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AGENDA OF THE ORDINARY COUNCIL MEETING

To be held on Monday 21 December 2020 at 6.00pm

This Council Meeting will be held virtually

This measure is in accordance with the COVID-19 Omnibus (Emergency Measures) Bill 2020, passed by the Victorian Government to allow Council meetings to be held by electronic means.

The meeting will be available for the public to watch through livestreaming via Councils website www.darebin.vic.gov.au
The Council Chambers at 350 High Street, Preston will remain closed during this time.

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

Table of Contents

Item Number	Page Number
1. MEMBERSHIP	1
2. APOLOGIES.....	1
3. DISCLOSURES OF CONFLICTS OF INTEREST.....	1
4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS.....	1
5. QUESTION AND SUBMISSION TIME	2
6. PETITIONS	3
7. CONSIDERATION OF REPORTS.....	4
7.1 LEVEL CROSSING REMOVAL PROJECT (LXRP) - DESIGN AND ADVOCACY.....	4
7.2 APPOINTMENT OF COMMUNITY MEMBERS TO DAREBIN ADVISORY PANELS; ART & HERITAGE ADVISORY PANEL, COMMUNITY AWARDS ADVISORY COMMITTEE.....	70
7.3 COUNCIL AND PLANNING MEETING DATES 2021	87
7.4 PROVISION OF GRAFFITI REMOVAL SERVICE	93
7.5 AUDIT AND RISK COMMITTEE REPORT.....	100
8. CONSIDERATION OF RESPONSES TO PETITIONS, NOTICES OF MOTION AND GENERAL BUSINESS	202
9. NOTICES OF MOTION.....	203
9.1 RATE RELIEF TO RESIDENTS AND BUSINESSES FINANCIALLY AFFECTED BY COVID-19 RESTRICTIONS.....	203
9.2 REDEVELOPMENT OF THE RESERVOIR LEISURE CENTRE & THE ESTABLISHMENT OF A DAREBIN CHAMBER OF COMMERCE	204
9.3 GLOBAL LEARNING HUB, USE OF COUNCIL OWNED LAND & CHEDDAR ROAD MEDIAN	205
9.4 REFERRAL OF A REVIEW OF THE DAREBIN PLANNING SCHEME, EDWARDES LAKE WATER QUALITY ISSUES AND PROVISION OF REGISTERED AGED CARE PACKAGES FOR CONSIDERATION AS PART OF THE PREPARATION OF THE DRAFT COUNCIL PLAN	206
9.5 PRESTON MARKET	208
10. URGENT BUSINESS.....	209
11. REPORTS OF STANDING COMMITTEES	209
12. SUMMARY OF MEETINGS.....	210
12.1 SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS	210

Table of Contents

Item Number	Page Number
13. REPORTS BY MAYOR AND COUNCILLORS	216
14. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL.....	216
15. CLOSE OF MEETING	216

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

Error in the Minutes of the Ordinary Council Meeting held on the 7 December 2020

The Minutes of the Ordinary Meeting of Council held on the 7 December 2020 contained an error in relation to Item 9.1 Notice of Motion – Northcote Golf Course. The resolution of Council whilst being amended by Cr. Dimitriadis and Cr. Williams should have recorded Cr. McCarthy and Cr. Laurence as the mover and seconder of the substantive motion that was ultimately adopted and became the resolution of Council

Recommendation

That the Minutes of the Ordinary Meeting of Council held on the 7 December 2020 subject to the correction outlined above be confirmed as a correct record of the 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. Any persons attending this meeting will be required to observe appropriate social distancing and adhere to the directions of Council Officers in relation to public question time and the making of submissions on items on the agenda.

QUESTIONS

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

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

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

In accordance with the 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*.

SUBMISSIONS OR COMMENTS

As this meeting is being held virtually you or a representative must be present in the virtual meeting to read your submission. If you or a representative is not present your submission will not be read out. If you advise us that you or a representative wish to be admitted to the meeting you will be sent a link to the meeting prior to the meeting commencing. Submissions must be as brief as possible and no longer than 2 minutes.

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' page by 5pm, up to 6 days prior to the date of the meeting.

6. PETITIONS

7. CONSIDERATION OF REPORTS

7.1 LEVEL CROSSING REMOVAL PROJECT (LXRP) – DESIGN AND ADVOCACY

Author: Strategic Planner

Reviewed By: General Manager City Sustainability and Strategy

EXECUTIVE SUMMARY

The LXRP has recently released proposed designs for the new Preston and Bell Stations (October 2020) (**Appendix A and B**), and new open space design concepts for the Preston-Bell corridor (07 December 2020) (**Appendix C**).

Officers have assessed the station designs and new open space concepts that have been publicly released as to how well they achieve Council's adopted objectives outlined in 'Preston Reconnected'.

Overall, the assessment has confirmed that the level crossing removals and creation of open spaces will substantially improve this part of Darebin including helping to create connected, vibrant, accessible neighbourhoods. As well as helping people access jobs in wider Melbourne, the elevated rail will help residents easily reach local shops, community services and parklands and create new open spaces. In general, the proposed new designs meet most of Council's aspiration from Preston Reconnected as adopted on 20 July 2020.

There are however, several proposed design elements that do not meet Council's objectives. The most significant of these is the location of the commuter car park at Bell Station and the proposed access location. Officers recommend Council continue to call for the car park to be relocated to the West entirely and the space that it is currently proposed for be used as open space. Officers advise that moving the access to the car park to the West, rather than the car park itself, would also be a significant improvement compared to the current design.

Recommendation

That Council:

- 1) Acknowledges and supports the following:
 - a) Delivery of 2 MCG's worth of new open space areas
 - b) The connected, continuous path from Oakover Road to North of Murray Road.
 - c) The linear park and path with a mix of passive and active park spaces from Bell to Cramer (Area 1).
 - d) The indigenous co-design space shown as 'Oakover Green' with its mix of uses and proposed native planting and connections (Area 2).
 - e) The improved functionality of the proposed new stations.

- 2) Advocates to the state government for design changes including:
- a) That the Bell Station commuter car park be located to the West of the rail line and that the proposed location be used for open space.
 - b) That alternatively the Bell Station commuter car park access to be relocated from Bell Street via Garnet Street or Blanch Street to ensure local street to the East are pedestrian priority.
 - c) To increase the size of park area north of Murray Road (Area 3) and extend the project boundaries up to Regent Street.
 - d) Finalisation of the design of the intersection on Cramer St with the Preston commuter car park such that it contributes to this street being a 'street for people' with cycling priority and to the satisfaction of Council's Manager Sustainable Transport.
 - e) Review of Preston Station architecture to strengthen the social, cultural and diverse community heritage of the Preston Market precinct, and that the station entrance navigation be improved by modifying design of paving, landscaping and signage.
 - f) That Area 1 include spaces for Trugo, bocce or other socially connecting activities that reflect the multiculturalism and history the area.
 - g) The inclusion of a social enterprise as part of the commercial activities at Preston Station.
 - h) A pocket park at the north-west corner of Preston City Oval, or future proving to enable a future active recreational play area to be installed (Area 1)
 - i) DDA compliant disability parking on Edith street and provide a direct access to the Preston City Oval pavilion entrance on the west side.
 - j) Integration of interpretive heritage elements of Bell Station as part of the broader station precinct.
 - k) That Oakover Green to be increased in size.
 - l) That trees are protected wherever possible, and that if removal is unavoidable that five trees to be planted for any one lost.
- 3) Advocates to the LXP and state government for support for local businesses and community including by:
- a) Minimising disruption for economic activities in area as a result of construction
 - b) Ensuring LXP engagement and communications activities are inclusive and in line with the Council's Inclusive Communications Charter.
 - c) Supporting local businesses throughout the construction period
 - d) Encouraging workers to shop local
 - e) Providing parking to offset impact of any closures or extra demand from extra workers whether this is temporary or permanent
 - f) Engaging with the community to developer art and interpretive elements plans for the site.

- 4) Seek information from LXRP, to enable Council to assess at a future date if plans meet Council's objectives, on:
 - a) The plans for the integration of new public spaces with existing open spaces such as Preston City Oval (including relocating the cricket nets).
 - b) Plant species and landscaping including materials to be used (paving, infrastructure)
 - c) Signage and navigational elements.
- 5) Writes to the CEO of the Level Crossing Removal Project, the Victorian Minister for Transport Infrastructure, and all local Victorian Members of Parliament seeking that the designs be changed in line with this resolution.
- 6) Authorises the Manager City Futures to submit a response to the current Level Crossing Removal Project's community consultation process regarding the open space design concept, in line with this resolution.
- 7) Notes that community consultation is currently in progress seeking views on the possibility of closure of local roads in the Bell Station precinct, and that a report will be provided to Council at a future meeting on the community consultation and options.
- 8) Thanks all community members involved for their work towards ensuring that the Level Crossing Removal result in strong community benefits, including community members that have participated in the state government's Preston Open Space advisory Panel, the Bell Resident's Group, and the Central Preston Trackside Group.

BACKGROUND / KEY INFORMATION

After many years of advocacy by Darebin City Council, the State Government announced in 2019 that four level crossings in Preston - at Bell Street, Cramer Street, Oakover Road and Murray Road - will all be removed by 2022. Council also advocated for an elevated rail solution, which will better connect residents to local shopping areas and parks, and will open up a significant amount of new open space for residents.

Table 1 below provides key activities to date in relation to this project. **Appendix D** has been included with more detailed background.

Table 1 - LXRP Design and advocacy activities	
2016-2018	Council advocacy for removal of four rail crossings and elevated line
May 2019	State Government announced removal of four crossings
March 2020	LX designated project area under the Major Transport Projects Facilitating Act – thereby taking control of the project area
May 2020	Preston Open Space Advisory Panel (POSAP) commences
July 2020	Council endorsed <i>Preston Reconnected</i>
October 2020	LX released Bell and Preston Station designs
November 2020	Early works commenced
24 November 2020	Final POSAP meeting
7 December 2020	LX released Open space concept designs

Previous Council Resolution

At its meeting on 20 July 2020, Council resolved:

That Council:

1. *Endorse the design, movement and delivery objectives for the Bell/Preston Rail Corridor, as found in the document Preston Reconnected attached as **Appendix A**, incorporating the following amendments:*
 - a. *Update the second objective under the heading Enhanced local neighbourhoods to add the word “Gertrude” so that it reads in full: “Local streets are not negatively impacted by new traffic movements, including Adeline, Esther, Gertrude and Garnet Streets near Bell station.”*
 - b. *Insert an additional objective under the heading Targeted employment and training opportunities to local people who need it the most that reads: “Target employment and supply chain opportunities towards economically disadvantaged groups, specifically the CALD community, women, young people and Darebin residents impacted by COVID19.” This should be reflected in LXRP contractual arrangements.*
 - c. *Update the first bullet point under the first objective under the heading ‘New useable, beautiful, green open spaces’ to include the words “adjacent to the residential areas south of Bell Station” so that the first bullet point reads: A village green adjacent to the residential areas south of Bell Station, of at least 3000m2, containing open lawn areas for informal recreation or community picnics, multi-age play spaces and areas of native planting.*
 - d. *Update the first objective under the heading ‘Safe and accessible commuter car parking’ to include the words “such as Bell Street and Murray Road, avoiding the use of the local road network” so that it reads in full: “Commuter car parking is located on the western side of the railway line at Preston and Bell Stations, and is easily accessible from main roads such as Bell Street and Murray Road, avoiding the use of the local road network”*
 - e. *Include a new objective under the heading ‘Enhanced local neighbourhoods’ to read “Rear access to properties is retained and enhanced through the level crossing removal works and boundary fences that interface the new area are upgraded.”*
 - f. *Update the fifth objective under the heading ‘Celebrate local heritage, art and identity’ to include the word “fences” and the word “multicultural” so that it reads in full: “A Creative Arts Curator is employed to integrate art into built form elements throughout the corridor - architecture, landscape, lighting, signage, fences, rail pylons at rail bridges over Bell, Cramer, Murray and Oakover, reflecting local stories and working with indigenous, multicultural and local artists.”*
 - g. *Update the first objective under the heading ‘Improved public transport connections’ to include the sentence “Ensure bus stops on Murray Road are easily accessible from the new entry to Preston Station.” so that it reads in full: “Bus stop waiting, transfer and shelter facilities in line with Preston’s importance as an Interchange under the Department of Transport’s Movement & Place Framework. Access to bus stops on Murray Road are integrated with the new entry to Preston Station.”*
 - h. *Update the first objective under the heading ‘Safe and welcoming for all’ to include the word “children” so that it reads in full “Stations and the corridor are safe both day and night, designed with women, children and the gender diverse in mind.”*

2. *In collaboration with LXP will establish a reference group consisting of traders from Preston Market and High Street and surrounds to provide advice on minimising disruption during the construction phase.*
3. *Calls on the State Government to commit to realising these design, movement and delivery objectives through the final design and construction of the elevated rail corridor for Bell – Preston so that the project is delivered in an integrated way that goes beyond delivering a rail infrastructure project and realises benefits for our whole community.*
4. *Shares the design, movement and delivery objectives with the Minister for Transport and local MP's Kat Theophanous, Robin Scott, the Federal Member for Cooper, the Victorian Minister for Transport Infrastructure, the Victoria Minister for Public Transport, Federal MP Ged Kearney and the five Upper Northern Metropolitan Ministers for Parliament.*
5. *Thanks all community members, including Bell Resident Group who have shared their concerns and aspirations for to the project so far.*
6. *Notes community concern relating to traffic impacts on local streets, children's safety and the need for green open spaces and confirms Council's commitment to advocating for the best possible community outcomes along the corridor and surrounding Bell and Preston stations*
7. *Receives a report on the possibility of closure of Railway Place East between Gertrude St and Warr Ave.*

At its meeting held on 3 April 2017, Council resolved:

That Council:

- (1) *Welcomes and commends the Victorian Government for its commitment to remove level crossings at Grange Road (Alphington), Bell Street (Preston) and High Street (Reservoir) through grade separation.*
- (2) *Confirms its strong support for these grade separations, and notes that it undertook its own research to determine what else could be done to maximise the positive outcomes for our community.*
- (3) *Recognises that transport infrastructure must be planned and built in the public interest, with transparent, evidence-based, accountable and participatory planning processes.*
- (4) *Notes that grade separation projects are intergenerational projects that must meet the needs of existing and future communities.*
- (5) *Notes that it has a stakeholder and advisory role in these projects only, and that the removal of level crossings is a State Government led project.*
- (6) *Notes the high need to remove level crossings at Bell Street, Cramer Street and Murray Road for our community.*
- (7) *Strongly supports the delivery of a package of works to remove level crossings at Bell Street (including Oakover Road), Cramer Street and Murray Road in order to maximise the benefits of the government's project and to avoid significant waste, increased cost and community disruption that would result from removing additional crossings at a later date.*
- (8) *Recognises that the only way to feasibly remove all four level crossings now or in the future is through a rail-over solution.*

- (9) *Writes to and requests the Level Crossing Removal Authority to include Cramer Street and Murray Road as part of any future community consultation process and use the information contained in this report to inform the community, enabling them to actively participate in transport infrastructure planning.*
- (10) *Writes to and formally requests the Minister for Transport to instruct the Level Crossing Removal Authority to include level crossing removals at Cramer Street and Murray Road as part of the Bell Street package of work.*
- (11) *Informs the Minister for Transport and other Ministers of Council's:*
- a) *Willingness to work in partnership with the State Government to deliver maximum community outcomes from the grade separations in Preston; and*
 - b) *Desire to own and undertake open space management for all open and public spaces that arise from these works between Oakover Road and Murray Road, Preston. This includes, but is not limited to, the creation and activation of public space and east-west connections to Ray Bramham Gardens from the east (between Oakover Road and Bell Street) and between Mary Street and Arthur/Edith Streets, north of Bell Street.*
- (12) *Receives a further report on proposed terms of reference and a recruitment process for a community reference group to work alongside Council in relational to the potential activity improvements to arise from this project*

COMMUNICATIONS AND ENGAGEMENT

Consultation

LXRP consultation activities

This is a State Government project and they have primary responsibility for managing consultation. LXRP engagement to date has included:

- **LXRP led early engagement**

In November-December 2019 LXRP undertook broad community engagement within Preston, to understand community aspirations for the project and what is important to the local area. A community feedback report (available online, <https://levelcrossings.vic.gov.au/media/publications/preston-community-feedback-report-february-2020>) highlighted key themes of safety; pedestrian and cycling paths; efficient traffic flow; open space; environmental sustainability; vibrant station precincts; and community facilities.

- **Share your ideas on Preston's new open spaces' – second round of LXRP engagement**

Preston locals shared their ideas and thoughts with the LXRP on how they would like the new community open spaces to be developed between 22 April and 6 May 2020. Due to Covid-19 restrictions, this engagement shifted to an online platform, where participants were able to add comments onto an online interactive map. A community feedback report is available online (<https://levelcrossings.vic.gov.au/media/publications/preston-open-space-consultation-report>).

- **Preston Open Space Advisory Panel**

An advisory group consisting of residents, community stakeholder groups and business leaders to help inform the design of the three new key open space areas. A Council Officer attends the POSAP. The group have met on five occasions virtually since May 2020, and the final meeting was held on 24 November 2020. At the final meeting open space concept designs were shared with the group.

Council has been strongly advocating to the LXR for more and better community consultation and LXR released the open space concept plans for six weeks of community feedback on 7th December.

Council has publicly released 'Preston Reconnected' to be transparent with the community and enable community members and residents to provide feedback (**Appendix E**). 'Preston Reconnected' is based on Council strategies including the Open Space Strategy and Council Plan that have been developed with in-depth community consultation.

Community stakeholders

Several community groups have been actively engaged with this project through their own consultation and advocacy activities.

Darebin Skate Association

This community group undertook online consultation to measure community appetite for active spaces in the LXR project area. Findings show strong support for a skatepark and other active space facilities. Officers continue to highlight this piece of community led engagement to LXR. (**Appendix F**)

Bell Residents Group (BRG)

Over 100 households surrounding Bell Station have been and are actively engaging with Councillors, LXR, the Minister for Transport and their local MP to communicate their aspirations and concerns about future plans for the area. Most recently, BRG created a video that calls on decision makers to change the access of the commuter car park to west of the station. Officers are not aware that LXR has responded yet. Officers are in regular contact with BRG.

BRG's current request is slightly different to their original request which was to move the car park entirely. Council has been calling strongly for the car park and access to move to the West of Bell station and its position has been aligned with BRG. BRG's current request would achieve Council's goal in part and would be a significant improvement in the design.

Local residents around Bell Station (incl. BRG members) recently submitted a petition to close local streets that are expected to be impacted by the access arrangement of the new commuter car park proposed for Bell Station. Officers are investigating this request. Community consultation is underway to explore options for closures that could reduce the impacts on local residents' streets, the consultation is also seeking community views on access to commuter carpark from Bell Street via Garnet Street as per current car park access or Blanch Street.

Central Preston Trackside Group

A group of residents adjacent to the railway corridor between Murray Road and Regent Street met with Councillors and advocated for a range changes to the design including seeking a review of the position of the proposed Preston station commuter carpark north of Murray road and to seek opportunities to include the section alongside the railway line between Murray Rd and Regent Street as part of the LXR open space designs.

Officers advise that there is merit in extending the open space in this area and this report recommends advocating for this design change. At time of writing officers were assessing the request to move the commuter carpark as well as some other requests. When this assessment is completed officers will provide advice to Council about these requests and expected benefits or impacts.

Communications

Council's decision on this matter will be communicated with stakeholders and community, as part of Council's advocacy for design changes.

More broadly, Council's communications are focused on supporting local community and traders to prepare for and manage any disruption associated with the State Government's project.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 3 - A liveable city

Environmental Sustainability Considerations

Officers continue to advocate for high standards of environmental sustainability in the urban design and infrastructure at station precincts and public realm.

Equity, Inclusion and Wellbeing Considerations

Council have conducted an Equity Inclusion Assessment (EIA) and continue to advocate for:

- excellent accessibility;
- welcoming, and inclusive spaces that enhances liveability for our diverse community;
- an employment and engagement strategy to prioritise social procurement, local employment, social enterprises, Darebin's Aboriginal and Torres Strait Islander community and economically disadvantaged groups (CALD community, women, young people and Darebin residents impacted by COVID19).

Cultural Considerations

Officers are advocating for a Creative Strategy for all three new stations (Bell, Preston and Reservoir) which would be underpinned by curatorial themes around Places & People, past, present, future and First Nations stories and people.

Economic Development Considerations

The disruption that will be caused by the construction at Preston/Bell will impact local traders already impacted by Covid-19 will be felt differently by different businesses depending on their location, the source of their customers and the nature of their business. In other constructions like this, some businesses have benefited from more construction workers in the precinct, while others have seen a reduction in customers.

Financial and Resource Implications

The design advocacy discussed in this report is provided for within Council's existing budget.

Legal and Risk Implications

The State Government is seeking that Council takes responsibility, once built, for managing and maintaining the community use assets to be constructed under the rail line. This matter is not part of the decision covered by this report. This matter will come to Council to consider at a later date. These include open spaces, cycle paths, seating, play equipment etc.

Operational Impacts

During construction, Council plans to support the local community and businesses with a range of operational activities during disruption.

DISCUSSION

The LXP released imagery showing new Bell and Preston Stations designs in October 2020 (**Appendix A and B**) and concept designs for three open space areas on 7 December 2020 (**Appendix C**).

Overall, the level crossing removals in the proposed design will create significant new open space and make movement around the area significantly easier.

Officers have assessed the proposed design as to whether they achieve Council's objectives, as outlined in '*Preston Reconnected*'. Key points are summarised in table 2 and 3

Preston Reconnected	What's been provided	Officer comment	Recommended Position
<i>The new Bell & Preston station buildings are modern and contemporary, exemplifying design excellence and respond to local context in terms of its built form, aesthetics, culture, heritage, and design language</i>	<p>Bell Station - The story and architectural narrative connect to the surrounding area through roof pitch design.</p> <p>Preston Station – design narrative details the bright coloured façade echoes the vivid colours of produce that can be found at Preston Market.</p>	<p>Bell Station - The design response is fine, responding to local context in terms of its built form, aesthetics and design language, but not specifically referencing the Bell area.</p> <p>Preston Station - Is a generic design response and has not been influenced by the context and uniqueness of the site. The layout of the site presents an opportunity for a signature station design, with exemplary architecture design such as carapace</p>	<p>Support. Bell Station - Design and aesthetics of architecture is subjective, on balance Officers generally accept station design narrative.</p> <p>Suggested design change. Preston Station precinct needs to demonstrate a greater connection to the multicultural and diverse surrounding community, and the market. The Preston Station building should exemplify design excellence.</p>

		seen at Reservoir Station. A greater connection to local context is needed.	
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Table 2 – LXP new stations design analysis key points			
Preston Reconnected	What's been provided	Officer comment	Recommended Position
<i>Station entries address key public spaces with safe, comfortable, well-lit and sheltered station platforms</i>	<p>Bell Station – pedestrian entries are north and south under the viaduct.</p> <p>Preston Station - pedestrian entries are north and south under the viaduct.</p>	<p>Bell Station – entrance location is acceptable.</p> <p>Preston Station – the station lacks a grand entrance to improve the sense of arrival, and interface with the great new open space to the east of the station.</p>	<p>Suggested design change. It's critical that it's easy to navigate to Preston Station entrance and also from the entrance to Preston Market, High St shops and services. Design of paving, landscaping and signage must achieve this.</p>
<i>Commuter car parking is located on the western side of the railway line at Preston and Bell Stations, and is easily accessible from main roads such as Bell Street and Murray Road, avoiding the use of the local road network</i>	<p>Bell Station – car park is located on the east, accessed from the eastern local road network. There are drainage issues with the land to the west of the site.</p> <p>Preston Station – car park is on the west of the train line, accessed from Cramer St. Access / egress arrangement potentially causes network and safety concerns along local road network.</p>	<p>Bell Station commuter car park being located on the eastern side has the potential to negatively impact local roads. Council notes the significant community opposition to this solution, and supports the Bell Residents Group advocacy on this issue.</p> <p>Preston Station – technicalities can be resolved by the teams.</p>	<p>Suggested design change</p> <p>Bell Station – Commuter car park from Bell Street via Garnet Street or Blanch Street. Continue advocating that the whole car park be relocated West.</p> <p>Preston Station: continue working with the LX at a technical level to get a workable solution, that is consistent with community aspirations.</p>
<i>Bell Station Building Heritage and history is celebrated by incorporation into the design of the Precinct</i>	The heritage station is badly damaged including by termites and moving the station would likely fail structurally.	The history and heritage can be incorporated into the design of the precinct in other elements.	<p>Suggested design change</p> <p>Integrate interpretive heritage elements of Bell Station as part of the broader station precinct.</p>

Preston Reconnected	What's been provided	Officer comment	Recommended Position
<i>The social, cultural and architectural heritage of Preston Market is responded to in designs for Preston Station.</i>	The station design incorporates the liveliness of the area, with the bright coloured façade echoing the vivid colours of produce that can be found at Preston Market.	The design of the Preston Station precinct needs to incorporate other elements to highlight social, cultural and architectural heritage of the Market.	Suggested design change Reflect the social, cultural and architectural heritage of Preston Market through interpretive elements around the Preston Station precinct and activation of the ground floor.
<i>A civic park in front of the Preston Station, which prioritises pedestrians containing spaces for meeting, rest, reflection and celebration amongst the trees</i>	A green and open space are to the east of the Station. Pedestrian priority, open space with seating and planting.	Pedestrians have been prioritised, and officers are working through specific design details around bike path and pedestrian path users. Spaces for rest and reflection have been provided.	Support. Outcome is generally aligned with Council objective.

Area	Preston reconnected	What's been provided	Officer comment	Position
1. Bell to Cramer	<i>A linear park between Bell and Bruce Streets, containing a mix of passive and active park activities, such as playspace, outdoor gyms and/or dog-parks, and seating nodes</i>	Wetland with boardwalk Seating areas Unprogrammed spaces Play equipment Nature based play BBQ area Outdoor gym Climbing wall TBC Parkour TBC Meandering path Rewilding areas.	Designated area achieves Council's objective and incorporates a mix of passive and active uses. The areas are lined with water sensitive urban design and noted as native planting. Outcome is aligned with Council objective.	Support.

Area	Preston reconnected	What's been provided	Officer comment	Position
	<i>A pocket park at the north west corner of the Preston City Oval, containing an active recreation play areas (urban jungle).</i>	Transitional area only, no park	LX indicated this is out of scope for their project works.	Suggested design change. The space to be laid out in a way that would enable this to be created in future.
	<i>The multiculturalism and history of the area is reflected in less formalised recreational infrastructure, such as spaces for Trugo, bocce or other socially connecting activities</i>	No such spaces identified.	This is a missed opportunity, particularly in Area 1.	Suggested design change. Incorporate less formal recreational infrastructure including spaces for Trugo, bocce or other socially connecting activities
2. Miller to Shower	<i>A village green adjacent to the residential areas south of Bell Station, of at least 3000m², containing open lawn areas for informal recreation or community picnics, multi-age play spaces and areas of native planting</i>	Oakover Green. Meandering path Yarn circle Nature based play Rest spaces. Wetlands.	Could be bigger. Generally, outcome is aligned with Council objectives and a great asset for community. Space has been designed through an indigenous co-design process and celebrates and connects to the precinct history.	Support. Oakover Green was not included in the original POSAP design, through community advocacy it now is.
	<i>A pocket park at Railway Place East near Oakover Road with an outdoor gym, seating areas and natural shade.</i>	A pocket park / rest area and passive open space on Railway Place East, near Miller St. No gym equipment.	Area uses railway tracks and references heritage of trams to celebrate and connect to the precinct history. Seating and rest area.	Support. The delivery of Oakover Green provides an additional open space area nearby for multipurpose use.

Area	Preston reconnected	What's been provided	Officer comment	Position
3. North of Murray	<i>A pocket park north of Murray Road, adjacent to the Northern Pipe Trail shared user path with seating areas and multi-age play spaces.</i>	Nature based, drier/grassland aesthetic. Parkour type nature play Rewilding area	Could be bigger. Generally, outcome is aligned with Council objectives.	Support with changes. Increase in size.

Some elements of 'Preston Reconnected' will be assessed at future stages of the project and are not covered in this report. This includes:

1. Plant species selection
2. Materials to be used (paving, infrastructure)
3. Art and interpretive elements including how engagement with community will be done
4. Signage and navigational elements

OPTIONS FOR CONSIDERATION

1. Respond to the LXP and advocate for design changes as recommended in this report
2. Respond to the LXP and advocate for design changes – but different to those recommended in this report.
 - the advantages or drawbacks of this would depend on the specific changes sought.
3. Seek further advice or information before forming a view
 - The main impact of this would be to delay Council's advocacy for changes. Some delay would be manageable. A long delay would reduce influence.
4. Don't respond to the designs and allow the state government to finalise the design based on community feedback.
 - The main impact of this would be the lost opportunity to advocate for changes.

IMPLEMENTATION STRATEGY

Communication

Public communications activities will communicate Council's decision to stakeholders and wider community audiences.

Timeline – Next steps

Date	Activity
7 December 2020	LXRP released open space concept plans publicly out to community, this closes on 17 January 2021
Mid December 2020	Council community engagement in relation to traffic in residential streets around Bell Station
Early 2021	Main construction commences
2021	Design detail report to Council (such as landscape design)
Late 2022	New Stations opened to public
2023	New open space completed and open to the public.

