request for Quotation closes: 22/10/2020 at 2pm (Melbourne Time)

The proposed contract term is fixed for 3 years.

All responses must be completed in the format specified and submitted via Council's eTendering Portal, using the link and access code from your invitation before the closing date and time. Tenders can be disqualified if they do not conform with the specified compliance requirements (see clause 12 for further details).

Addendums will be issued via councils eTendering portal to all respondents who have registered during the open time.

2. Scope

The City of Darebin is looking to renew Microsoft Enterprise Agreement (EA) for a period of three (3) years. **The new Enterprise Agreement with a Microsoft Software License Service provider which is selected by the Tender Evaluation Panel (TEP) for the Microsoft Arrangement tender through the Municipal Association of Victoria (MAV) Contract Arrangement (NPN 2.17-3).**

Microsoft Enterprise Agreement contract have been invited to provide a quotation for the Software licenses services. The contract is to be awarded based upon the evaluation outcomes of submissions against the evaluation criteria.

The Software licenses services are to be quoted and carried out in accordance with the plans, schedule and all relevant conditions of your Microsoft Enterprise Agreement contract with Darebin City Council.

The scope of Microsoft Software licenses services covers:

Review Council's new EA product list and required quantities to advise on the best contract structure (e.g., both EA and SCE or EA only).

Execute new software contract with Microsoft representing Council's best interests to the publisher.

Negotiate additional services and/or benefits on Council's behalf with the publisher.

Process Council's purchase orders and provision new Microsoft licenses for Council's use, including, providing proof of entitlement, license keys, license metrics, etc.

Provide regular license purchase report to the Council (at least monthly), including all key information, e.g., Purchase order (PO) number, PO date, Invoice number, Invoice date, Subscription SKU, Purchase quantity, etc.

Provide regular guidance and advise on new Microsoft products, license metrics changes, optimisation opportunities, etc.

Participate in future Council IT projects related to introduction or optimisation of IT solutions for the business.

The proposed contract arrangement is to run for a period of three (3) years and it must be established by 30 November 2020.

3. Background

Since 2007, Darebin City Council has utilised an Enterprise Agreement for the licensing of Microsoft products. The current agreement expires on 30 November 2020.

Current agreement consists of 2 enrolments – (i) Enterprise Agreement (EA) for desktop and server OS products and (ii) Server and Cloud Enrolment (SCE) for SQL Servers.

- (i) Enterprise Enrolment – covers Microsoft desktop products and server OS:
 - a. Enterprise desktop products (Windows OS Enterprise upgrade, Office Pro Plus and Core CAL) for users/devices.
 - b. Additional desktop products, including, Visio, Project Online and Visual Studio.
 - c. Windows Server Operating System
- (ii) Server and Cloud Enrolment (SCE) – covers SQL Server Standard and CAL licenses

4. Deliverables

The Services required from the successful respondent include:

- a. A completed Microsoft Enterprise Agreement renewal, including, processing of Council's Purchase Order (PO) and delivery of licenses.
- b. Detailed list of concessions and additional services to be provided by Microsoft and/or the vendor as a part of Microsoft contract.
- c. Process documentation and training on future software procurement process under the new Microsoft contract.
- d. Setup and provide regular reporting as per agreed report template and frequency.
- e. Access to Web portal to monitor all the active software licenses.
- f. Setup and implement a governance framework, including, regular reports, meetings, consulting services and escalation matrix.
- g. Regular SLA reporting as agreed with Darebin.

5. Relationship Management

The Darebin City Council Project Manager is Michael McAlinden, IT Operations Specialist. All invoices should be marked for the attention of:

CT2020118 Request for Quotation – Renewal of Microsoft Enterprise Agreement

Om Delhikar
 IT Governance Officer
 PO Box 91
 Preston, Victoria 3072

Indicative /Tentative Timeline:

Activity	Date
RFQ issued	12/10/2020
End of period for questions or requests for information (see clause 13- Requests for clarification or further information)	22/10/2020
Closing Time	22/10/2020 2.00 pm Melbourne Time
Intended completion of evaluation of Tenders	30/10/2020
Negotiations with Tenderer(s) (if applicable)	
Intended formal notification of successful Tenderer(s)	23/11/2020
Contract Start Date	01/12/2020
Contract End Date	30/11/2023

6. Service Hours

The hours during which the Contractor shall normally provide the services to the Darebin City Council are:

8.30 am to 5 pm Melbourne local time
 Monday to Friday
 Public Holidays excluded

Reporting requirements

The Contractor shall liaise directly with the Project Manager, Michael McAlinden as required.

Any matters which arise that may be deemed to materially affect the development of the project should be communicated to the Darebin City Council Project Manager within twenty-four (24) hours of the matter being known to the Contractor.

7. Insurance

Pursuant to the attached terms and conditions, Council's standard requirement for insurance, limits of liability are as follows:

- Public and Products Liability combined – minimum \$20,000,000
- Professional Indemnity – minimum \$5,000,000

CT2020118 Request for Quotation – Renewal of Microsoft Enterprise Agreement

- WorkCover – Certificate of Currency as proof of cover

NOTE: Complete Schedule 2 – Service Provider Information

8. Pricing

The prices offered for this service need to be in the form of Schedule 1 - Pricing, detailing the estimated hours, and the fee against each deliverable.

Please provide pricing that is in line with the original schedule of rates provided and consistent with the panel arrangements.

9. Submission

You are invited to make an offer using Schedule 2 – Service Provider Information.

10. Form of Contract

Appendix 1 is the proposed form of contract to apply (for your information only).

11. Selection Criteria

Your proposal will be evaluated against the following selection criteria. Your proposal must clearly demonstrate your ability to provide the required Services:

Evaluation criteria	Comments
Cost of proposed solution	Cost as per Attachment 1; Schedule 1
Local Business assessment	Local Business Content as per Schedule 3
Social & Sustainable Initiatives and Practices	Social & Sustainable Initiatives and Practices as per Schedule 3
Experience and track record	Refer to Schedule 5
Services offered to meet Council's requirements	Refer to Schedule 6
Added value services	Web portal tools to manage ongoing software license portfolio. Refer to Schedule 7
Commercial requirements	COVID – 19 Response as per Schedule 4 OHS & Insurance Requirements As per Schedule 4 Licence & Registration Evidence As per Schedule 4

12. Compliance Requirements

RFQ/Tenders may be considered non-conforming based on the following reasons and may not be considered for evaluation at the discretion of the Tender Evaluation Team:

- RFQ/Tenders sent to any individual Council email addresses.

CT2020118 Request for Quotation – Renewal of Microsoft Enterprise Agreement

- Response received after closing time.
- RFQ/Tenders submitted in any manner or format other than those stipulated in the conditions of RFQ/tender.
- RFQ/Tenders submissions not containing the required information as stated in the conditions of RFQ/tender.
- RFQ/Tender forms missing or incomplete.
- Departure from the brief or specification.
- Departure from the proposed conditions of contract.

13. Requests for clarification or further information

During the open period, all questions must be lodged via the eTendering portal before the closing time.

All questions and answers will be provided to all tenderers unless the question is marked as commercial-in-confidence. If the question is marked as commercial-in-confidence, and Council believe the question is commercial-in-confidence, the answer will be provided only to the tenderer that has raised the question. If Council does not believe the question is commercial-in-confidence, the tenderer will be requested to drop the claim for commercial-in-confidence, in which case the question and the answer will be provided to all tenderers.

SCHEDULE 1

PRICING

Refer to CT2020118 Attachment 1 'Returnable Schedules, SCHEDULE 1 – PRICING, Renewal of Microsoft Enterprise Agreement (**MAV Contract NPN 2.17-3**)

SCHEDULE 2

SERVICE PROVIDER INFORMATION

Service Provider Contact Details	
Name of Supplier:	
Address:	
Contact Name:	
Telephone:	
Facsimile:	
Email:	
Date:	
Australian Business Number (or equivalent):	

Past Performance and Current Work	
<p>Detail previous work related to the requirements detailed in the Specification</p> <p>Word Limit [250] words</p>	
<p>Detail current work related to the requirements detailed in the Specification</p> <p>Word Limit [250] words</p>	
<p>Detail all previous public sector experience in the past three years as it relates to the requirements detailed in the Specification</p> <p>Word Limit [250] words</p>	
<p>Provide three referees that the Council could contact regarding your ability to provide Goods and/or Services required under the Specification.</p>	<p>1) Client and contract details:</p> <p>Description of service:</p> <p>Period:</p>

CT2020118 Request for Quotation – Renewal of Microsoft Enterprise Agreement

<p>Note: The Council reserves the right to contact any of the Service Providers previous customers.</p>	<p>2) Client and contract details: Description of service: Period:</p> <p>3) Client and contract details: Description of service: Period:</p>
---------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Team Capability & Key Personnel</p>	
<p>Identify key personnel who will be assigned to this project, their roles and responsibilities, qualifications and other professional experience relevant to this project.</p>	
<p>Will a potential conflict of interest occur?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details:</p>

**SCHEDULE 3
LOCAL BUSINESS & SOCIAL PROCUREMENT**

Local Business Assessment	
Darebin City Council recognises it has a role in the economic development of the community and is committed to assisting businesses and encouraging their involvement in the procurement of Council Goods, Services and/or Works.	
Local Business Details	
Registered Business Address	

Social Initiatives & Practices	
Darebin City Council is committed to using procurement processes and purchasing power as a vehicle to generate social, environmental and economic benefits beyond the goods or services being procured. This is one of the most effective ways of breaking the cycle of disadvantage and strengthening our communities. Through social procurement, Council will take positive action to demonstrate our commitment to the local community and the environment in which it operates.	
Employment Details	
Do you employ apprentices and/or trainees or work experience students? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes", either attach a copy of their certificate or identify the Training Organisation or School	

Do you employ Indigenous staff (Aboriginal/Torres Strait Islanders)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes" identify the % of indigenous staff employed	

Sustainable Initiatives & Practices	
Do you have a business partnership with a registered 'social enterprise' (i.e. a charitable enterprise or one that trades to fulfil a social or environmental need)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Organisations whose mission is centred on a social purpose, and/or owned by a group of people who are considered disadvantaged. By virtue of their ownership structure, social benefit suppliers' channel economic and social resources into marginalised communities	
If "yes" identify the Organisation	
If "yes" explain what it is they do or how they are giving back to the community and in what way are you working with them.	

