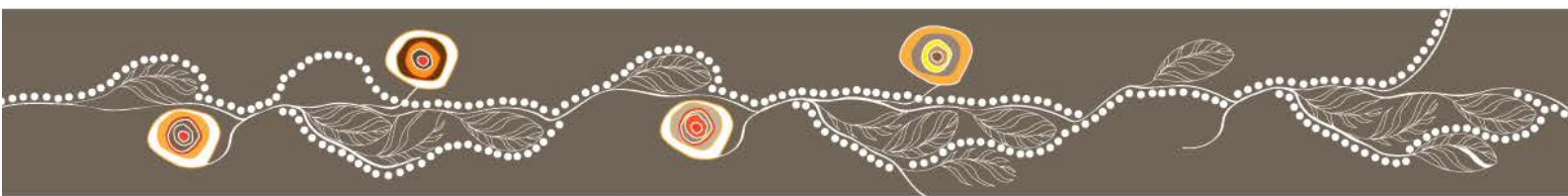




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AGENDA

Special Council Meeting to be held
at Darebin Civic Centre,
350 High Street Preston
on Monday, 13 November 2017
at 6.30pm.



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

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

Council pays respect to 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.



Italian

Questo è l'ordine del giorno della riunione del Consiglio Comunale di Darebin per la data che compare sulla prima pagina di questo documento. Se desiderate informazioni in lingua italiana sugli argomenti dell'ordine del giorno, siete pregati di chiamare la Linea Telefonica Multilingue del Comune al 8470 8888.

Greek

Αυτή είναι η ημερήσια διάταξη για τη συνεδρίαση του Δημοτικού Συμβουλίου Darebin, για την ημερομηνία που φαίνεται στο εξώφυλλο αυτού του εγγράφου. Αν θα θέλατε πληροφορίες στα Ελληνικά σχετικά με τα θέματα σ' αυτή την ημερήσια διάταξη, παρακαλούμε καλέστε την Πολυγλωσσική Τηλεφωνική Γραμμή του Δήμου στον αριθμό 8470 8888.

Chinese

這是一份戴瑞濱市議會議程表，其開會日期顯示於此文件之封面。如果您欲索取有關此議程表的中文資料，敬請致電 8470 8888 聯絡市議會的多語種電話專線。

Arabic

هذا هو جدول أعمال اجتماع مجلس بلدية داربيبن والذي سيحدد في التاريخ الوارد في الصفحة الأولى من هذه الوثيقة. إذا أردت الحصول على مزيد من المعلومات في اللغة العربية حول المواضيع المذكورة في جدول الأعمال، فيرجى الاتصال برقم هاتف البلدية المتعدد اللغات 8470 8888

Macedonian

Ова е дневниот ред за состанокот на Општината на Градот Даребин, која ќе биде на датумот покажан на предната корица од овој документ. Ако Вие сакате некои информации на Македонски јазик, за предметите на овој дневен ред, Ве молиме повикајте ја Општинската Повеќејазична Телефонска Линија на 8470 8888.

Vietnamese

Đây là nghị trình cho cuộc họp của Hội đồng Thành phố Darebin; ngày họp có ghi ở trang bìa tài liệu này. Muốn biết thêm về chương trình nghị sự bằng Việt ngữ, xin gọi cho Đường dây Điện thoại Đa Ngôn ngữ của Hội đồng Thành phố qua số 8470 8888.

Bosnian

Ovo je dnevni red za sastanak Gradske općine Darebin čiji je datum održavanja naznačen na prvoj strani ovog dokumenta. Ako želite više informacija o tačkama ovog dnevnog reda na bosanskom jeziku, molimo nazovite općinsku višjezičnu telefonsku službu na 8470 8888.

Croatian

Ovo je dnevni red sastanka u Darebin City Council za dan koji je naveden na prednjem ovitku ovog dokumenta. Ako želite informacije o tačkama ovog dnevnog reda na hrvatskom jeziku, molimo da nazovete Council Multilingual Telephone Line (Višjezičnu telefonsku liniju) na 8470 8888.

Portuguese

Esta é a pauta para a reunião da Câmara Municipal de Darebin a ser realizada na data que consta na capa deste documento. Se você deseja informação em Português sobre os itens desta pauta, por favor ligue para a Linha Telefônica Multilíngue da Câmara no 8470 8888.