RELATED DOCUMENTS

Nil

Attachments

- Bell Station Factsheet- Oct 2020 (**Appendix A**) [↓](#)
- Preston Station Factsheet - Oct 2020 (**Appendix B**) [↓](#)
- LXRP Open Space Concept Designs - December 2020 (**Appendix C**) [↓](#)
- Background Level Crossing Removal Project (**Appendix D**) [↓](#)
- Preston Reconnected (**Appendix E**) [↓](#)
- DSA Active Space Submission to LXRP (**Appendix F**) [↓](#)

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 direct or indirect interest in a matter to which the advice relates.

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

PRESTON – OCTOBER

NEW BELL STATION







Bell Station kiss-and-ride. Artist impressions. Subject to change.

The Level Crossing Removal Project is removing four level crossings and building two new stations in Preston, improving safety, creating more local connections and allowing more trains to run more often.

By raising the Mernda line at Oakover Road, Bell Street, Cramer Street and Murray Road, we're creating new open space for the community to enjoy for generations to come.

The new Bell Station will be safer and more accessible, with features including:

-  upgraded modern facilities and waiting rooms
-  elevated platforms with seating protected from Melbourne's weather
-  lifts and stairs making it easier for everyone to catch the train
-  more spaces to securely lock your bike.

Working with the Department of Transport and Metro Trains Melbourne, the new Bell Station meets their strict requirements, while also adhering to Victorian and Australian legislation for accessibility and safety.

The new Bell Station design reflects Preston's rich history with post-war roof tops, and references to the local art and culture scene. Aspects from each can be seen in the station facade through the building's abstract pitched roof and the pink and purple coloured glazing.

We're extending Bell Station's forecourt, generating more open space between the new station and Bell Street with more planting, seating and greenery for locals to enjoy. New shared walking and cycling paths through the area will make it easier for everyone to access the station and connect to the new open space along the rail corridor.

Bell Station opens late 2022.

levelcrossings.vic.gov.au

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne



BELL STATION'S NEW FEATURES

More green open spaces

Preston locals have told us they want to see more green open space.

Moving the new Bell Station about 40 metres south increases the amount of community open space.

There will be paths that connect streets east and west, removing the former divide between communities. The area will also feature trees, seating and drinking fountains, creating a welcome respite area for passengers waiting for the train or locals travelling through the area.

Enhancing Preston's arts precinct

We heard that arts and culture is important to the community.

We're creating a seamless connection from the station to the arts auditorium, opening the precinct and creating a welcoming space for everyone using the area.

Preston locals will be able to walk directly from High Street in Preston to the Darebin Arts and Entertainment Centre without having to walk along busy Bell Street.

The new station design complements Preston's arts precinct. Integrated into the facade of the new station, the bright pink and purple colours use a 'shimmer' effect to create a play of light and movement for people walking by.

A signalised walking and cycling connection across Bell Street will provide safe access to all the new community open spaces under the rail bridge.

Going green

Bell Station's got green ambitions as a leader in sustainability.

Designed for water and energy efficiency, sustainable features include solar panels, rain water reuse, LED lighting in the station and car park, and environmentally sustainable materials to reduce greenhouse gas emissions.

Walking and cycling

The community has asked for more walking and cycling paths to safely move around the area.

We're creating improved walking and cycling paths to provide more ways for locals and visitors to get to Bell Station.

To maintain safety for the 82 per cent of passengers that walk to the station, there is a dedicated cycling path around Bell Station, separating cyclists from pedestrians in this busy area.

Bike hoops outside the station provide parking spaces for 28 bikes and a new Parkiteer cage provides safe and secure storage for 26 bikes.

Car parking

Some locals told us they want more car parking and others wanted less. We're maintaining the same number of car parks at Bell Station.

The new Bell Station car park will make it safer and easier to get to the station for commuters. Accessible permit parking will be located closest to the station entrance, ensuring equitable access for all members of the community. The new station car park will feature CCTV cameras and LED lighting for increased safety.

To create space for the new car park we're relocating the Metro Trains Melbourne (MTM) maintenance depot. This will reduce the number of trucks and large utility vehicles on Garnet, Adeline and Gertrude streets. The new car park will have 77 car spaces. In addition, there'll be provision for five motorbike parking spaces.

Drivers will be able to access the new car park via Railway Place East and Gertrude Street, with an exit only at Adeline Street. Trees and shrubs will help create a barrier between homes and the station precinct.





Connections to local transport

We heard that creating smoother and safer connections between trains and buses is important to Preston locals.

The new station is designed to keep people moving and improve connections around the area.

Bell Street bus stops are being moved closer to the station and there'll be a signalised pedestrian crossing at Bell Street, making it safer and easier for passengers travelling by bus to get to the station.

There will also be separate kiss-and-ride and taxi zones for easy pick-up and drop-off with access via Bell and Garnet streets.



Artist impressions. Subject to change.



Improved accessibility

We heard that creating a space that is accessible for everyone is a priority for locals.

The new Bell Station design meets Disability Discrimination Act 1992 requirements and Australian design standards for access and mobility. There will be lifts to the platform at each station entrance that will be big enough to accommodate mobility scooters, wheelchairs and prams, and use a separate power supply.

The new waiting room will be located next to the ticket area for staff assistance and will include accessible toilets. Accessible permit parking, kiss-and-ride and taxi zones will be near station entrances.

Bell Station aerial view



Artist impressions. Subject to change.

How we're transforming Bell Station



Artist impressions. Subject to change.



Artist impressions. Subject to change.

Q&A

When will the new Bell Station open?

Bell Station will open to passengers in late 2022.

Works will continue on landscaping, with the open space ready for the community to enjoy in 2023.

Why has the station been moved south?

Relocating the new Bell Station about 40 metres south creates the space required for a dedicated kiss-and-ride area with access via Garnet Street, separating drivers accessing the station car park from the drop-off and pick-up zone.

It also increases the open space for the new station forecourt between Bell Street and the new Bell Station, providing better pedestrian access and east-west connections. Increasing the distance between Bell and Preston stations assists with the design requirements for the rail signal system.

What safety features are there?

The new Bell Station is designed to Department of Transport and Metro Trains Melbourne standards.

There is CCTV on platforms, waiting areas and station entrances, and facilities for Protective Services Officers. Clear sightlines and open and well-lit areas with LED lighting in the station and car park increases safety.

How do I get to the platform if lifts are broken?

The station lifts will connect to an emergency uninterrupted power supply that enables the lifts to continue operating during the event of a power outage or emergency.

Aerial view of kiss-and-ride Artist impressions. Subject to change.



Project timeline

- ✓ **2017-2018**
 - Site investigations
 - Technical and engineering assessments
 - Government commitment to remove additional crossings on the Mernda line
 - ✓ **2019**
 - Confirm design
 - Further engineering investigations
 - Community engagement on what's important to the Preston community
 - **2020**
 - Concept designs
 - Nominations for Preston Open Space Advisory Panel
 - Further community engagement on defined, negotiable elements of the design
 - Design finalised
 - Early work begins
 - **2021**
 - Construction
 - **2022**
 - Level crossing removed and stations opened
 - **2023**
 - Open space ready for locals to enjoy
- Please note that the timeline above is subject to change.*

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NWP-4700

PRESTON – OCTOBER

NEW PRESTON STATION







Seating and landscaping at Preston Station. Artist impression only. Subject to change.

The Level Crossing Removal Project is removing four level crossings and building two new stations in Preston, improving safety, creating more local connections and allowing more trains to run more often.

By raising the Mernda line at Oakover Road, Bell Street, Cramer Street and Murray Road we're creating new open space for the community to enjoy for generations to come.

The new Preston Station will be safer and more accessible, with features including:

-  upgraded modern facilities and waiting rooms
-  elevated platforms with seating protected from Melbourne's weather
-  lifts and stairs making it easier for everyone to catch the train
-  more spaces to securely lock your bike.

Working with the Department of Transport and Metro Trains Melbourne, the new Preston Station meets their strict requirements, while also adhering to Victorian and Australian legislation for accessibility and safety.

Providing a welcoming gateway to Preston, the design of the new Preston Station makes it safer and more convenient gateway for locals and visitors to Preston. The bright coloured facade will feature a barcode that reflects the vivid colours of the produce found at Preston Market.

The new station precinct will provide an expansive open space creating new and safer connections to popular local destinations such as the Preston City Oval, Preston Market and the many retail outlets on High Street.

Relocating the eastern station car park makes space for new shared walking and cycling paths through the area, making it easier for everyone to access the station and connect to the new open space along the rail corridor.

Preston Station opens late 2022.

levelcrossings.vic.gov.au

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne



PRESTON STATION'S NEW FEATURES

More green open spaces

Preston locals have told us they want to see more green open space.

New open space around Preston Station will have planting, seating and greenery to create inviting places for the community to enjoy. There will be a series of paths connecting streets east and west, removing the former divide between communities.

Improved accessibility

We heard that creating a space that is accessible for everyone is a priority for locals.

The new Preston Station design meets Disability Discrimination Act 1992 requirements and Australian design standards for access and mobility. There will be lifts to the platform at each station entrance that will be big enough to accommodate mobility scooters, wheelchairs and prams, and use a separate power supply.

The new waiting room will be located next to the ticket area for staff assistance and will include accessible toilets. Accessible permit parking, kiss-and-ride and taxi zones will be near station entrances.



Going green

Preston Station's got green ambitions as a leader in sustainability.

Designed for water and energy efficiency, sustainable features include solar panels, rain water reuse, LED lighting in the station and car park, and environmentally sustainable materials to reduce greenhouse gas emissions.



Walking and cycling

The community has asked for more walking and cycling paths to safely move around the area.

We're creating improved walking and cycling paths to provide more ways for locals and visitors to get to Preston Station.

To maintain safety for passengers that walk to the station there is a dedicated cycling path around Preston Station, separating cyclists from pedestrians in this busy area. A new shared walking and cycling path to the station makes it easy to access for passengers that walk and ride to Preston Station and for locals who shop at Preston Market.

There'll be a new signalised pedestrian crossing on Murray Road and a zebra crossing on Cramer Street, providing a safer and more direct route for passengers walking and cycling to the station from the north and south.

Bike hoops outside the station provide parking spaces for 51 bikes and a new Parkiteer cage provides safe and secure storage for 52 bikes.



Car parking

Some locals told us they want more car parking and others wanted less. We're maintaining the same number of car parks at Preston Station.

We're upgrading and creating new car parking facilities to provide parking options to the north and south of Preston Station, with access from multiple streets. All four Preston Station car parks will make it safer and easier to get to the station for commuters.

Accessible permit parking will be closest to the station entrance at the Cramer Street car park, ensuring equitable access for all members of the community. The new station car park will feature CCTV cameras and LED lighting for increased safety. The new car parks will include new planting and landscaping.

Cramer Street car park (south-west)

The new car park will have 89 car spaces for commuters, accessible permit parking and Metro Trains staff parking. A kiss-and-ride facility will also be provided, allowing taxis and drivers to pick-up and drop-off passengers with spaces for five cars located south of Preston Station underneath the rail bridge.

St Georges Road car park (north-west)

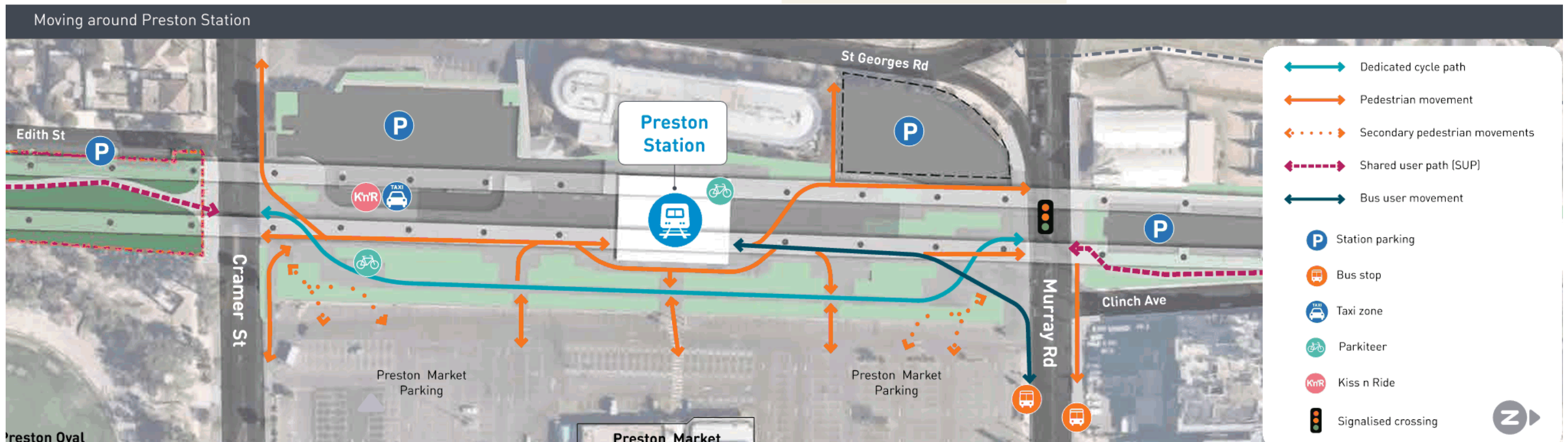
The car park located on the north-west side of Preston Station will be upgraded with the number of car spaces to remain at 50. For driver safety, entry and exit will be via St Georges Road only.

Edith Street car park (south)

The car parking facilities on Edith Street will be upgraded with 65 car spaces. We'll relocate five spaces from here to other car parks, to allow space needed for the new rail bridge.

Murray Road car park (north)

The new Murray Road station car park will replace the current commercial car park on Murray Road. We'll convert the 25 paid car spaces to free parking and include an additional 25 car spaces, totalling 50 car spaces in this area. Entry and exit will be from Clinch Avenue.





Connections to local transport

We heard that creating smoother and safer connections between trains and buses is important to Preston locals.

The new station is designed to keep people moving and improve connections around the area.

There'll be direct paths and a new signalised pedestrian crossing at Murray Road, making it safer and easier for passengers travelling by bus to get to the station.

We're extending the bus bay to allow space for an additional bus waiting to collect passengers from the train.

There will also be separate kiss-and-ride and taxi zones for easy pick-up and drop-off with access via Cramer Street.



Enhancing Preston's vibrancy

We heard that arts and culture is important to the community.

Often referred to as the heart of Preston, the Preston Market is the inspiration for the colour palette used in the design for Preston Station.

The bright colours reflect the vibrancy of fresh produce and items from around the world, which can be found at the next-door Preston Market. Like a barcode, the colours appear in harmony on the station facade but can stand out on their own and play with natural and artificial light.

The new Preston Station and elevated rail structure means that locals and Preston Market shoppers can enter and exit the new station safely via an east-west forecourt, allowing for faster, safer and more convenient access to the heart of Preston.



How we're transforming Preston Station



Artist impression only. Subject to change.



Artist impression only. Subject to change.

Q&A

When will the new Preston Station open?

Preston Station will open to passengers by late 2022.

Works will continue on landscaping, with the open space ready for the community to enjoy in 2023.

What safety features are there?

The new Preston Station is designed to Department of Transport and Metro Trains Melbourne standards.

There is CCTV on platforms, waiting areas and station entrances and facilities for Protective Services Officers. Clear sightlines and open and well-lit areas with LED lighting in the station and car park increases safety.

How do I get to the platform if lifts are broken?

The station lifts will be connected to an emergency uninterrupted power supply that enables the lifts to continue operating during the event of a power outage or emergency.

Where will the four new car parks be?

Passengers driving to the station will have the choice of four car parks. Two car parks are located on the west side of Preston Station with access from Cramer Street, which will also include the kiss-and-ride zone, and St Georges Road near the corner of Murray Road. The proposed design also upgrades car parks on Edith Street and Clinch Avenue. All station car parking will be free.

For more information on the new station visit levelcrossings.vic.gov.au/preston

Project timeline

- 2017-2018
 - Site investigations
 - Technical and engineering assessments
 - Government commitment to remove additional crossings on the Mernda line

- 2019
 - Confirm design
 - Further engineering investigations
 - Community engagement on what's important to the Preston community

- 2020
 - Concept designs
 - Nominations for Preston Open Space Advisory Panel
 - Further community engagement on defined, negotiable elements of the design
 - Design finalised
 - Early work begins

- 2021
 - Construction

- 2022
 - Level crossing removed and stations opened

- 2023
 - Open space ready for locals to enjoy

Please note that the timeline above is subject to change.

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NWP4/708

LXRP – New Open Space Concept designs

<https://engage.vic.gov.au/lxrp-preston/prestons-new-open-space-concept-designs>



LXRP – New Open Space Concept designs

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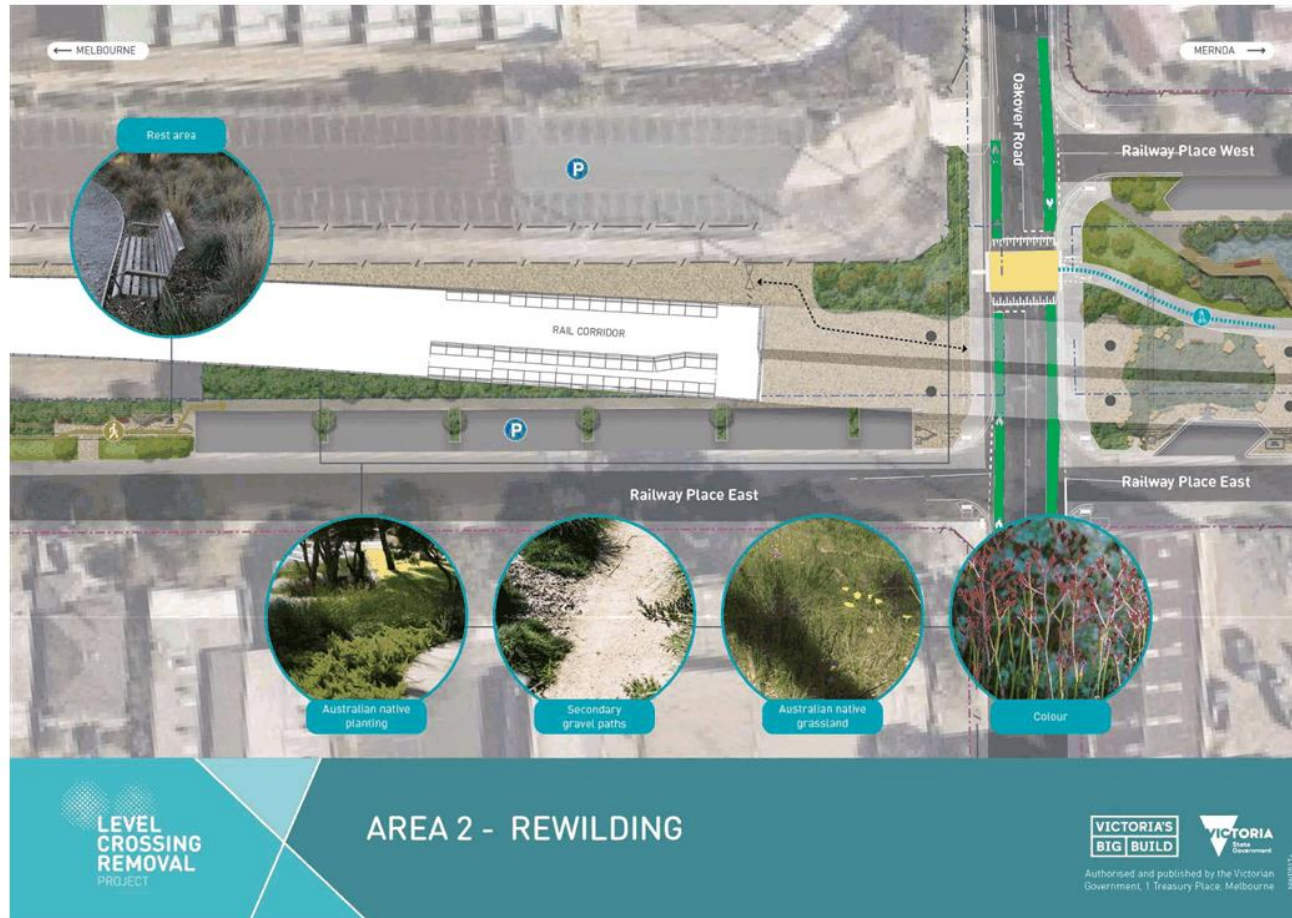
LXRP – New Open Space Concept designs

<https://engage.vic.gov.au/lxrp-preston/prestons-new-open-space-concept-designs>



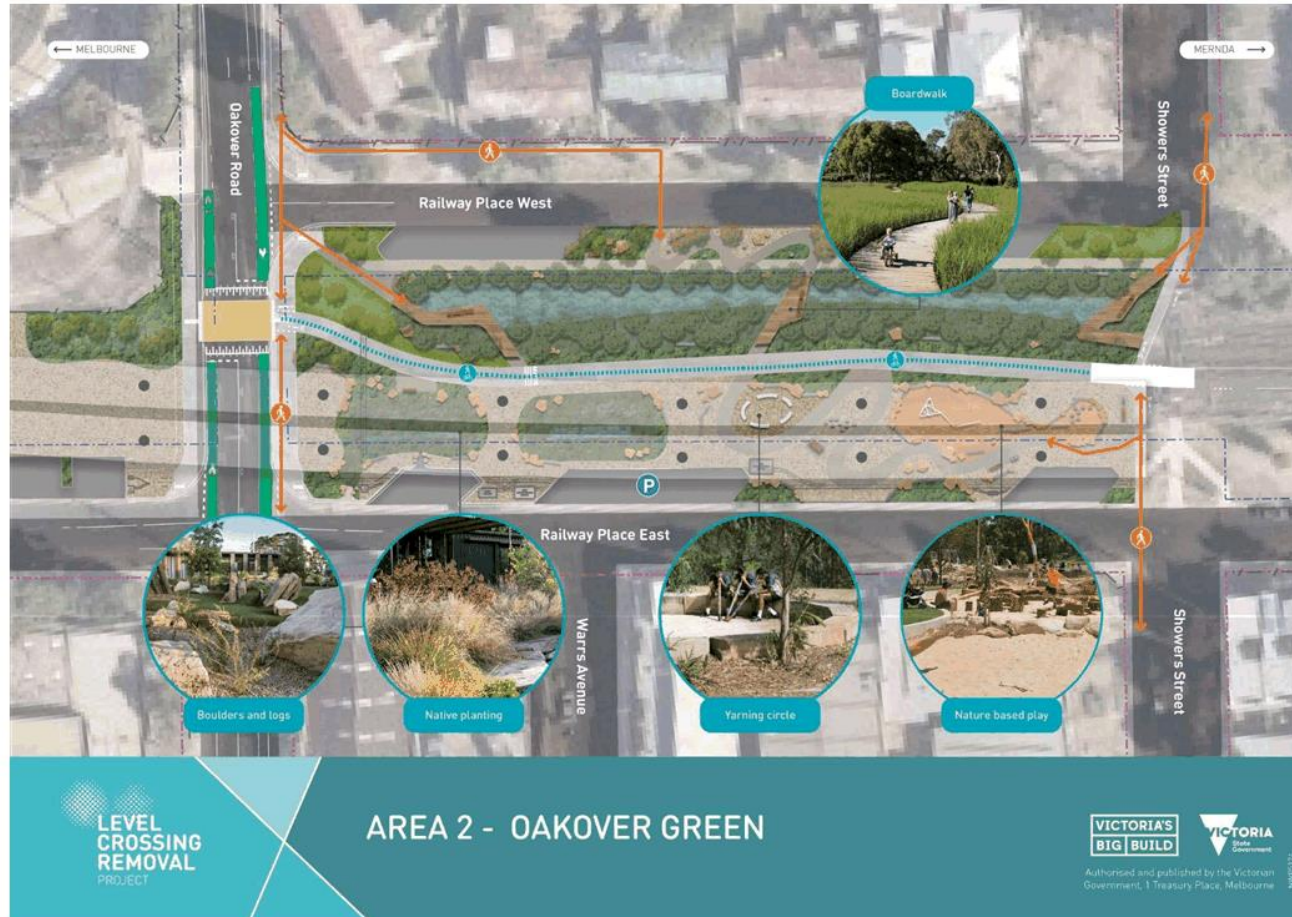
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Background Level Crossing Removal Project

On 7 May 2019 the State Government announced its commitment to remove four level crossings at Oakover Road, Bell Street, Cramer Street and Murray Road in Preston including construction of two new elevated stations at Bell and Preston, as illustrated in figure 1.

Following this announcement, the State Government started planning and design work for the two new stations, four level crossing removals and the associated open space and amenity upgrades. The project is being overseen by the LXP and delivered by the Program Alliance.

The Alliance contracting model involves the State Government through the LXP, (the owner) working collaboratively with private sector parties, or non-owner participants (NOP), to deliver the project. The project is due for completion in early 2023 and worth around half a billion dollars.



Figure 1 – Map of level crossing removal locations

Benefits to elevating the rail bridge along Bell- Preston Corridor

The level crossings and rail line along the Bell-Preston corridor act as a physical barrier between the eastern and western side of the City, restricting access to train stations, schools shopping precincts and public open space.

Traffic counts conducted by the LXP indicate approximately 82,000 vehicles currently travel through these Preston crossings each day. The boom gates at the three sites in Preston can be down for up to 40 per cent of the 7:00 to 9:00 am morning peak, when up to 32 trains run through the crossings.

Elevated rail provides benefits including improved connectivity; opportunities for increased open space; new walking and cycling paths that are integrated with public transport networks. By constructing an elevated rail bridge the disruptions and construction times are reduced, and therefore reducing the impacts upon the community.

Background Level Crossing Removal Project

Council's role in the project

Although Council is not the decision maker or delivering the removals of the Level Crossings in Darebin, Council has long advocated for the best outcomes for the community, including businesses, residents, visitors and workers. Council has a role in advocating for minimised disruption management strategies to ensure the ongoing success and vitality of the Preston Market and surrounds.

Level Crossing Removal projects are State Government projects and Council's role in these projects is as a stakeholder, not a decision maker. Council is advocating for the best outcome for the community to minimise disruption, achieve better design outcomes for our community, and protect trees and heritage as much as possible. Council officers are regularly visiting local businesses and listening to their feedback. We are advocating on behalf of businesses and communicating their needs to the Level Crossing Removal Project (LXRP) throughout the construction period.

The LXRP's role

The LXRP was established by the Victorian Government to oversee one of the largest rail infrastructure projects in the state's history. LXRP is part of the Major Transport Infrastructure Authority.

Central to the project is the elimination of 75 level crossings across metropolitan Melbourne by 2025, as mandated by the LXRP some of the core benefits that come from removing a level crossing are:

- Improving safety, by removing the danger of trains sharing a crossing with vehicles and other users
- Reducing congestion, by eliminating frustrating delays caused by boom gates and allowing more vehicles to pass through
- Improving travel time reliability, by removing uncertainty around when boom gate closures will occur and how long they will be down for
- Increasing capacity to run more trains on the network, without boom gates delaying vehicles and other users.

As part of the project delivery the LXRP is responsible for consulting with the community on potential opportunities and desires for the areas created by the level crossing removals. There is a requirement to keep the community informed on construction programming and potential impacts from disruptions.



PRESTON RECONNECTED

the place
to live

Darebin Council's design, movement and
delivery objectives for the Preston-Bell
Level Crossing Removal Project

JULY 2020

Message from the Mayor



In 2019, after many years of advocacy by Darebin City Council, the State Government announced that four level crossings in Preston at Bell Street, Cramer Street, Oakover Road and Murray Road will all be removed by 2022.

Council's successful advocacy also secured an elevated rail solution, which will open a significant amount of new space for residents, and presents the chance to develop new precincts and community infrastructure, including green open space.

The Preston-Bell elevated rail is a once in a generation project and has the potential to significantly transform the city for the better, where people can get around more easily on foot or on bike to enjoy more open space. Getting the corridor layout and design detail right is fundamental in securing this positive and lasting legacy for current and future communities.

Whilst this project is being delivered by the State Government through the Level Crossing Removal Project (LXRP), Council still has an important role to play as the voice for our community before, during and after construction, and to advocate strongly for the best outcomes.

To help achieve that, I am proud to present **Preston Reconnected**.

This document outlines Council's next phase of advocacy for the projects in Preston, ensuring that Council, the community and the LXRP have a clear position on what Council is seeking to be delivered along the rail corridor.

I encourage you to find out more about the Preston-Bell Level Crossings Removals by visiting levelcrossings.vic.gov.au/projects/bell-street-preston

Cr Susan Rennie
Darebin City Council Mayor

Acknowledgment of Traditional Owners

Darebin City Council acknowledges the Wurundjeri Woi Wurrung people as the traditional owners and custodians of the land and waters we now call Darebin and pays respect to their elders, past, present and emerging.

Council affirms that Wurundjeri Woi Wurrung people have lived on this land for millennia, practising their ceremonies of celebration, initiation and renewal.

Council respects and recognises all Aboriginal and Torres Strait Islander communities and their values, living culture and practices, including their continuing spiritual connection to the land and waters and their right to selfdetermination.

What is Preston Reconnected?

Preston Reconnected has been prepared to guide Council's next phase of advocacy for the Preston-Bell Level Crossings Removal project.

It is underpinned by the community's vision for this project and supported by existing Council strategies, such as Breathing Space, the Junction Urban Master Plan and Streets for People, as well as Council's vision for a greener, bolder, and more connected city.

Preston Reconnected outlines Council's desired outcomes by focusing on three key areas:

- **Design** – ensuring that the new architecture, open spaces, street furniture, integrated artworks and pathways enhance the character and function of Preston and celebrate its local culture and history
- **Movement** – to make journeys between points safe, accessible, efficient and enjoyable
- **Delivery** – to ensure that the inevitable disruption is as minimal as possible and local businesses are as resilient as possible throughout the construction.