SCHEDULE 4
COMMERCIAL REQUIREMENTS

Covid – 19 Response	
PROJECT	Renewal of Microsoft Enterprise Agreement
RFX No	CT2020118
DATE	
ADDENDUM DETAILS	This addendum is issued to provide prospective tenderers additional information on which to base their tender submission. See below. This addendum <u>must</u> be read and completed in accordance with the full Request for Quote/Tender documentation for above project.
TENDERER (insert name)	
RECEIVED & ACKNOWLEDGED (Please submit this signed Addendum Notice as part of your tender submission)	Name: ----- Signature: ----- Date: -----

Please input the specific project details on the above form.
Should you have any further queries, please submit them via the e-tender portal.

Addendum Details: A request has been made for more detailed information on impacts of Coronavirus (Covid-19) in our community:

Like communities around the country and the world, Darebin Council is taking measures to promote good health and limit the impacts of the coronavirus (Covid-19) in our community.

Council still wishes to proceed with the procurement of the above request. However, the effects of the virus and operation on “social distancing” principals may impact how the project is conducted and managed.

Council recognises that the current developments with COVID-19 may impact respondents’ capacity to meet the scope of our tendering and contracting requirements. Respondents are asked to detail how Covid-19 may impact their resources and capacity to meet our requirements and also any proposed solutions.

- Would the timeline for deliverables be impacted because of the increased complexity of the project due to the implementation social distancing measures, trade and supply chain limitations.
- Will the usual proposed methodology for delivery of the contract be impacted under the “social distancing” regime?
- Do you have the necessary technological capacity; for example: to run workshops/ consultation remotely?

Occupational Health & Safety	
Do you have a written OH&S Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a copy

Risk and Insurance	
Provide details of all relevant insurances	<p>Policy type: (e.g. public liability, professional indemnity, etc):</p> <p>Insurer Name:</p> <p>Policy number(s):</p> <p>Expiry dates:</p> <p>Limit of liability: \$</p> <p>Relevant exclusions:</p> <p>Policy type: (e.g. public liability, professional indemnity, etc):</p> <p>Insurer Name:</p> <p>Policy number(s):</p> <p>Expiry dates:</p> <p>Limit of liability: \$</p> <p>Relevant exclusions:</p> <p>WorkCover: Certificate of Currency as proof of cover</p>

Licence & Registration Evidence	
Please provide a Copy of: License & Registration of the Business Any special licences / accreditation that you need? Delete if not necessary	

SCHEDULE 5
Experience and track record

List previous experience and past performance with the Microsoft Software license products.

Produce evidence of proven track record with other clients, proven through documented case studies and client references.

SCHEDULE 6
Services offered to meet Council's requirements

Availability of technical resources to provide regular guidance and advise on new Microsoft products, license metrics changes, optimisation opportunities, reporting etc.

Technical support availability and willingness to participate as a partner in developing and optimizing design and a long-term relationship.

Evidence of ISO 9001 Quality Assurance Certification.

SCHEDULE 7
Added value services

List of Web tools or platform provided to effectively and efficiently manage the ongoing software license portfolio and cloud subscriptions.

**7.6 CONTRACT NO. CT202054 - CHEDDAR RD.
REHABILITATION & SIGNALISED INTERSECTION AT
CHEDDAR R & DOLE AVE, RESERVOIR****Author:** Senior Project Manager**Reviewed By:** Manager, Assets & Capital Delivery

PURPOSE

The purpose of this report is to seek Council's approval to appoint a contractor for the construction of Cheddar Rd. Rehabilitation & Signalised Intersection at Cheddar Rd. & Dole Ave, Reservoir

EXECUTIVE SUMMARY

The scope of CT202054 includes:

- The reconstruction and/ or resurfacing of sections of Cheddar Road between Hickford Street and Lloyd Avenue
- The road widening and installation of traffic signals at the intersection of Cheddar Road and Dole Avenue.
- The construction of a shared path from Donath Reserve to Dole Avenue.

A publicly advertised Request for Tender (RFT) was released on 12 September 2020 for the contract. The RFT closed on 15 October 2020 with submissions from 9 companies being received. The tender evaluation panel has evaluated the tenders and recommends awarding the contract to the preferred tenderer. The proposed contract arrangement is a lump sum contract and works are expected to be completed by the end of May 2021.

Recommendation

That Council:

- (1) Awards Contract No. CT202054 for the construction of Cheddar Rd. Rehabilitation & Signalised Intersection at Cheddar Rd. & Dole Ave, Reservoir. to _____ for the contract sum of \$_____ (GST inclusive);
- (2) Approves a contingency amount of \$_____ (inclusive of GST), being approximately ___% of the Contract amount, to be used if required for variations and other unforeseen items as part of Contract No. CT202054; and
- (3) Authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of Council.

BACKGROUND / KEY INFORMATION

The road pavement condition assessment of Cheddar Road has determined the condition of Cheddar Road between Harmer Street and Lloyd Street to be in poor condition. The poor condition of the road pavement exceeds Council's intervention levels which means sections of the road should be rehabilitated to provide a longer serviceable life.

The installation of traffic signals with pedestrian crossings at the intersection of Cheddar Road and Dole Avenue, along with the widening of Cheddar Rd to accommodate a right-hand turning lane into Dole Avenue, will provide the safe pedestrian & cyclist movements across Cheddar Road and provide a safer route to Keon Park Children's Hub and Reservoir Views Primary School.

The construction of a shared use path in Donath Reserve from the existing path to Dole Avenue intersection will also provide a link between the reserves as set out in the Donath and Dole Masterplan.

Previous Council Resolution

At its ordinary meeting on 7 September 2020 Council resolved:

That Council:

- (1) *Endorses the Cheddar Local Area Place-Making concept designs.*
- (2) *Makes the Cheddar Local Area Place-Making concept designs and Stage 2 Engagement Summary Report publicly available via the Darebin website.*
- (3) *Thank the community for its participation in the Cheddar Local Area Place-Making community consultation.*

COMMUNICATIONS AND ENGAGEMENT

Consultation

The following community groups and organisations were consulted during the consultation and design phases:

- Cheddar Rd Precinct LAPM consultation
- Department of Transport
- Public Transport Victoria
- Melbourne Water
- Yarra Valley Water
- APA Group
- Jemena
- Multiple Council Departments

Communications

It is intended that these groups (as above) will be advised once a contract is awarded and will continue to be advised as construction progresses.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 2 - Opportunities to live well

The proposed infrastructure improvements will deliver improved safety around public open space and will continue to support people walking, wheeling and riding as alternatives to driving.

The project also closely aligns with the expected outcomes of several Council policies/strategies, including the Darebin Transport Strategy, Walking Strategy, Safe Travel Strategy and Climate Emergency Plan.

This project also aligns with Goal 1 of the Council Action Plan 2020-2021, which aims to increase sustainable transport through safer streets for walking and cycling, and advocacy for public transport.

Environmental Sustainability Considerations

Use of recycled content has been incorporated and encouraged throughout the design of project. Use of native trees, shrubs and groundcover have been included as they don't require significant watering.

Climate Emergency

There are relevant Climate Emergency benefits from this project including, safer non- vehicular travel, uplifting tree planting and reduction on the reliability of raw materials.

Equity, Inclusion and Wellbeing Considerations

The design includes:

- Provision of accessible pathways linking communities and access to local activities.
- Provision of lighting, shared paths and signage to promote safety and minimise antisocial behaviours.

Cultural Considerations

Through the project development stages and community consultation specific correspondence was sent out to community groups via Council's Aboriginal Partnerships Officer to reach the aboriginal community and seek feedback on the project.

There is no requirement for a CHMP at this site.

Economic Development Considerations

A local business assessment was carried out for each tenderer as part of the evaluation process in accordance with Council's procurement policy and guidelines.

Financial and Resource Implications

Council has allocated \$1.82m in its 2020/2021 capital works program budget for the works outlined in this contract. The preferred contractor has tendered a price within Council's budget.

Refer to the confidential report (**Appendix A**) for the details of the budget and the tender evaluation.

Legal and Risk Implications

Probity

As the project was over \$1M an external probity adviser was engaged at the start of the procurement process and retained through to the completion of tender evaluation. Refer to confidential **Appendix C**.

Planning

The long-term asset management strategy has conducted road pavement condition assessment of Cheddar Road and has determined that the road requires rehabilitation to provide a longer serviceable life.

The traffic signal component of this project is part of the adopted Cheddar LAPM project that Council endorsed on 7 September 2020.

The paths through and connecting the open space are a component of the Donath and Dole Masterplan, which was also adopted by Council. The Masterplan, endorsed by Council in 2014, recommends the implementation of the path improvements and traffic signals at Cheddar Road, based on community engagement and feedback from the local community.

The nature of the contract works is considered medium to high risk with respect to occupational health & safety. The contractor is required to undertake a risk assessment of each task as work proceeds and have measures in place to reduce or eliminate those risks. The contractor is required to provide evidence that all insurances are in place before commencing works.

Financial check

A financial check was completed on the shortlisted contractor through Illion Direct. The financial check (undertaken on 11 November 2020) verified the financial capacity of the shortlisted contractor to complete the works. Refer to confidential **Appendix B** for the Illion Direct report.

Operational Impacts

During construction traffic will experience some disruptions on Cheddar Road and Dole Avenue, however this will be managed with contraflow arrangements under a traffic management plan. Ongoing maintenance should reduce with the installation of new pavement surfacing at and on approaches near the intersection.