Serbian

Ово је дневни ред за састанак Darebin City Council-а (Градско веће Darebin) који ће се одржати на дан који је наведен на насловној страни овог документа. Ако желите информације на српском о тачкама дневног реда, молимо вас да назовете Council Multilingual Telephone Line (Вишејезичку телефонску линију Већа), на 8470 8888.

Somali

Kuwani waa qodobada shirka lagaga wada hadli doono ee Degmada Degaanka Darebin ee taariikhda lagu xusey boga ugu sareeya ee qoraalkan. Haddii aad doonysid wararka ku saabsan qodobadan oo ku qoran Af-Somali, fadlan ka wac Khadka Taleefanka Afafka ee Golaha oo ah 8470 8888.

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Agenda

WELCOME

The evening will commence with a traditional Koori welcome.

MEMBERSHIP

Cr Steph Amir

Cazaly Ward

Cr Lina Messina

Cazaly Ward

Cr Julie Williams

Cazaly Ward

Cr Gaetano Greco

La Trobe Ward

Cr Tim Singh Laurence

La Trobe Ward

Cr Susanne Newton

La Trobe Ward

Cr Kim Le Cerf

Rucker Ward

Cr Trent McCarthy

Rucker Ward

Cr Susan Rennie

Rucker Ward

REFRESHMENTS

Guests are welcome to join the Mayor and Councillors for refreshments following the close of the formal Council meeting.

SUE WILKINSON

Chief Executive Officer

1. CONSIDERATION OF REPORTS

1.1 ELECTION OF MAYOR AND DEPUTY MAYOR

Author: Council Business and Governance Officer

Reviewed By: Director Civic Governance and Compliance

Purpose

To elect a Mayor and Deputy Mayor.

Introduction

Section 71 of the *Local Government Act 1989* prescribes that Council must elect a Councillor to be the Mayor of the Council. Any Councillor is eligible for election (or re-election) to the office of Mayor.

Before a Mayor is elected, the Council may resolve to elect a Mayor for a term of two years. If no decision is made, the term of Mayor remains as one year.

The Mayor takes precedence at all municipal proceedings within the municipal district and must take the Chair at all meetings of the Council at which he or she is present.

The *Local Government Act 1989* requires that voting for the election of Mayor must not be in secret. Voting for the election will therefore be by a show of hands.

Recommendation

That:

- (1) Council resolved to elect a Mayor and Deputy Mayor for a term of _____ year/s.
 - (2) Council conduct an election for the position of Mayor for the 2017/2018 Council year.
 - (3) Council establish the position of Deputy Mayor for the 2017/2018 Council year.
 - (4) The Deputy Mayor be appointed under section 73(3) of the *Local Government Act 1989* as the acting Mayor in the event that the Mayor is absent, incapable of acting or refusing to act.
 - (5) The Deputy Mayor or a Ward Councillor as directed by the Mayor shall act as spokesperson for the Mayor in the event that the Mayor is unavailable.
 - (6) The Deputy Mayor be elected following the election of the Mayor and according to the provisions at Section 9 of the City of Darebin Governance Local Law 2017.
 - (7) For all purposes other than that outlined in (3) and (4) above, the Deputy Mayor shall have the role and responsibilities of a Councillor.
-

Election Process - Mayor

Nominations will be invited for the office of Mayor of the Council.

If there is only one nomination the candidate nominated will be deemed to be elected.

If there is more than one candidate nominated, the Chief Executive will conduct a ballot in accordance with the Act and City of Darebin Governance Local Law 2017.

The Chief Executive will declare the result of the election.

Election Process – Deputy Mayor

Nominations will be invited for the office of Deputy Mayor of the Council.

If there is only one nomination the candidate nominated will be deemed to be elected.

If there is more than one candidate nominated, the Chief Executive will conduct a ballot in accordance with the Act and City of Darebin Governance Local Law 2017.

The Chief Executive will declare the result of the election.

Response by Mayor and Councillors

The newly elected Mayor will address the Councillors and public gallery on Council plans and significant issues to be addressed during the 2017/2018 Council year.

Councillors will be invited to respond to the Mayor's address.

Attachments

Nil

2. APOLOGIES

3. DISCLOSURES OF CONFLICTS OF INTEREST

Councillors are required to disclose any conflicts of interest they have with matters listed on the Agenda, as defined at section 77A of the *Local Government Act 1989*. This item allows Councillors to make such a disclosure.