A birds eye view of Preston in 1948

Source: Darebin Libraries



A more connected city

- The removal of four level crossings at Oakover Road, Bell Street, Cramer Street and Murray Road
- A new continuous, meandering, north-south Shared User Path, at least 3m wide, underneath the rail bridge from Oakover Road to north of Murray Road.
- Separate bike and pedestrian pathways around Preston Station to minimise conflict.
- High quality east-west connections that:
 - Prioritise people, then bikes at Warrs Street, Esther Street, Adeline Street, Gertrude Street, Garnet Street, Emery Street, Herbert Street, Edith Street and Clinch Avenue.
 - Prioritise bikes, then people at Showers Street and Bruce Street.
- A raised crossing at Oakover Road and Cramer Street that prioritises pedestrians and cyclists, with signalised crossings at Bell and Murray Road.
- Safe pedestrian crossings and access at each level crossing allowing for improved movement.
- No infrastructure that prioritises cars, such as roundabouts and signalised crossings, along Cramer Street as a designated street for people.
- Designed to allow future east-west connections from Adeline Street to St John Greek Orthodox college, Darebin Arts Centre and Ray Bramham Gardens at Bell Station and at Preston Station in line with the future 421 High Street connection.

What we want it to look like



Pavement treatment to prioritise pedestrians and increase safety around the station precinct.
Source: www.pinterest.com.au/pin/13510867617591967/



Safe, accessible pedestrian crossings on local streets.
Source: Darebin City Council



Meandering shared user path to support local trips underneath the new elevated rail corridor.
Source: Level Crossings Removals Project website



High quality raised crossings, designed to accommodate people and bikes.
Source: VicRoads



Dedicated bike lanes will be rolled out on Cramer Street in with Streets for People.
Source: City of Melbourne



Separated cycling pathways are encouraged around Preston Station to help minimise conflict between pedestrians and cyclists and enhance the amenity of new public open space.
Source: bicycledutch.wordpress.com/2015/11/



New useable, beautiful, green open spaces

- Four hectares of new open space (equivalent to two MCG football ovals) and six new high-quality, green, usable parks, designed in collaboration with the community, including:
 - **A village green adjacent to the residential areas south of Bell Station**, of at least 3000m², containing open lawn areas for informal recreation or community picnics, multi-age play spaces and areas of native planting..
 - **A civic park in front of the Preston Station**, which prioritises pedestrians containing spaces for meeting, rest, reflection and celebration amongst the trees.
 - **A linear park between Bell and Bruce Streets**, containing a mix of passive and active park activities, such as playspace, outdoor gyms and/or dog-parks, and seating nodes.
 - **A pocket park at the north west corner of the Preston City Oval**, containing an active recreation play areas (urban jungle).
 - **A pocket park north of Murray Road**, adjacent to the Northern Pipe Trail shared user path with seating areas and multi-age play spaces.
 - **A pocket park at Railway Place East near Oakover Road** with an outdoor gym, seating areas and natural shade.
- New public spaces are seamlessly integrated with existing open spaces such as Preston City Oval (including relocating the cricket nets) and Cramer Street Pocket Park.

A rewilded corridor rich with local plants, trees and local fauna

- All significant mature trees are accommodated into the design, with five new trees for any tree removed.
- Increased tree canopy coverage to 25% on public land in line with Darebin's Urban Forest Strategy.
- New trees are healthy, with locations that maximise sunlight and are suitable for deep ground planting.
- New vegetation is made up of at least 95% indigenous and native plants which respond to specific climatic and environmental conditions of the precinct including soil types, wind, temperature, rain, and solar access noting the impact of the rail infrastructure.
- There are multiple nature-based play spaces for kids to enjoy and connect with nature.
- Along the rail, interpretative signage promotes learning and appreciation for local biodiversity and nature.
- Indigenous 'woody meadow' feature plants of local provenance to Darebin, in collaboration with local universities.

What we want it to look like



Source: ASPECT Studios



Source: www.flickr.com/photos/johnloo/14928176288



Source: ASPECT Studios



Open spaces for play, rest, reflection, exercise and community gatherings are delivered along the Bell-Preston elevated corridor.

Source: ASPECT Studios



Source: ASPECT Studios



Source: Gehl Architects



Source: JPE Design Studio



Source: <https://www.croquet-nsw.org/club/news24.html>



Source: <https://localgymsandfitness.com/AU/Richmond/8778325375/Burnley-Bouldering-Wall>



Source: ASPECT Studios



Source: <https://pinterest.com.au/pin/434738170278290788/>



Source: buggybuddys.com.au/things-to-do/playgrounds-and-parks-in-perth/whiteman-park-dog-park/



Enhanced local neighbourhoods

- Movement, connection and local character in existing streets and paths are improved by the level crossing removals and design.
- Local streets are not negatively impacted by new traffic movements, including Adeline, Esther, Gertrude and Garnet Streets near Bell station.
- Bell Station's Metro Trains Melbourne depot is relocated away from residential neighbourhoods of Darebin to create new open space.
- Disruptive infrastructure like substations are relocated if possible, or visually mitigated.
- New feature lighting around each station is designed to avoid spilling into nearby residential properties.
- Rail noise is kept to a minimum through noise attenuation bridge design.
- Visual clutter is reduced through undergrounding powerlines at Oakover, Bell, Cramer and Murray.
- Any future use and development of adjoining parcels of State Government owned land is tested with the community and includes defined community benefits.
- Rear access to properties is retained and enhanced through the level crossing removal works and boundary fences that interface the new area are upgraded.

What we want it to look like



Active, green streets to connect in with Preston's neighbourhood character



Pocket parks provide great places to rest but also improve the surrounding neighbourhood

Source: Hansen partnership



Healthy green streets with large canopy trees are integral to the community.



The station interface is improved with green spaces connecting into the neighbourhood.

Source: Darebin City Council



Pocket parks provide informal opportunities for recreation and improve the health and wellbeing of the community

Source: Aspect studios



Playspaces to encourage play and activity for the young and old.

Source: www.crs.net.au/projects/cherrybrook-public-school



Safe and welcoming for all

- Stations and the corridor are safe both day and night, designed with women, children and the gender diverse in mind.
- Design of stations and paths provides equitable, Age Friendly, and dignified access to all parts of community, especially walkers and ‘wheelers’ (walking frames, wheelchairs, motor scooters).
- Design discourages graffiti and anti-social behaviour by using Crime Prevention Through Environmental Design (CPTED) principles.
- The entire 2km shared path is well-lit with areas for people to use.
- The corridor has frequent exit points, framed by low level landscaping and narrow tree trunks for safer, clear lines of sight.



Lighting design at the University of Sydney

Source: TCL



Windsor Plaza during the day

Source: ASPECT Studios



Windsor Plaza at night

Source: ASPECT Studios



The highest quality architecture and built environment

- The new Bell & Preston station buildings are modern and contemporary, exemplifying design excellence and respond to local context in terms of its built form, aesthetics, culture, heritage, and design language.
- High quality and durable materials are used for station buildings, ensuring the building ages well.
- Station entries address key public spaces with safe, comfortable, well-lit and sheltered station platforms.
- Activation of the station building on ground level next to key pedestrian areas and public spaces.
- The utility, infrastructure and back of house components of the station functions are integrated into station design and don't clutter the public realm.
- The premier Preston Station includes escalators in its design to ensure this busy station continues to function well in a growing precinct.
- The rail bridge is at least 7m high, allowing natural light and minimising shadows and wind tunnels along the new public open space corridor.



Parkville Station Concept
Source: Rail Projects Victoria



Active entrance to Rosanna Station
Source: commercial.prebuilt.com.au



Active entrance to Rosanna
Source: Level Crossing Removal Project



Improved public transport connections

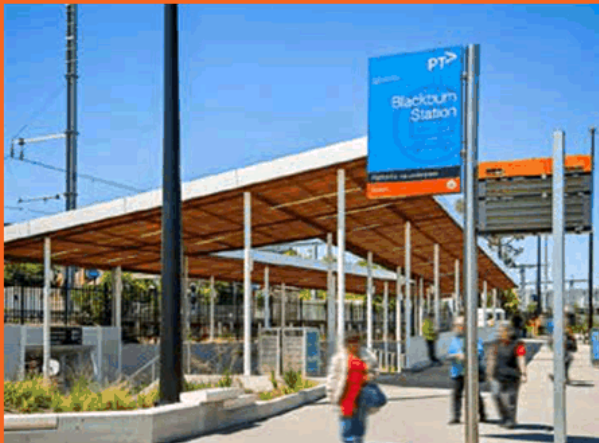
- Bus stop waiting, transfer and shelter facilities in line with Preston’s importance as an Interchange under the Department of Transport’s Movement & Place Framework. Access to bus stops on Murray Road are integrated with the new entry to Preston Station.
- Real time Passenger Information Displays within Preston and Bell Stations and at bus stops - showing both bus and train live tracking.

Bell Station

- The relocation of the existing bus stop on Bell Street to outside Bell Station, fully accessible when the new station opens.

Preston Station

- Direct and convenient access between station exits and bus stops on both sides of Murray Road.
- Bus priority on approach and departure of Murray Road/St Georges Road/Spring Street intersection



New custom designed bus stops are integrated into the new entries of Bell and Preston Stations with real time passenger information displays.

Source: Gehl Architects



Custom bus shelters should be easily accessible from the new entry to Preston and Bell Stations

Source: Outdoor design source

Integrated facilities for cyclists

- Cycling facilities are well lit, secure and easily accessible.
- 180 free bike parking spaces at Bell Station will have and a new enclosed Parkiteer providing 26 additional spaces.
- 280 free bike parking spaces at Preston Station a new enclosed Parkiteer providing 52 additional spaces.

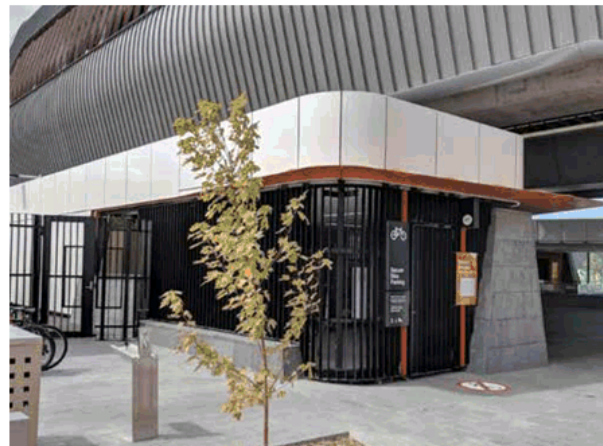
Safe and accessible commuter car parking

- Commuter car parking is located on the western side of the railway line at Preston and Bell Stations, and is easily accessible from main roads such as Bell Street and Murray Road, avoiding the use of the local road network.
- The number of commuter carparking spaces is the same as currently at each station.
- Accessible car parks, 'kiss & ride' drop offs and taxi ranks are conveniently accessible from station buildings and designed to minimise pedestrian conflict.



End of destination cycle facilities to be located on the edges of new public spaces

Source: Gehl Architects



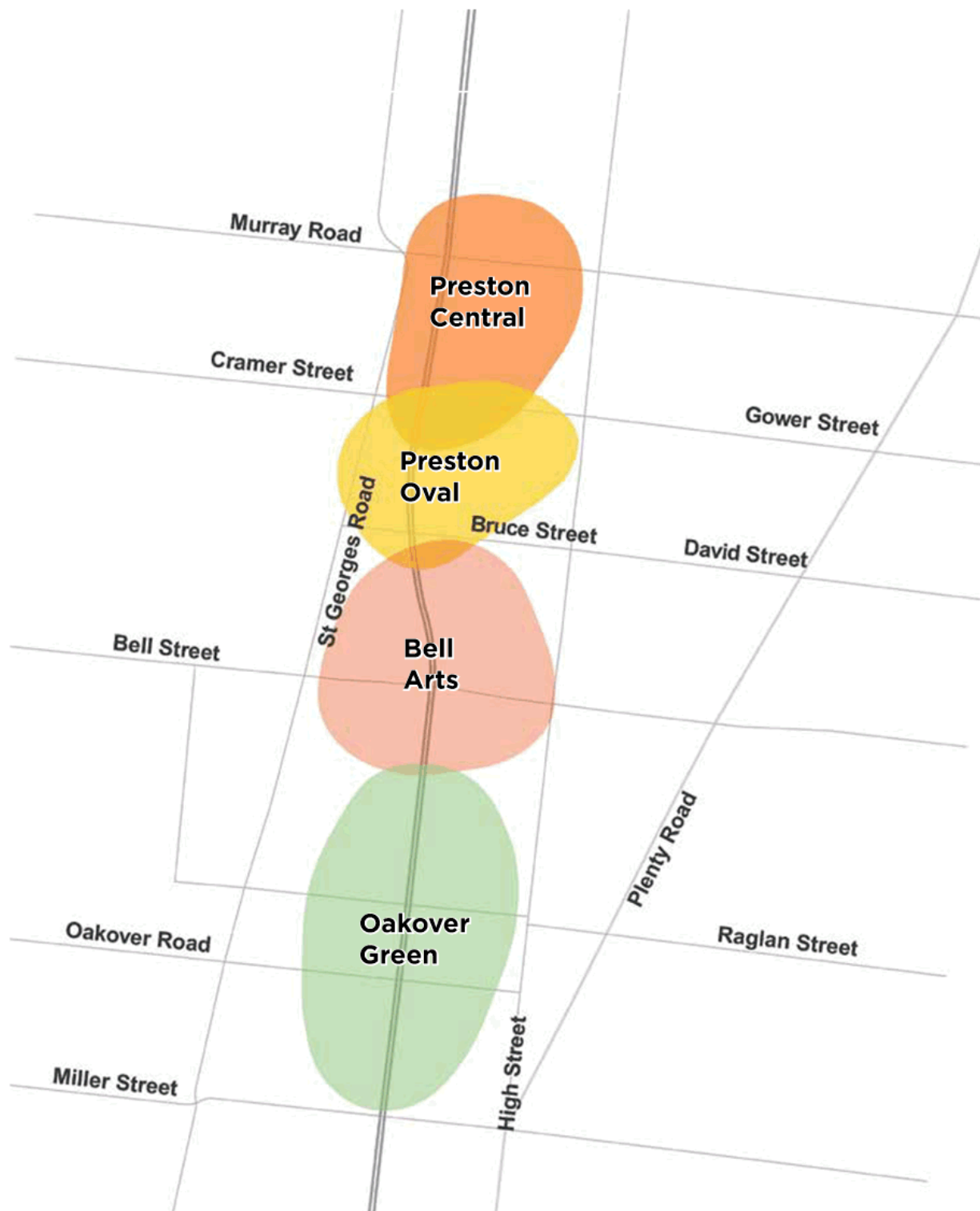
Parkiteers integrated into the new station at Murrumbeena

Source: Level Crossing Reomvals Project



Celebrate local heritage, art and identity

- The corridor's design celebrates the local qualities of the four distinctive precincts along the corridor:
 - **Oakover Green** – This burgeoning precinct undergoing significant transformation, is rich in local heritage and stories. Once Preston's employment heart, it was home to tanneries and the manufacturing industry, employed many tram and railway workers and is rich in indigenous history with the Aboriginal Advancement league.
 - **Bell Arts** - With the iconic Bell Street and new premium station at its centre, the Bell Arts precinct is a vibrant welcome mat to Darebin Arts Centre (DAC) and its burgeoning urban creative communities including Gertrude Contemporary International Gallery nearby.
 - **Preston Oval** - With the iconic Preston City Oval at its centre, this precinct is an urban recreation hub that interfaces with the Preston Market and a new neighbourhood surrounding it, the new premium station, the Bruce Street urban neighbourhood and key links to Melbourne Polytechnic, St Georges Road and High Street
 - **Preston Central** – With the celebrated Preston Market and High Street at its heart, the precincts rich multicultural heritage and the stories of its diverse community embedded
- The corridors' unique indigenous, cultural and multicultural heritage is reflected through the architecture and design of open space and infrastructure.
- Bell Station Building Heritage and history is celebrated by incorporation into the design of the Precinct.
- The social, cultural and architectural heritage of Preston Market is responded to in designs for Preston Station.
- A Creative Arts Curator is employed to integrate art into built form elements throughout the corridor - architecture, landscape, lighting, signage, fences, rail pylons at rail bridges over Bell, Cramer, Murray and Oakover, reflecting local stories and working with indigenous, multicultural and local artists.
- The Aboriginal community is engaged with early, continually and meaningfully throughout the design process of new open spaces to final construction.
- The multiculturalism and history of the area is reflected in less formalised recreational infrastructure, such as spaces for Trugo, bocce or other socially connecting activities.



Four distinctive precincts along the Bell-Preston corridor will help inform a place-based integrated urban design, architectural and public art design response to the project.

Source: Darebin City Council

What we want it to look like



Celebrating Darebins indigenous history

Source: gggiraffe.blogspot.com/2016/07/aboriginal-street-art-in-melbourne-2



Prestons rich multicultural history is reflected through public art along the corridor.

Source: Prestonmarket



Source: Darebin City Council



Integrating rail heritage into the urban and architecture design response.

Source: Level Crossing Removal Project



Temporary public art events underneath the rail undercroft

Source: <https://twitter.com/BrentToderian> - Artwork: UninterruptedCA



References to cultural diversity through art & architecture

Source: Hassell



Public art integrated the public environment - Swing installation at a bus stop and Ash Keating mural

Source + artist: Daily Tous Les Jours



Source + artist: Ash Keating



Public art integrated into the Station architecture

Source + artist: Josh Raymond and Chris Fox (<https://chrisfox.com.au/interloop>)



Source + artist: Josh Raymond and Chris Fox (<https://chrisfox.com.au/interloop>)



Designed-in easy and sustainable maintenance

- The corridor is made up of well designed, easy to maintain spaces that will look as good in 20 years as they do on day one.
- Public spaces feature materials which are high quality, durable, low maintenance, and minimise opportunities for unwelcome graffiti.
- Locals and visitors can easily find their way around with new information and wayfinding signs designed in line with the Darebin Signage Strategy.
- The materials of buildings and infrastructure are sustainable, using concrete from sustainable sources and other recycled materials, and concrete aggregate for the Shared User Paths.
- The corridor is greened with indigenous, native and hardy plants for sustainability and easy maintenance.
- Playspaces, active recreation spaces, dog parks, community spaces are designed using robust, sustainable materials and landscaping.
- The corridor is water sensitive with Water Sensitive Urban Design incorporated into open spaces to maximise useability for all users
- The initial maintenance period provides a high quality and frequency of regular maintenance to ensure successful establishment of plants/landscaping during the defects period.
- Appropriate reuse of materials in new open spaces. This can include train station elements, track, heritage elements and landscaping (habitat tree logs).

What we want it to look like



Retaining significant trees in new open spaces along the corridor.

Source: trees.stanford.edu/ENCYC/EUCnotes



Indigenous focused plant palette

Source: www.austrahort.com.au



Indigenous plants and natural materials for seating

Source: pinterest.com.au/pin/434738170278290788/



Combination of asphalt and concrete pathways.

Source: Darebin City Council



Re-use of tree logs and rocks for nature base play.

Source: nottinghampost.com/news/nottingham-news/robin-hood-themed-natural-play





Proactive support for our local communities and businesses to minimise the disruption they will face during construction

- Local businesses, Preston Market management and traders, the Preston Central Business Association and community are supported throughout construction disruptions and the additional works post construction.
- Clear communication and consultation with due notice prior to impacts such as road closures, power outages or occupations, with individual Preston Market businesses and the Preston Market management and traders as well as High Street businesses, and their concerns actively incorporated into delivery activities. This includes information sessions as a complement to written documentation.
- Communication strategies and provision consistently addresses the digital, written and verbal information needs of CALD and non-CALD businesses. This includes information in many languages and provided in person as much as possible with translators.
- A program of temporary activation events to support local businesses thrive during the works, including 'shop local' campaigns and activities that bring/retain customers and visitors. Programming takes a coordinated approach with Council and the Business Association to ensure a significant positive impact.
- Minimised disruption to local communities by ensuring haulage and delivery of goods for the project occurs only on major roads and during off-peak times.
- Maintaining the current level of pedestrian and cycle access throughout disruption.
- Public parking is kept free for the community, visitors, shoppers and local workers.
- Construction staff and contractors and their work vehicles are provided with alternative parking with no reduction in car spaces available to the public.
- Existing public car parks such as that at Preston Market, continue to be publicly available throughout the construction period.
- Construction timing minimises disruption on busy market days (particularly Fridays and Saturdays).
- Connection is maintained for people accessing Preston Station and the Market while the station is in operation.
- LXRP and workers creatively support a diverse range of local business types and sectors, including through encouraging worker patronage across different goods and services and sourcing goods and services for prizes.

What we want to achieve



Marketing events to help the Preston Central thrive, not just survive throughout the construction period.
Source: Darebin City Council



Source: Darebin City Council



Engage early with Preston Market and High Street businesses
Source: Darebin City Council



Targeted employment & training opportunities to local people who need it the most

- Prioritise employment and training opportunities to Darebin residents impacted by Covid-19 through the LXP across profession types.
- Target employment and supply chain opportunities towards economically disadvantaged groups, specifically the CALD community, women, young people and Darebin residents impacted by COVID19. This should be reflected in LXP contractual arrangements.
- People from Aboriginal or Torres Strait Islander backgrounds are employed to create a more diverse workforce target of 3% and add value to the project.
- Darebin based social enterprises are engaged and provide employment opportunities for the level crossing removal project.
- Local artists are engaged to design and create work decorating construction hoarding panels.
- Partner with local tertiary education institutions to support local employment and training opportunities.

What we want to achieve



Source: www.ausecosolutions.com.au/spring-weed-control



Source: VicTrack



Prioritise employment and training opportunities to people of Aboriginal or Torres Strait Islander backgrounds, CALD community, women, young people and Darebin residents impacted by COVID19.

Source: Level Crossing Removal Project



Artists employed to beautify construction hoardings for the Melbourne Metro Tunnel project.

Source: Darebin City Council



the place
to live

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Darebin Skate Association – Community led Consultation for LXRSummary

The Darebin Skate Association (DSA) ran a consultation for 2 weeks from 22 October to 5 November 2020. Our community consultation showed strong support for the incorporation of a skatepark and other active space facilities as part of the Level Crossing Removal Project (LXR) in Preston. These spaces, particularly if integrated, will provide an inclusive, broad-reaching, and well used space that will benefit mental and physical health, well as the local economy.

The DSA consultation received 528 submissions, 303 submissions were completed by people who live in Darebin. The following findings have been drawn from the consultation:

- All respondents (528 out of 528) would like active spaces incorporated in the rail crossing removal project
- 99% of respondents would like active spaces to include a skatepark (523 of 528)
- Active spaces are important to community wellbeing; 85% of respondents rated active facilities as very important to their physical and mental wellbeing
- Skateparks were mentioned as places of social, emotional and community development

The DSA urges LXRA and the City of Darebin to consider this proposal as a cornerstone of the LXR Preston public space design and welcome continued engagement throughout the process.

Who is the Darebin Skate Association?

The DSA is a representative group for those who live, work, study or play in the City of Darebin, and is primarily concerned with facilities and public space. The DSA wants to act as a central voice for community members and seeks to inform the conversation around how community facilities such as skate parks, youth precincts and basketball courts are built, upgraded and maintained in open space. The DSA is a representative voice that aims to act as a conduit between community stakeholders, funding bodies and local government.

We are committed to maintaining a truly representative body, encompassing gender/ethnic/ age/ socioeconomic backgrounds and provide skill-building opportunities for our members in a variety of areas that support the panel to strengthen the groups capacity to represent the community. These actions could include: fostering community connection, funding applications for public space, social media management and stakeholder & community engagement.

The DSA undertook a consultation with the community to gauge support for the inclusion of active spaces in the Level Crossing Removal Project (LXR) in Preston. Respondents were asked to indicate their interest in a variety of active facilities including a skatepark, bouldering wall, pump track and basketball court. The results of our consultation clearly show a strong interest in the inclusion of a skatepark as part of the LXR from a broad cross section of community members that work, live or play

in the City of Darebin. The DSA therefore feels that the City of Darebin and the LXP should incorporate a skatepark into the design of the LXP in Preston.

Consultation process

To measure community interest in active spaces as part of the LXP Preston development, the DSA ran a 2-week online consultation to measure community appetite for active spaces as the LXP Preston development. In line with DSA’s mandate to represent rolling sport riders that line, work or play in the City of Darebin, our consultation we followed a public consultation method, opening up the survey to any interested parties.

However, due to Covid-19, we were restricted in mediums for survey distribution. We used the DSA’s Instagram account as the main platform for advertising the consultation, and the survey was also circulated on community Facebook groups, and via word of mouth. Ultimately, the consultation was completed by 528 community members between 22/10/20 - 5/11/20, with 303 listing a Darebin postcode.

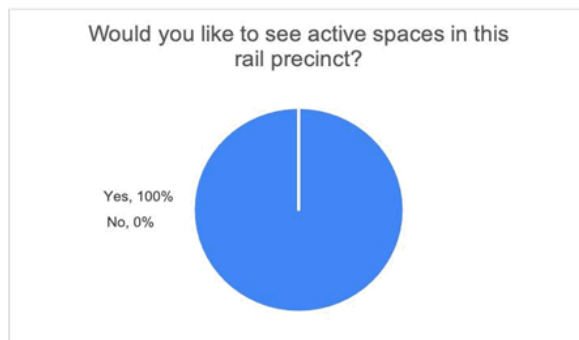
What did we find?

Summary:

The Darebin Skate Association ran a consultation for 2 weeks from 22 October to 5 November 2020. The consultation received 528 submissions. The submissions spoke to the need for active spaces including a skatepark in Darebin, highlighting the impacts on wellbeing, social interaction and community building that these spaces facilitated.

Key Findings:

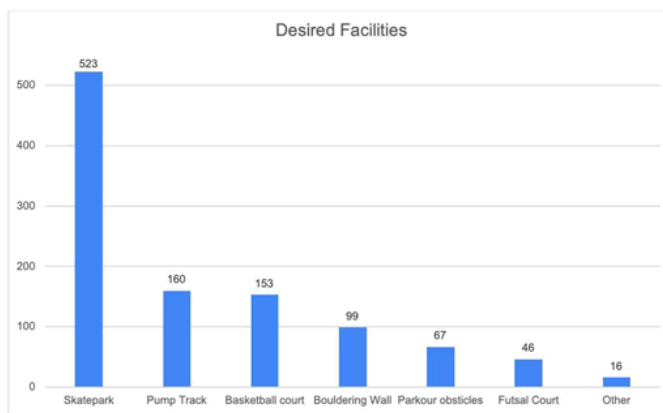
- 1. All respondents (528 out of 528) would like active spaces incorporated in the rail crossing removal project, 99% would like a skatepark in the active space (523 of 528 respondents).



"Preston is missing a community skatepark." - Survey respondent

“(It)Would be lovely to have a skatepark locally” - Survey respondent

- 2. A well designed skatepark was desired by 99% of respondents in the active space, following this, other desires are a pump track (30% or 160 of 528), basketball courts (29% or 154 of 528), rock climbing or bouldering wall (19% or 99 of 528). A pump track is a facility used by rolling sports such as BMX, mountain bikes and skateboards.



“Basketball and skateboarding are such great social sports and it would be awesome to see more parks set up particularly in our current COVID climate where going out to exercise is such a necessity for many people’s mental and physical health.”
 - Survey Respondent

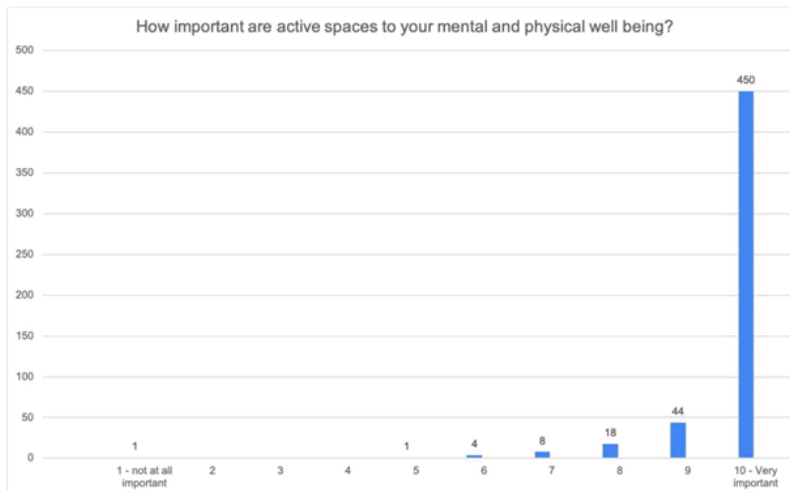
While a Skatepark was clearly the most popular space among participants, the strong number of votes for other facilities indicate that many participants would like to see more than one facility integrated into the spaces available as part of the LXP development. DSA proposes that LXP consider designing a broader, youth/active precinct, incorporating other facilities as well as a skatepark. Doing so would create a more inclusive atmosphere for cross-cultural engagement, foster understanding of different activities, and remove a physical layer of the perceived barriers of entry into rolling sports.

- 3. Active spaces are important to community wellbeing; 85% of respondents rated active facilities as very important to their physical and mental wellbeing.