DISCUSSION

Request for Tender

The RFT was advertised in 'The Age' newspaper for Contract No. CT202054 - Construction of Cheddar Rd. Rehabilitation & Signalised Intersection at Cheddar Rd. & Dole Ave, Reservoir. The tender is based on a lump sum contract using Australian Standard AS 4000 - 1997 – General Conditions of Contract.

The RFT closed on 15 October 2020. Details of contractors that submitted proposals before the closing date and time are provided in Confidential **Appendix A** circulated to councillors under separate cover.

Tender Evaluation

The RFT submissions were evaluated by the panel against the evaluation criteria detailed in the table below. The evaluation criteria were established prior to the RFT being advertised and was included in both the Strategic Procurement Plan and the RFT documentation.

EVALUATION CRITERIA
Tender Price
Project Timeline
Construction Methodology
Demonstrated Experience and Past Performance on Similar Projects
Local Business Content
Social Procurement
Environmental Sustainability
Management & Quality Systems
Compliance criteria <ul style="list-style-type: none"> • Risk, Insurance and OH&S. • Tender Compliance (compliance to the specification) • Compliance to Contract. • Conflict of interest. • Financial viability

The members of the panel, evaluation details, pricing and scoring for the evaluation is provided in Confidential **Appendix A** circulated to councillors under separate cover.

The tender evaluation matrix, showing the scores of all submissions and signed by all members of the evaluation team, is included as Confidential **Appendix D**, for information.

Probity

Council's procurement policy mandates that a probity advisor be engaged for all projects greater than \$1,000,000. An independent advisor was engaged to provide an overview of the probity tasks and to provide findings and conclusion in relation to the evaluation process. Refer to Confidential **Appendix C** for a copy of the probity report.

OPTIONS FOR CONSIDERATION

Refer to Confidential **Appendix A** circulated to councillors under separate cover for options for consideration.

IMPLEMENTATION STRATEGY

Details

Once awarded the contractor will be advised and required to provide all preliminary documentation. It is expected that the contractor is to liaise, and schedule works together with service authorities. A detailed construction program will be required before commencement.

Communication

The community groups and organisations already consulted with, and affected local residents, will be kept informed of progress of the works.

Timeline

The project is required to be completed prior to 31 May 2021 or within 20 weeks of the date of award (whichever occurs first), excluding extensions of time for inclement weather, public holidays, or scope changes particularly those caused by unforeseeable complications.

RELATED DOCUMENTS

Previous documents related to Contract No. CT202054 – Cheddar Rd. Rehabilitation & Signalised Intersection at Cheddar Rd. & Dole Ave, Reservoir:

- Strategic Procurement Plan
- Risk Assessment
- Probity Plan
- Request for Tender
- Conflict of Interest Declaration
- Evaluation Endorsement
- Evaluation Matrix

Attachments

- Confidential Report - CT202054 Cheddar Road Rehabilitation & Signalised Intersection at Cheddar Rd & Dole Ave Reservoir (**Appendix A**) Confidential - enclosed under separate cover
- Illion Comprehensive Report (**Appendix B**) Confidential - enclosed under separate cover
- Probity Report (**Appendix C**) Confidential - enclosed under separate cover
- Evaluation Matrix (**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 general or material 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.

7.7 BT CONNOR SENIOR PAVILION CONSTRUCTION - CT2019173**Author:** Capital Project Manager**Reviewed By:** General Manager Operations and Capital

PURPOSE

To seek Council endorsement to award Contract No. CT2019173 – BT Connor Senior Pavilion Construction to an appropriate contractor.

EXECUTIVE SUMMARY

This report seeks Council approval to appoint a suitably qualified and experienced contractor to carry out the construction of the BT Connor Reserve Senior Pavilion – CT2019173.

On 26 September 2020, a publicly advertised Request for Tender (RFT) was released for the construction of the BT Connor Reserve senior pavilion. The proposed work consists of the demolition of the old existing pavilion and construction of a new pavilion consisting of community and social space, four change rooms inclusive of toilet and shower facilities.

On 22 October 2020, the RFT closed resulting in twelve (12) submissions being received. The Tender Evaluation Panel (TEP) has evaluated the tenders and recommends awarding the contract (CT2019173) to a suitable building contractor.

The proposed contract arrangement is a lump sum contract. Works are programmed to commence in February 2021 and be completed by the end of November 2021.

This report is a summary of the tender process inclusive of submissions, evaluation and recommendations.

Recommendation

That Council:

- (1) Council enters into a contract with _____ for the construction of the BT Connor Reserve Senior Pavilion (CT2019173) for the lump sum of \$_____ (inclusive of GST);
 - (2) Council approves a contingency amount of \$_____ (inclusive of GST), being approximately ___% of the contract amount, to be used if required for variations and other unforeseen items as part of Contract No. CT2019173;
 - (3) Council authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of Council;
-

BACKGROUND / KEY INFORMATION

Preston Lions Football Club is the primary tenant club at BT Connor Reserve, 200 Broadhurst Avenue, Reservoir with an approximate membership base of 376. Preston Lions is one of the largest soccer clubs in Darebin consisting of senior men, senior women, junior boys, junior girls and a Mini-roos program.

The existing pavilion is functionally inadequate to meet the needs of the tenant sporting club. The facility lacks any internal toilet amenity, visiting team change, umpire's change, a functional social area, kiosk or adequate storage. The pavilion is aged and does not provide access for people with a disability.

COMMUNICATIONS AND ENGAGEMENT

Consultation

Council staff, users and external organisations that have been consulted and engaged for this project are summarised in Tables 1 and 2 below.

Table 1 – Council Staff

Title	Title
Manager Recreation and libraries	Manager Assets and Capital Delivery
Coordinator Recreation and Leisure	Coordinator Buildings & Leisure
Coordinator Procurement and Contracts	Manager Parks and Open Space
Senior Procurement Officer	Coordinator Turf Management
General Manager Operations and Capital	Coordinator Facilities Management
Manager City Development	Environmentally Sustainable Developments Officer

Table 2 – External Organisations

Title	Description
Preston Lions Football Club	Primary Tenant Club at BT Connor
Sport and Recreation Victoria	Victorian Government agency

Communications

The main soccer pitch at BT Connor reserve will be operating during the construction works. The resident club will be using the pitch for all scheduled games and temporary facilities will be made available for its use.

Signage will be installed in the proximity of the building site to notify all users of the facilities and the community in general of the construction works. The project manager and the Communications team will provide updates on the construction through Council's social media accounts.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 2 - Opportunities to live well

2.2 Opportunities for participation and social connection through sports, physical activity, arts, culture and other leisure activities.

The project is part of the initiatives under Council's Leisure Strategy 2010-2020 and associated action plan.

Environmental Sustainability Considerations

Best practice sustainability principles have been used throughout the design process. The construction process would maintain the sustainable principles to reduce impact on the environment. This includes:

- Design to Darebin's ESD Building Policy 2019
- Double glazed windows and doors
- Solar Panel installation

- Fully insulated roof and walls
- Electrical and mechanical components designed in accordance with Part “J” of the Building Regulations
- Rainwater harvesting and re-use
- Eco-friendly building materials
- Recycled materials and waste management.

Climate Emergency

In the context of the proposed redevelopment of the pavilion, the opportunity of addressing climate emergency in a major way was limited. Nonetheless, the project team included the following measures: reducing transport emissions through buying locally manufactured products (item 1), using LED lights (item 2), reusing of existing sand infill (item 5), reusing existing base and sub-base materials to limit transport of materials to landfills (item 5), using recycled concrete and aggregates in pavement construction (item 5), upgrading all the drainage infrastructure (item 7) and recycling building materials (item 5).

Equity, Inclusion and Wellbeing Considerations

Once developed, the new pavilion would be utilised by sports and recreation clubs including groups under-represented in physical activity participation including groups from low socio-economic backgrounds, culturally and linguistically diverse communities, girls and women. The Leisure Strategy reflects the need to prioritise participation of these demographic groups, particularly through the provision of suitable sustainable sports and recreation infrastructure.

Cultural Considerations

Located within the culturally diverse suburb of Reservoir, the pitch is frequently utilised by the local community for both structured and casual recreation with a high representation of elderly and culturally and linguistically diverse users.

Economic Development Considerations

A local business assessment was carried out for each tenderer as part of the evaluation process in accordance with Council’s Social and Sustainable Procurement Policy and guidelines.

Financial and Resource Implications

Refer to the confidential report (**Appendix A**) for the details of the financial evaluation.

Legal and Risk Implications

Contract Works

The nature of the contract works is considered low to medium risk with respect to occupational health & safety. A risk management analysis has been carried out for this project and forms part of the procurement plan. The contractor is required to undertake a risk assessment of each task as work proceeds and have measures in place to reduce or eliminate those risks. The recommended contractor has provided evidence that all insurances are in place and have also provided evidence of their risk management strategies and practices.

Operational Impacts

All the relevant stakeholders have been consulted and informed about the construction of the pavilion.

As any other asset, the new building will require regular maintenance to ensure the longevity of the facility. Council's project manager will work alongside the Facilities Management and Open Space team to ensure all areas impacted by the construction works are reinstated to its original condition.

The contractor is required to provide all the operation and maintenance manuals of all the infrastructure installed as part of the project. This information will be provided to all the relevant Council teams to inform the regular maintenance required for the facility.

Once construction is completed, the defects liability period for the works is 1 year.

Financial check

A financial check was completed on the shortlisted contractor through Illion Direct. The financial check undertaken on 18 November 2020 verified the financial capacity of the shortlisted contractor to complete the works. Refer to **Appendix D** for the Illion Direct Comprehensive confidential report.

Probity

The procurement policy mandates that a probity advisor be engaged for all projects greater than \$1,000,000. An independent advisor was engaged to provide an overview of the probity tasks and to provide findings and conclusion in relation to the evaluation process. A report was received from the Probity Advisor dated 19 November 2020. It concluded that all probity requirements had been met. Confidential **Appendix B** has been circulated to councillors under separate cover.