4. CONSIDERATION OF REPORTS

4.1 STANDING COMMITTEES FOR THE 2017/2018 COUNCIL YEAR

Author: Council Business and Governance Officer

Reviewed By: Director Civic Governance and Compliance

Purpose

To establish and appoint members to a number of Standing Committees for the 2017/2018 Council year.

Recommendation

That:

- (1) Council, pursuant to section 86 of the *Local Government Act 1989* establish the following Special Committees for the 2017/2018 Council year:
 - Planning Committee
 - Hearing of Submissions Committee
 - Bundoora Homestead Board of Management
 with the purpose, membership, scope of activity and delegated authority as detailed in the respective Committee Charters included in this report.
- (2) Council, pursuant to section 139 of the *Local Government Act 1989*, establish the Audit Committee as an Advisory Committee for the 2017/2018 Council year with the purpose, authority, composition and responsibilities as detailed in the Audit Committee Charter included in this report.
- (3) Council resolves to appoint the Mayor and three Councillors to the CEO Employment Matters Committee. The independent Chairperson remains as Mary Crooks.
- (4) The following members be appointed to the Committees:

Committee	Nominees required
Planning Committee (<i>Special Committee</i>)	All Councillors (Mayor of the Day as Chairperson)
Hearing of Submissions Committee (<i>Special Committee</i>)	All Councillors (Mayor of the Day as Chairperson)
Bundoora Homestead Board of Management (<i>Special Committee</i>)	Three La Trobe Ward Councillors
Audit Committee (<i>Advisory Committee</i>)	Two Councillors (Independent Chairperson)
CEO Employments Matters Committee (<i>Advisory Committee</i>)	Mayor of the Day and Three Councillors (Independent Chairperson)

Background

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

Depending on their role and the need for delegated power, Standing Committees can be either Special Committees or Advisory Committees.

Discussion

Following informal discussions with Councillors, it is proposed to establish the following Standing Committees for the 2017/2018 Council year.

Planning Committee

A Special Committee appointed to assist Council in decision making on urban planning matters and for dealing with planning permits under section 188 of the *Planning and Environment Act 1987*.

Membership:	All Councillors
Quorum:	Five members
Meeting Frequency:	One Monthly
Reporting:	The Committee has decision making powers delegated by Council. The Committee reports periodically to Council on decisions made (planning permit applications considered) under delegated authority.

A Charter for the Planning Committee is attached at **Appendix A**.

Hearing of Submissions Committee

A Special Committee appointed to hear and report to Council on submissions received in accordance with section 223 of the *Local Government Act 1989*.

Membership:	All Councillors
Quorum:	Five members
Meeting Frequency:	As required
Reporting:	The Committee has authority to hear any person who has requested to be heard in support of a written submission which the person has made under section 223 of the <i>Local Government Act 1989</i> . The Committee reports as required to a subsequent meeting of the Council and a separate report on each specific matter heard by the Committee is submitted for formal consideration by the Council.

A Charter for the Hearing of Submissions Committee is attached at **Appendix B**.

Bundoora Homestead Board of Management

A Special Committee appointed to manage the operation of Bundoora Homestead Art Centre.

Membership:	Three La Trobe Ward Councillors, one Council Officer and a minimum of five and maximum of eleven external members.
Quorum:	Five members
Meeting Frequency:	Quarterly
Reporting:	The Committee has decision making powers delegated by Council. The Committee will provide an Annual Report to Council on its activities for the year. Specific proposals for consideration will be separately reported to Council.

A Charter for the Bundoora Homestead Board of Management is attached at **Appendix C**.

Audit Committee

An Advisory Committee appointed for the purpose of assisting Council in fulfilling its responsibilities relating to internal control mechanisms and external reporting requirements.

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

A Charter for the Audit Committee is attached at **Appendix D**.

CEO Employment Matters Committee

An Advisory Committee appointed for the purpose of assisting Council in fulfilling its responsibilities relating to internal control mechanisms and external reporting requirements.

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

A Charter for the CEO Employment Matters Committee is attached at **Appendix E**.

Attachments

- Planning Committee Charter (**Appendix A**)
- Hearing of Submissions Committee Charter (**Appendix B**)
- Bundoora Homestead Board of Management Charter (**Appendix C**)
- Audit Committee Charter (**Appendix D**)
- CEO Employment Matters Committee Charter (**Appendix E**)



Planning Committee Charter

1 Purpose

- (1) A Special Committee appointed, pursuant to section 86 of the *Local Government Act 1989*, to assist Council in decision making on urban planning matters and for dealing with planning permits under section 188 of the *Planning and Environment Act 1987*.