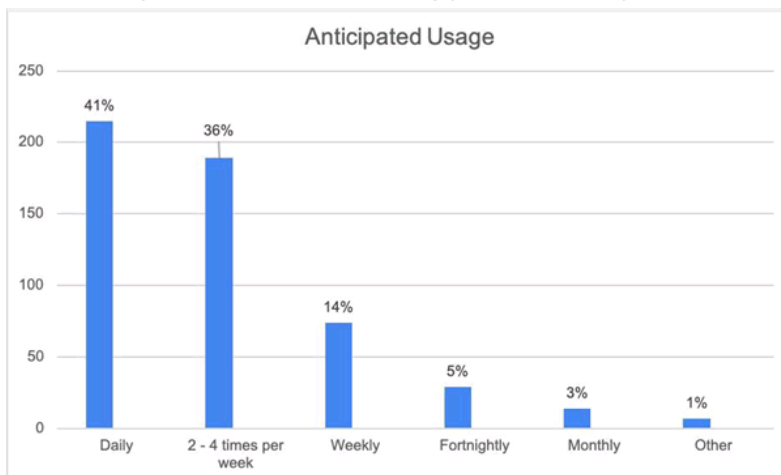
“A skatepark there would greatly benefit my mental and physical health and I am sure that lots of people would use it.” - Survey Respondent

While much of the public already had a great appreciation for public spaces and public space

activities, the COVID-19 pandemic has highlighted the importance staying active and social can have on mental health. Our data supports a community support for the mental health benefits that would arise from this facility.



- Active spaces would be used regularly by community members; 77% of respondents (404 submissions) indicated they would use active spaces twice a week or more frequently, 41% indicated they would use the facilities daily (215 submissions).

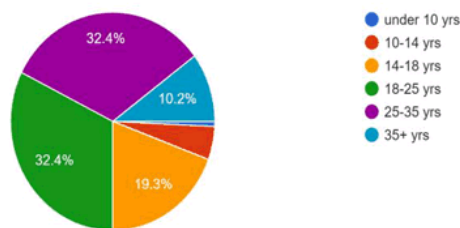


Such high instances of future usage speak to the significant value a youth precinct (based around a skatepark) could have on the local community, businesses and neighbourhood,

highlighting how a currently underused area of land could be transformed to a high-use public space.

- 1. Skate spaces service a wide cross-section of the community. Our survey captured community members from under 10- 35+.

Which age range best describes you?
528 responses



While promoting the survey exclusively through online and word of mouth mediums inhibited our ability to represent the entire community, our data demonstrates a far-reaching and strong desire for skate/rolling facilities in Preston. Although the DSA survey does not fully reflect the use of skate facilities by people under 14 (roughly 5% of respondents) under 14. This can largely be attributed to the inability to conduct in-person consultation and the minimal use of Instagram and Facebook by children under 14. However, evidence of 5-14yr old participation is clearly outlined by Australian Bureau of Statistics data from 2009 and 2012, with 57% participating in skate-based recreation, the most popular form of active recreation in the country (significantly ahead of the most popular organised sports (males- Soccer, 22% and females - swimming 16%) (ABS, 2012).

Our survey results expand on the work of ABS, demonstrating that skate/rolling sports are popular among the community more broadly, with 444 respondents identifying as between 14-35 years of age. Our data highlights that the community benefits to mental and physical health also extend to young adult and adult groups, who are community members less likely to be involved in organised sport at the same level as children 14 and under. For example, participation in outdoor Soccer drops to just 5.4% nationally by Adulthood (AusPlay 2020). Clearly, investment in skate/rolling spaces should be made to equal or greater levels than organised sports facilities.

Furthermore, the projected heavy use of an LXRP skate facility by riders over 14 represents the potential for a significant economic boost to surrounding businesses as riders may purchase snacks, lunch and/or groceries, and use other hospitality businesses before or after riding.

Recommendations

Our community consultation showed strong support for the incorporation of a skatepark and other active space facilities as part of the LXRP development in Preston. These spaces, particularly if integrated, will provide an inclusive, broad-reaching, and well used space that will benefit mental and physical health, well as the local economy.

The DSA urges LXRA and the City of Darebin to consider this proposal as a cornerstone of the LXRP public space design and welcome continued engagement throughout the process.

References:

ABS 2012, 'Children's Participation in Cultural and Leisure Activities, Australia', *ABS*,
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AusPlay 2020, 'AusPlay survey results July 2016 - June 2020', *Sport Australia*,
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7.2 APPOINTMENT OF COMMUNITY MEMBERS TO DAREBIN ADVISORY PANELS; ART & HERITAGE ADVISORY PANEL, COMMUNITY AWARDS ADVISORY COMMITTEE.

Author: Manager Creative Culture and Events

Reviewed By: Chief Executive Officer

EXECUTIVE SUMMARY

The purpose of this report is to seek Council’s endorsement for proposed membership to two of Council’s Advisory Panels, namely the Darebin Art and Heritage Advisory Panel and the Darebin Community Awards Advisory Committee following recruitment processes during 2020. The Terms of Reference for these advisory panels are at **Appendix A** and **Appendix D**.

Recommendation

That Council:

- (1) Endorse the appointment of eight (8) community members to the Darebin Art and Heritage Advisory Panel and two (2) reserves (refer to confidential attachment **Appendix B**)
 - 1)
 - 2)
 - 3)
 - 4)
 - 5)
 - 6)
 - 7)
 - 8)
 - 9) RESERVE
 - 10) RESERVE
 - (2) Endorse the appointment of seven (7) community members as representatives to the Darebin Community Awards Advisory Committee (refer to confidential attachment **Appendix C**)
 - 1)
 - 2)
 - 3)
 - 4)
 - 5)
 - 6)
 - 7)
-

BACKGROUND / KEY INFORMATION

Darebin Art & Heritage Advisory Panel

In early 2020, Council approved a change to the governance structure of the Bundoora Homestead Board of Management. This change responded to amendments to the Local Government Act and Council's review of its advisory committee model.

On 6 April 2020, Council endorsed the recommendation to discontinue the Bundoora Homestead Board of Management and reform this group as an Art & Heritage Advisory Panel, with the 7 existing Board members authorised as the inaugural Panel members.

An expressions of interest process was progressed to fill vacant positions. The recruitment was informed by identified skills gaps in the existing panel membership skills including: Public Art, First Nations Art & Culture, Access and Inclusion, Fundraising and Audience Development.

Thirty three (33) applications were received of high quality. Applications were reviewed by a selection panel consisting of: Lyndel Wischer (Community member and Chairperson of the Panel) and Council officers.

Applications were assessed against key selection criteria, with considerations including cultural and linguistic diversity of applicants, Aboriginal and Torres Strait Islander peoples, diversity of age, gender and access requirements were given priority.

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 Advisory Committee is to review award nominations and determine the recipients of the awards.

The committee comprises the Mayor and two members of the Darebin Aboriginal Advisory Committee (DAAC), a representative of the Darebin Ethnic Communities Council (DECC) and four community representatives.

An expression of interest process has been completed to recruit new members to appoint a new committee aligned to the Terms of Reference. This was also extended to previous award winners, with seven community members listed for appointment to the Darebin Community Awards Advisory Committee.

Previous Council Resolution

At its meeting held on 6 April 2020, Council resolved:

That Council tasks Council officers to deliver an Expression of Interest to fill vacant positions within the new Art & Heritage Advisory Panel

COMMUNICATIONS AND ENGAGEMENT

Consultation

For the recruitment process for new Art & Heritage Advisory Panel members, the inaugural sitting members were consulted as to skills gaps on the Panel and they advised on the Expression of Interest process to fill the remaining vacant positions. A selection panel made up of the Chair of

the Panel and Council officers reviewed all 33 applications and made recommendations on preferred candidates.

Limited consultation was required for the Darebin Community Awards Advisory Committee.

Communications

A detailed communications plan for the recruitment of members to each group was drafted and implemented with the assistance of the Communications team.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Environmental Sustainability Considerations

NIL

Climate Emergency

NA

Equity, Inclusion and Wellbeing Considerations

The Equity and Diversity team was consulted on ways to attract applications from diverse community members. In assessing the applications, priority has been given to the following: cultural and linguistic diversity of applicants, Aboriginal and Torres Strait Islander applications, diversity of age, gender, all ability and access requirements.

Cultural Considerations

The Art & Heritage Advisory Panel is made up of industry experts including artists, curators, educators, tourism experts and arts consultants. It plays a key role in supporting and advocating for the cultural diversity and integrity of Council's arts offering to our community.

Economic Development Considerations

For the recruitment of new members to the Art & Heritage Advisory Panel, one of the key selection criteria for applicants was experience in fundraising, financial management and other economic development expertise.

Financial and Resource Implications

Costs associated with the administration of Community Advisory Groups are included within existing budgets.

Legal and Risk Implications

These groups have a nominated Council officer, responsible for providing support for governance arrangements and identifying (and escalating) any risks as required.

Operational Impacts

As part of its remit, the Art & Heritage Advisory Panel provides advice and guidance on the strategic operation and service delivery at Bundoora Homestead Art Centre. As such, the staff at Bundoora Homestead have been consulted and advised on the priority areas requiring support from the Panel and this has been noted in the application process.

DISCUSSION

Darebin Art & Heritage Advisory Panel

The Darebin Art & Heritage Advisory Panel 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.

Councillors	One Councillor
Other Panel 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
Meeting Frequency	4 times per year
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council 6 th April 2020
Responsible Officer	Art & Collections Coordinator

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.

Councillors	Mayor (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/secretariat support 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

OPTIONS FOR CONSIDERATION

- To appoint eight community members to the Darebin Art & Heritage Advisory Panel. This will ensure the Panel always achieves quorum at meetings and has a rich and diverse representation of community experts advising on arts and cultural matters.
- To appoint seven community members as representatives to the Darebin Community Awards Advisory Committee. This will ensure that the awards panel is able to make assessments on awards recipients in fair and a timely manner.

IMPLEMENTATION STRATEGY

New community members are to be appointed by Council resolution. Once appointed, the following strategy will be implemented:

1. New community members informed and invited to an induction session or introduction meeting.
2. Communications strategy will be implemented
3. Unsuccessful applicants notified and thanked for their application.

Communication

Information about Council Advisory Committees & Panels and their membership will be made available on Council's website. External members of these advisory bodies will be informed about the resolution of Council with regards to their establishment and membership.

Timeline

Communications about any changes to the Community Advisory Committees and Panels will be made in the week following the Council meeting.

RELATED DOCUMENTS

NA

Attachments

- Darebin Art & Heritage Advisory Panel Terms of Reference (**Appendix A**) [↓](#)
- Darebin Art & Heritage Advisory Panel Membership Recommendations 2020 (**Appendix B**) Confidential - enclosed under separate cover
- Darebin Community Awards Advisory Committee Recommended Membership 2020 CONFIDENTIAL (**Appendix C**) Confidential - enclosed under separate cover
- Darebin Community Awards Advisory Committee Terms of Reference (**Appendix D**) [↓](#)

DISCLOSURE OF INTEREST

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

Darebin Art & Heritage Advisory Panel

Terms of Reference

BACKGROUND

Darebin Council appointed a Section 86 Special Committee under the Local Government Act to oversee the operations of Bundoora Homestead Art Centre. In 2017 this committee adopted the Bundoora Homestead Art Centre Operations Plan to outline how the centre would deliver visual art and heritage services and support to the community.

In late 2019, Council recognised that proposed changes to the Local Government Act would impact on this committee. In early 2020 the special committee was wound up and the Darebin Art & Heritage Advisory Panel was established.

The Darebin Art & Heritage Advisory Panel is guided by Council's Plan, Art Strategy and the Bundoora Homestead Art Centre Operations Plan:

Council Plan 2017 – 2021

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.

Goal 5: We will lead on equity and recognise our diverse community as our greatest asset for solving future challenges.

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

Creative Darebin: a plan for a thriving creative community 2014 – 2020

OUR VISION A City brimming with creative possibilities.

OUR MISSION To create the ideal environmental conditions for creativity to thrive in our City.

Key Focus Areas:

1. Inclusive —Increase access and meaningful participation in the arts for priority communities
2. Enterprising —Make Darebin the home of choice for artists and creative industries
3. Regenerative —Develop Creative Spaces and Places
4. Connected —Create connections across communities and between generations
5. Vibrant & Visionary —Lead by example and commit to best practice principles in all our work

Bundoora Homestead Art Centre Operations Plan

OUR VISION IS TO BE A LEADER IN CONTEMPORARY ART AND HERITAGE EXPERIENCES THAT ENGAGE, EXCITE AND INSPIRE OUR COMMUNITY

There are four guiding principles which will drive success of Bundoora Homestead Art Centre. These are:

- Artistic Excellence, Heritage and Engagement
- Exceptional Visitor Experience
- Business Sustainability
- Innovative and Inclusive Management

PURPOSE

The Art & Heritage Advisory Panel 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, the panel focuses on:

- Bundoora Homestead Art Centre, strategic vision and direction for Darebin's public art gallery and heritage house
- Darebin Art Collection, oversight of the Darebin Art Collection Policy and expert advice on acquisitions and commissions
- Public Art, oversight of policy in relation to artwork and creativity in public spaces and expert advice on acquisitions, commissions and new opportunities for art to interact with the public realm.
- Financial sustainability, funding streams and investment opportunities including guidance on Bundoora Homestead Foundation Fund, growing the fund and spending decisions

The Art & Heritage Advisory Panel may also consider other Creative Culture requests for strategic advice or input, sought by Council or staff, as required.

Visual Arts and Heritage in Darebin

Bundoora Homestead Art Centre is where contemporary art and Australian history collide. A home for creative thinking, community participation and inventive contemporary arts practice, where artist and audience are engaged, welcomed, challenged, and where they are empowered to contribute to a conversation about the issues of our time and place, all within a rich historical heritage. We utilise our assets of art galleries, heritage house, heritage gardens, café, and art collection to work collaboratively and deliver experiences that are relevant, accessible and engaging.

The Art and Collections unit's remit extends beyond the walls of Bundoora Homestead and engages with communities across Darebin in their own space. We manage and care for the Darebin Art Collection and Public Art Collection and ensure these valuable community assets are promoted and cared for. We are supporting artists to make and present new artworks by making art more accessible to a wide range of community members. We recognise that art is vital to the wellbeing of individuals and communities.

OBJECTIVES

The Objectives of the Darebin Art & Heritage Advisory Panel are to:

- Provide specialist and specific strategic advice in the delivery of an Art Gallery and services to visual artists and arts lovers in Darebin and in the delivery of heritage interpretation of Bundoora Homestead Art Centre and other heritage related opportunities across the city
- Support and advise on the commissioning, acquisition, management, maintenance and de-acquisition of public art
- Support and advise on the commissioning, acquisition, management, maintenance and de-acquisition of artworks for the Darebin Art Collection
- Support Council to achieve the art and heritage aims of Council adopted plans, policies and strategies and provide advice in the development and/or review of these documents
- Provide advice and guidance into financial sustainability, growth of external funding sources, and the management, growth and spending of the Bundoora Homestead Foundation Fund, a deductible gift recipient fund operated by Council for the benefit of Bundoora Homestead Art Centre
- Provide advice to support the future sustainability of Bundoora Homestead Art Centre and preserve access to art and heritage services in the municipality
- Provide advice and support to Council in relation to delivering inclusive and diverse cultural services, with priority focus on inclusion of First Nations and CALD artists, creative professionals and community members
- Provide insight and advice as to national, state-wide and sector policy and developments that may impact on Council's aims in relation to art and heritage
- Identify and provide recommendations back to Council as appropriate.
- Advocate on behalf of the creative sector on all matters pertaining to arts and culture
- Support community access to arts, heritage and cultural materials for the enjoyment of future generations.

MEMBERSHIP

Skills Audits

In recruiting members to the Darebin Art & Heritage Advisory Panel, Council will seek the following skills, experience and diversity:

- Tourism
- Hospitality
- Facility management
- Curatorial expertise
- Visual art knowledge
- Public art expertise
- Collection management
- Heritage interpretation
- Heritage management
- Events
- Fundraising
- Marketing
- Leadership
- Customer service
- Volunteer management
- Partnership building
- Sponsorship
- Lived experience of disability or mental health
- Lived experience of First Nations cultural art practices
- other skills as identified in skills audits undertaken by the Panel or by Council.

Membership composition

Membership will include but not be limited to:

- 1 x Darebin Councillor and 1 proxy
- 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

Recruitment and Terms of Appointment

Darebin Councillor members will be appointed each year at the Special Meeting of Council for a period of 12 months or until the next Special Meeting of Council.

Community members will be recruited through an Expression of Interest process coordinated by the Art & Collections Coordinator. Applications will be reviewed by a group of committee members and Creative Culture and Events staff. Appointments to the Panel will be authorised by Council via Council report and resolution. Community members will serve for a term of 24 months with the opportunity to serve for a second term. After 4 years of membership community members will need to reapply for their position if they wish to continue.

The First Nations representative will be recruited through a collaborative process with Wurundjeri Land & Compensation Cultural Heritage Council Aboriginal Corporation, or the Darebin Aboriginal Advisory Committee. This member will have the same Term of Appointment as community members.

Co-opted members

Additional expertise and advice can be bought in to the Panel where a specific skill or area of knowledge is required (e.g. a ceramics expert to advise on ceramics acquisitions to the Darebin Art Collection), where this skill does not currently exist in the membership. Co-opted members will be invited to attend one or more meetings as required.

Support

The members will be supported by the Art & Collections Coordinator or another Council staff member from the Art Collections team. The staff person will not be a voting member of the Panel.

Chair

The Panel will appoint a community member as Chair at the first meeting of the calendar year to serve for a 12 month term. Any community member can nominate for this position.

The responsibilities of the Chair include:

- Guiding the meeting according to the agenda and time available
- Facilitating fruitful discussions
- Assisting members to abide by the Code of Conduct (see 5.4. below), including by taking action in case of breaches
- Reviewing and approving minutes before distribution as needed

- Where appropriate, updating Council on the progress and discussions of the Panel

Where the Chair is unable to attend a meeting another member of the Panel will be invited to act as Chair. This decision will be made as early as possible to ensure the Acting Chair has time to prepare.

Roles, responsibilities and extent of decision making

The role of the Panel is to provide advice to Council. As such it does not have any decision-making powers. Recommendations to Council are advice only and Council will debate and decide any course of action.

The Panel does not have any delegated powers or authority and cannot spend monies in the course of their work.

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

Panel members may be invited to attend or have a role at Art and Heritage events including, but not limited to, MC or speaker at events, judging prizes, sitting on acquisition panels and attending broader Creative Culture and Events, or Council events or meetings.

MEETINGS AND PROCEDURES

The Panel will meet at Bundoora Homestead Art Centre or Council's offices four (4) times a year, with the possibility to organise additional meetings, workshops or events as required. Dates and times of the meetings will be determined by Council, taking into consideration members' constraints. The expectation is that members of the Advisory Panel will attend a minimum of three (3) meetings each year. Meetings may also be hosted by member agencies, stakeholders or partners and may focus on a particular topic or theme.

Sub- Panels

Where appropriate the Panel may decide to implement a sub- Panel to address a particular issue or idea. Sub- Panels have the same quality as the Panel but any resolutions or advice to Council must come back to the Panel for approval.

OFFICER SUPPORT

Darebin City Council's Art & Collections Coordinator, or another member of the Art and Collections team, will take responsibility for providing executive support to the Panel including provision of meeting agendas and minutes. Panel agendas will be forwarded to the Panel members by email no later than one week (five working days) before a scheduled meeting.

Minutes will be provided to Panel members no later than two weeks (ten working days) after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

The Art & Collections Coordinator will coordinate the implementation of Panel meeting outcomes, monitoring and evaluation. The implementation may involve Panel members or staff from their agencies. Agencies and organisations not directly represented on the Panel may be involved.

Records of agendas and minutes will be maintained in accordance with Public Records Act requirements.

CONDUCT OF PANEL MEMBERS

Members will:

- Act honestly and treat others with respect
- Practice active listening and give all members an opportunity to voice opinions, concerns and ideas
- Exercise reasonable care and diligence
- Not make improper use of their position or make improper use of information acquired because of their position
- Ensure their behaviours reflect Council's commitments to equity, diversity and wellbeing, in particular those outlined in Council Plan.
- Ensure that their behaviour reflect Council's values:
Collaborative Integrity Make a difference Accountable Respect Creative

Where there is a requirement for confidentiality, whether it arises during a meeting or is made clear to members in communications conducted outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), this is to be noted in the minutes and addressed accordingly.

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

Members of the Panel are not authorised to speak to the media or make public statements on behalf of the Panel, nor of Council. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

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

STAKEHOLDERS

The Panel may at times seek input and advice from stakeholders in the community and more broadly to assist in their deliberations and advice. This may include artists, arts organisations, funding bodies, government departments and agencies, sponsors and other individuals or groups who can provide value to the work of the Panel.

MONITORING AND EVALUATION

The Panel will be reviewed every 18 months via a number of methods (including reflective self-evaluation by members) to ensure that the Panel is achieving its objectives and is relevant to council's aspirations relating to the Art and Heritage.

REPORTING AND REVIEW

The Panel will provide an Annual Report to Council on actions and outcomes achieved. The Annual Report will reflect the previous financial year and will be presented to Council in October each year.

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

Darebin Community Awards Advisory Committee Terms of Reference

Background

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

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

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

Terms of Reference

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

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

2 Policy contexts

Darebin Community Awards Advisory Committee

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

The Darebin Community Awards Advisory Committee will be made up of Councillors, Council Officers and a number of community representatives including two members of the Darebin

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

Aboriginal Advisory Committee. The four community representatives are local residents appointed through an expression of interest process.

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

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

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

3. Membership of Darebin Community Awards Committee is made up of:

- Councillor representative(s) Mayor to chair the Committee
- Two members of the Darebin Aboriginal Advisory Committee
- A Representative of the Darebin Ethnic Communities Council
- Four Community Representatives
- One Council officer, and others as required
- Apart from Councillor(s) and officers, the committee's membership should not exceed twelve.
- The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

Role of Members:

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

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

4 Method of Nomination

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

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

5. Terms of Appointments

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

- All appointments will be determined by Council
- If a member does not attend at least two (2) meetings (half of the minimum number of meetings to be held) per year without prior notification being given, their position may be considered vacant.
- Councillor representation is decided at a Council's Special Meeting in November each year.
- Community members are two year appointments, with all members eligible to reapply for membership at the end of the two year term.
- Members can serve for a maximum of two consecutive terms

5. Meetings and Procedures

- **AGENDAS AND MINUTES**

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

- **VOTING**

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

- The Darebin Community Awards Committee will meet at Council's offices a minimum of twice (2) a year, with the possibility to organise additional meetings as required.
- Dates and times of the meetings will be determined by Council, taking into consideration members' constraints and the need to allow participation from a range of people across the municipality.
- Meeting will be held in the Council chambers (unless otherwise notified) and will be from 6.00pm to 8.00 pm (unless otherwise notified)
- Should a change in meeting room or time be required committee will be notified by Darebin Council staff

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

- Members unable to attend a scheduled meeting are required to notify the meeting organiser prior to the meeting taking place
- Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the Form should be forwarded to the Manager – Governance within 5 working days of the meeting.
- Light refreshments and coffee/tea/ juice are supplied by Council.

5 Chairperson

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

6. Officer support

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

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

6. AUTHORITY AND DECISION MAKING

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

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

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

In the absence of such consensus, and provided there is a quorum of at least half of the members (apart from Councillor(s)/Chair and officer(s) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

the committee's. Officers can never take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

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

7. Conduct of Committee members

Members will:

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

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

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

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

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

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

8. Induction

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

Terms of Reference

March 2018

Darebin Community Awards Advisory Committee

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

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

9. Conflict of Interest

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

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

7.3 COUNCIL AND PLANNING MEETING DATES 2021**Author:** Senior Council Business Officer**Reviewed By:** General Manager, Governance and Engagement

EXECUTIVE SUMMARY

In accordance with the Council's Governance Rules 2020, Council must fix the date, time and place of all Council meetings and a schedule of Council Meetings must be published in publications that are distributed throughout the municipality (including Council publications) and on Council's website at least once each year or with such greater frequency as the Chief Executive Officer determines.

A schedule of the Council and Planning Committee meetings for 2021 has been prepared for consideration by the Council. Special Council Meetings and Hearing of Submissions Committee meetings will be scheduled on an as-needs basis in accordance with the provisions of the *Local Government Act 2020* and Council's *Governance Rules 2020*.

The report recommends that Council moved to monthly Ordinary Council Meetings and that Council consider holding two Council meetings at alternative locations in the municipality in 2021. Also recommended is the establishment of monthly strategic Stakeholder Engagement Sessions with Councillors and key stakeholders and quarterly community engagement through 'Councillor Meet and Greets' across the municipality.

Recommendation

That Council resolves:

- (1) To hold the Ordinary Council and Planning Committee Meetings in 2021 as outlined in **Table 1**.
 - (2) To host quarterly 'Councillor Meet and Greets' across the municipality in 2021.
-

BACKGROUND / KEY INFORMATION**Previous Council Resolution**

Council resolves on its Meeting Cycle (including Ordinary Council Meeting and Planning Committee Meeting) annually. It last did this in November 2019 when it established a three weekly Ordinary Council Meeting cycle and a monthly Planning Committee cycle

COMMUNICATIONS AND ENGAGEMENT**Consultation and Communications**

The recommendation to Council has been developed to strengthen community engagement with Council and Councillors. The monthly cycle of meetings provides sufficient time for Council business to be undertaken and enables a contemporary approach to programming that supports the community engagement principles. The primary location for Council

meetings will continue to be the Council Chamber at the Preston Town Hall, with two Council meetings to be held at two community locations – one in Reservoir and one in Northcote.

This approach further supports the introduction of monthly strategic Stakeholder Engagement Sessions, to provide Councillors the opportunity to work collectively with key partners and stakeholders relevant to the municipality in order to develop a deeper understanding of issues, stronger relationships and drive strategic outcomes.

Quarterly 'Councillor Meet and Greet' sessions will also be hosted quarterly for all Councillors across the municipality. These will provide an increased, coordinated opportunity for Councillors to engage with community members with the support of interpreters.

Dates for future Ordinary Council Meetings and Planning Committee Meetings, when confirmed, will be publicly advertised and placed on Council's website and through our other communication channels.

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Community Engagement Strategy (and draft Community Engagement Policy)

Public Transparency Policy

Environmental Sustainability Considerations

Monthly strategic Stakeholder Engagement Sessions with Councillors will provide opportunity for Councillors to engage with key partners to develop a deeper understanding of opportunities to strengthen Council's action and advocacy in response to the climate emergency.

Equity, Inclusion and Wellbeing Considerations

Council and Planning Committee meetings are the forums where decisions of Council are made. Where the Council is empowered to do any act, matter or thing, the decision to do the act, matter or thing is to be made by a resolution of Council. Further, a resolution of Council can only be made at a properly constituted Ordinary or Special Council Meeting, Delegated Committee or through the exercise of a power, duty or function delegated to a member of Council staff under section 98 of the Act.

Monthly strategic Stakeholder Engagement Sessions with Councillors will provide opportunity for Councillors to engage with key partners to develop a deeper understanding of equity, inclusion and wellbeing considerations to inform Council's actions.

Regular Councillor Community Meet and Greet sessions will be supported with interpreters to ensure an inclusive approach to engagement with the community.

Cultural Considerations

Monthly strategic Stakeholder Engagement Sessions with Councillors will provide opportunity for Councillors to engage with key partners to develop a deeper understanding of cultural considerations.

Economic Development Considerations

Monthly strategic Stakeholder Engagement Sessions with Councillors will provide opportunity for Councillors to engage with key partners to develop a deeper understanding of the opportunity to drive economic development for the municipality.

Financial and Resource Implications

Council and Committee Meetings have financial and resourcing implications and any change to the frequency of meetings may therefore have a budget impact.

Legal and Risk Implications

The proposed meeting arrangements are in line with relevant requirements of the *Local Government Act 2020* and Council's *Governance Rules 2020*.

DISCUSSION

Dates for meetings have been identified throughout 2021 based on the following principles:

- Monthly Ordinary Council Meetings – to be held on the 4th Monday of the month, except the meetings scheduled for Wednesday, 27 January 2021 (Australia Day Public holiday on 26 January) and the meeting scheduled for 20 December 2021 (3rd Monday of month)
- Monthly Planning Committee Meetings – to be held on the 2nd Monday of the month, with the only exception being the meeting scheduled for Tuesday 15 June 2021 (Queen's Birthday Public holiday on 14 June)
- Special Council Meetings and Hearing of Submissions Committee meetings to be scheduled as required.

The proposed approach to monthly Council meetings will facilitate the following additional Councillor engagement with the community:

Community location of Council meetings

The monthly meeting schedule will enable Council to hold Council Meetings accompanied with an engagement activity prior, in two alternative locations across the City in 2021. These two Council meetings will be held in locations other than Preston during 2021 – one in Reservoir and one in Northcote. All Planning Committee Meetings are to be held at the Preston Civic Centre / Preston Town Hall subject to the prevailing health restrictions.

Stakeholder Engagement Sessions

A monthly cycle of Council meetings will also allow the scheduling of monthly Stakeholder engagement sessions. The purpose of these sessions would be to build strategic relationships with key stakeholders on strategic matters that will drive Council's priorities and outcomes. The stakeholder engagement sessions will be held following Councillor Briefings on the first Monday of the month and hosted over a modest dinner from a local caterer through Council's Catering contract. Attendance at these sessions will be by invitation only from the Mayor.

Councillor Community Engagement Sessions

Quarterly 'Councillor Meet and Greet' sessions will also be held across the community each quarter to provide opportunity for structured community engagement. These sessions will be supported by community engagement staff and staff who speak community languages and can assist as interpreters. Dates for these will be confirmed in early 2021.

Listed below is the calendar of Ordinary Council Meetings, Planning Committee Meetings and Stakeholder Engagement Sessions with dates, times and locations for the period 1 January 2021 to 31 December 2021.