DISCUSSION

Request for Tender

The Request for Tender (RFT) for the BT Connor senior pavilion construction was advertised in The Age newspaper on 26 September 2020. The tender was open for 19 days as per Council's Procurement Policy. A non-mandatory tender briefing session was held on 15 October 2020 to provide tenderers with an opportunity to familiarise themselves with the site and the project.

The RFT closed on 22 October 2020 and 12 companies submitted a tender through Council's e-Tender system. Details of contractor that submitted proposals before the closing date and time are provided in Confidential **Appendix C** circulated to councillors under a separate cover.

Tender Evaluation

Submissions were evaluated by the panel against the evaluation criteria in Table 3 below. The evaluation criteria were established prior to the RFT being advertised and was included in both the Strategic Procurement Plan and the RFT Documentation.

Table 3 – Evaluation Criteria

Evaluation Criteria
Tender Price
Local business Content
Social Procurement
Environmental Sustainability

Evaluation Criteria
Past performance/Team capability
Project Program
Proposed methodology
TOTAL
Commercial: <ul style="list-style-type: none"> • Risk, QA, Insurances, OH&S, Financial Viability • License & Registration Evidence • Quality Management Systems

The members of the panel, evaluation details, pricing and scoring for the evaluation is provided in Confidential **Appendix C** circulated to councillors under separate cover.

OPTIONS FOR CONSIDERATION

Refer to **Appendix A** circulated to councillors under separate cover for options for consideration.

IMPLEMENTATION STRATEGY

Details

Table 4 – Implementation strategy

Tasks	Timeframe
Award Contract CT2019173 to the successful contractor	Late December 2020
Commence construction on site	February 2021
Complete construction works and handover	November 2021

Communication

Community groups, sporting clubs and users of the pavilion previously consulted will be kept informed of progress of the works through communications with the Leisure Services team. The project manager will also provide updates to the community through Darebin’s social media accounts.

Timeline

The project is required to be completed within 50 weeks of the date of award, excluding extensions of time for inclement weather, public holidays, or scope changes particularly those caused by unforeseeable complications. Table 5 provides the target dates for milestones for Council staff and the engaged building contractor:

Table 5 – Planned Target Dates

Milestone / Tasks	Date / Timeframe
Expenditure Approval received	7 December 2020
Letter of Award	14 December 2020
Contract documentation and execution	14 December 2020–23 December 2020
Site Establishment	February 2021
Practical Completion and Handover	30 November 2021

RELATED DOCUMENTS

- CT2019173 - Contract Documentation & Awarding - BT Connor Senior Pavilion Construction
- Strategic Procurement Plan
- Risk Assessment
- Probity Plan
- Request for Tender
- Conflict of Interest Declaration
- Probity Advisor Confidentiality Deed
- Evaluation Endorsement
- Endorsed Evaluation Matrix

Attachments

- CT2019173 Contract Award for BT Connor Reserve Senior Pavilion Construction (**Appendix A**) Confidential - enclosed under separate cover
- Probity Report (**Appendix B**) Confidential - enclosed under separate cover
- Signed Tender Evaluation Matrix (**Appendix C**) Confidential - enclosed under separate cover
- Illion Comprehensive Financial Report (**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 general or material 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.

7.8 CT202068 – CONTRACT AWARD FOR DAREBIN RESOURCE RECOVERY CENTRE RETAINING WALL CONSTRUCTION**Author:** Project Manager**Reviewed By:** General Manager Operations and Capital

EXECUTIVE SUMMARY

The repair of the existing waste transfer deck retaining wall at the Darebin Resource Recovery Centre has been identified as a high priority due to the deteriorated condition of the existing retaining wall which is at the end of its functional life. The waste transfer deck is used extensively by the local community.

In 2019, Council engaged ACOR Consultants to prepare a structural condition assessment of the retaining wall and surrounding structure which included a review of prior architectural and structural documentation as well as a visual non-invasive investigation of the site. The report's recommendations are that the retaining wall presents a high safety risk due to its compromised retaining capacity and there are existing signs of failure. ACOR Consultants' recommendation is to rectify the wall for structural capacity within the next 12 months (maximum).

The report found the surrounding structure is generally considered in a serviceable condition with some isolated areas that are damaged and does not need any repair work.

On 25 September 2020, a Request for Tender (RFT) was released for the refurbishment works to the Darebin Resource Recovery Centre Retaining Wall to 7 contractors on the Victorian State Government Construction Supplier Register.

On 15 October 2020, the RFT closed resulting in 6 submissions being received. The Tender Evaluation Panel (TEP) has evaluated the tenders and recommends awarding the contract to a suitable building contractor.

The proposed contract arrangement is a lump sum contract. Works are programmed to commence late January 2021 and be completed by the end of July 2021.

This report is a summary of the tender process inclusive of submissions, evaluation and recommendations.

Recommendation

That Council:

- (1) Awards Contract CT202068 for the Darebin Resource Recovery Centre Retaining Wall Construction to _____ for the total contract value of \$_____ (inclusive of GST and tender option 2),
 - (2) Approves a contingency amount of \$_____ (inclusive of GST), being approximately 15% of the contract amount, to be used if required for latent conditions or other unforeseen items;
 - (3) Council authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of Council.
-

BACKGROUND / KEY INFORMATION

The Darebin Resource Recovery Centre is located amongst an industrial area of Reservoir and is operated by Outlook Environmental on behalf of Darebin City Council. This site is the only service within Darebin which provides customers with the ability to drop off waste products that can be recycled by the operator.

The proposed works include:

- the removal of contaminated soil,
- a new trafficable concrete slab to part of the upper level deck edge matching in with the upper level deck existing sealed bitumen surface,
- new safety barriers as required will be installed top along the entire length of the retaining wall to protect people against the nom. 3 metre fall between deck levels.
- new concrete retaining wall including protection measures along its length against impact damage by the delivery and removal of the waste bins.
- the rectification of the stormwater system to lower deck area, with drainage to fall away from the new retaining wall.

The retaining wall, upper and lower decks have been designed to have minimal disturbance to the ground because the site is an old tip. Extensive foundations were avoided due to the (unknown) depth of the tip and soil contamination is present.

It is Council's intention to construct the new retaining wall in stages to minimise any interference to the operations of Outlook Environmental.

COMMUNICATIONS AND ENGAGEMENT

Consultation

Relevant senior Council staff and Outlook Environmental have been consulted. Construction works have been planned after the user group's peak times during the December holiday period. Traffic management will occur during the works to notify the staff and community using the site of the construction works. This will be changed during construction to reflect the different stages of work.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 2 - Opportunities to live well

2.1 Ensure health and social services meet our community's needs across their life-course.

Environmental Sustainability Considerations

Best practice sustainability principles have been used throughout the design process. This includes the following:

- Design to Darebin's ESD Building Policy
- Eco-friendly building materials
- Any proposal to include recycled materials in the concrete mx will be assessed by the architect and structural engineer to be suitable without compromising the structural integrity of the retaining wall or the pavement construction

- The preferred tenderer will recycle as possible. No materials can be reused on site in construction due to the deterioration of the existing retaining wall, however all of the demolition works (concrete and steel) will be recycled.

Climate Emergency

In the context of the proposed redevelopment of the retaining wall, the opportunity of addressing climate emergency in a major way was limited. Nonetheless, the project team included the following measures: reducing the overall impact of construction upon the existing site by minimising disturbance in the existing soil (item 5), recycling all construction waste (Item 5), minimising the impact of the construction upon the service thus allowing the community to keep recycling (Item 8), and upgrading all the drainage infrastructure (item 7).

Equity, Inclusion and Wellbeing Considerations

There are no equity, inclusion and wellbeing factors in this report which are impact upon.

Cultural Considerations

There are no cultural factors in this report which are impact upon.

Economic Development Considerations

A local business assessment was carried out for each tenderer as part of the evaluation process in accordance with Council's Social and Sustainable Procurement Policy.

Financial and Resource Implications

Refer to the confidential report (**Appendix A**) circulated to councillors under separate cover for the details of the financial evaluation.

Council allocated \$700,000 as part of its Capital Works Program 2020/2021 for the Darebin Resource Recovery Centre Retaining Wall Construction. An additional budget will be required as part of Council's 2021/2022 capital works program budget to complete the works.

Legal and Risk Implications

Contract Works

The nature of the contract works is considered low to medium risk with respect to occupational health & safety. An occupational hygienist will be on site to undertake due diligence with regards to the removal and handling of the contaminated soil on site. The contractor is required to conduct works in conjunction with the Construction Environmental Management Plan which was prepared by Presna who undertook an environmental assessment of the site.

Financial check

A financial check was completed on the shortlisted contractor through Illion Direct. The financial check undertaken on 18 November 2020 verified the financial capacity of the shortlisted contractor to complete the works. Refer to **Appendix B** for the Illion Direct Comprehensive confidential report.

Probity

Council's Procurement Policy mandates that a probity advisor be engaged for all the projects valued at \$1,000,000 or greater. An independent probity advisor was engaged to provide an overview of the probity tasks and findings in relation to the evaluation process. A report was received from the probity advisor dated 24 November 2020. It concluded that all probity requirements had been met. Refer to **Appendix C** for a copy of the probity report.

Operational Impacts

Construction will be undertaken whilst continuing with the operation of the waste transfer deck.

Council has consulted multiple times with Outlook Environmental to ensure the proposed stages of work minimises impact to their business. Stages of work have been designed so 4 bays of the waste transfer deck will be operational throughout all stages. Outside the work area, customers, Outlook Environmental Staff and deliveries of skip bins will continue as usual.

Traffic management is an integral part of construction to ensure the safety of the staff and community and the smooth operation of the works.

Outlook Environmental have confirmed their acceptance of the stages of work and the use of traffic management during construction.

DISCUSSION

Request for Tender

The Request for Tender (RFT) for the Darebin Resource Recovery Centre Retaining Wall Construction was released to the selected companies on 25 September 2020. The tender is based on a lump sum contract using Australian Standard AS 4000 - 1997 – General Conditions of Contract.