2 Membership

- (1) All Councillors. The Mayor of the Day is the Committee Chairperson.

3 Quorum

- (1) Five Councillors.

4 Meeting Frequency

- (1) Monthly, with meetings scheduled by Council.

5 Weekly Activity Reports

- (1) Planning Committee Members will receive a weekly report on the following planning application types for each week from February to December in any year. The report shall include a clear description of the proposal and where it meets any of the following criteria:
 - (a) Any Planning applications which receive five or more objections.¹
 - (b) Planning applications (excluding amendments, secondary consents or extensions of time for permits) where the development proposes 4 or more storeys.
 - (c) Planning applications which fail to meet the objectives of adopted planning scheme amendments or Council policy included in the Darebin Planning Scheme.
 - (d) Planning applications which, in the opinion of the Manager responsible for the Statutory Planning functions, raise major policy implications such as exceeding a height specified in the planning scheme and ought to be referred to the Councillors.
 - (e) Any other applications for major developments or changes of use which, in the opinion of the Manager responsible for the Statutory Planning functions ought to be referred to Councillors.

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

6 Matters that must be reported to the Planning Committee for decision

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

7 Items can be reported at the discretion of the relevant Manager and Director

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

8 Matters can be called up for a decision to the Planning Committee

- (1) Any application can be called up for a report to the Planning Committee through action by 3 or more Planning Committee Members through a written request to the relevant manager and director responsible for the Statutory Planning functions. . A copy of the written request must also be provided to the manager and director responsible for the Governance functions of Council. Such a call up is to be made no later than 5 business days after which the decision will be made under delegation by Council officers.
- (2) Any Planning Committee Member wishing to call-up an application for reporting to the Planning Committee must include in their written requests, reasons justifying why the broader interest of the community is served by the proposal being considered by the Committee. The request should also acknowledge there has been discussion with relevant officers and they are satisfied that they understand what the application proposes and the issues to be considered are relevant beyond the subject site and immediately adjoining properties.

9 Reporting

- (1) The Planning Committee reports periodically to Council on decisions made (planning permits considered) under delegated authority.
- (2) A report on the meetings and activities of the Planning Committee is to be prepared for inclusion in Council's Annual Report.

10 Caretaker Mode

- (1) During caretaker periods as defined under the Local Government Act (1989) the Chief Executive Officer has the full function of the Council and will act as the Planning Committee during this period to ensure that Council's obligations to process planning applications are met in accordance with the *Planning and Environment Act 1987*.



Hearing of Submissions Committee Charter

1 Purpose

- (1) A Special Committee appointed, pursuant to section 86 of the *Local Government Act 1989*, to hear and report to Council on submissions received by Council in accordance with section 223 of the *Local Government Act 1989*.

2 Membership

- (1) All Councillors. The Mayor of the Day is the Committee Chairperson.

3 Quorum

- (1) Five Councillors.

4 Meeting Frequency

- (1) As required.

5 Scope of Activity

- (1) Submissions under section 223 of the *Local Government Act 1989* can be made in relation to the following matters:
 - (a) Review of Councillor and Mayoral allowance (section 74)
 - (b) Making of local laws (section 119)
 - (c) Council Plan (section 125)
 - (d) Council Budget (section 129)
 - (e) System of valuing land (section 157)
 - (f) Special rate or charge (section 163A)
 - (g) Sale of land (section 189)
 - (h) Lease of land (section 190)
 - (i) Change of use of land (section 192)
 - (j) Regional Library agreements (section 197)
 - (k) Proposed works to concentrate or divert drainage (section 199)
 - (l) Requiring drainage works on private land (section 200)
 - (m) Fix and alter the level of roads (section 207A, schedule 10)
 - (n) Deviate a road through private land or Crown land (section 207A, schedule 10)
 - (o) Discontinue and sell roads (section 207A, schedule 10)
 - (p) Fix road alignment (section 207A, schedule 10)
 - (q) Narrow or widen a road (section 207A, schedule 10)

- (r) Place permanent barriers on roads (section 207A, schedule 11)
- (s) Place temporary barriers for traffic diversion experiments (section 207A, schedule 11)
- (t) Declaration of shopping malls (section 207A, schedule 11)
- (u) Restricting use of road by vehicles of certain size or weight (section 207A, schedule 11)
- (v) Declaration of public highway (section 207A, section 204)
- (w) Declaration of a road to be open to public traffic (section 207A, section 204)

6 Reporting

- (1) The Committee reports as required to a subsequent meeting of the Council. A separate report on each specific matter heard by the Committee will also be submitted for formal determination by the Council.
- (2) A report on the meetings and activities of the Hearing of Submissions Committee is to be prepared for inclusion in Council's Annual Report.