Table 1.

Meeting	Date	Time	Location
Ordinary Council	27 January 2021	6.00 pm	Preston Civic Centre / Preston Town Hall
*Stakeholder Engagement Session	1 February 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	8 February 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	22 February 2021	6.00 pm	Preston Civic Centre / Preston Town Hall
*Stakeholder Engagement Session	1 March 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	8 March 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	22 March 2021	6.00 pm	Reservoir (Venue to be confirmed)
*Stakeholder Engagement Session	5 April 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	12 April 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	26 April 2021	6.00 pm	Preston Civic Centre / Preston Town Hall
*Stakeholder Engagement Session	3 May 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	10 May 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	24 May 2021	6.00 pm	Northcote (Venue to be confirmed)
*Stakeholder Engagement Session	7 June 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	15 June 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	28 June 2021	6.00 pm	Preston Civic Centre / Preston Town Hall
*Stakeholder Engagement Session	5 July 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	12 July 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	26 July 2021	6.00 pm	Preston Civic Centre / Preston Town Hall
*Stakeholder Engagement Session	2 August 2021	6.30pm	Preston Civic Centre / Preston Town Hall

Planning Committee	9 August 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	23 August 2021	6.00 pm	Preston Civic Centre / Preston Town Hall
*Stakeholder Engagement Session	6 September 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	13 September 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	27 September 2021	6.00 pm	Preston Civic Centre / Preston Town Hall
*Stakeholder Engagement Session	4 October 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	11 October 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	25 October 2021	6.00 pm	Preston Civic Centre / Preston Town Hall
*Stakeholder Engagement Session	1 November 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	8 November 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	22 November 2021	6.00 pm	Preston Civic Centre / Preston Town Hall
*Stakeholder Engagement Session	6 December 2021	6.30pm	Preston Civic Centre / Preston Town Hall
Planning Committee	13 December 2021	6.30 pm	Preston Civic Centre / Preston Town Hall
Ordinary Council	20 December 2021	6.00 pm	Preston Civic Centre / Preston Town Hall

**Subject to monthly meeting schedule*

OPTIONS FOR CONSIDERATION

Option 1 - **Recommended**

Support the proposed meeting arrangements – i.e. monthly meeting cycle for Council and Planning Committee. The proposed arrangements are appropriate given the volume of business being dealt with by Council and will allow the opportunity for the scheduling of new, additional stakeholder and community engagement activities.

Option 2 – **Not recommended**

Change the meeting schedule so that meetings are held either more or less frequently.

IMPLEMENTATION STRATEGY

Details

Once the dates have been confirmed, these dates for Council meetings and Planning Committee meetings will be publicly advertised in the newspaper, on Council's website and through our other communication channels. Locations for the meetings will be published once confirmed.

Once confirmed the program for strategic Stakeholder Engagement Sessions will be further developed to identify key stakeholders for invitation to the sessions for 2021.

Once confirmed the program for Councillor Meet and Greets will be confirmed and dates advertised on Council's website and through communication channels.

RELATED DOCUMENTS

Nil

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 direct or indirect interest in a matter to which the advice relates.

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

7.4 PROVISION OF GRAFFITI REMOVAL SERVICE**Author:** Graffiti Management Officer**Reviewed By:** General Manager Operations and Capital

EXECUTIVE SUMMARY

To award Contract CT2020100 – Provision of Graffiti Removal Services to panel of appropriately qualified contractors.

Graffiti is a highly complex social activity that remains a consistent issue for all inner-city Councils across Melbourne. Graffiti is also a highly contentious and subjective issue that draws a mixture of views from the community.

The appointment of a suitably qualified contractor or panel of contractors for the removal of graffiti works was sought via a competitive open tender process. The Tender Evaluation Panel has evaluated the tenders and recommends awarding the contract to a panel of preferred tenderers.

The contract period of three (3) years fixed, with two x (1 + 1) year extensions (by mutual understanding), the estimated value of the procurement will be capped and based on Council's experience in the review and payment of these services over the last 3 years.

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

Recommendation

That Council:

- (1) Awards Contract CT2020100 for the Provision of Graffiti Removal Services to _____ for a total contract value of _____ (GST inclusive) over 5 years.
 - (2) Authorises the Chief Executive officer to finalise and execute the contract documentation on behalf of the Council.
-

BACKGROUND / KEY INFORMATION

The key objective of this contract was to appoint a suitably qualified contractor or panel of contractors for the removal of graffiti from Council assets, private properties, road reserves and other locations, where required, within the Darebin municipality within a stipulated timeframe.

This will allow the Council to enhance its capacity to reduce the prevalence of graffiti throughout the municipality and the negative impact it has on the community. The service enhances the Council's reputation as a service provider for developing safer, cleaner and attractive public spaces across the municipality.

Works specified in the contract ensures that the graffiti is removed as quickly as possible which aims to reduce the incidence and visibility of graffiti and to improve community perceptions of

safety in the City of Darebin. These works include priority 1 work (for offensive graffiti), priority 2 works around activity centres and other locations of high concentration graffiti and priority 3 work for routine requests.

Council's contract stipulates that 33,000 square metres of graffiti will be removed annually from the municipality. Each contractor will be allocated a geographic area and their performance will be assessed through monthly contract management meetings.

In addition to the contracted service, Council will continue to operate the residential subsidy program (Council meets some of the residential removal cost) and residential graffiti kits (for resident self-removal).

Previous Council Resolution

This matter is not the subject of a previous Council resolutions

COMMUNICATIONS AND ENGAGEMENT

Consultation

The following internal stakeholders and the community were consulted and engaged for this report are summarised in Table 1 & 2 below.

Table 1 – Council Staff

Title
Manager, City Works
Coordinator, Procurement & Contracts
Senior Procurement Officer
General Manager, Operations & Capital
Project Manager
Manager, Parks & Open Space
Coordinator, Facilities Management
Coordinator, Recreation & Leisure

While Council will continue to encourage and support residents to remove graffiti from their own property, it has been identified that residents have varying capacity to remove graffiti from their property and may face barriers related to cost, age and disability.

This became evident during the consultation with the community for the Graffiti Management Strategy 2019-2023. Table 2 shows what themes the community were consulted about and asked how important these themes were to them:

Table 2 – Community Consultation

	Yes	No	Not Sure
Reporting – creating a database which tracks the reporting of graffiti including location, type, size, asset and tag identification	42%	38%	20%
Removal – removing graffiti from Council assets, private property and assets managed by other authorities	46%	30%	24%
Partnerships – working with other organisations to assist in graffiti management	73.5%	12.2%	14.3%
Prevention – using Crime prevention through Environmental design (CPTED)	55.1%	20.4%	24.5%
Advocacy – lobbying for graffiti management on assets owned by other authorities which Council does not control	36%	38%	26%
Internal Governance – creating a structure to oversee the implementation of the strategy	58%	22%	20%

ANALYSIS

Alignment to Council Plan / Council policy

Goal 3 - A liveable city

We will ensure our planning facilitates high-quality and sustainable development that extracts social, environmental and economic benefits for our community. We will manage local roads, buildings and public spaces to make our city safer, cleaner and more attractive.

This project is part of the initiatives under Council's Graffiti Management Strategy 2019-2023 and associated action plan.

Environmental Sustainability Considerations

In addition to the financial and social costs, Graffiti could cost the community significantly in terms of environmental damage specifically due to aerosol spray paint can litter and paint as well as chemicals being washed down drains during the graffiti removal process, thereby polluting the storm water system.

Each tenderer was requested to supply an environmental management plan on the techniques used to remediate this issue in accordance with environmental standards as specified in tender documentation (the practice is to use water-based chemicals that are biodegradable).

Climate Emergency

Darebin Council is a member of the Northern Alliance for Greenhouse Action (NAGA). This is an alliance of the Councils of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Nillumbik, Whittlesea, Yarra and Moreland Energy Foundation Limited, aiming to create a low-carbon society resilient to the impacts of climate change.

In August 2017, Council put into place its 'Darebin Climate Emergency Action Plan'. This plan sets out nine key considerations to help Council reach its environmental core goals:

1. Climate Emergency mobilisation and leadership
2. Energy efficiency
3. Renewable energy and fuel switching
4. Zero emissions transport
5. Consumption and waste minimisation
6. Fossil fuel divestment
7. Adaptation and resilience
8. Engaging the community
9. Darebin Energy Foundation

Equity, Inclusion and Wellbeing Considerations

Darebin's Equity and Inclusion Policy (2012-2015) identifies key population groups who can be at risk of exclusion due to discrimination, poverty, homelessness, family violence, isolation and other barriers to accessing opportunities and resources available in Darebin and our broader society.

In addition to having the Darebin Equity and Inclusion Policy, Darebin Council has developed and Equity and Inclusion Planning and Audit Tool (EIPAT) which was applied during the evaluation of services for this contract. The application of the policy focused on two key areas: people at risk of experiencing graffiti on their property and people most at risk of engaging in graffiti.

While Council will continue to encourage and support residents to remove graffiti from their own property, Council also acknowledges that residents have varying capacity to remove graffiti from their property and may face barriers related to cost, age and disability. Council aims to ensure that residents have equal access to resources which will support them to remove graffiti and maintain the amenity of their property.

Cultural Considerations

As this service is municipality-wide all recognition of the Traditional Owners and our Aboriginal and Torres Strait Islander community were considered. Attention was also focused on migrant, refugee and recently arrived communities, our most vulnerable community members, elderly and culturally and linguistically diverse communities who experience discrimination because of their identity and/or their beliefs.

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

Council has allocated sufficient funding over 5 years as part its operating budget. The funds will be used for the removal of graffiti from both public and private properties.

Refer to Confidential **Appendix A** issued under separate cover for the details of the budget and financials.

Legal and Risk Implications

Contract Works

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

Financial Check

A financial check was conducted on the recommended contractors through Illion Direct. The financial check undertaken on 1 December 2020 verified the financial capacity of the recommended contractors to complete the works. Refer to **Appendix D** for the Illion Direct Comprehensive confidential report.

Probity

Council's Procurement Policy mandates that a probity advisor be engaged for all 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 Confidential **Appendix B**. The report was received on 16 November 2020 and concluded that all probity requirements have been met.

DISCUSSION

Request for Tender

The Request for Tender (RFT) for the Provision of Graffiti Removal Services was advertised in The Age newspaper on 12 September 2020. The tender was open for 19 days as per Council's Procurement Policy. A non-mandatory tender briefing session was held on 22 September 2020 to provide tenderers with an opportunity to familiarise with the project.

The RFT closed on 8 October 2020 and 12 companies submitted a tender through Council's e-Tender system.

Details of the contractors that submitted tenders before the closing date and time are provided in the Confidential **Attachment A** circulated to councillors under a separate cover.

Tender Evaluation

Submissions were evaluated by the panel against the evaluation criteria detailed in Table 3 below. The evaluation criteria were established prior to the RFT being advertised and were included in both the Strategic Procurement Plan and the RFT documentation.

Table 3 - Evaluation Criteria

Evaluation Criteria
Local Business Content
Social Procurement
Sustainable Procurement
Cost
Demonstrated Past Performance and Current Work
Resources
Availability and Responsiveness
OHS / Insurance
Response to COVID 19 situation
Financial Viability
Compliance

The members of the panel, evaluation details, pricing and scoring for the evaluation is provided in Confidential **Appendix C**.

IMPLEMENTATION STRATEGY

Once awarded, the successful tenderers will be formally advised on Monday 18 January 2021. The contract is due to start on Monday 1 February 2021.

Communication

Monthly contract meetings will be held during the course of the contract with successful tenderers to discuss problems, complaints, issues or concerns that may arise from all parties.

Timeline

The contract period of three (3) years fixed, with two x (1 + 1) year extensions (by mutual understanding).

Table 4 - Planned Target Dates

Activity	Date / Timeframe
Approval to Engage – Council Meeting Date	7 December 2020
Negotiations with Tenderer/s (if applicable)	4 – Friday 15 January 2021
Intended formal notification of successful Tenderer/s	18 January 2021
Contract Start Date	1 February 2021
Contract End Date (without extensions)	31 January 2024

RELATED DOCUMENTS

Documents related to CT2020100 – Provision for Graffiti Removal Service:

- Strategic Procurement Plan
- Request for tender and tender documentation
- Conflict of Interest declarations
- Evaluation Endorsement
- Evaluation Matrix

Attachments

- CT2020100 Contract Award for the provision of Graffiti removal service (**Appendix A**) Confidential - enclosed under separate cover
- Probity Report (**Appendix B**) Confidential - enclosed under separate cover
- Tender Evaluation Matrix (**Appendix C**) Confidential - enclosed under separate cover
- 5 Financial Checks (**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 direct or indirect interest in a matter to which the advice relates.

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

7.5 AUDIT AND RISK COMMITTEE REPORT

Author: General Manager, Governance and Engagement
Acting Manager Property & Business Improvement

Reviewed By: Chief Executive Officer

EXECUTIVE SUMMARY

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.

This report incorporates the three requirements required to report to Council in accordance with the;

1. *Local Government Act 2020* (the Act)
2. Darebin City Council Audit and Risk Committee Charter 2020 (the Charter)
3. Darebin City Council Governance Rules 2020

This report provides an overview of the summary minutes (**Appendix A**) for all meetings of the Audit and Risk Committee between November 2019 to September 2020 and associated recommendations to Council, of which there is one.

Recommendation

That the Council notes;

- (1) The report of the Audit & Risk Committee update;
 - (2) The summary of minutes for the meetings held on 11 November 2019, 23 March 2020, 15 June 2020 and 31 August 2020 as **Appendix A**; and
 - (3) The findings and recommendations of the Audit & Risk Committee at meetings held on 11 November 2019, 23 March 2020, 15 June 2020 and 31 August 2020.
-

BACKGROUND / KEY INFORMATION

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.

This report incorporates the three requirements required to be reported to Council in accordance with the;

1. *Local Government Act 2020* (the Act)
2. Darebin City Council Audit and Risk Committee Charter 2020 (the Charter)
3. Darebin City Council Governance Rules 2020

In accordance with section 12.1 of the Charter and chapter 8.1.6 (c) of the Governance Rules related to Advisory Committees, Council is required to report biannually on the Audit & Risk Committee activities, issues and related recommendations.

Meetings of the Audit & Risk Committee were held on 11 November 2019, 23 March 2020, 15 June 2020 and 31 August 2020 and a summary of minutes of the meetings is attached as **Appendix A** to this report.

In accordance with section 12.5 of the Charter and section 54(5a) of the Act, the Committee are required to report on its findings and recommendations following the Audit & Risk Committee meetings twice annually.

In accordance with section 12.4 of the Charter, the Committee are required to prepare an annual performance report. The Committee are set to complete an annual performance evaluation in December 2020. A report will be presented to Council following the March 2021 Audit & Risk Committee meeting.

Previous Council Resolution

At its meeting held on 16 December 2019, Council resolved:

'That Council notes the report of the Audit Committee meetings held on 25 March, 17 June and 26 August 2019.'

COMMUNICATIONS AND ENGAGEMENT

Consultation

This report has been prepared in consultation with the following:

- Chair of the Audit and Risk Committee
- Chief Executive Officer
- General Manager Governance and Engagement
- Manager Property and Business Improvement,

- Coordinator Risk and Improvement
- Audit and Compliance Officer

ANALYSIS

Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Public Transparency Policy 2020

Governance Rules 2020

Environmental Sustainability Considerations

The Audit and Risk Committee Charter confirms Council's commitment to environmental sustainability and the Audit and Risk Committee role in discharging these 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.

Oversight on any relevant actions is provided through the summary minutes provided in **Appendix A**.

Equity, Inclusion and Wellbeing Considerations

The Audit and Risk Committee Charter confirms Council's commitment to social justice and the Audit and Risk Committee role in discharging these 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.

Oversight on any relevant actions is provided through the summary minutes provided in **Appendix A**.

Cultural Considerations

There are no specific cultural considerations related to the Audit and Risk Committee Charter, though these may form part of the internal audit program and oversight activities.

Oversight on any relevant actions is provided through the summary minutes provided in **Appendix A**.

Economic Development Considerations

There are no specific economic development considerations incorporated into the Audit and Risk Committee Charter.

Oversight on any relevant actions is provided through the summary minutes provided in **Appendix A**.

Financial and Resource Implications

The Audit and Risk Committee responsibilities are outlined in the Charter and reflected in the summary minutes. These responsibilities include:

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;
- 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.

Oversight on any relevant actions is provided through the summary minutes provided in **Appendix A** and outlined in the recommendation from the Committee to Council in this report.

Legal and Risk Implications

The Audit and Risk Committee responsibilities are outlined in the Charter and reflected in the summary minutes. These responsibilities 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.

Oversight on any relevant actions is provided through the summary minutes provided in **Appendix A**.

Operational Impacts

The Audit and Risk Committee monitors internal controls, oversees compliance of Council Policies and Procedures and oversees internal audit program and actions arising. This strategic oversight may have operational impacts through the improvement opportunities identified and presented to the Committee for review.

Oversight on any relevant actions or operational impacts as a result of this strategic oversight of the Committee is provided through the summary minutes provided in **Appendix A**.

DISCUSSION

Committee Recommendations and Findings

The Committee has made one recommendation to Council during the period. There have been no findings or other recommendations.

The Committee received and endorsed in principle the Financial Statements and Performance Statement for the year ended 30 June 2020 at its meeting on 31 August 2020. The Audit and Risk Committee recommended that Council it:

- (1) Approves in principle the Financial Statements and Performance Statement for the year ended 30 June 2020 subject to resolution of any outstanding issues in the management representation letter and minor amendments to the Statements and the Auditor-General's review;
- (2) Authorises two Councillors to sign the Financial Statements in their final form after any changes recommended or agreed to, by the Auditor have been made; and
- (3) At its meeting on 7 September 2020, adopts the statements in principle and forwards the statements to the Auditor-General for certification.

Summary Minutes

The summary minutes for the Audit and Risk Committee meetings held between November 2019 and August 2020 are provided in **Appendix A** for transparency to both Council and the Darebin community.

IMPLEMENTATION STRATEGY

Details

Upon Council noting of this report, the summary minutes of the Audit and Risk Committee will be made available on Council's website against the Audit and Risk Committee information.

Timeline

The information provided in **Appendix A** will be made available on the website within 7 days of the Council meeting.

The next report on the Audit and Risk Committee will be reported to Council in June 2021.

RELATED DOCUMENTS

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

Attachments

- Summary Audit & Risk Committee Minutes for the November 2019, March, June and August 2020 meetings (**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.



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MINUTES OF THE AUDIT COMMITTEE MEETING

Held on Monday 11 November 2019

Table of Contents

Item Number	Page Number
1. PRESENT	1
2. APOLOGIES.....	1
3. DISCLOSURES OF CONFLICTS OF INTEREST	1
4. REGISTER OF INTERESTS	1
5. CONFIRMATION OF THE PREVIOUS AUDIT COMMITTEE MEETING	2
6. STANDING REPORTS	3
6.1 AUDIT COMMITTEE ACTION ITEMS REPORT	3
6.2 2019 MEETING PLAN.....	4
7. FINANCIAL REPORTS.....	5
7.1 FINANCIAL REPORT FOR THE THREE MONTHS ENDED 30 SEPTEMBER 2019.....	5
7.2 VAGO FINAL MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2019.....	6
7.3 INVESTMENT PERFORMANCE REPORT FOR THE 12 MONTHS ENDED 30 JUNE 2019.....	7
8. RISK MANAGEMENT.....	8
8.1 RISK MANAGEMENT REPORT	8
8.2 RISK, SAFETY AND CLAIMS REPORT.....	9
9. INTERNAL AUDIT	10
9.1 INTERNAL AUDIT STATUS REPORT	10
9.2 REVIEW OF OUTSTANDING ACTIONS - AUDIT REPORT	11
9.3 REVIEW OF CONTRACTED AND TEMPORARY STAFF AUDIT REPORT	12
9.4 INTERNAL AUDIT SCOPES	13
10. PROCUREMENT	14
10.1 SOCIAL AND SUSTAINABLE PROCUREMENT POLICY UPDATE	14
10.2 IBAC - SPECIAL REPORT ON CORRUPTION RISKS ASSOCIATED WITH PROCUREMENT IN LOCAL GOVERNMENT	15
10.3 PROCUREMENT NON-CONFORMANCE REPORT SEPTEMBER 2019.....	16
10.4 PROBITY PRACTITIONERS REPORT	17
11. GOVERNANCE	18
11.1 2018-19 COUNCILLOR EXPENSES.....	18
11.2 AUDIT COMMITTEE SELF-ASSESSMENT SURVEY	19
11.3 PROPOSED 2020 AUDIT COMMITTEE MEETING DATES AND PLAN.....	20

Table of Contents

Item Number		Page Number
12.	CONFIDENTIAL	20
	NIL	
13.	OTHER BUSINESS	21
	13.1 FACILITY MANAGEMENT IMPROVEMENT PLAN	21
14.	NEXT MEETING	22
15.	COMMITTEE MEMBERS CONFERENCE	22
16.	CLOSE OF MEETING	22

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE OF THE
DAREBIN CITY COUNCIL HELD AT DAREBIN CIVIC CENTRE
350 HIGH STREET PRESTON ON MONDAY 11 NOVEMBER 2019**

THE MEETING OPENED AT 3.35pm

1. PRESENT***Members***

Ms Lisa Tripodi (Chairperson)
Dr Marco Bini (Deputy Chairperson)
Mr Terry Richards (Independent Committee Member)
Cr. Kim Le Cerf (Committee Member)

Internal Auditor

Mr Kapil Kukreja – Senior Manager, Risk, Assurance and Advisory, HLB Mann Judd

External Auditor

Mr Anh Ha – Senior Manager, Financial Audits, VAGO

Officers

Ms Sue Wilkinson – Chief Executive Officer
Ms Ingrid Bishop – General Manager Governance & Engagement
Mr Mike Kelly – Acting Manager Finance
Mr Michael O’Riordan – Financial Accountant
Mr Patrick D’Alessandri – Senior OHS Advisor (for Agenda Item 8.2)
Ms Olga Grapsas – Senior Procurement Officer (for Section 10 of the Agenda)
Mr Sam Hewett – General Manager Operations and Capital (for Agenda Item 13.1)
Mr Tim Cadusch – Coordinator Facilities Management (for Agenda Item 13.1)
Mr Samir Amin – Information Services Service Desk Manager (for Other Business)

Minutes

Ms Melinda Viksne – Manager Governance & Performance

2. APOLOGIES

Cr. Lina Messina (Committee Member)
Mr Mark Holloway – Partner, Audit and Assurance, HLB Mann Judd
Mr Jonathan Kyvelidis – Sector Director, Local Government and Planning, VAGO

3. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

4. REGISTER OF INTERESTS

Audit Committee members are asked to declare any conflicts of interest. The following record of members’ disclosures will remain until amended by the member concerned.

Page 1

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

Mr Terry Richards

- Latrobe City Council
- Hobsons Bay City Council

Ms Lisa Tripodi

- City of Greater Geelong
- City of Moonee Valley
- Knox City Council
- Mornington Peninsula Shire Council
- Hobsons Bay City Council
- Moreland City Council

5. CONFIRMATION OF THE PREVIOUS AUDIT COMMITTEE MEETING**Committee Decision**

MOVED: Cr. K Le Cerf
SECONDED: Dr M Bini

That the Minutes of the Audit Committee Meeting held on 26 August 2019 be confirmed as a correct record of business transacted.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

6. STANDING REPORTS**6.1 AUDIT COMMITTEE ACTION ITEMS REPORT****Author:** Assurance and Compliance Officer**Reviewed By:** General Manager Governance and Engagement

Summary

A table of outstanding action items arising from previous Audit Committee meetings is presented below for the Committee's reference.

Consultation

Not applicable

Committee Decision

MOVED: Mr T Richards**SECONDED:** Dr M Bini

That the Audit Committee notes the status of action items from previous meetings.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

6.2 2019 MEETING PLAN**Author:** Assurance and Compliance Officer**Reviewed By:** General Manager Governance and Engagement**Summary**

The meeting plan for 2019 is attached at **Appendix A**, for the Committee's reference, and proposed meeting plan for 2020 is at **Appendix B** (see Agenda Item 11.1 for further discussion points).

Is it intended that the Audit Committee Charter will be reviewed at the end of each year, at the same time that the committee is considering its performance through completion of the self-assessment questionnaire.

However, the most recent review of the charter was considered by the Committee at its meeting in March and was completed in May 2019. It is recommended that the next review take place in June 2020, so that the charter can be updated prior to the formal re-establishment of the committee after the Local Government Elections in October 2020.

Consultation

N/A

Committee Decision**MOVED:** Cr. K Le Cerf
SECONDED: Dr M Bini

That the Audit Committee notes the 2019 Meeting Plan and endorses the proposed timing of the Audit Committee Charter review.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

7. FINANCIAL REPORTS**7.1 FINANCIAL REPORT FOR THE THREE MONTHS ENDED 30 SEPTEMBER 2019****Author:** Financial Accountant**Reviewed By:** General Manager Governance and Engagement

EXECUTIVE SUMMARY

A comprehensive financial review has been undertaken for the three months ended 30 September 2019 to assess the financial performance of Council year-to-date. The outcome of the review indicates that Council has achieved a year-to-date operating surplus of \$96.30 million, which is \$0.3 million ahead of budget and capital works expenditure of \$5.95 million, which is \$2.09 million behind the budget.

All material variations have been explained in the report.

Committee Decision

MOVED: Dr M Bini**SECONDED:** Cr. K Le Cerf

That the Audit Committee receives the Financial Report included as **Appendix A** to this report and notes the year-to-date financial results against budget.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

7.2 VAGO FINAL MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2019**Author:** Financial Accountant**Reviewed By:** General Manager Governance and Engagement**Summary**

The Victorian Auditor-General's Office has completed the audit of Darebin City Council for the year ended 30 June 2019.

The final management letter details their findings from the audit that fall into the following categories:

- internal control findings
- financial reporting and performance statement reporting findings
- business improvement opportunities and other findings.

Of the 10 issues listed in the summary of audit findings, six have been resolved, with the remaining four issues being incorporated into business unit work plans for completion.

Consultation

- Manager Governance and Performance
- Manager Information Services
- IT Operations Specialist
- Manager Finance
- Financial Accountant
- Co-ordinator Payroll

Committee Decision**MOVED:** Cr. K Le Cerf**SECONDED:** Dr M Bini

That the Audit Committee notes the Final Management Letter for the Year Ended 30 June 2019, attached at **Appendix A**.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

7.3 INVESTMENT PERFORMANCE REPORT FOR THE 12 MONTHS ENDED 30 JUNE 2019**Author:** Financial Accountant**Reviewed By:** General Manager Governance and Engagement**Summary**

A comprehensive review of Council's investment portfolio has been undertaken for the 12 months ended 30 June 2019. Council's investment portfolio has earned \$1.96 million in interest on investments, with term deposits and cash investments earning an annualised rate of 2.32% (December 2018: 2.35%). As at 30 June 2019, the Council's investment portfolio was valued at \$87.05 million (December 2018: \$83.29 million).

Consultation

Not applicable

Committee Decision**MOVED:** Dr M Bini
SECONDED: Cr. K Le Cerf

That the Audit Committee notes the Investment Performance Report.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

8. RISK MANAGEMENT**8.1 RISK MANAGEMENT REPORT****Author:** Manager Governance and Performance**Reviewed By:** General Manager Governance and Engagement

Summary

This report provides an update on the following projects and activities:

- risk assessment tools and framework implementation
- fraud and corruption risk
- 2019–20 insurance renewal.

Consultation

Not applicable

Committee Decision

MOVED: Mr T Richards**SECONDED:** Cr. K Le Cerf

That the Audit Committee notes the Risk Management Report.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

8.2 RISK, SAFETY AND CLAIMS REPORT**Author:** Risk and Insurance Advisor**Reviewed By:** General Manager Governance and Engagement**Summary**

The purpose of this report is to provide high-level information, data, analysis and recommendations on risk, safety and claims in order to:

- reduce risk to the business
- inform future initiatives, training, learning and development to support Council to achieve safety outcomes
- implement continuous improvement KPIs that will support Council to improve performance.

Consultation

Health and Safety team
Risk and Insurance team

Committee Decision

MOVED: Dr M Bini
SECONDED: Cr. K Le Cerf

That the Audit Committee notes the Q1 Risk, Safety and Claims Report at **Appendix A**.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

9. INTERNAL AUDIT**9.1 INTERNAL AUDIT STATUS REPORT****Author:** Assurance and Compliance Officer**Reviewed By:** General Manager Governance and Engagement

Summary

The internal auditors, HLB Mann Judd, have provided a status report on activities in accordance with the 2019–20 Internal Audit Plan.

Consultation

Not applicable

Committee Decision

MOVED: Mr T Richards**SECONDED:** Dr M Bini

That the Audit Committee notes the Internal Audit Status Report for November 2019.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

9.2 REVIEW OF OUTSTANDING ACTIONS - AUDIT REPORT**Author:** Assurance and Compliance Officer**Reviewed By:** General Manager Governance and Engagement**Summary**

The Internal Auditors HLB Mann Judd have issued their final report on the internal audit recommendations overdue for completion, and submitted to the Audit Committee for its consideration.

The purpose of the audit was to: review the internal audit recommendations overdue for completion; verify/validate risk ratings of the original issues identified; ensure timelines to implement actions contained in management responses are realistic; and make recommendations on the quality, relevance and treatment of the issues stipulating priorities and revised timeframes, identified in the past internal audit reports.

As at February 2019, there were 74 internal audit recommendations overdue for completion. Of these, 33 (45 per cent) outstanding internal audit recommendations have been assessed as still relevant, 14 (19 per cent) are partially relevant; and 27 (36 per cent) are not relevant.