Tender Evaluation

The RFT submissions were evaluated by the panel against the evaluation criteria detailed in Table 1 below. The evaluation criteria were established prior to the RFT being released and was included in both the Strategic Procurement Plan and the RFT documentation.

Table 1 – Evaluation Criteria

EVALUATION CRITERIA
Price
Program
Proposed Methodology
Demonstrated relevant experience, current capacity to complete works and capability with comparable scale & scope projects
Key Personnel including proposed sub-contractors and suppliers
Local business assessment
Social Procurement
Environmental Sustainability

EVALUATION CRITERIA
<p>Commercial</p> <ul style="list-style-type: none"> • Risk and Insurance and OH&S. • Conflict of interest. • Compliance with the proposed contract • Compliance to Specification • Compliance with labour hire licensing scheme • Proposed Schedule of Plant and Equipment • Financial viability

The members of the panel, evaluation details, pricing and scoring for the evaluation is provided in Confidential **Appendix A** circulated to councillors under separate cover.

OPTIONS FOR CONSIDERATION

Refer to Confidential **Appendix A** circulated to councillors under separate cover for options for consideration.

IMPLEMENTATION STRATEGY

Details

Once awarded, the contractor will be advised and required to provide all preliminary documentation including an updated program for the works. Site establishment (installation of fence, site amenities, site office, etc) activities will follow prior to demolition and construction works.

Timeline

The project is required to be completed within 24 weeks of the date of award, excluding extensions of time for inclement weather, public holidays, or scope changes particularly those caused by unforeseeable complications. Table 2 provides the target dates for milestones for Council staff and the engaged building contractor:

Table 2 – Planned Target Dates

Milestone / Tasks	Date / Timeframe
Contract award	7 December 2020
Letter of Award	11 December 2020
Contract documentation and execution	11 December 2020 - 18 December 2020
Site Establishment	Mid-January 2021
Construction	Mid-January 2021 – End of July 2021
Defects liability period	July 2022

RELATED DOCUMENTS

Documents relating to CT202068 – Darebin Resource Recovery Centre Retaining Wall Construction are:

- Strategic Procurement Plan
- Risk Assessment
- Probity Plan
- Request for Tender and tender documentation
- Conflict of Interest Declaration
- Evaluation Endorsement
- Evaluation Matrix

Attachments

- CT202068 Darebin Resource Recovery Centre Contract Award Retaining Wall Construction (**Appendix A**) Confidential - enclosed under separate cover
- Illion Comprehensive Financial Report (**Appendix B**) Confidential - enclosed under separate cover
- Probity Report (**Appendix C**) Confidential - enclosed under separate cover
- First Tender Evaluation Matrix (**Appendix D**) Confidential - enclosed under separate cover
- Second Tender Evaluation Matrix (**Appendix E**) 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 general or material interestw 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.

7.9 SPORTS INFRASTRUCTURE LOANS SCHEME - NARC REDEVELOPMENT PROJECT**Author:** Leisure Contracts Coordinator**Reviewed By:** General Manager Community

EXECUTIVE SUMMARY

The Northcote Aquatic and Recreation Centre (NARC) redevelopment project continues to progress with the detailed design phase almost complete.

The financial resourcing of the redevelopment of NARC is included in Council's long-term financial plan. The Strategic Resource Plan shows that Council will borrow \$12M in 2021-22 and \$34M in 2022-23 towards the cost of the project with the remaining amount to be funded from Council's accumulated cash reserves.

The State Governments \$100 million Community Sports Infrastructure Loans Scheme (CSILS) supports the delivery of community sport and recreation infrastructure by offering low interest government guaranteed loans of between \$500,000 and \$10M to organisations with the capacity to deliver community sport and recreation infrastructure and service a loan.

This report recommends that Council endorse the lodgement of an application to the CSILS for \$10M and to undertake a public tender process in 2021-22 for \$2M and any additional amount required should Council be unsuccessful with all or part of the CSILS application.

Recommendation

That Council;

- (1) Authorises the CEO to borrow \$12m in 2021-22 for the Northcote Aquatic and Recreation Centre (NARC) redevelopment including the lodgement of an application to the Community Sports Infrastructure Loans Scheme in December 2020 for \$10m.
 - (2) Undertake a public tender process in 2021-22 for \$2M and any additional amount required should Council be unsuccessful with all or part of the CSILS application (up to \$12m).
-

BACKGROUND / KEY INFORMATION

On 17 August 2020, a Council resolution was passed authorising the NARC redevelopment to proceed to the construction contractor procurement stage. The EOI procurement process is near completion. The project is on track to commence construction in July 2021.

The \$100 million Community Sports Infrastructure Loans Scheme (CSILS) supports the delivery of community sport and recreation infrastructure by offering low interest government guaranteed loans of between \$500,000 and \$10m to organisations with the capacity to deliver community sport and recreation infrastructure and service a loan. The CSILS is a Victorian Government initiative delivered by Sport and Recreation Victoria in partnership with the Department of Treasury and Finance and Treasury Corporation Victoria. Program Guidelines and FAQ's on the scheme can be found at: <https://sport.vic.gov.au/grants-and-funding/community-sports-infrastructure-loans-scheme>

Previous Council Resolution

At its meeting held on 17th August 2020, Council resolved:

That Council:

- (1) *Authorises that the Northcote Aquatic and Recreation Centre proceed to the construction contractor procurement stage*
- (2) *Notes the design responses addressing community feedback.*

COMMUNICATIONS AND ENGAGEMENT

Consultation

Community engagement for the concept design was completed in May 2020 and the internal Council stakeholder engagement continues throughout the design process. The design has been developed in accordance with the design brief and addresses valuable feedback received from the various stakeholders. A detailed report on the consultation and engagement methods and findings was endorsed by Council on the 20 July 2020.

The project team has since met with Darebin Climate Action Now (DCAN) regarding the environmentally sustainable design (ESD) elements of the project with engagement ongoing.

The results of the consultation and engagement period, including Councillor's feedback from the briefing held on the 6 July 2020, have been incorporated into the design, with inclusion subject to maintaining budget parameters.

Communications

The NARC Your Say webpage and the communication and engagement plan will continue to be updated throughout the life of the project. This site includes project information including the community consultation and engagement findings report, updated renders and a fly through of the new facility. These communication tools will also be used for project advocacy and grant seeking.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 2 - Opportunities to live well

2.2 We will expand opportunities for participation and social connection through sport, physical activity, arts, culture and other leisure activities.

Council Plan Big Action Item – Renew the Northcote Aquatic and Recreation Centre to give new life to a facility that supports the health and wellbeing of our community.

Environmental Sustainability Considerations

The NARC redevelopment project is on track to deliver a 6 Star Green Star rated facility, understood to be the first in Australia for an indoor / outdoor aquatic centre. To achieve this goal, there is ongoing engagement with the Green Building Council of Australia (GBCA). Council's ESD team have been active members of the design team with contributions throughout the detailed design phase of the project.

As part of the Green Star certification process, NARC aims to outperform most public pools related to both climate change mitigation and resilience. The ESD targets are specific to energy consumption, accessibility and sustainable transport outcomes, indoor environment quality, reliance on potable water and use of recycled materials and products

Climate Emergency

Part of the Green Building Council of Australia rating tool focuses on how to best adapt to the climate emergency.

Equity, Inclusion and Wellbeing Considerations

An Equity Impact Assessment has been completed for this project with a focus on the design, construction and operational phases of the project.

Equity and inclusion considerations through this assessment have directly influenced facility design and the future operations and programming of the facility. Universal design principles are used throughout the facility.

The design includes a quiet room to be used for prayer and a quiet area for children and breastfeeding parents seeking privacy. The warm water pool, being separated from the main pool hall in the proposed plans, allows for programming for specific community groups or cohorts. The designs of the change rooms include a range of facilities to cater for men, women, families, gender neutral members and those requiring changing places facilities. This provides choice and promotes inclusion to all patrons of the facility.

Cultural Considerations

The Creative Culture and Events Department has been engaged to ensure that arts and cultural considerations can be integrated into the design and operation of the facility.

Several meetings with the Wurundjeri Council representatives have taken place to understand how the facility can reflect and respect Traditional Owners. It is intended to engage an Aboriginal artist regarding public art opportunities in this project.

Economic Development Considerations

Social procurement initiatives will be considered in the construction contract in accordance with Council's Social and Sustainable Procurement Policy.

Financial and Resource Implications

Council has established a project budget of \$63.5m for the NARC redevelopment project. The Council engaged quantity surveyor, Currie and Brown, has costed the detail design package at \$63,494,700 (including contingencies). Below is the summary of the cost plan.

COMPONENT	Budget (Excl. GST)
Estimated total construction costs	\$52.3 million
Project costs	\$11.2 million
Total project end cost (excl GST)	\$63.5 million

The financial resourcing of the redevelopment of NARC is included in Council's long-term financial plan. The Strategic Resource Plan shows that Council will borrow \$12M in 2021-22 and \$34M in 2022-23 towards the cost of the project with the remaining amount to be funded from Council's accumulated cash reserves.

The State Governments \$100 million Community Sports Infrastructure Loans Scheme (CSILS) supports the delivery of community sport and recreation infrastructure by offering low interest government guaranteed loans of between \$500,000 and \$10M to organisations with the capacity to deliver community sport and recreation infrastructure and service a loan.

The Scheme allows Council to achieve savings through access to low interest subsidised loans financed through the Treasury Corporation of Victoria (TCV). In addition to accessing a low interest rate loan through the TCV, Sport and Recreation Victoria (SRV) will subsidise the interest rate by 50 percent, up to a maximum of 2.5 per cent.

Loans will be provided at the TCV's borrowing rate at the date of the contract execution. As of the 21 September 2020, the interest rate for a 10-year loan from the TCV was 1.32 per cent (inclusive of administrative fees).