7 Delegated Authority

- (1) The Committee has authority to hear any person who has requested to be heard in support of a written submission which the person has made under section 223 of the *Local Government Act 1989*.



Bundoora Homestead Board of Management Charter

1 Purpose

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

2 Membership

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

3 Quorum

- (1) Five Committee members.

4 Meeting Frequency

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

5 Scope of Activity:

- (1) The objectives of the Committee are to:
 - (a) Ensure effective management of Bundoora Homestead Art Centre buildings and grounds as a heritage, cultural and recreation facility for the community.
 - (b) Provide an exhibition facility where high quality contemporary, fine and decorative art works can be displayed and studied.
 - (c) Enable accessibility and foster an appreciation of the arts by all sections of the community.
 - (d) Celebrate through the Board's programs, the diverse cultures of the municipality of the City of Darebin.
 - (e) Enhance the position of the City of Darebin as a place proud to foster and assist with the appreciation and development of arts and cultural activities.

- (f) Facilitate and support community involvement in the program and operations of the Homestead.
 - (g) Seek to maximise funding from external sources and minimise recurrent expenditure contributions from the City of Darebin.
- (2) The responsibilities of the Committee are to:
- (a) Ensure the Centre operates within the Committee objectives and the Bundoora Homestead Art Centre Business Plan.
 - (b) Adopt policies and strategies for Bundoora Homestead Art Centre.
 - (c) Overview financial operations of the Centre.
 - (d) Explore and obtain external funding contributions to Bundoora Homestead Board of Management through grants, sponsorships, gifts and donations.

6 Reporting

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

7 Delegated Authority

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



Audit Committee Charter

1 Purpose

- (1) An Advisory Committee appointed, pursuant to section 139 of the *Local Government Act 1989* to assist Council in fulfilling its responsibilities relating to risk management and financial management, control and reporting.

2 Authority

- (1) The audit committee has the responsibility for advising the Darebin City Council on:
 - (a) Seeking resolution on any disagreements between management and the external auditors on financial reporting
 - (b) Reviewing all auditing, planning and outcomes
 - (c) Seeking any information it requires from Darebin City Council members, and Darebin City Council staff via the Chief Executive Officer and external parties
 - (d) Formally meeting with Darebin City Council staff, internal and external auditors as necessary.

3 Composition

- (1) The audit committee consists of five members, made up of two Councillors and three external members.
- (2) A quorum of three members (including one or more Councillors) will be necessary to transact business of the committee.
- (3) The Darebin City Council will appoint audit committee members. The external members appointed by Council are to be natural persons with an appropriate balance of local government regulatory knowledge, finance, audit or management experience.
- (4) The external members are to be appointed for a two year term with an option for a further two year term by mutual consent.
- (5) The Darebin City Council may adjust the initial period of appointment to allow for mid-term appointments and to avoid situations where all external member terms expire within close proximity of each other. This initial period of appointment must be more than one year, and no more than three years.
- (6) Where vacancies exist, the Darebin City Council shall determine a mechanism for filling those vacancies.

4 Chairperson

- (1) The audit committee will appoint a Chair and Deputy Chair for a twelve month term each Council year.
- (2) The chair and deputy chair will be external members.

- (3) The election of the Chair shall take place in accordance with the process for the election of the Mayor under the Darebin City Council Governance Local Law.
- (4) The election of the Deputy Chair shall follow the election of the Chair and shall take place in accordance with the process for the election of the Deputy Chair.
- (5) The Chair, and in their absence, the Deputy Chair, will preside over meetings of the audit committee.

5 Meetings

- (1) The audit committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require.
- (2) All audit committee members are expected to attend each meeting, in person or through teleconference or video conference.
- (3) The Chief Executive Officer or their delegate will facilitate the meetings of the audit committee and invite whomever is necessary for the orderly and effective conduct of committee business to attend meetings to provide pertinent information, as necessary.
- (4) Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.
- (5) Minutes will be prepared.