The Council's audit actions register will be updated accordingly to capture the relevant actions, amend the still partially relevant actions and delete the outstanding internal audit recommendations that are not relevant. An audit trail will exist to outline the transition of the actions.

Consultation

All areas in the Council with applicable outstanding internal audit action items.

Committee Decision**MOVED:** Cr. K Le Cerf**SECONDED:** Mr T Richards

That the Audit Committee accepts the Review of Outstanding Actions internal audit; agrees to updating Council's audit actions assessed to be partially relevant; and agrees to the deletion of the actions assessed as not relevant.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

**9.3 REVIEW OF CONTRACTED AND TEMPORARY STAFF
AUDIT REPORT****Author:** Manager People & Development**Reviewed By:** General Manager Governance and Engagement**Summary**

Please find attached the Review of Contracted and Temporary Staff Audit report received from HLB Mann Judd, October 2019.

The Audit was proactively commissioned by management to address concerns in regard to fulfilling its role and obligations with respect to the management of contracted and temporary staff, controls and compliance with internal policies and procedures, procurement, records management and reporting.

The scope of the review included assessing the:

- adequacy of policies and procedures
- engagement of recruitment agencies
- effectiveness of controls and processes
- physical security and destruction of files
- reporting.

Consultation

Management has responded to the 17 recommendations included in the report and has accepted all of the recommendations. The auditor's observations will be used as a baseline in developing the improvement plan and actions. It is anticipated the majority of the actions will be in progress by Q3, with some improvements and changes able to be executed immediately. This includes delegations and procurement.

Management will continue to report progress through the Audit Committee process and through the quarterly Executive Management Team meetings.

Committee Decision**MOVED:** Cr. K Le Cerf**SECONDED:** Dr M Bini

That the Audit Committee endorses the Review of Contracted and Temporary Staff Audit Plan recommendations and management's response to the recommendations so that work can commence immediately on the proposed improvements; and receives regular updates on the progress of the improvement plan.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

9.4 INTERNAL AUDIT SCOPES**Author:** Assurance and Compliance Officer**Reviewed By:** General Manager Governance and Engagement**Summary**

The Internal Auditors, HLB Mann Judd have developed draft scopes for four internal audits to commence later this year and early next year:

- Financial Controls
- Compliance with Child Safe Standards
- Assurance Map Development
- Fraud and Corruption Controls Framework.

These audits are consistent with the approved Internal Audit Plan 2019–22. Please note that the original list of officers to be interviewed for the compliance with child safe standards, assurance map development, and fraud and corruption controls framework may be broadened to key internal stakeholders.

Consultation

Executive Management Team

Committee Decision**MOVED:** Mr T Richards**SECONDED:** Cr. K Le Cerf

That the Audit Committee endorses the draft audit scopes on Financial Controls, Compliance with Child Safe Standards, Assurance Map Development and Fraud and Corruption Controls Framework, subject to the circulation of updated scopes for Financial Controls and Fraud and Corruption Controls Framework out-of-session.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

10. PROCUREMENT**10.1 SOCIAL AND SUSTAINABLE PROCUREMENT POLICY UPDATE****Author:** Manager Finance**Reviewed By:** General Manager Governance and Engagement**Summary**

The purpose of this report is to present the draft Social and Sustainable Procurement Policy for discussion. This draft policy includes examples of other organisations procurement measurement methodologies and is provided as an example only. The draft policy also includes a detailed explanation of the intent and outlines how the policy can be applied. This is a conscious decision to include more detail so as to achieve a broader understanding of the impact of the policy and the changes to the process. It is proposed to undertake a detailed evaluation of the policy over the coming 6 months so that evidence-based improvements can be made to the 2020-2021 review of the policy.

Council is required to review and adopt its procurement policy annually. It is intended that the draft Social and Sustainable Procurement Policy will be presented to Council for adoption at the 2 December 2019 Council meeting, replacing the existing Procurement Policy which was endorsed by Council in August 2017.

Consultation

Chief Executive Officer
General Manager Governance & Engagement
Procurement and Contracting Department
City Futures Department
Operations and Capital Department
Finance Department

The draft policy will incorporate all final changes including feedback provided by Maddocks Lawyers.

Committee Decision**MOVED:** Mr T Richards**SECONDED:** Dr M Bini**That** the Audit Committee:

- (1) Notes the draft Social and Sustainable Procurement Policy December 2019; and
- (2) Receives a progress report of the implementation and performance of the Social and Sustainable Procurement Policy by June 2020.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

**10.2 IBAC - SPECIAL REPORT ON CORRUPTION RISKS
ASSOCIATED WITH PROCUREMENT IN LOCAL
GOVERNMENT****Author:** Manager Finance**Reviewed By:** General Manager Governance and Engagement

Summary

In response to the recently published IBAC – Special Report on corruption risks associated with procurement in Local Government, Darebin City Council is referenced as Operation Dorset. Officers have prepared an overview of actions taken prior to, and post the publication.

Consultation

EMT

Committee Decision

MOVED: Cr. K Le Cerf**SECONDED:** Dr M Bini**That** the Audit Committee notes:

- (1) the IBAC – Special Report on corruption risks associated with procurement in Local Government (**Appendix A**)
- (2) the November update on the progress of procurement reforms, as requested by the Committee.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

**10.3 PROCUREMENT NON-CONFORMANCE REPORT
SEPTEMBER 2019****Author:** Manager Finance**Reviewed By:** General Manager Governance and Engagement

EXECUTIVE SUMMARY

Section 186 of the *Local Government Act 1989* deals with restrictions on Council's power to enter into contracts.

This report seeks to inform the Audit Committee of goods and services or works that have not partially or fully complied with the requirements specified under the *Local Government Act 1989* or Council's Procurement Policy.

Consultation

Acting Coordinator Procurement and Contracts
Senior Procurement Officers

Committee Decision

MOVED: Mr T Richards**SECONDED:** Dr M Bini

That the Audit Committee receives and notes the Procurement Non-conformance Report for the first quarter ended September 2019.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

10.4 PROBITY PRACTITIONERS REPORT**Author:** Manager Finance**Reviewed By:** General Manager Governance and Engagement

Summary

Council's current procurement policy has a requirement that a probity auditor/advisor is appointed for all tender activities greater than \$1,000,000.

At the Audit Committee meeting of 25 March 2019, the Audit Committee requested that a probity report be provided as a standing item at every meeting.

Consultation

Not applicable

Committee Decision

MOVED: Cr. K Le Cerf**SECONDED:** Mr T Richards

That the Audit Committee notes the Probity Advisor Report at **Appendix A**.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

11. GOVERNANCE**11.1 2018–19 COUNCILLOR EXPENSES****Author:** Assurance and Compliance Officer**Reviewed By:** General Manager Governance and Engagement**Summary**

Under Section 75B of the *Local Government Act 1989*, councils must have a policy in relation to the reimbursement of expenses for Councillors and members of Council Committees.

The Councillor Support and Expenses Policy 2017 states that a report on Councillor expenses by category is prepared for consideration by the Darebin City Council's Audit Committee.

Councillor Expenses for 2018–19 lists expenses and reimbursements related to travel, training, conferences and telephone and internet services.

Requests for reimbursement are accompanied by tax invoices. Where possible, attendance at training and conferences are paid directly by Council through electronic funds transfer or use of the corporate credit card. Payments are made in line with purchasing policy and guidelines.

Information about telephone and internet expenses is made available to Councillors monthly in the form of the itemised account. Councillors are reminded to identify and reimburse Council for personal use, if applicable.

To meet reporting and transparency requirements, Councillor expenses are published on the Council's website and in the annual report.

Consultation

Not applicable

Committee Decision

MOVED: Cr. K Le Cerf
SECONDED: Mr T Richards

That the Audit Committee notes the 2018–19 Councillor Expenses report.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

11.2 AUDIT COMMITTEE SELF-ASSESSMENT SURVEY**Author:** Assurance and Compliance Officer**Reviewed By:** General Manager Governance and Engagement**Summary**

In accordance with good governance practice and its Charter, the Audit Committee undertakes an annual self-assessment to examine its performance and to identify possible areas of improvement.

The proposed questions are at **Appendix A** and are the same as for 2018. The questions focus on the committee's key areas of responsibility under the charter, as well as the operations of the committee. There is benefit in having a level of consistency in the survey questions from year-to-year, to enable comparison and understanding of trends. However, committee members may wish to recommend some changes/additions.

It is proposed that the survey will be circulated to committee members via SurveyMonkey tool in mid-November 2019, with responses requested by 31 December 2019. Collated responses will be tabled at the next Audit Committee meeting (likely to be in March 2019, see Agenda Item 11.1).

Consultation

Audit Committee members

Committee Decision**MOVED:** Dr M Bini**SECONDED:** Mr T Richards

That the Audit Committee endorses the self-assessment survey questions at **Appendix A**, and the proposed timelines.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

11.3 PROPOSED 2020 AUDIT COMMITTEE MEETING DATES AND PLAN**Author:** Assurance and Compliance Officer**Reviewed By:** General Manager Governance and Engagement**Summary**

In accordance with the Audit Committee Charter, the Committee meets at least four times a year and is able to convene additional meetings if required. All Audit Committee members are expected to attend every meeting.

The proposed meeting dates for 2020 are:

- Monday 23 March
- Monday 15 June
- Monday 31 August
- Monday 7 or 14 December (TBC).

The date of the December meeting will be confirmed following the Local Government Elections in October 2020 and the appointment of Councillors to the committee.

The meetings will take place in the Conference Room, First Floor, 350 High Street, Preston.

The proposed meeting dates and meeting plan for 2020 is attached at **Appendix A**.

Consultation

Executive Management Team
Senior Management
Audit Committee Members

Committee Decision

MOVED: Dr M Bini
SECONDED: Cr. K Le Cerf

That the Audit Committee endorses the 2020 meeting dates and plan, as attached at **Appendix A**.

CARRIED**12. CONFIDENTIAL**

Nil

AUDIT COMMITTEE MEETING MINUTES

11 NOVEMBER 2019

13. OTHER BUSINESS**13.1 FACILITY MANAGEMENT IMPROVEMENT PLAN****Author:** Coordinator, Facilities Management**Reviewed By:** General Manager Governance and Engagement

Summary

The purpose of this report is to provide an update on the Facility Management Improvement Plan, as requested by the committee.

Consultation

Not applicable

Committee Decision

MOVED: Cr. K Le Cerf**SECONDED:** Dr M Bini**That the Audit Committee:**

- (1) Notes the progress made in relation to issues identified in the Facilities Management Improvement Plan.
- (2) Notes that the General Manager Operations and Capital will continue to report back to the Audit Committee as required.

CARRIED

AUDIT COMMITTEE MEETING MINUTES11 NOVEMBER 2019

OTHER BUSINESS

The Committee discussed the scopes for the two IT audits for 2019–20. The Committee endorsed management's suggestion that the compliance audit would be undertaken against the Victorian Protective Data Security Standards and that a specific penetration testing exercise would also be undertaken. The internal auditor undertook to circulate the scopes for these audits out-of-session.

The Chairperson acknowledged that this is Mr Terry Richards' last meeting as a member of the Audit Committee. The Chairperson thanked Mr Richards for his significant contribution to the Committee and noted that the Committee appreciated working with him during his time as Chairperson and subsequently as a Committee member.

14. NEXT MEETING

The next meeting of the Audit Committee will be held on Monday 23 March 2020 in the Darebin Civic Centre, 350 High Street Preston.

15. COMMITTEE MEMBERS CONFERENCE

In accordance with the Audit Committee Charter, Item 6, Part 5(f) and Part 6(b), an opportunity is provided for the Audit Committee to meet with the internal auditor and/or external auditor to discuss any matters that the Audit Committee or the internal auditor and/or external auditor believe should be discussed privately. Management will be required to leave the meeting during discussion of this item.

A Committee Members Conference was not held.

16. CLOSE OF MEETING

The meeting closed at 5.32pm.



the place
to live

MINUTES OF THE AUDIT COMMITTEE MEETING

Held on Monday 23 March 2020

Released to the public on Thursday 26 March 2020

Table of Contents

Item Number	Page Number
1. PRESENT	1
2. APOLOGIES.....	1
3. DISCLOSURES OF CONFLICTS OF INTEREST.....	1
4. REGISTER OF INTERESTS	2
5. CONFIRMATION OF THE PREVIOUS AUDIT COMMITTEE MEETING	2
6. STANDING REPORTS	3
6.1 ELECTION OF THE CHAIR	3
6.2 ELECTION OF THE DEPUTY CHAIR.....	4
6.3 AUDIT COMMITTEE ACTION ITEMS REPORT	5
6.4 2020 MEETING PLAN.....	6
7. FINANCIAL REPORTS.....	7
7.1 FINANCIAL REPORT FOR THE SIX MONTHS ENDED 31 DECEMBER 2019	7
7.2 INVESTMENT PERFORMANCE REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2019.....	8
8. RISK MANAGEMENT.....	9
8.1 RISK, SAFETY AND CLAIMS REPORT.....	9
9. INTERNAL AUDIT	10
9.1 INTERNAL AUDIT STATUS REPORT	10
9.2 INTERNAL AUDIT REPORT - REVIEW OF AGREEMENTS	11
9.3 INTERNAL AUDIT REPORT - REVIEW OF ORGANISATIONAL COMPLIANCE	12
9.4 VICROADS CONFIDENTIALITY COMPLIANCE REPORT	13
9.5 VAGO EXTERNAL AUDIT STRATEGY 2019/20.....	14
9.6 STATUS REVIEW OF OUTSTANDING AUDIT ACTIONS	15
9.7 LOCAL GOVERNMENT SECTOR REPORT	16
10. PROCUREMENT	17
10.1 PROCUREMENT NON-CONFORMANCE REPORT DECEMBER 2019.....	17
10.2 PROBITY PRACTITIONERS REPORT	18
10.3 IBAC - SPECIAL REPORT ON CORRUPTION RISKS ASSOCIATED WITH PROCUREMENT IN LOCAL GOVERNMENT.....	19
11. GOVERNANCE	20
11.1 AUDIT COMMITTEE SELF-ASSESSMENT RESULTS.....	20

Table of Contents

Item Number	Page Number
11.2 COUNCILLOR SUPPORT AND EXPENSES	21
12. CONFIDENTIAL	22
13. OTHER BUSINESS	23
13.1 ASSET MANAGEMENT IMPROVEMENT INITIATIVES UPDATE	23
13.2 UPDATED INFORMATION PRIVACY POLICY	24
13.3 DIGITAL TRANSFORMATION REPORT	25
14. NEXT MEETING	26
15. COMMITTEE MEMBERS CONFERENCE	26
16. CLOSE OF MEETING	26

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE OF THE
DAREBIN CITY COUNCIL HELD VIA TELECONFERENCE ON
MONDAY 23 MARCH 2020**

THE MEETING OPENED AT 2.35pm**1. PRESENT*****Members***

Ms Lisa Tripodi (Chairperson)
Mr. Craig Geddes (Deputy Chairperson)
Cr. Susan Rennie (Mayor) (Committee Member)
Cr. Kim Le Cerf (Committee Member)
Dr Marco Bini (Committee Member)

Internal Auditor

Mr Mark Holloway – Partner, Audit and Assurance, HLB Mann Judd
Mr Kapil Kukreja – Senior Manager, Risk, Assurance and Advisory, HLB Mann Judd

External Auditor

Mr Anh Ha – Senior Manager, Financial Audits, VAGO

Officers

Ms Sue Wilkinson - Chief Executive Officer
Ms Ingrid Bishop - General Manager Governance & Engagement
Ms Amanda Dunn – a/Manager Governance & Performance
Mr Damian Hogan - Manager Finance
Mr Michael O’Riordan - Financial Accountant
Mr Collin Smith - Senior OHS Advisor (for Agenda Item 8.1)
Ms Sharika Agarwal - Risk and Insurance Adviser (for Agenda Item 8.1)
Mr Claudio Cavallo - Manager Information Services (for Agenda Item 13.3)
Mr Angela Luczek - Coordinator, Corporate Information (for Agenda Item 13.2)
Mr Sam Hewett - General Manager Operations and Capital (for Agenda Item 12.1)
Mr Paul Edwards - Team Leader Business and Performance (for Agenda Item 12.1)

Minutes

Ms Anastasia Ah Tong - Governance & Performance

2. APOLOGIES

Nil

3. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

AUDIT COMMITTEE MEETING MINUTES**23 MARCH 2020**

4. REGISTER OF INTERESTS

Audit Committee members are asked to declare any conflicts of interest. The following record of members' disclosures will remain until amended by the member concerned.

Ms Lisa Tripodi

- City of Greater Geelong
- City of Moonee Valley
- Knox City Council
- Mornington Peninsula Shire Council
- Hobsons Bay City Council
- Moreland City Council
- Frankston City Council

Mr Craig Geddes

- Glen Eira City Council

5. CONFIRMATION OF THE PREVIOUS AUDIT COMMITTEE MEETING

Committee Decision

That the Minutes of the Audit Committee Meeting held on 11 November 2019 be confirmed as a correct record of business transacted.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

6. STANDING REPORTS

6.1 ELECTION OF THE CHAIR

Author: Risk, Audit and Business Improvement

Reviewed By: Chief Executive Officer

Summary

- Ms Wilkinson outlined the process for the election of the Chair of the Audit Committee, in accordance with the Audit Committee Charter and the Governance Local Law
- Ms Lisa Tripodi was nominated for the role of Chair of the Audit Committee
- Ms Tripodi accepted the nomination
- There being no other nominations, Ms Wilkinson declared Ms Tripodi to be duly elected as the Chair of the Audit Committee for a period of 12 months, or until the first meeting of the committee in 2021
- Ms Tripodi assumed the Chair

AUDIT COMMITTEE MEETING MINUTES23 MARCH 2020

6.2 ELECTION OF THE DEPUTY CHAIR**Author:** Risk, Audit and Business Improvement**Reviewed By:** Chief Executive Officer

Summary

- Ms Wilkinson outlined the process for the election of the Deputy Chair of the Audit Committee, in accordance with the Audit Committee Charter and the Governance Local Law.
- Mr Craig Geddes self-nominated for the role of Deputy Chair of the Audit Committee.
- Dr Marco Bini self-nominated for the role of Deputy Chair of the Audit Committee.
- The vote was called and was unanimous for Mr Craig Geddes.
- Ms Wilkinson declared Mr Geddes to be duly elected as the Deputy Chair of the Audit Committee for a period of 12 months, or until the first meeting of the committee in 2021.

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

6.3 AUDIT COMMITTEE ACTION ITEMS REPORT**Author:** Risk, Audit and Business Improvement**Reviewed By:** Chief Executive Officer

Summary

The table of outstanding action items arising from previous Audit Committee meetings was presented for the Committee's review and reference.

Consultation

Nil

Committee Decision

MOVED: CR S Rennie**SECONDED: CR K Le Cerf**

That the Audit Committee notes the status of action items from previous meetings.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

6.4 2020 MEETING PLAN**Author:** Risk, Audit and Business Improvement**Reviewed By:** General Manager Governance and Engagement

Summary

The meeting plan for 2020 was presented as **Appendix A**, for the Committee's review and reference.

Consultation

Nil

Committee Decision

MOVED: Mr C Geddes
SECONDED: Dr M Bini

That the Audit Committee notes the 2020 Meeting Plan and requests an update at the June Audit Committee Meeting on the impact of the Coronavirus on the Meeting Plan.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

7. FINANCIAL REPORTS**7.1 FINANCIAL REPORT FOR THE SIX MONTHS ENDED 31 DECEMBER 2019**

Author: Financial Accountant
Reviewed By: Chief Executive Officer

EXECUTIVE SUMMARY

The mid-year financial review assessed the financial performance of Council year-to-date to 31 December 2019.

The outcome of the review indicates that Council has achieved a year-to-date operating surplus of \$68.50 million, which is \$1.83 million behind of the year to date budget. The year-to-date capital works expenditure was \$17.10 million, which is \$3.65 million behind the budget.

The forecast result for the year ending 30 June 2020 is an operating surplus of \$10.09 million and capital works expenditure of \$52.90 million. The forecast underlying result for the year ending 30 June 2020 is a surplus of \$2.49 million.

Committee Decision

MOVED: Dr M Bini
SECONDED: Cr. K Cerf

That the Audit Committee:

- (1) Receives the contents of the Financial report six months ended 31 December 2019 at **Appendix A** to this report and notes the year to date financial results against budget;
- (2) Notes the Council Plan Action Plan Progress Report 2019-20, Quarter 2 at **Appendix B**.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

7.2 INVESTMENT PERFORMANCE REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2019**Author:** Financial Accountant**Reviewed By:** Chief Executive Officer**EXECUTIVE SUMMARY**

A comprehensive review of Council's investment portfolio has been undertaken for the 6 months ended 31 December 2019. Council's investment portfolio has earned \$0.70 million in interest on investments, with term deposits and cash investments earning an annualised rate of 1.71% (June 2019: 2.32%). As at 31 December 2019, the Council's investment portfolio was valued at \$79.59 million (June 2019: \$87.05 million).

Consultation

Nil

Committee Decision**MOVED: Dr M Bini****SECONDED: Cr. K Le Cerf****That the Audit Committee:**

- (1) Notes the Investment Performance Report.
- (2) Receives an update at the Audit Committee Meeting in June 2020.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

8. RISK MANAGEMENT**8.1 RISK, SAFETY AND CLAIMS REPORT****Author:** Risk and Insurance Advisor**Reviewed By:** Chief Executive Officer

Summary

This report provided an overview of high-level information, data, analysis and recommendations on risk, safety and claims in order to:

- Reduce risk to the business
- Inform future initiatives, training, learning and development to support council to achieve safety outcomes
- Implement continuous improvement key performance indicators that support council to improve its performance.

The reporting on risk, safety and claims is for the period 1 October 2019 - 31 December 2019.

Consultation

- Health and Safety team
- Risk and Insurance team

Committee Decision

MOVED: Dr M Bini**SECONDED: Mr C Geddes****That the Audit Committee:**

- (1) notes the Q2 Risk, Safety and Claims Report at **Appendix A**.
- (2) notes an update on occupational violence at Audit Committee in June 2020.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

9. INTERNAL AUDIT**9.1 INTERNAL AUDIT STATUS REPORT****Author:** Risk, Audit and Business Improvement**Reviewed By:** Chief Executive Officer

Summary

Internal Auditor HLB Mann Judd had attached the Internal Audit Status Report (March 2020) at **Appendix A**.

It provided the Audit Committee an update on Internal Audit activities in accordance with the 2019-20 Internal Audit Plan.

Consultation

Nil

Committee Decision

MOVED: Cr. S Rennie**SECONDED: Cr. K Le Cerf****That** the Audit Committee notes the Internal Audit Status Report (March 2020).**CARRIED**

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

9.2 INTERNAL AUDIT REPORT - REVIEW OF AGREEMENTS**Author:** Risk, Audit and Business Improvement**Reviewed By:** Chief Executive Officer**Summary**

As part of the Internal Audit Program, HLB Mann Judd has undertaken an internal audit to assess the adequacy and effectiveness of systems, internal controls and processes for:

- Entering and managing partnerships
- Memorandum of Understanding
- Lease agreements, and
- Identify potential risks and opportunities to improve related practices.

The Internal Audit Report - Review of Agreements (Partnerships, MOUs and Leases) March 2020 is at **Appendix A**, which forms part of the 2019-20 Internal Audit Program.

Consultation

- HLB Mann Judd consulted with the Community Division and the Governance & Engagement Division.

Committee Decision**MOVED: Mr C Geddes**
SECONDED: Dr M Bini

That the Audit Committee notes:

- (1) The Internal Audit Report - Review of Agreements, which outlines the audit recommendations and related management responses.
- (2) The Internal Auditor to:
 - amend Recommendation 4 (Management Response as partially agree) to outline elements of the recommendation that management agreed on, or partially agreed on;
 - consider amending the format of internal audit report to ensure consistent flow of information (such as moving the conclusion to the first page of the Executive Summary instead of the sixth page) and provide statistics to support audit and reported information;
 - meet with management to review Recommendations 9 – 14, to determine timeframes for each recommendation and re-prioritise accordingly;
 - review all internal audit reports to ensure each recommendation includes a timeframe, and for recommendations not to be grouped; and
 - list all persons interviewed and include all internal audit reports. This includes General Managers, Managers and project sponsor.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

9.3 INTERNAL AUDIT REPORT - REVIEW OF ORGANISATIONAL COMPLIANCE**Author:** Risk, Audit and Business Improvement**Reviewed By:** Chief Executive Officer**Summary**

As part of the Internal Audit Program, HLB Mann Judd has undertaken an internal audit on the Council's organisational compliance.

It aims to assess the adequacy and effectiveness of internal controls and council practices for the management of organisational compliance.

The Internal Audit Report – Review of Organisational Compliance is at **Appendix A**, which forms part of the 2019-20 Internal Audit Program.

Consultation

- HLB Mann Judd consulted with the Governance and Engagement Division.

Committee Decision**MOVED: Cr. S Rennie****SECONDED: Cr. K Le Cerf**

That the Audit Committee notes the Internal Audit Report – Review of Organisational Compliance, which outlines the audit recommendations and related management responses.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

9.4 VICROADS CONFIDENTIALITY COMPLIANCE REPORT**Author:** Risk, Audit and Business Improvement**Reviewed By:** Chief Executive Officer**Summary**

This report provides the Audit Committee with the VicRoads Confidentiality Compliance Report at **Appendix A**, as part of the annual certification to VicRoads to comply with the VicRoads Confidentiality Agreement.

Council obtains vehicle registration and/or driver licensing information from VicRoads, to identify owners of vehicles for traffic or local-laws related infringements.

Council is required to undertake an annual audit to meet compliance with the Agreement, pursuant to Section 92 of the *Road Safety Act 1986*. This audit aims to review the key controls surrounding access to VicRoads information, which forms part of the 2019-20 Internal Audit Program at **Appendix B**.

Consultation

- City Sustainability & Strategy Division (City Safety & Compliance)
- HLB Mann Judd.

Committee Decision**MOVED: Mr C Geddes****SECONDED: Dr M Bini****That** the Audit Committee notes:

- (1) the VicRoads Confidentiality Compliance Report.
- (2) the Internal Auditor to review and update the consistent use of "*non applicable*" in the Report (Item 2, pages 205).

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

9.5 VAGO EXTERNAL AUDIT STRATEGY 2019/20**Author:** Financial Accountant**Reviewed By:** General Manager Governance and Engagement**Summary**

The Audit Strategy Memorandum for the year ending 30 June 2020 has been prepared by the Victorian Auditor-General's Office (VAGO) and sets out their approach to the audit of the Darebin City Council financial report, standard statements and performance statement for 2019-2020.

Consultation

- GM Governance & Engagement
- Manager Finance
- Financial Accountant

Committee Decision**MOVED: Cr. K Le Cerf****SECONDED: Dr M Bini****That** the Audit Committee notes:

- (1) The attached Audit Strategy Memorandum – Darebin City Council for the financial year ending 30 June 2020 prepared by the Victorian Auditor-General's Office.
- (2) VAGO staff updates, Sanchu Chummar – Acting Sector Director, Local Government and Roberta Skliros – Assistant Auditor-General.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

9.6 STATUS REVIEW OF OUTSTANDING AUDIT ACTIONS**Author:** Risk, Audit and Business Improvement**Reviewed By:** Chief Executive Officer**Summary**

This Report provides a status on the Internal Audit Report – Review of Outstanding Actions FY20-01 (the Audit Report) as discussed at the Audit Committee in November 2019 at **Appendix A**

The Report outlines internal audit recommendations and corresponding actions which contain agreed management responses, that are monitored by management and the Audit committee. It ensures these recommendations are implemented appropriately and in a timely manner.

As of March 2020, there are a total of 50 internal audit recommendations that comprises of:

- 22 recommendations - reported status as *Behind Schedule*
- 28 recommendations - reported status as *On Track*.

The Council's audit actions are monitored and updated accordingly. A status of outstanding audit actions is provided at **Appendix B**.

Consultation

- All areas in the Council with applicable outstanding audit action items.

Committee Decision**MOVED: Dr M Bini****SECONDED: M C Geddes**

That the Audit Committee notes the Status of Outstanding Audit Actions.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

9.7 LOCAL GOVERNMENT SECTOR REPORT

Author: Acting Manager Governance and Performance**Reviewed By:** Chief Executive Officer

Summary

HLB Mann Judd prepares a Local Government Sector Report on a quarterly basis. The purpose of this report is to provide the Audit Committee a summary of recent reports and publications by government agencies and other sources that may impact on Local Governments.

Consultation

Nil

Committee Decision

MOVED: Cr. K Le Cerf
SECONDED: Dr M Bini

That the Audit Committee notes the Local Government Sector Report.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

10. PROCUREMENT**10.1 PROCUREMENT NON-CONFORMANCE REPORT
DECEMBER 2019****Author:** Manager Finance**Reviewed By:** Chief Executive Officer

Summary

Section 186 of the *Local Government Act 1989* deals with restrictions on Council's power to enter into contracts.

This report seeks to inform the Audit Committee of goods and services or works that have not partially or fully complied with the requirements specified under the *Local Government Act 1989* or Council's Social and Sustainable Procurement Policy.

Consultation

- Acting Coordinator Procurement and Contracts
- Senior Procurement Officers

Committee Decision

MOVED: Cr. K Le Cerf
SECONDED: Dr M Bini

That the Audit Committee receives and notes the Procurement Non-Conformance Report for the second quarter ended December 2019.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

10.2 PROBITY PRACTITIONERS REPORT

Author: Manager Finance**Reviewed By:** Chief Executive Officer

EXECUTIVE SUMMARY

Council's current procurement policy has a requirement that a probity auditor/advisor is appointed for all tender activities greater than \$1,000,000.