While the scheme allows for loans to be repaid over 15 years, it is proposed that the term of the loan be for a ten-year period, in line with Council's long-term financial plan.

A public tender process for the remaining \$2m required in 21/211 would be conducted. If the CSILS application is unsuccessful, a public tender process for the full amount would be conducted.

While the total project budget is \$63.5 million is significant, there are challenges in accommodating all ideas from the community consultation phase in the final design. Value management is currently underway to ensure the project is delivered within the budget envelope. The completion of the detail design phase will support our efforts for external funding for this project.

Legal and Risk Implications

A risk management plan has been prepared by the project working group and is monitored and updated on a regular basis. Aquatic centres have complex infrastructure and services and a pro-active risk management approach has been adopted to manage and mitigate risks.

All TCV loans are required to be secured against the borrower's assets. For local government applications, loans will be secured against the general rates revenue. Council will be required to provide a Security Deed or Lessor Consent Deed at the point of loan agreement.

Current project timelines fit within the scheme's requirements of construction commencement by 30 June 2022 and completion by 30 June 2024, the Victorian Government reserves the right to withdraw the loan should this timeline not be met.

Operational Impacts

The Infrastructure Loan Scheme application poses no impacts to other operational matters. The design process has included consultation with Council facility management experts and representatives from a diverse range of recreation and leisure providers, so that the design is cognisant of operational and ongoing facility maintenance requirements and costs.

DISCUSSION

This paper outlines the loan scheme opportunity and seeks that a resolution to delegate authority to the CEO to lodge an application.

OPTIONS FOR CONSIDERATION

1. Authorise the CEO to borrow \$12m in 2021-22 for the Northcote Aquatic and Recreation Centre (NARC) redevelopment including lodgement of an application to the Community Sports Infrastructure Loans Scheme (up to \$10m) and a public tender process. (Noting that if the CSILS application is unsuccessful or partially successful the public tender process would be up to \$12m).

This is the recommended option

2. Not authorise the CEO to lodge the Community Sports Infrastructure Loans Scheme application and/or not authorise borrowings for the NARC project.

This option is not recommended

IMPLEMENTATION STRATEGY

Details

Loan applications close on 15 December 2020.

Timeline

Loan applications close	15 December 2020
Assessment of loan applications	16 December 2020 – 21 April 2021
Loan notifications	from 21 April 2021

RELATED DOCUMENTS

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 general or material 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.

7.10 JOHN CAIN MEMORIAL PARK INTERSECTION IMPROVEMENTS**Author:** Project Manager**Reviewed By:** General Manager Operations and Capital

EXECUTIVE SUMMARY

As a part of the continuing improvement and upgrade works currently being undertaken at the John Cain Memorial Park (JCMP), Council is being asked to commence statutory procedures enabling it to utilise approximately 1,231m² section of the JCMP land along its frontage to Darebin Road, Thornbury for the purposes of widening Darebin Road and providing an improved and safer intersection treatment for the entrance of the JCMP with Darebin Road.

Recommendation

That Council:

- (1) Endorse the public notification process to commence under Section 223 of the Local Government Act 1989 (LGA) in relation to the John Cain Memorial Park (JCMP) road improvement works and land matters.
 - (2) Seeks public comment in relation to the improvement works and land matters.
 - (3) Notes that a further report will be presented to Council early 2021 to make a final decision in relation to the road improvement works and land matters.
-

BACKGROUND / KEY INFORMATION

Council recently approved the award of the construction contract of the Multi-Sports Stadium (MSS) to ADCO Constructions in July 2020. The scope of works included two key work packages being:

- i) The MSS facility including the car park and landscape elements, which is currently under construction; and
- ii) The intersection improvement works.

The intersection improvement works (including include the installation of new traffic signals and additional traffic lanes at the entrance of JCMP) were included in the construction contract as a separable portion of works and will proceed subject to the planning and other requirements set out in this report being resolved.

Community members and JCMP tenants and users have raised concerns about the poor functioning and safety of the intersection at the entrance of JCMP. Traffic studies have found the intersection is operating beyond its functional capacity. Specifically, the current intersection does not function adequately or safely for the following reasons, including:

- Darebin Road has a high volume of traffic, making it difficult for patrons to safely enter and exit the site

- Drivers exiting the JCMP are required to wait for extended periods of time, due to high traffic volumes on Darebin Road. This results in risky behaviour, as drivers pick short gaps in the traffic to enter Darebin Road.
- Since Bunnings commenced operation in late 2019, it has become even more difficult for drivers to exit the reserve, as they are now required to navigate an additional lane of traffic.
- During large events and weekend competitions at the JCMP, there are long wait times to exit the site due to the high volume of participants. This situation will only worsen when the MSS commences operations in late 2021.

The MSS is planned to be completed in late 2021 and will attract a broad cross section of the community. The intersection improvement works aim to address safety concerns and enhance vehicle and pedestrian access to the reserve, which in turn will add to the value, diversity and quality of the JCMP facilities and its value as public open space.

Designs have been developed for the intersection upgrade in partnership with the Department of Transport (DoT) to address the above items.

Previous Council Resolution

At its meeting held on 20 July 2020, Council resolved:

“ That Council

- (1) *Award contract no. CT2019143 – Construction of Darebin Multi Sports Stadium separable portion 1, being the MSS facility works to ADCO Constructions for the contract sum of \$23,521,534.30 (Incl. GST);*
- (2) *Award contract no. CT2019143 – Construction of Darebin Multi Sports Stadium separable portion 2, being the Darebin Road intersection works to ADCO Constructions for the contract sum of \$1,290,016.20 (Incl. GST) subject to the necessary planning requirements;*
- (3) *Approves a contingency amount of \$5,610,204.40 (Incl. GST), being approximately 22% of the contract amount for Separable portion 1 and 2, to be used if required for variations and other unforeseen items as part of Contract No. CT2019143 and authorise the Chief Executive Officer to vary the contract;*
- (4) *Authorises the Chief Executive Officer to finalise and execute the contract documentation inclusive of separable portion 1 and 2 works on behalf of Council; and*
- (5) *Note that as a consequence of the intersection works, an amendment to the Darebin Planning Scheme will be required to ensure the zoning reflects the use of the land for an arterial road, and that officers will commence discussions with DELWP and DoT regarding the process for the amendment.”*

COMMUNICATIONS AND ENGAGEMENT

Consultation

Preliminary consultation was undertaken with the DoT to develop the proposed intersection design. Consultation with the adjacent property owner at 266 Darebin Road, Fairfield and Bunnings (as the tenant) has been completed. Both parties support the proposed intersection works. Council’s City Sustainability and Strategy and Operations and Capital Delivery teams

have been consulted throughout the design development process of the proposed intersection upgrade works and equally support the proposal.

The community was provided with information about the proposed intersection improvements works during the community design consultation for the MSS in November 2019. During this consultation, some concerns were raised about the intersection not functioning safely due to the high volumes of traffic along Darebin Road. Feedback captured during the consultation indicated that residents and the JCMP tenants/users were in support of the proposed traffic improvement and widening works.

Communications

Because the land forms a part of a larger set of land holdings originally acquired by Council (through its predecessor the former City of Northcote) as 'public open space', prior to constructing the works, Council is first required to comply with a number of statutory processes. Council is required to give a public notice of the proposal stating that:

- (1) The land is not required by Council for the purpose for which the land was originally acquired;
- (2) It is no longer necessary for the land to be used for the purpose for which the land was originally acquired;
- (3) Despite the land being zoned 'public open space' (PPRZ) under the Darebin Planning Scheme and set aside as a 'reserve' on title, it is not necessary to provide for replacement public open space; and
- (4) The proposal is otherwise in the interests of good governance and is for the benefit and wellbeing of the Darebin community.

Council is then required to invite public submissions and comment on the proposal. As the public notice will be advertised during December 2020 and January 2021, the submissions period/closing date will be extended by a further two weeks, beyond the minimum statutory period of 28 days. All submissions will be considered in accordance with section 223 of the LGA and the community engagement and transparency principles.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 2 - Opportunities to live well

The intersection improvement and widening works is a key works package of the Multi-Sports Stadium project which aligns with the Council Plan 2017 – 2021 goal 2.2 build a multi-purpose sports stadium — a premier facility for women's sport — at John Cain Memorial Park.

Environmental Sustainability Considerations

There are no factors in this report which impact upon environmental sustainability considerations.

Climate Emergency

The proposed works will improve pedestrian access to the site and shared paths along the extent of the proposed works. The MSS facility also provides ride share spaces, EV charge stations, bike storage and end of trip facilities (toilets, showers and lockers), which are all aimed at providing alternate sustainable transport options for patrons and users.

Equity, Inclusion and Wellbeing Considerations

There are no factors in this report that impact upon equity, inclusion and wellbeing.

Cultural Considerations

There are no factors in this report which impact upon cultural considerations.

Economic Development Considerations

The JCMP is the home of the Darebin International Sports Centre and sporting tenants such as Football Victoria, Northcote City Soccer Club, Bowls Victoria. These tenants host sporting events from local competitions to international sporting events, all of which attract high volumes of participants and spectators. The MSS intends to commence operations by the end of 2021 and this will increase demand, patronage and use of the site. The proposed widening of Darebin Road, and associated intersection upgrade works, will improve access and safety for the above-mentioned tenants and users and the events being hosted at JCMP.

Financial and Resource Implications

There are legal, surveying and administrative costs associated with the statutory process to give effect to the proposal. In proceeding with the intersection works and the statutory processes as proposed, it is considered that the improved and safer site ingress and egress conditions to and from the JCMP (through the intersection improvement and road widening works) will be of sufficient value and strategic importance to Council.

Legal and Risk Implications***Planning Permit***

A planning permit will be required under section 24A of the *Subdivision Act 1988* to remove the 'reserve' status from the land. Subject to the outcome of the community and public notification/consultation process, the land will need to be re-zoned under the Darebin Planning Scheme from its present zoning (PPRZ) to a road zone (RDZ). This process will require a planning scheme amendment which can be completed by Council as a 'final stage' in the overall process after the works have been completed.