At the Audit Committee meeting of 25 March 2019, the Audit Committee requested that a probity report be provided as a standing item at every meeting.

Consultation

Nil

Committee Decision

MOVED: Mr C Geddes**SECONDED: Cr. S Rennie****That the Audit Committee notes the Probity Advisor Report at Appendix A.****CARRIED**

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

**10.3 IBAC - SPECIAL REPORT ON CORRUPTION RISKS
ASSOCIATED WITH PROCUREMENT IN LOCAL
GOVERNMENT****Author:** Manager Finance**Reviewed By:** Chief Executive Officer

Summary

In September 2019 IBAC published a Special Report on corruption risks associated with procurement in Local Government. Darebin City Council was specifically included in this report following the IBAC investigation referenced as Operation Dorset.

This report provides an update for the Audit Committee of actions taken post the publication.

Consultation

Nil

Committee Decision

MOVED: Dr M Bini**SECONDED: Mr C Geddes**

That the Audit Committee note the March 2020 update on the progress of procurement reforms as requested by the Audit Committee.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

11. GOVERNANCE**11.1 AUDIT COMMITTEE SELF-ASSESSMENT RESULTS****Author:** Acting Manager Governance and Performance**Reviewed By:** General Manager Governance and Engagement**Summary**

In accordance with good governance practice, the Audit Committee undertakes an annual Self-Assessment Questionnaire to examine its performance and to identify possible areas of improvement.

In December 2019, Audit Committee members were invited to complete the questionnaire, with a total of five responses received.

The questionnaire focuses on key areas:

- Council's achievement of key deliverables
- Conduct of meetings
- Internal Audit
- External Audit
- Management.

Most questions returned an average score of 4.2 (on a five-point scale).

Consultation

- Audit Committee members

Committee Decision**MOVED: Cr. S Rennie****SECONDED: Cr. K Le Cerf**

That the Audit Committee notes the self-assessment results at **Appendix A**.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

11.2 COUNCILLOR SUPPORT AND EXPENSES**Author:** Risk, Audit and Business Improvement**Reviewed By:** General Manager Governance and Engagement**Summary**

The Audit Committee meeting of 11 November 2019, an error was identified in the 2018-19 summary of Councillor expenses. A revised report is attached at **Appendix A** for noting by the committee.

Under Section 75B of the *Local Government Act 1989*, councils must have a policy in relation to the reimbursement of expenses for Councillors and members of Council Committees.

The Councillor Support and Expenses Policy 2017 states that a report on Councillor expenses by category is prepared for consideration by the Darebin City Council's Audit Committee.

Councillor Expenses for 2018–19 lists expenses and reimbursements related to travel, training, conferences and telephone and internet services.

Requests for reimbursement are accompanied by tax invoices. Where possible, attendance at training and conferences are paid directly by Council through electronic funds transfer or use of the corporate credit card. Payments are made in line with purchasing policy and guidelines.

Information about telephone and internet expenses is made available to Councillors monthly in the form of the itemised account. Councillors are reminded to identify and reimburse Council for personal use, if applicable.

To meet reporting and transparency requirements, Councillor expenses are published on the Council's website and in the annual report.

Consultation

Nil

Committee Decision**MOVED: Mr C Geddes****SECONDED: Dr M Bini**

That the Audit Committee notes the 2018–19 Councillor Expenses report.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

12. CONFIDENTIAL

Nil

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

13. OTHER BUSINESS**13.1 ASSET MANAGEMENT IMPROVEMENT INITIATIVES UPDATE****Author:** Coordinator, Asset Strategy & Service Planning**Reviewed By:** Chief Executive Officer**Summary**

The purpose of this report is to advise the Audit Committee of current and pending asset management improvement initiatives underway across Council and timeframes, including the improvements made to Council's Asset Management Governance.

Consultation

Nil

Committee Decision**MOVED: Dr M Bini****SECONDED: Mr C Geddes****That the Audit Committee:**

- (1) notes the Asset Management improvement initiatives currently underway.
- (2) acknowledges the role of the Audit Committee in the new Asset Management Governance model.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

13.2 **UPDATED INFORMATION PRIVACY POLICY****Author:** Coordinator Corporate Information**Reviewed By:** General Manager Governance and Engagement**Summary**

The Office of the Victorian Information Commissioner (OVIC) wrote to all Council CEOs in May 2019 advising that they were conducting an examination of local government privacy policies.

The aim of the examination was to assess the quality of privacy policies and to ensure that they met the requirements of the Information Privacy Principles (IPP) in particular IPP 5. The feedback that was provided in relation to Council's information privacy policy was as follows:

"The policy content is comprehensive, the standard of writing is average in that it is not overly legalistic therefore easy to read and understand".

Consultation

- Coordinator Corporate Information
- Office of the Victorian Information Commissioner (OVIC)

Committee Decision**MOVED: Dr M Bini****SECONDED: Cr. S Rennie**

That the Audit Committee notes this update.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

23 MARCH 2020

13.3 DIGITAL TRANSFORMATION REPORT**Author:** Manager Information Services**Reviewed By:** Chief Executive Officer**Summary**

At the November 2019 Audit Committee meeting, the Audit Committee requested a report outlining the current workplan and proposed outcomes of the IT digital transformation program (Information Services Improvement Program). This report outlines the projects being undertaken by Information Services to identify, address and transform the antiquated applications, systems and physical IS Assets, currently being utilised by Council and the proposed action plan to improve automation, capability, integration, service levels and service delivery.

The projects included in the attached IS Improvement Program also outline proposed outcomes and benefits associated with the transformation.

Consultation

- Executive Management Team IS Team, Managers and Coordinators.

Committee Decision**MOVED: Cr. S Rennie****SECONDED: Cr. K Le Cerf****That the Audit Committee:**

- (1) notes the projects and outcomes outlined in the Information Services Improvement Program and that an update is provided in 6 months.
- (2) receives an update on the following at the Audit Committee in June 2020.
 - total budget;
 - timeframe;
 - comparative of actual cost to budget for the quarter and year to date;
 - add a cost column to the program; and
 - use traffic lights to indicate whether on track or off track.

CARRIED

AUDIT COMMITTEE MEETING MINUTES23 MARCH 2020

14. NEXT MEETING

The next meeting of the Audit Committee will be held at 2.30pm on Monday 15 June 2020 in the Darebin Civic Centre, 350 High Street Preston.

15. COMMITTEE MEMBERS CONFERENCE

In accordance with the Audit Committee Charter, Item 6, Part 5(f) and Part 6(b), an opportunity is provided for the Audit Committee to meet with the internal auditor and/or external auditor to discuss any matters that the Audit Committee or the internal auditor and/or external auditor believe should be discussed privately. Management will be required to leave the meeting during discussion of this item.

16. CLOSE OF MEETING

The meeting closed at 4.21pm.



the place
to live

MINUTES OF THE AUDIT COMMITTEE MEETING

Held on Monday 15 June 2020
virtually via MS Teams due to COVID-19 social
distancing restrictions

Released to the public on Thursday 18 June 2020

Table of Contents

Item Number	Page Number
1. PRESENT	1
2. APOLOGIES.....	1
3. DISCLOSURES OF CONFLICTS OF INTEREST	2
4. REGISTER OF INTERESTS	2
5. CONFIRMATION OF THE PREVIOUS AUDIT COMMITTEE MEETING	2
6. STANDING REPORTS	3
6.1 2020 MEETING PLAN.....	3
6.2 AUDIT COMMITTEE ACTION ITEMS REPORT	3
7. FINANCIAL REPORTS.....	4
7.1 ANNUAL FINANCIAL REPORT	4
7.2 FINANCIAL REPORT FOR THE NINE MONTHS ENDED 31 MARCH 2020 ..	5
7.3 DRAFT ANNUAL BUDGET 2020–21	6
7.4 VAGO INTERIM MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2020.....	7
7.5 FINANCIAL REPORTING DEVELOPMENTS 2020	8
8. RISK MANAGEMENT.....	9
8.1 RISK MANAGEMENT REPORT	9
8.2 RISK, SAFETY AND CLAIMS REPORT 1 JAN TO 31 MARCH 2020	10
9. INTERNAL AUDIT	11
9.1 INTERNAL AUDIT STATUS REPORT	11
9.2 INTERNAL AUDIT PLAN 2020 - 2023.....	11
9.3 REVIEW OF OUTSTANDING AUDIT ACTIONS	12
9.4 INTERNAL AUDIT - REVIEW OF FINANCIAL CONTROLS.....	13
9.5 INTERNAL AUDIT - VICTORIAN PROTECTIVE DATA SECURITY STANDARDS.....	14
9.6 INTERNAL AUDIT - CYBER - PENETRATION TESTING REPORT	14
10. PROCUREMENT	15
10.1 PROCUREMENT NON-CONFORMANCE REPORT MARCH 2020.....	15
10.2 PROBITY PRACTITIONERS REPORT	16
10.3 IBAC - SPECIAL REPORT ON CORRUPTION RISKS ASSOCIATED WITH PROCUREMENT IN LOCAL GOVERNMENT	16
11. GOVERNANCE	17
11.1 IMPLEMENTATION OF LOCAL GOVERNMENT ACT 2020.....	17

Table of Contents

Item Number		Page Number
12.	CONFIDENTIAL	18
13.	OTHER BUSINESS	18
14.	NEXT MEETING	18
15.	COMMITTEE MEMBERS CONFERENCE	18
16.	CLOSE OF MEETING	18

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE OF THE
DAREBIN CITY COUNCIL HELD AT DAREBIN CIVIC CENTRE
350 HIGH STREET PRESTON ON MONDAY 15 JUNE 2020**

THE MEETING OPENED AT 2.30 PM**WELCOME**

Mayor Cr. Rennie opened the meeting with the following statement:

"I would like to acknowledge the traditional owners and custodians of the land on which we stand here today, the Wurundjeri people, and pay my respects to their Elders, past and present, as well as to Elders from other communities who may be with us today."

1. PRESENT**Members**

Ms Lisa Tripodi (Independent External Member)
Cr. Kim Le Cerf (Committee Member)
Cr. Susan Rennie (Mayor) (Committee Member)
Dr Marco Bini (Independent External Member)
Mr. Craig Geddes (Independent External Member)

Internal Auditor

Mr Mark Holloway – Partner, Audit and Assurance, HLB Mann Judd
Mr Kapil Kukreja – Senior Manager, Risk, Assurance and Advisory, HLB Mann Judd
Andy Viswanath – Senior Security Advisor, HLB Mann Judd

External Auditor

Mr Kevin Chan – Acting Senior Manager, Financial Audits, VAGO

Officers

Sue Wilkinson - Chief Executive Officer
Ms Ingrid Bishop - General Manager Governance & Engagement
Ms Amanda Dunn – a/Manager Performance
Mr Damian Hogan - Manager Finance
Mr Michael O’Riordan - Financial Accountant
Ms Sharika Agarwal - Risk and Insurance Adviser (for Agenda Item 8.1 and 8.2)
Mr Steven Sagona – a/Manager Governance (for Agenda Item 11.1)
Mr Claudio Cavallo - Manager Information Services (for Agenda Item 6.2 and 9.6)

Minutes

Ms Elly Michailidis – Assurance and Compliance Governance and Performance

2. APOLOGIES

Colin Smith – Senior OHS Advisor
Sanchu Chummar – Acting Senior Director, Local Government, VAGO

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

3. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

4. REGISTER OF INTERESTS

Audit Committee members are asked to declare any conflicts of interest. The following record of members' disclosures will remain until amended by the member concerned.

Ms Lisa Tripodi

- City of Greater Geelong
- City of Moonee Valley
- Knox City Council
- Mornington Peninsula Shire Council
- Hobsons Bay City Council
- Moreland City Council
- Frankston City Council

Mr Craig Geddes

- Glen Eira City Council

5. CONFIRMATION OF THE PREVIOUS AUDIT COMMITTEE MEETING**Committee Decision**

That the Minutes of the Audit Committee Meeting held on 23 March 2020 be confirmed as a correct record of business transacted.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

6. STANDING REPORTS**6.1 2020 MEETING PLAN****Author:** Risk, Audit and Business Improvement,**Reviewed By:** General Manager Governance and Engagement

Summary

The meeting plan for 2020/2021 was presented as **Appendix A**, for the Committee's review and reference. This plan outlines reports that will be presented to the 2020/2021 Audit Committee meetings, in line with the areas of responsibility identified in the Audit Committee Charter and the Internal Audit Plan.

Committee Decision

That the Audit Committee notes the 2020 Meeting Plan as **Appendix A**.

CARRIED**6.2 AUDIT COMMITTEE ACTION ITEMS REPORT****Author:** Risk, Audit and Business Improvement,**Reviewed By:** General Manager Governance and Engagement

Summary

The table of outstanding action items arising from previous Audit Committee meetings was presented for the Committee's review and reference.

Committee Decision

That the Audit Committee notes the status of the action items from previous meetings.

CARRIED

Page 3

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

7. FINANCIAL REPORTS**7.1 ANNUAL FINANCIAL REPORT****Author:** Financial Accountant**Reviewed By:** General Manager Governance and Engagement

Summary

The report provided the draft shell Annual Financial Report for the year ended 30 June 2020 and was presented to Council and the Audit Committee at year-end.

The *Local Government Act 1989* (the Act) and the *Local Government (Planning and Reporting) Regulations 2014* (the Regulations), require Council to prepare an annual report in respect of each financial year that contained audited financial statements.

Regulations 19 and 20 in part four of the Regulations state that:

- The financial statements must be prepared in accordance with the Local Government Model Financial Report;
- The financial statements must contain a statement of capital works; and
- The financial statements must include specified other information as notes.

The review of the Local Government Model Financial Report Manual 2020 has identified other reporting / disclosure changes from the previous year.

The changes to the 2019-20 edition reflect changes in relation to the new accounting standards. These include AASB 16 Leases, AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities. The changes are effective from 1 July 2019. AASB 16 Leases introduces a single lessee accounting model, requiring lessees to recognise assets and liabilities for all leases. AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities require entities to identify and assess performance obligations in contracts to determine when to recognise revenue.

Committee Decision

That the Audit Committee notes and receives the report on the draft shell Annual Financial Report for the year ended 30 June 2020.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

7.2 FINANCIAL REPORT FOR THE NINE MONTHS ENDED 31 MARCH 2020**Author:** Financial Accountant**Reviewed By:** General Manager Governance and Engagement**Summary**

The 3rd Quarter financial review assessed the financial performance of Council's year-to-date to 31 March 2020.

The outcome of the review indicated that Council had achieved a year-to-date operating surplus of \$40.92 million, which is \$2.75 million behind the year to date budget. The 3rd Quarter capital works expenditure was \$29.03 million, which is \$37.97 million behind the budget.

The forecast result for the year ending 30 June 2020 is an operating surplus of \$6.10 million and capital works expenditure of \$49.02 million. The forecast underlying result for the year ending 30 June 2020 is a deficit of \$1.53 million.

Committee Decision

That the Audit Committee:

- (1) Notes the contents of the Financial report nine months ended 31 March 2020 as **Appendix A** to the report and notes the year to date financial results against budget.
- (2) Notes the Council Plan Action Plan Progress Report 2019-20, Quarter 3 as **Appendix B**.

CARRIED

AUDIT COMMITTEE MEETING MINUTES15 JUNE 2020

7.3 DRAFT ANNUAL BUDGET 2020–21**Author:** Manager Finance**Reviewed By:** General Manager Governance and Engagement

Summary

The annual budget is an essential planning and resource tool produced each year. The 2020/21 budget is informed by Council's ten year capital works plan and has been significantly influenced by Council's response to the COVID-19 global pandemic.

On 27 March 2020, Council took a significant position to support our community impacted by COVID-19, introducing initiatives to support residents, community organisations and local businesses. Council adopted a COVID-19 Financial Hardship Policy and endorsed the COVID-19 Community and Local Business Resilience and Recovery Package.

Council's \$11.3 million package complements the existing Federal and State Government recovery and stimulus package and focuses on the most vulnerable in our community. Council's own financial circumstances have also been impacted with an estimated reduction in revenue of at least \$15 million expected.

This budget should be read together with the Community and Local Business Resilience and Recovery Package and the Financial Hardship initiatives adopted by Council.

Committee Decision

That the Audit Committee notes the report and the proposed Annual Budget 2020–21 (**Appendix A**) and the proposed Strategic Resource Plan 2020–24 (**Appendix B**).

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

7.4 VAGO INTERIM MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2020**Author:** Financial Accountant**Reviewed By:** General Manager Governance and Engagement**Summary**

The Victorian Auditor – General’s Office has completed the interim phase of the audit of Darebin City Council for the year ending 30 June 2020.

The interim management letter detailed the findings from that phase of the audit, that fall into the following categories:

- Internal control findings
- Financial reporting and performance statement report findings
- Business improvement opportunities and other findings.

Committee Decision

That the Audit Committee notes the Darebin City Council – Interim Management Letter for the year ended 30 June 2020, attached as **Appendix A**.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

7.5 FINANCIAL REPORTING DEVELOPMENTS 2020**Author:** Financial Accountant**Reviewed By:** General Manager Governance and Engagement

Summary

The Audit Committee requested an issues paper covering contemporary financial reporting developments be presented to the Committee each year in the lead up to the financial year-end. The report covers key financial reporting developments that are expected to impact on Council for the year ending 30 June 2020 and into the future.

There are three accounting standard changes/new standards that apply to Darebin in this reporting year.

Committee Decision

That the Audit Committee notes the report on financial reporting developments.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

8. RISK MANAGEMENT

8.1 RISK MANAGEMENT REPORT

Author: Acting Manager Governance and Performance

Reviewed By: General Manager Governance and Engagement

Summary

The report provided an update on the following projects and activities:

- Risk Management Policy and Framework;
- Business Continuity (Covid-19);
- Assurance Mapping; and
- Risk Registers.

Committee Decision

That the Audit Committee notes the Risk Management Report.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

8.2 RISK, SAFETY AND CLAIMS REPORT 1 JAN TO 31 MARCH 2020**Author:** Risk and Insurance Advisor**Reviewed By:** General Manager Governance and Engagement

Summary

The report provided an overview of high-level information, data, analysis and recommendations on risk, safety and claims in order to:

- Reduce risk to the business;
- Inform future initiatives, training, learning and development to support Council to achieve safety outcomes; and
- Implement continuous improvement key performance indicators that support Council to improve its performance.

The reporting on risk, safety and claims is for the period 1 January 2020 to 31 March 2020.

Committee Decision

That the Audit Committee notes the Q3 Risk, Safety and Claims Report as **Appendix A**.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

9. INTERNAL AUDIT**9.1 INTERNAL AUDIT STATUS REPORT****Author:** Risk, Audit and Business Improvement,**Reviewed By:** General Manager Governance and Engagement

Summary

In accordance with the 2019–20 Internal Audit Plan, internal Auditor HLB Mann Judd have attached the Internal Audit Status Report (March 2020) as **Appendix A** and provided an update on Internal Audit activities to the Audit Committee.

Committee Decision

That the Audit Committee notes the Internal Audit Status Report (March 2020) as **Appendix A**.

CARRIED**9.2 INTERNAL AUDIT PLAN 2020 - 2023****Author:** Risk, Audit and Business Improvement,**Reviewed By:** General Manager Governance and Engagement

Summary

Council's Internal Auditors have developed a three-year internal audit plan (**Appendix A**), which outlines the program of audits to be implemented from 1 July 2020. The plan will be reviewed annually to ensure currency and to incorporate any changes in Council's risk profile.

To develop the plan, internal auditors have reviewed the 2019 – 22 plan, Council's strategic objectives and previous internal audit plans.

Committee Decision

That the Audit Committee endorses the 2020 – 23 Internal Audit Plan.

CARRIED

Page 11

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

9.3 REVIEW OF OUTSTANDING AUDIT ACTIONS**Author:** Risk, Audit and Business Improvement,**Reviewed By:** General Manager Governance and Engagement

Summary

The report provided the status of the outstanding audit actions as **Appendix A**, following the completion of the Internal Audit Report – Review of Outstanding Actions FY20-21 (the Audit Report) as discussed at the Audit Committee in November 2019.

The Report outlined internal audit recommendations that comprised of:

- 19 recommendations – reported status as *Behind Schedule*; and
- 24 recommendations – reported status as *On Track*.

The Council's audit actions are monitored and updated accordingly.

Committee Decision

That the Audit Committee notes the Status of Outstanding Audit Actions as **Appendix A**.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

9.4 INTERNAL AUDIT - REVIEW OF FINANCIAL CONTROLS**Author:** Risk, Audit and Business Improvement,**Reviewed By:** General Manager Governance and Engagement

Summary

As part of the Internal Audit Program, HLB Mann Judd have undertaken an internal audit to assess the adequacy and effectiveness of systems, internal controls and processes for Council's financial controls including:

- Council's key financial functions; namely: Accounts Payable, Account Receivable and Cash handling
- The conduct of data analytics
- Policies, process and practices with respect to fuel card, cab charges and credit card

Committee Decision

That the Audit Committee endorses the Internal Audit Report – Review of Financial Controls as **Appendix A**, which outlines the audit recommendations and related management responses.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

9.5 INTERNAL AUDIT - VICTORIAN PROTECTIVE DATA SECURITY STANDARDS

Author: Risk, Audit and Business Improvement,

Reviewed By: General Manager Governance and Engagement

Summary

As part of the Internal Audit Program, HLB Mann Judd have undertaken an internal audit to assess the adequacy and appropriateness of systems, internal controls and processes in place to fulfil the Victorian Protective Data Security Standards 2018 requirements.

Committee Decision

That the Audit Committee endorses the Internal Audit Report – Victoria Protective Data Security Standards as Appendix A, which outlines the audit recommendations and related management responses.

CARRIED

9.6 INTERNAL AUDIT - CYBER - PENETRATION TESTING REPORT

Author: Risk, Audit and Business Improvement,

Reviewed By: General Manager Governance and Engagement

Summary

As part of the Internal Audit Program, HLB Mann Judd have undertaken an internal audit whereby a Vulnerability Assessment and Penetration Testing (VAPT) was conducted on a sample of selected external facing web applications to verify the security controls of its external facing web applications. This was to ensure that Council's web environment is secure, and the network perimeter controls are effective to secure systems and information assets against external attackers.

Committee Decision

That the Audit Committee endorses the Internal Audit Report – Cyber – Penetration Testing Report as Appendix A, which outlines the audit recommendations and related management responses.

CARRIED

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

10. PROCUREMENT**10.1 PROCUREMENT NON-CONFORMANCE REPORT MARCH 2020****Author:** Manager Finance**Reviewed By:** General Manager Governance and Engagement

Summary

Section 186 of the *Local Government Act 1989* deals with restrictions on Council's power to enter into contracts.

The report outlines good and services or works that have not partially or fully complied with the requirements specified under the *Local Government Act 1989* or Council's Social and Sustainable Procurement Policy.

Committee Discussion

- It was noted that there were no breaches or non-compliance for the quarter.

Committee Decision

That the Audit Committee:

- (1) Notes the Procurement Non-Conformance Report for the third quarter ended March 2020; and
- (2) Notes that no non-compliant procurement activities were reported.

CARRIED

AUDIT COMMITTEE MEETING MINUTES15 JUNE 2020

10.2 PROBITY PRACTITIONERS REPORT**Author:** Manager Finance**Reviewed By:** General Manager Governance and Engagement

Summary

Council's current procurement policy has a requirement that a probity auditor/advisor is appointed for all tender activities greater than \$1,000,000.

At the Audit Committee meeting of 25 March 2019, the Audit Committee requested that a probity report be provided as a standing item at every meeting.

Committee Decision

That the Audit Committee notes the Probity Practitioners Report for the third quarter ended March 2020.

CARRIED**10.3 IBAC - SPECIAL REPORT ON CORRUPTION RISKS ASSOCIATED WITH PROCUREMENT IN LOCAL GOVERNMENT****Author:** Manager Finance**Reviewed By:** General Manager Governance and Engagement

Summary

In September 2019, IBAC published a Special Report on corruption risks associated with procurement in Local Government. Darebin City Council was specifically included in this report following the IBAC investigation referenced as Operation Dorset.

The report provided an update for the Audit Committee of proactive improvements and changes made to ensure compliance, mitigate fraud or corruption and improve transparency on an ongoing basis.

Committee Decision

That the Audit Committee notes the June 2020 update on the progress of procurement reforms as advised by the Chief Executive Officer.

CARRIED

Page 16

AUDIT COMMITTEE MEETING MINUTES

15 JUNE 2020

11. GOVERNANCE**11.1 IMPLEMENTATION OF LOCAL GOVERNMENT ACT 2020****Author:** Acting Manager Governance and Performance**Reviewed By:** General Manager Governance and Engagement**Summary**

The new *Local Government Act 2020* (Act) is the result of a four-year review of the *Local Government Act 1989*. The new Act was developed through consultation with Council's, peak bodies and the Community. It focusses on five key reform themes; namely: (i) Improved Service Delivery, (ii) Strong Local Democracy, (iii) Improved Conduct, (iv) Community Confidence, and (v) A New Relationship.

The Act received Royal Assent on 24 March 2020. It will be proclaimed in four stages on 6 April 2020, 1 May 2020, 24 October 2020 and 1 July 2021. Transitional arrangements are in place such that the first set of significant deadlines are on 1 September 2020, with new or updated Governance Rules, Councillor Expense Policy, Powers of Delegation, Delegated Committees Instruments, Audit and Risk Charter, and Public Transparency Policy.

Work is currently progressing in relation to the above, with a view to presenting all of these to Council for adoption in the short term.

More broadly, a Project Plan has been developed to guide and monitor implementation of other requirements of the new Act, the process ensuring that the organisation achieves compliance with the Local Government Act 2020.

Committee Decision

That the Audit Committee notes the report and will receive a further update on the changes at the next Audit Committee meeting.

CARRIED

AUDIT COMMITTEE MEETING MINUTES15 JUNE 2020

12. CONFIDENTIAL

Nil

13. OTHER BUSINESS

Nil

14. NEXT MEETING

The next meeting of the Audit Committee will be held at 2.30pm on Monday 31 August 2020 in the Darebin Civic Centre, 350 High Street Preston.

15. COMMITTEE MEMBERS CONFERENCE

In accordance with the Audit Committee Charter, Item 6, Part 5(f) and Part 6(b), an opportunity is provided for the Audit Committee to meet with the internal auditor and/or external auditor to discuss any matters that the Audit Committee or the internal auditor and/or external auditor believe should be discussed privately. Management will be required to leave the meeting during discussion of this item.

16. CLOSE OF MEETING

The meeting closed at 5.05 PM.



the place
to live

MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

Held on Monday 31 August 2020
virtually via MS Teams due to COVID-19 social
distancing restrictions

Table of Contents

Item Number	Page Number
1. PRESENT	1
2. APOLOGIES.....	2
3. DISCLOSURES OF CONFLICTS OF INTEREST	2
4. REGISTER OF INTERESTS	2
5. CONFIRMATION OF THE PREVIOUS AUDIT COMMITTEE MEETING	2
6. STANDING REPORTS	3
6.1 2020 MEETING PLAN.....	3
6.2 AUDIT & RISK COMMITTEE ACTION ITEMS REPORT	3
7. FINANCIAL REPORTS.....	4
7.1 DRAFT 2019-20 FINANCIAL STATEMENTS AND PERFORMANCE REPORT	4
8. RISK MANAGEMENT.....	5
8.1 RISK MANAGEMENT REPORT	5
8.2 SAFETY REPORT	6
9. INTERNAL AUDIT	7
9.1 INTERNAL AUDIT STATUS REPORT	7
9.2 STRATEGIC INTERNAL AUDIT PLAN UPDATE 2020 - 2023	7
9.3 REVIEW OF OUTSTANDING AUDIT ACTIONS	8
9.4 INTERNAL AUDIT - CHILD SAFETY STANDARDS REPORT	9
9.5 VICROADS CONFIDENTIALITY COMPLIANCE REPORT	10
9.6 LOCAL GOVERNMENT SECTOR REPORT	11
9.7 INTERNAL AUDIT SCOPES	12
10. PROCUREMENT	13
10.1 PROCUREMENT NON-CONFORMANCE REPORT JUNE 2020	13
10.2 PROBITY PRACTITIONERS REPORT	14
10.3 IBAC - SPECIAL REPORT ON CORRUPTION RISKS ASSOCIATED WITH PROCUREMENT IN LOCAL GOVERNMENT.....	14
10.4 SOCIAL AND SUSTAINABLE PROCUREMENT POLICY AND PROCUREMENT TRAINING UPDATE.....	15
11. GOVERNANCE	16
11.1 COUNCILLOR SUPPORT AND EXPENSES	16
11.2 GIFTS AND HOSPITALITY REPORT	17
12. CONFIDENTIAL	18

Table of Contents

Item Number		Page Number
13.	OTHER BUSINESS	18
14.	NEXT MEETING	18
15.	COMMITTEE MEMBERS CONFERENCE	18
16.	CLOSE OF MEETING	18

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

**MINUTES OF THE MEETING OF THE AUDIT & RISK COMMITTEE OF
THE DAREBIN CITY COUNCIL HELD AT DAREBIN CIVIC CENTRE
350 HIGH STREET PRESTON ON MONDAY 31 AUGUST 2020**

THE MEETING OPENED AT 2.30PM**WELCOME**

Mayor Cr. Rennie opened the meeting with the following statement:

"I would like to acknowledge the traditional owners and custodians of the land on which we stand here today, the Wurundjeri people, and pay my respects to their Elders, past and present, as well as to Elders from other communities who may be with us today."