Replacement Public Open Space

In circumstances where the land (as 'public open space') will no longer be available for use by the public as 'passive' open space, Council is required to be satisfied that the land which is to be used for the proposal will still be and form and be used as a part of the Park and its improvements and facilities and consider whether any 'replacement' public open space is required.

It is considered that there will be no relevant loss of public open space for the Darebin community if Council gives effect to the proposal. It is considered that the proposal will enhance the public open space and other community facilities at JCMP. It is considered that there will be no relevant loss of any public open space, otherwise requiring Council to provide for replacement public open space. This position is consistent with Council's adopted public open space strategy which recognises additional demand for open space should be met by increasing the overall quantum of open space. This can be achieved through increasing investment in existing open space to increase and improve its quality and access, allowing open space to be used by a wider range of people, for a broader range of activities.

Operational Impacts

The road improvement works will have a positive impact on the functioning and safety of the access and entry point into the JCMP and are seen as an enhancement of and to the park and facilities. It is projected there will be an increase in events and activities once the MSS commences operations in late 2021 to early 2022. Without the works there will be traffic congestion issues during large events. Proceeding with the proposal will ensure the JCMP site is accessible and safe for all persons who participate and attend the various events and activities.

Since Bunnings commenced operation in 2019, the safety and function the JCMP intersection has worsened due to multiple lanes of traffic entering Darebin Road un-signalised. This situation will worsen with the increase in events and activities associated with the MSS and outdoor courts.

DISCUSSION

The land (Attachment A) is required in order to facilitate the widening of Darebin Road and to improve safety and access to the JCMP. The new intersection and road widening works for Darebin Road will encroach into the property title boundary. The area of land, comprising approximately 1,231m², that is required to accommodate the road widening/intersection improvement works is shown on the plan found in Appendix A.

The existing land that is planned to be utilised for this purpose currently comprises vacant nature strip containing a mulched area to the west of the intersection, and a foot path and grassed area to the east of the intersection. Some trees will be required to be removed as part of these works and the removal of these trees is supported by Council arborist based on the arborist's assessments completed. For every tree that is removed a further four new trees will be planted. The land, if the proposal is implemented, will be comprised of a foot path and concrete kerb/channel.

Darebin Road is an arterial road under the jurisdiction of the DoT. The area of land that is subject to the improvement and widening of Darebin Road will be retained by Council in its ownership as 'road land', however the legal and financial responsibility will remain with the DoT.

Prior to proceeding with the use of the land for the road widening and intersection treatment works, Council must first give public notice of its intention to proceed with the road improvement/park enhancement works pursuant to sections 192 and 223 of the Local

Government Act 1989. The proposal is also subject to the community engagement and public transparency principles set out in sections 56 and 58 of the *Local Government Act 2020*. Any person wishing to make a submission on the proposal must do so by the requested date, which is typically 28 days from the date of advertising in the public notice.

A separate, but related, statutory process will also be required to be followed involving the removal of the 'reserve' status from land. This process will involve a separate planning application. This planning application can, separately, be managed concurrently with the public notification/community consultation and engagement process (but cannot be decided upon until after Council has made a final decision in relation to the Proposal).

Additionally and consistent with the decision made by Council on 20 July 2020, an amendment to the Darebin Planning Scheme will eventually be required to ensure that the zoning of the land reflects the use of the land for and as part of an arterial road. In this respect, officers have already commenced 'in-principle' discussions with the DELWP and the DoT regarding the process for that amendment.

OPTIONS FOR CONSIDERATION

Option 1 – Commence the statutory process (recommended)

Council may resolve to commence the statutory procedures to provide public notice of Council's intention to undertake the intersection improvement and road widening works.

Following the public notification and community engagement process, Council would be able to make an informed assessment on the future intersection improvement and road widening works at a subsequent Council meeting early next year.

Option 2 – Abandon the proposed intersection improvement and widening works

Council could resolve to abandon the proposal. This option would mean that the JCMP intersection remains the same and the current issues with the intersection are forecast to worsen because of the increase in intensification of the development of JCMP facilities.

The JCMP tenants and park users and patrons would continue to be dissatisfied with the poor functioning and safety of the current intersection. The current intersection will continue to impact tenants and park users during events and regular competitions held throughout the year. This is also a risk or increased likelihood of a serious accident to occur due to the unsafe intersection design.

IMPLEMENTATION STRATEGY

Details

- Prepare and advertise the public notice
- Apply for the planning permit to remove the 'reserve' status of the land. The planning permit application is proposed to be sought concurrently with the public notice process, and the application will be withdrawn should Council ultimately decide not to proceed with the intersection improvement and road widening works.
- Subject to any persons making a written submission and requesting that their submissions be heard in person, a Committee meeting of Councillors will be scheduled to hear submissions.

- A further report will be presented to Council on the outcome of the statutory notification and consultation process and a final resolution on the improvement works will be sought from the Council, subject to a planning permit being granted to remove the 'reserve' status from the land.
- Provide notification to ADCO Construction to proceed with the intersection works package, subject to a Council resolution to proceed with the intersection works and a planning permit.
- Prepare and submit a planning scheme amendment to re-zone the land from 'public open space' zone to 'road' zone post-commencement of construction.
- Submit the plan of subdivision to Land Registry post-commencement of construction.

Communication

- Advertise the public notice
- Public notice sign to be displayed at the entry to the JCMP
- Advertise proposal to neighbours
- Update the project website with information about the proposed intersection and road widening works.

Timeline

Refer to the following table for the proposed key milestones.

Description	Target Date for Completion
Public notice	10 December 2020
Apply for planning permit to remove the reserve status from the land title	Run concurrent with public notification period
Close of notification period	20 January 2021
Seek Council resolution to finalise land acquisition combined with hearing of objections.	Target 1 st Council Meeting in February 2021
Provide notification to ADCO construction to commence intersection works	End of March 2021
Finalise submission of plan of subdivision to the Land Titles Office	July 2021
Completion of works	December 2021
Re-zoning of land and planning scheme amendment	December 2021