1. PRESENT**Members**

Ms Lisa Tripodi (Chair, Independent External Member)

Cr. Kim Le Cerf (Committee Member)

Cr. Susan Rennie (Mayor) (Committee Member)

Dr Marco Bini (Independent External Member)

Cr. Craig Geddes (Independent External Member)

Internal Auditor

Mr Mark Holloway – Partner, Audit and Assurance, HLB Mann Judd

Mr Kapil Kukreja – Senior Manager, Risk, Assurance and Advisory, HLB Mann Judd

External Auditor

Sanchu Chummar – Acting Sector Director, Local Government, VAGO

Mr Kevin Chan – Acting Senior Manager, Data Analytics, VAGO

Officers

Sue Wilkinson - Chief Executive Officer

Lenny Jenner – Acting General Manager Governance and Engagement

Ms Amanda Dunn – a/Manager Performance

Mr Damian Hogan – Manager Finance

Mr Michael O’Riordan – Financial Accountant

Ms Sharika Agarwal - Risk and Insurance Adviser (for Agenda Item 8.1)

Mr Colin Smith – Senior OHS Adviser (for Agenda Item 8.2)

Ms Angela Johnson – Manager People and Development (for Agenda Item 9.4)

Mr David Cecala – Coordinator Procurement & Contracting (for Agenda Item 10)

Mr Stephan Mahon – Coordinator Council Business (for Agenda Item 11)

Minutes

Ms Elly Michailidis – Audit and Compliance Officer, Property & Business Improvement

AUDIT & RISK COMMITTEE MEETING MINUTES**31 AUGUST 2020**

2. APOLOGIES

Nil

3. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

4. REGISTER OF INTERESTS

Audit Committee members are asked to declare any conflicts of interest. The following record of members' disclosures will remain until amended by the member concerned.

Ms Lisa Tripodi

- City of Greater Geelong
- City of Moonee Valley
- Knox City Council
- Mornington Peninsula Shire Council
- Hobsons Bay City Council
- Moreland City Council
- Frankston City Council

Mr Craig Geddes

- Glen Eira City Council

5. CONFIRMATION OF THE PREVIOUS AUDIT COMMITTEE MEETING

Committee Decision

That the Minutes of the Audit & Risk Committee Meeting held on 15 June 2020 be confirmed as a correct record of business transacted.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

6. STANDING REPORTS**6.1 2020 MEETING PLAN****Author:** Audit and Compliance**Reviewed By:** Acting General Manager Governance & Engagement

Summary

The meeting plan for 2020/21 was presented as **Appendix A**, the Committee's review and reference. This plan outlines reports that will be presented to the 2020/2021 Audit & Risk Committee meetings, in line with the areas of responsibility identified in the Audit & Risk Committee Charter and the Internal Audit Plan.

Committee Decision

That the Audit & Risk Committee notes the 2020 Meeting Plan as **Appendix A**.

CARRIED**6.2 AUDIT & RISK COMMITTEE ACTION ITEMS REPORT****Author:** Audit and Compliance**Reviewed By:** Acting General Manager Governance & Engagement

Summary

The table of outstanding action items arising from previous Audit & Risk Committee meetings was presented for the Committee's review and reference.

Committee Decision

That the Audit & Risk Committee notes the status of the action items from previous meetings.

CARRIED

Page 3

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

7. FINANCIAL REPORTS**7.1 DRAFT 2019-20 FINANCIAL STATEMENTS AND PERFORMANCE REPORT****Author:** Financial Accountant**Reviewed By:** Acting General Manager Governance & Engagement

Summary

The report provided the draft Financial Statements and Performance Statement for the year ended 30 June 2020 for Audit & Risk Committee's review. Key elements in relation to the Statements were discussed together with commentary on the major variances from the previous year and budget in the Financial and Budget Comparison (note 1).

Committee Decision

MOVED: Mr C Geddes
SECONDED: CR S Rennie

That the Audit & Risk Committee recommends to Council that it:

- (1) Approves in principle the Financial Statements and Performance Statement for the year ended 30 June 2020 subject to resolution of any outstanding issues in the management representation letter and minor amendments to the Statements and the Auditor-General's review;
- (2) Authorises two Councillors to sign the Financial Statements in their final form after any changes recommended or agreed to, by the Auditor have been made; and
- (3) At its meeting on 7 September 2020, adopts the statements in principle and forwards the statements to the Auditor-General for certification.

CARRIED**7.2 VAGO CLOSING REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2020****Author:** Financial Accountant**Reviewed By:** Acting General Manager Governance & Engagement

Summary

Information relating to the report was circulated to the Audit & Risk Committee members prior to the Audit & Risk Committee meeting.

Page 4

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

8. RISK MANAGEMENT**8.1 RISK MANAGEMENT REPORT****Author:** Risk and Insurance Advisor**Reviewed By:** Acting General Manager Governance & Engagement**Summary**

The report provided an update on the following:

- Resourcing of the Risk Management Function
- Risk Management Policy and Framework
- Business Continuity (Covid-19)
- Insurance Renewals 2020/21

The report also contained the Motor Vehicle Incidents and Claims Report for the period of 1 April to 30 June 2020 (Q4).

Committee Decision

That the Audit & Risk Committee notes and receives:

- (1) the Risk Management Report update; and
- (2) the Q4 Motor Vehicle Incidents and Claims Report as **Appendix A**.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

8.2 SAFETY REPORT**Author:** Manager People & Development**Reviewed By:** Acting General Manager Governance & Engagement

Summary

The report provided an overview of high-level indicators and analysis of Safety, Wellbeing and Workcover in order to:

- Reduce risk to the business
- Inform future initiatives, training, learning and development to support Council to achieve safety outcomes; and
- Implement continuous improvement key performance indicators that support Council to improve its performance

The reporting on Safety, Wellbeing and Workcover is for the period 1 April 2020 to 30 June 2020.

Committee Decision

That the Audit and Risk Committee notes the Q4 Safety, Wellbeing and WorkCover Report as **Appendix A**.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

9. INTERNAL AUDIT

9.1 INTERNAL AUDIT STATUS REPORT

Author: Audit and Compliance Officer

Reviewed By: Acting General Manager Governance & Engagement

Summary

In accordance with the 2019–20 Internal Audit Plan, Council's Internal Auditors, HLB Mann Judd have enclosed the Internal Audit Status Report (August 2020) as **Appendix A** and provided an update on the Internal Audit activities to the Audit Committee.

Committee Decision

That the Audit & Risk Committee notes and receives the Internal Audit Status Report (August 2020) as **Appendix A**.

CARRIED

9.2 STRATEGIC INTERNAL AUDIT PLAN UPDATE 2020 - 2023

Author: Audit and Compliance

Reviewed By: Acting General Manager Governance & Engagement

Summary

Council's Internal Auditors, HLB Mann Judd have developed a three-year strategic internal audit plan (**Appendix A**), which outlines the program of audits to be implemented from 1 July 2020. The plan will be reviewed annually to ensure currency and incorporate any changes in Council's risk profile.

To develop the plan, internal auditors have reviewed the 2019 – 22 plan, Council's strategic objectives, previous internal audit plans, the Assurance Mapping review and the June 2020 Audit Committee meeting suggestions.

Committee Decision

That the Audit & Risk Committee endorse the 2020 – 23 Strategic Internal Audit Plan attached as **Appendix A**.

CARRIED

Page 7

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

9.3 REVIEW OF OUTSTANDING AUDIT ACTIONS**Author:** Audit and Compliance**Reviewed By:** Acting General Manager Governance & Engagement

Summary

The report provided the status of the outstanding audit actions as **Appendix A**, following the completion of the Internal Audit Report – Review of Outstanding Actions FY20-01 (the Audit Report) as discussed at the Audit & Risk Committee in November 2019.

The Report outlines internal audit recommendations that comprises of:

- 19 recommendations – reported status as *Behind Schedule*; and
- 11 recommendations – reported status as *On Track*.
- 2 recommendations – reported status as *Completed*.

The Council's audit actions are monitored and updated accordingly.

Committee Decision

That the Audit & Risk Committee notes the Status of Outstanding Audit Actions as **Appendix A**.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

9.4 INTERNAL AUDIT - CHILD SAFETY STANDARDS REPORT**Author:** Audit and Compliance**Reviewed By:** Acting General Manager Governance & Engagement

Summary

As a part of the Strategic Internal Audit Program, HLB Mann Judd have undertaken an internal audit to review Council's compliance with Child Safety Standards and determine whether Council have adequate policies, procedures and systems in place that meet the requirements stipulated in the Victorian Child Safe Standards.

Council accepted the findings of the Auditor and noted that Darebin City Council is largely compliant in relation to Child Safe Standards and Safeguarding Children. It was also noted that the audit does identify and provide opportunities to increase the profile of the Child Safe Standards within the Community and improve access for community members to report concerns to Council's Child Safe Officer/s and for community members to have improved access to resources to assess concerns and take action where children may be subject to harm.

Committee Decision

That the Audit & Risk Committee endorses the Internal Audit Report – Child Safety Standards Report as **Appendix A**, which outlines the audit recommendations and related management responses.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

9.5 VICROADS CONFIDENTIALITY COMPLIANCE REPORT**Author:** Audit and Compliance**Reviewed By:** Acting General Manager Governance & Engagement**Summary**

The report provided the Audit & Risk Committee with a review of compliance with the VicRoads Confidentiality Agreement. Council is required to undertake an annual audit to meet compliance with the Agreement, pursuant to Section 92 of the *Road Safety Act 1986*.

Outcomes and Response

Following the review of compliance with the VicRoads Confidentiality Agreement, HLB Mann Judd have identified 4 recommendations in the report. Management have accepted all recommendations and it is anticipated that the recommendations will be completed by 30 June 2021. Recommendations 1 & 2 is the responsibility of the Manager, Information Services, Recommendations 3 is the responsibility of the Manager, People & Development and Recommendation 4 is the responsibility of the Manager, City Safety and Compliance.

Committee Decision

That the Audit & Risk Committee:

- (1) Notes the VicRoads Confidentiality Compliance Report as **Appendix A**, which outlines the audit recommendations; and
- (2) That the recommendations be added to the action items report.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

9.6 LOCAL GOVERNMENT SECTOR REPORT**Author:** Audit and Compliance**Reviewed By:** Acting General Manager Governance & Engagement

Summary

Council's Internal Auditors, HLB Mann Judd prepared a Local Government Sector Report on a quarterly basis. The report provided a summary of recent reports and publications by Government agencies and other sources that may impact on Local Governments.

Committee Decision

That the Audit & Risk Committee notes and receives the Local Government Sector Report as **Appendix A**.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

9.7 INTERNAL AUDIT SCOPES**Author:** Audit and Compliance**Reviewed By:** Acting General Manager Governance & Engagement**Summary**

Council's Internal Auditors, HLB Mann Judd have developed draft scopes for four internal audits to commence within the 2020/21 financial year. The four scopes provided were for the following audits:

- Councillor Expenses as **Appendix A**;
- IT General Controls as **Appendix B**;
- Initiation and Prioritisation of Capital Works as **Appendix C**; and
- Procurement above \$150,000 (including tendering and management of contracts/agreements) as **Appendix D**.

The internal audits are consistent with the approved Strategic Internal Audit Plan 2020 – 2023.

Committee Decision

That the Audit & Risk Committee notes and endorses the draft internal audit scope of the;

- (1) Councillor Expenses as **Appendix A**;
- (2) IT General Controls as **Appendix B**;
- (3) Initiation and Prioritisation of Capital Works as **Appendix C**; and
- (4) Procurement above \$150,000 (including tendering and management of contracts/agreements) as **Appendix D**.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

10. PROCUREMENT**10.1 PROCUREMENT NON-CONFORMANCE REPORT JUNE 2020****Author:** Manager Finance**Reviewed By:** Acting General Manager Governance & Engagement

Summary

Section 186 of the *Local Government Act 1989* deals with restrictions on Council's power to enter into contracts.

The report outlined goods and services or works that were not partially or fully compliant with the requirements specified under the *Local Government Act 1989* or Council's Social and Sustainable Procurement Policy.

Committee Decision

That the Audit & Risk Committee:

- (1) receive and note the Procurement Non-Conformance Report for the fourth quarter ended June 2020; and
- (2) note that no non-compliant procurement activities have been reported.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

10.2 PROBITY PRACTITIONERS REPORT**Author:** Manager Finance**Reviewed By:** Acting General Manager Governance & Engagement

Summary

Council's current procurement policy has a requirement that a probity auditor/advisor is appointed for all tender activities greater than \$1,000,000.

At the Audit Committee meeting of 25 March 2019, the Audit Committee requested that a probity report be provided as a standing item at every meeting.

Committee Decision

That the Audit & Risk Committee note the Probity Practitioners Report for the fourth quarter ended June 2020.

CARRIED**10.3 IBAC - SPECIAL REPORT ON CORRUPTION RISKS ASSOCIATED WITH PROCUREMENT IN LOCAL GOVERNMENT****Author:** Manager Finance**Reviewed By:** Acting General Manager Governance & Engagement

Summary

In September 2019, IBAC published a Special Report on corruption risks associated with procurement in Local Government. Darebin City Council was specifically included in this report following the IBAC investigation referenced as Operation Dorset.

The report provided an update for the Audit & Risk Committee of actions taken post the publication.

Committee Decision

That the Audit & Risk Committee notes the June 2020 update on the progress of procurement reforms as advised by Council's Chief Executive Officer.

CARRIED

Page 14

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

**10.4 SOCIAL AND SUSTAINABLE PROCUREMENT POLICY AND
PROCUREMENT TRAINING UPDATE****Author:** Manager Finance**Reviewed By:** Acting General Manager Governance & Engagement

Summary

The report provided an update on the implementation of the Social and Sustainable Procurement Policy (SS&P Policy) adopted by Council on 16 December 2019. Details of the program of procurement training was also provided.

In November 2019, the Audit & Risk Committee requested a progress report of the implementation and performance of the Social and Sustainable Procurement Policy by June 2020. It is acknowledged that the report did not meet this timeframe.

Committee Decision

That the Audit & Risk Committee:

- (1) Notes the Social and Sustainable Procurement Policy December 2019; and
 - (2) Receives an update on Procurement Training.
-

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

11. GOVERNANCE**11.1 COUNCILLOR SUPPORT AND EXPENSES****Author:** Coordinator Council Business**Reviewed By:** Acting General Manager Governance & Engagement

Summary

The report provided the Audit & Risk Committee with an update on the Councillor expenses in accordance with the Councillor Support and Expenses Policy 2017.

Councillor Expenses for 2019-20 lists expenses and reimbursements related to travel, training, conferences and telephone and internet services.

New Local Government Act 2020

The *Local Government Act 2020* requires Council to adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors and members of Delegated Committees by 1 September 2020.

Council has complied with this requirement. On 20 July 2020 Council formally adopted a comprehensive policy addressing all aspects of Councillor support. The '*Councillor Support and Expenses Policy 2020*' continues the practice of biannually presentation of Councillor expenses and reimbursements to the Audit and Risk Committee.

Committee Decision

That the Audit & Risk Committee notes and receives the 2019–20 Councillor Expenses report as **Appendix A**.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES

31 AUGUST 2020

11.2 GIFTS AND HOSPITALITY REPORT**Author:** Coordinator Council Business**Reviewed By:** Acting General Manager Governance & Engagement

Summary

The report provided the Audit & Risk Committee with an update on the Council maintained registers to record the acceptance or declining of gifts and or hospitality offered to Councillors and officers in accordance with the Gifts and Hospitality Policy 2017.

The policy applies to all Councillors and all Council staff and operates in conjunction with the Councillor Code of Conduct 2017 and the Code of Conduct for Council staff 2020.

New Local Government Act 2020

Section 138 of the new Local Government Act 2020 requires Council to adopt a new Councillor Gift Policy within 6 months of this section coming into operation which is by 24 April 2021. The policy must include procedures for the maintenance of a gift register and any other matters prescribed by regulations. The work has commenced and will be presented to Council after the 2020 General Election.

Committee Decision

That the Audit & Risk Committee notes and receives:

- (1) the Councillor Gifts and Hospitality Register 2019–20 as **Appendix A**; and
- (2) the Staff Gifts and Hospitality Register 2019–20, as **Appendix B**.

CARRIED

AUDIT & RISK COMMITTEE MEETING MINUTES31 AUGUST 2020

12. CONFIDENTIAL

This item has been moved to a separate Audit & Risk Committee meeting to be held on 4 September 2020.

13. OTHER BUSINESS

Item 13.1 was moved to the next Audit & Risk Committee Meeting

14. NEXT MEETING

The next meeting of the Audit & Risk Committee will be held at 2.30pm on Monday 14 December 2020 in the Darebin Civic Centre, 350 High Street Preston.

15. COMMITTEE MEMBERS CONFERENCE

In accordance with the Audit Committee Charter, Item 6, Part 5(f) and Part 6(b), an opportunity is provided for the Audit Committee to meet with the internal auditor and/or external auditor to discuss any matters that the Audit Committee or the internal auditor and/or external auditor believe should be discussed privately. Management will be required to leave the meeting during discussion of this item.

16. CLOSE OF MEETING

The meeting closed at 5.25 PM.

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

Nil

9. NOTICES OF MOTION

9.1 RATE RELIEF TO RESIDENTS AND BUSINESSES FINANCIALLY AFFECTED BY COVID-19 RESTRICTIONS

Councillor: Emily DIMITRIADIS

NoM No.: 496

Take notice that at the Council Meeting to be held on 21 December 2020, it is my intention to move:

“That Council receives a report in early 2021 on options to provide either a rate rebate or a partial rate waiver to residents and businesses facing hardship as a result of the Covid-19 pandemic”

Rationale:

Whilst it is acknowledged that Council has put in place a Covid-19 support package for residents and businesses, including a deferral arrangement for rate instalments, some small businesses and many workers facing financial hardship as a direct result of the Covid-19 restrictions are struggling or will struggle to meet their rate payment. The intent of this motion is to explore practical rate relief options.

Notice Received: 7 December 2020

Notice Given to Councillors 14 December 2020

Date of Meeting: 21 December 2020

Attachments

Nil

9.2 REDEVELOPMENT OF THE RESERVOIR LEISURE CENTRE & THE ESTABLISHMENT OF A DAREBIN CHAMBER OF COMMERCE**Councillor:** Tim LAURENCE**NoM No.:** 497

Take notice that at the Council Meeting to be held on 21 December 2020, it is my intention to move:

That Council resolves to refer the following matters for discussion and consideration as part of the preparation of the draft 2021-2024 Council Plan;

- (1) *Reservoir Leisure Centre including scoping of potential redevelopment and rebuilding options of the RLC with the inclusions of a 50-metre pool and details regarding internal and external (State and Federal) funding options and opportunities.*
- (2) *The establishment of a Darebin Chamber of Commerce.*

Rationale:

The intent of this motion is to prepare options for consideration as part of the new 2021-2024 Council Plan.

Part 1 builds on the previous motion passed by Council that called for a report regarding the socio economic and wellbeing outcomes associated with the potential development and of the RLC. Furthermore, it seeks financial information to enable Council to arrive at an in-principle decision to redevelop the RLC to ensure the new facility meets current and future needs of the local community and seeks to maximise environmentally sustainable design features.

Part 2 seeks options and information on how to further assist Darebin's economic development and promote local jobs growth as it is important to facilitate a city-wide business voice that can help promote a Go Local, Grow Local approach and that advocates on behalf of the business community of Darebin as a whole. This will help inform discussion on this issue during the development of the new Council Plan.

Notice Received: 7 December 2020**Notice Given to Councillors** 14 December 2020**Date of Meeting:** 21 December 2020**Attachments**

Nil

9.3 GLOBAL LEARNING HUB, USE OF COUNCIL OWNED LAND & CHEDDAR ROAD MEDIAN**Councillor: Julie WILLIAMS****NoM No.: 498**

Take notice that at the Council Meeting to be held on 21 December 2020, it is my intention to move:

That Council:

- (1) *Resolves to refer the following matters for discussion and consideration as part of the preparation of the draft 2021-2024 Council Plan;*
 - a) *The feasibility of building a global learning hub in Preston including options for inclusion of social housing, air space development opportunities and a co-networking hub.*
 - b) *Opportunities to use Council owned land (including airspace) for temporary housing to cater for victims of domestic violence, homeless women over 40 and youth between the ages of 16-21.*
- (2) *Requests a briefing outlining actions being undertaken to beautify the Cheddar Road median strip and the Broadway pop up park including discussions with relevant State authorities.*

Rationale:

The intent of this motion is to ensure that these matters i.e. the feasibility of building a global learning hub in Preston including options for inclusion of social housing, air space development opportunities and a co-networking hub and the opportunities to use Council owned land (including airspace) for temporary housing to cater for victims of domestic violence, homeless women over 40 and youth between the ages of 16-21 are given adequate consideration during the development of the new 2021-2024 Council Plan.

Further a briefing of Councillors on the actions being undertaken to beautify the Cheddar Road median strip and the Broadway pop up park including discussions with relevant State authorities is sought

Notice Received: 7 December 2020**Notice Given to Councillors 14 December 2020****Date of Meeting: 21 December 2020****Attachments**

Nil

9.4 REFERRAL OF A REVIEW OF THE DAREBIN PLANNING SCHEME, EDWARDES LAKE WATER QUALITY ISSUES AND PROVISION OF REGISTERED AGED CARE PACKAGES FOR CONSIDERATION AS PART OF THE PREPARATION OF THE DRAFT COUNCIL PLAN

Councillor: Gaetano GRECO

NoM No.: 499

Take notice that at the Council Meeting to be held on 21 December 2020, it is my intention to move:

“That Council;

- (1) Resolves to refer the feasibility, options and benefits on Council becoming a Registered Aged Care Package Provider for discussion and consideration as part of the preparation of the draft 2021-2024 Council Plan*
- (2) Resolves to refer options on how to collaboratively address the water quality of Edwardes lake for discussion and consideration as part of the preparation of the draft 2021-2024 Council Plan including options to collectively engage and work together with stakeholders including Friends of Edgars Creek, Friends of Merri Creek, Merri Creek Management Committee, Melbourne Water, EPA, City of Whittlesea, City of Moreland and local State MPs to improve the long-term water quality of Edwardes Lake*
- (3) Resolves to refer a comprehensive review of the Darebin Planning Scheme for discussion and consideration as part of the preparation of the draft 2021-2024 Council Plan including options for an inclusive and deliberative process of community consultation”*

Rationale

The intent of these motions is to refer the following matters to the Council Plan 2021 – 2024

Registered Aged Care Package Provider

For decades now Council has delivered a comprehensive range of quality aged care services to the community, including home help. These services are highly regarded by residents mainly due to Council excellent service standards and our highly trained and trusted aged care workforce. Bulk funding received by Councils from the Federal government to deliver these services is expected to cease in June 2022 due to the new client focussed federal funding arrangements already in place. Under this new market-based funding regime only registered aged care package providers can compete to provide level one to level four home care packages. Therefore, for Council to continue to provide a suit of home care and aged services under the new home care package arrangements it will need become a registered home care package provider. This will enable clients wanting to continue receiving Council delivered services the possibility to choose Council as their home care package provider.

Edwardes Lake

The water quality of Edwardes Lake is wanting, and more attention needs to be given to how to improve it. This will obviously have to be done in collaboration with relevant government and non-government stakeholders as mentioned in the above motion.

Darebin Planning Scheme

The Darebin Planning Scheme is dated and needs to be refreshed. It currently does not meet community expectations and does not provide adequate clarity and certainty to residents and developers alike. Past changes to the zoning regime have diminished the protection of neighbourhood character and made it more difficult to better direct where development ought to occur in Darebin compared to nearby Councils. Furthermore, to ensure community ownership over a revised Planning Scheme Review it is suggested that this is best done via a deliberative consultation process.

Notice Received:	7 December 2020
Notice Given to Councillors	14 December 2020
Date of Meeting:	21 December 2020

Attachments

Nil

9.5 PRESTON MARKET**Councillor: Gaetano GRECO****NoM No.: 500**

Take notice that at the Council Meeting to be held on 21 December 2020, it is my intention to move:

That Council;

- (1) *Resolves to receives a Council report in February 2021 that reviews Council's current position on Preston Market. The report should consider updating the criteria in the "Heart of Preston" Assessment Tool to include:*
 - a) *Supporting the continuation of the Preston Market's existing expanse and extent to ensure its current footprint, fabric and use are retained.*
 - b) *Applying strict mandatory height limits of 12 storeys for new developments on the Preston Market site with an understanding that every new building on the site will be within that height limit.*
- (2) *Furthermore the report should consider how Council can independently undertake to develop, support and implement a comprehensive heritage overlay to protect and maintain social, cultural, aesthetic, technical and historic attributes of Preston Market are incorporated into the Darebin Planning Scheme.*
- (3) *Write to the VPA and the developer to notify them that the Heart of Preston Assessment Tool will be reviewed to consider the above points.*
- (4) *Write to the Planning Minister to request the removal of the Preston Market development from the "Fast track list".*

Rationale:

The intent of this motion is to put clear boundaries around the future planning controls over the Preston Market site. Council's current position on the location of the market and the appropriate heights of new buildings on the Preston Market site remain open and unclear which is contrary to the concerns raised by many community members about the future of the market and its iconic value.

Notice Received: 7 December 2020**Notice Given to Councillors 14 December 2020****Date of Meeting: 21 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 14 and 15 December 2020 and attached as **Appendix A** to this report, be noted and incorporated in the minutes of this meeting.

- Darebin Disability Advisory Council – 14 December 2020
- Councillor Briefing Session – 14 December 2020
- Councillor Briefing Session – 15 December 2020

Attachments

- Summary of Meetings - 21 December 2020 (**Appendix A**) [↓](#)



SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

MEETING DETAILS	Title:	Darebin Disability Advisory Committee
	Date:	Monday 14 December 2020
	Location:	Online MS Teams
PRESENT:	Councillors:	Cr Julie Williams
	Council Staff:	Gillian Damonze (Coordinator Community Participation and Development), Katherine Kiley (Senior Team Leader Access and Inclusion), Jade Myconos (Community Development Officer (Economic Participation)), Ania Sieracka (Community Development Officer (Access and Inclusion))
	Other:	Darebin Disability Advisory Committee members – community representatives, staff from Ethnic Communities' Council of Victoria
APOLOGIES:		Community Representatives, Darebin City Council staff

The Assembly commenced at 11.03 am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Present and apologies	No disclosures were made.
2	Matters arising from previous minutes / drop off zone items	No disclosures were made.
3	Round table check in	No disclosures were made.
4	Multicultural NDIS Connectors Program	No disclosures were made.
5	Review of the year 2020	No disclosures were made.
6	Priorities for 2021	No disclosures were made.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
7	General Business	No disclosures were made.
8	Meeting feedback	No disclosures were made.

The Assembly concluded at 1: 06pm

RECORD COMPLETED BY:	Officer Name:	Ania Sieracka
	Officer Title:	Community Development Officer Access and Inclusion



SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

MEETING DETAILS:	Title:	Councillor Briefing Session
	Date:	14 December 2020
	Location:	Preston Town Hall 284, Gower Street, Preston
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), Sam Hewett (General Manager, Operations & Capital), Rachel Ollivier (General Manager City Sustainability & Strategy), Kerry McGrath (GM Community), Jodie Watson (GM Governance and Engagement), Anita Craven (Manager Governance & Corporate Strategy), Jim Barrett (Coordinator Corporate Planning), Wendy Dinning (Manager Equity, Wellbeing & Economic Development)
	Other:	Max Hardy, Todd Beavis
APOLOGIES:		Nil

The Meeting commenced at 2.30pm

MATTERS CONSIDERED			DISCLOSURES AND COMMENTS
1	Community Vision/Council Plan Process		No disclosures were made.
2	Economic Recovery and Resilience Proposal		No disclosures were made.

The Meeting concluded at 6.00pm

RECORD COMPLETED BY:	Officer Name:	Stephen Mahon
	Officer Title:	Co Ordinator Council Business



SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

MEETING DETAILS:	Title:	Councillor Briefing Session
	Date:	15 December 2020
	Location:	Council Chamber, Darebin Civic Centre
PRESENT:	Councillors:	Cr. Lina Messina (Mayor), Cr. Gaetano Greco (Deputy Mayor) (arrived 5.49pm), Cr. Emily Dimitriadis (arrived 5.37pm) Cr. Tom Hannan (arrived 5.39pm), Cr. Tim Laurence, Cr. Trent McCarthy, Cr. Susanne Newton, Cr. Susan Rennie (arrived 5.37pm), Cr. Julie Williams (arrived 7.19pm)
	Council Staff:	Sue Wilkinson (CEO), Sam Hewett (General Manager Operations and Capital), Rachel Ollivier (General Manager City Sustainability & Strategy), Kerry McGrath (General Manager Community), Jodie Watson (General Manager Governance and Engagement), Tony Gaylard (Chief Integrity and Conduct Officer), Damian Hogan (Manager Finance), Brett Grambau (Manager City Works), Michelle Van Gerrevink (Coordinator Climate Emergency and Environment Strategy), Russell Stubbs (Senior Environment Officer (Waste & Water))
	Other:	Nil
APOLOGIES:		Nil

The Meeting commenced at 5.33pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Waste and Recycling Charge Reform	No disclosures were made.
2	Councillor Code of Conduct 2021	No disclosures were made.
3	Council Meeting Schedule 2021	No disclosures were made.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4	General Business	No disclosures were made.

The Meeting concluded at 8.30pm

RECORD COMPLETED BY:	Officer Name:	Stephen Mahon
	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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