RELATED DOCUMENTS

- Nil

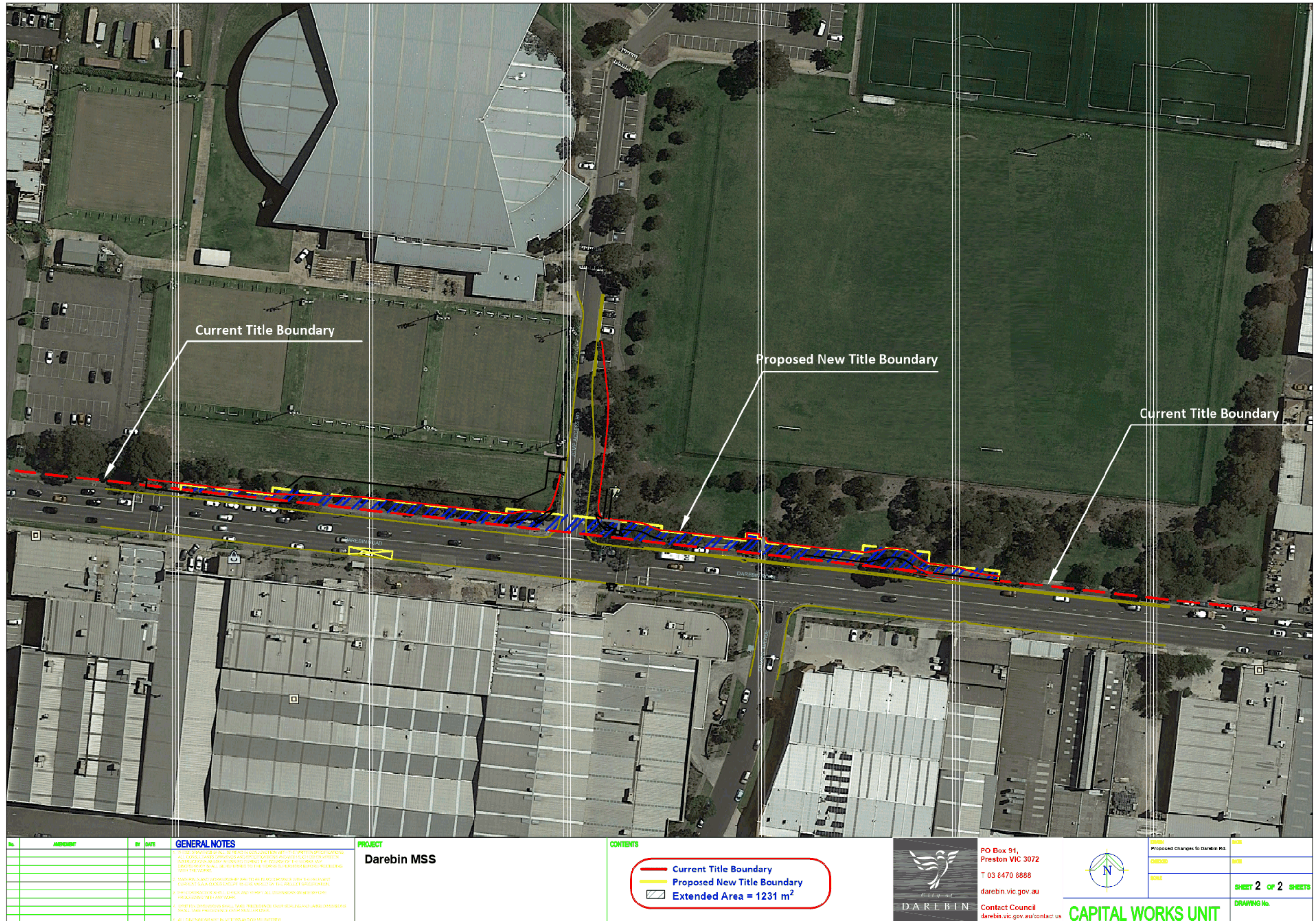
Attachments

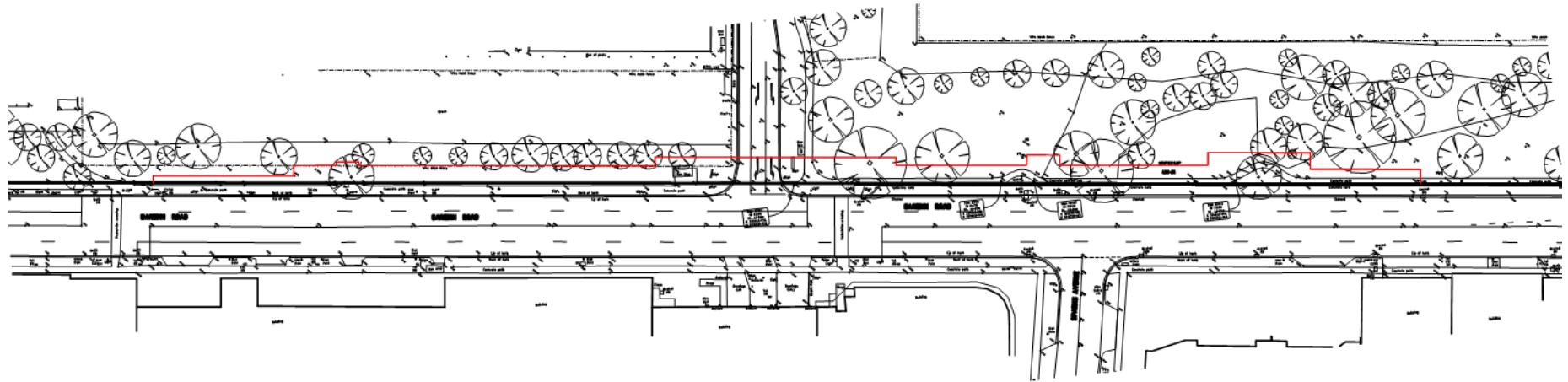
- Land Use and Transfer Plan (**Appendix A**) [↓](#)

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 general or material interest in a matter to which the advice relates.

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





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

Nil

9. NOTICES OF MOTION

9.1 NORTHCOTE GOLF COURSE

Councillor: Trent MCCARTHY

NoM No.: 494

Take notice that at the Council Meeting to be held on 7 December 2020, it is my intention to move:

***That** Council receives a report no later than the March 2021 Council Meeting on options for an inclusive and deliberative process of community consultation regarding opportunities for broader community use of Northcote Golf Course, including multi-use, and rewilding of parts of the course. The report should outline the costs and timeframes of the consultation options, along with outcomes of any consultation already undertaken with Wurundjeri Woi Wurrung Elders as the Traditional Owners. The report should also outline actions already taken and still to be taken to enable broader community use of Northcote Golf Course in the interim.*

Rationale

There is significant community interest in the future of Northcote Golf Course and opportunities for improved and expanded community use, including multi-use. As a candidate in the recent Council elections, I committed to put forward the above motion for Council's consideration at its first meeting in December.

This motion is consistent with the direction proposed in Breathing Space: The Darebin Open Space Strategy for Northcote Golf Course and Council's longstanding commitment to respectfully engage with Wurundjeri Woi Wurrung Elders prior to broader community engagement.

Notice Received: 23 November 2020

Notice Given to Councillors 30 November 2020

Date of Meeting: 7 December 2020

Attachments

Nil

10. URGENT BUSINESS

11. REPORTS OF STANDING COMMITTEES

Nil

12. SUMMARY OF MEETINGS

12.1 SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

Recommendation

That the summary of Advisory Committees, Councillor Briefings and other Informal Meetings of Councillors held on 16 – 19 November, 23 November 2020 and 30 November 2020 and attached as **Appendix A** to this report, be noted and incorporated in the minutes of this meeting.

- 1- Councillor Induction Sessions 16 – 19 November 2020
- 2- Statutory Planning Briefing – 23 November 2020
- 3- Councillor Briefing Session – 30 November 2020

Attachments

- Summary of Meetings (**Appendix A**) [↓](#)



SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

MEETING DETAILS:	Title:	Councillor Induction Sessions
	Date:	16th – 19th November 2020 (9.00 am – 4.00 pm each day)
	Location:	Preston Town Hall, 284 Gower Street Preston 3072
PRESENT:	Councillors:	Cr. Emily Dimitriadis, Cr. Gaetano Greco, Cr. Tom Hannan, Cr. Tim Laurence, Cr. Trent McCarthy, Cr. Lina Messina, Cr. Susanne Newton, Cr. Susan Rennie, Cr. Julie Williams
	Council Staff:	Sue Wilkinson CEO, Rachel Ollivier General Manager City Sustainability & Strategy, Kerry McGrath General Manager Community, Sam Hewett General Manager, Operations & Capital, Jodie Watson General Manager Governance and Engagement, Anita Craven Manager Governance & Corporate Strategy, Stephen Mahon Coordinator Council Business
	Other:	Chris Kotur, Principal – Chris Kotur Consulting
APOLOGIES:		Nil

The Meeting commenced at 9am each day.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Day 1 <ul style="list-style-type: none"> • Getting to know each other • Reflections on the past term • What would we like to be different • Transition from Candidates to a Collective Council • Becoming a highly successful team • Strategic vs Operational 	No disclosures were made.
2	Day 2 <ul style="list-style-type: none"> • Our Organisation • Becoming a highly successful team 	No disclosures were made.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	<ul style="list-style-type: none"> • Our Organisation – the General Managers • Life as a Councillor • Campaign Promises • Good Governance – Legal Requirements 	
3	Day 3 <ul style="list-style-type: none"> • Good Governance • Community Engagement • The Big Picture – Defining our Success • The Big Picture – Themes and Opportunities • COVID Resilience and Recovery Package • Council Resourcing – Capital Works and Financial Sustainability • Integrity and Conduct 	No disclosures were made.
4	Day 4 <ul style="list-style-type: none"> • Our Organisation, Our Services, Our People • Communication and Media and Support • Managing Meetings to ensure Good Governance • Council Meeting Schedule 	No disclosures were made.

The Meeting concluded at 4pm each day.

RECORD COMPLETED BY:	Officer Name:	Officer Name – Stephen Mahon
	Officer Title:	Officer Title – Co Ordinator Council Business



SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

MEETING DETAILS:	Title:	Councillor Induction Session – Statutory Planning
	Date:	Monday 23 November
	Location:	Preston Town Hall, 284 Gower Street Preston 3072
PRESENT:	Councillors:	Cr. Emily Dimitriadis, Cr. Tom Hannan, Cr. Susan Rennie, Cr. Susanne Newton (left at 3pm), Cr. Tim Laurence (arrived at 3.15pm)
	Council Staff:	Rachel Ollivier General Manager City Sustainability & Strategy, Karen Leeder Manager City Development, Munir Vahanvati City Designer, Stevie Meyer Coordinator Strategic Planning, Jolyon Boyle Coordinator - Statutory Planning City Development
	Other:	Nil
APOLOGIES:		Nil

The Meeting commenced at 2pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Background on town planning in Victoria	No disclosures were made.
2	Council's planning application function and service	No disclosures were made.

The Meeting concluded at 4pm

RECORD COMPLETED BY:	Officer Name:	Officer Name – Stephen Mahon
	Officer Title:	Officer Title – Co Ordinator Council Business



SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

MEETING DETAILS:	Title:	Councillor Briefing
	Date:	Monday 30 November 2020
	Location:	Preston Town Hall, 284 Gower Street Preston 3072
PRESENT:	Councillors:	Cr. Lina Messina (Mayor), Cr. Gaetano Greco (Deputy), Cr. Emily Dimitriadis, Cr. Tom Hannan, Cr. Tim Laurence, Cr. Trent McCarthy, Cr. Susanne Newton, Cr. Susan Rennie, Cr. Julie Williams
	Council Staff:	Sue Wilkinson CEO, Rachel Ollivier General Manager City Sustainability & Strategy, Kerry McGrath General Manager Community, Sam Hewett General Manager, Operations & Capital, Jodie Watson General Manager Governance and Engagement, Anita Craven Manager Governance & Corporate Strategy, Stephen Mahon Coordinator Council Business, Shadi Hanna Acting Manager City Futures, Quieten Mercer Coordinator Major Projects, Caroline Dixon Senior Strategic Planner, Jennifer Loulie Team Leader Strategic City Design, Vanessa Petrie Manager Climate Emergency & Sustainable Transport, Brett Grambau Manager City Works, Michelle Van Gerrevink Coordinator Climate Emergency and Environment Strategy, Russell Stubbs Senior Environment Officer (Waste & Water), Felicity Leahy Manager Recreation & Libraries, Daniela Davies Leisure Contracts Coordinator, Damian Hogan Manager Finance, Enna Giampiccolo Manager Communications and Engagement, Sarah-Jade Chung Acting Coordinator Community Engagement & Demographics
	Other:	Nil
APOLOGIES:		Nil

The Meeting commenced at 2.00 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Preston Level Crossing Removal Project (LXRP) Design and Advocacy	No disclosures were made.
2	Waste and Recycling Charge Reform	No disclosures were made.
3	NARC Update – Including Sports Infrastructure Loans Scheme	No disclosures were made.
4	Community Engagement Framework	No disclosures were made.
5	General Business <ul style="list-style-type: none"> - Personal Interest Returns - Latrobe University 	Cr Newton declared a general conflict of interest in the matter associated with Latrobe University due to her employment at Latrobe University
6	CEO / General Managers Updates	No disclosures were made.

The Meeting concluded at 5.25 pm

RECORD COMPLETED BY:	Officer Name:	Officer Name – Stephen Mahon
	Officer Title:	Officer Title – Co Ordinator Council Business

13. REPORTS BY MAYOR AND COUNCILLORS

Recommendation

That Council note the Reports by Mayor and Councillors.

14. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL


15. CLOSE OF MEETING

**CITY OF
DAREBIN**

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