6 Responsibilities

- (1) The audit committee has the following financial reporting responsibilities:
 - (a) Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.
 - (b) Review with management and the external auditors the results of the audit, including any difficulties encountered.
 - (c) Review the annual financial report, and consider whether it is complete, consistent with information known to audit committee members, and reflects 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 audit committee under the Australian Auditing Standards.
- (2) The audit committee has the following internal control responsibilities:
 - (a) Understand the scope of internal and external auditors' review of internal controls over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
 - (b) Monitor related party transactions by determining whether the systems of control are adequate.
- (3) The audit committee has the following risk management responsibilities:
 - (a) Monitor the systems and process via the Darebin City Council's risk profile to ensure that material operational risks to the Darebin City Council are dealt with appropriately.

- (b) Monitor the process of review of the Darebin City Council's risk profile.
- (c) Consider the adequacy of actions taken to ensure that the material business risks have been dealt with in a timely manner to mitigate exposures to the Darebin City Council.
- (4) The audit committee has the following business continuity responsibilities:
 - (a) Monitor processes and practices of the Darebin City Council to ensure for effective business continuity.
- (5) The audit committee has the following internal audit responsibilities:
 - (a) Review with management and the internal auditor the charter, activities, staffing, and organisational structure of the internal audit function.
 - (b) Review and recommend the annual audit plan for approval by the Darebin City Council and all major changes to the plan.
 - (c) Monitor processes and practices to ensure that the appropriateness and independence of internal audit function is maintained.
 - (d) As part of the audit committee's annual assessment of performance, determine level of satisfaction with internal audit function having consideration of the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.
 - (e) Monitor that the internal auditor's annual plan is linked with and covers the material business risks.
 - (f) Provide an opportunity for the audit committee to meet with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed privately.
- (6) The audit committee has the following external audit responsibilities:
 - (a) Note the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity.
 - (b) Provide an opportunity for the audit committee to meet with the external auditors, to discuss any matters that the audit committee or the external auditors believe should be discussed privately.
- (7) The audit committee has the following compliance responsibilities:
 - (a) Review the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
 - (b) Keep informed of the findings of any examinations by regulatory agencies, and any auditor (internal or external) observations and monitor management's response to these findings.
 - (c) Oversee the investigation of any suspected cases of fraud within the organisation.
 - (d) Obtain regular updates from management about compliance matters.

- (8) The audit committee has the following reporting responsibilities
- (a) Report regularly to the Darebin City Council about audit committee activities, issues, and related recommendations to a subsequent meeting of Council.
 - (b) Attend two Council Briefings per year in August and November to report on financial and other relevant matters.
 - (c) Monitor that open communication between the internal auditor, the external auditors, and the Darebin City Council occurs.
 - (d) Prepare a report for inclusion in the Annual Report of the Darebin City Council describing the audit committee's composition, responsibilities and how they were discharged, and any other information required by regulation, including approval of non-audit services.
 - (e) Consider the findings and recommendations of relevant performance audits undertaken by the Victorian Auditor-General and to ensure the Darebin City Council implements relevant recommendations.
- (9) The audit committee has the following other responsibilities
- (a) Lodge Primary and Ordinary Returns in accordance with the *Local Government Act 1989*.
 - (b) Perform other activities related to this charter as requested by the Darebin City Council.
 - (c) Review and assess the adequacy of the audit committee charter annually, requesting Darebin City Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.
 - (d) Confirm annually that all responsibilities outlined in this charter have been carried out.
 - (e) Evaluate the audit committee's performance annually using a self-assessment tool.

7 Fees

- (1) Council will pay a fee to all external committee members under section 139(7) of the *Local Government Act 1989*, with the amount determined by Council, taking into account an assessment of the market and a recommendation of the Chief Executive Officer.
- (2) Fees will consist of a Member Fee (paid to all external committee members) and a Chairperson Fee (paid to the Chairperson, in addition to the Member Fee).
- (3) The Member Fee:
 - (a) Will be paid to all external committee members immediately following the scheduled committee meeting for each quarter.
 - (b) Will not be paid to committee members absent from the meeting without leave from the committee.

- (4) The Chairperson Fee:
 - (a) Will be paid to the Chairperson of the Audit Committee immediately following the scheduled committee meeting for each quarter.
 - (b) Will be paid in addition to the Member Fee.
 - (c) Will be paid irrespective of attendance at the meeting.
 - (d) Will not be paid to an external committee member holding the role of acting or temporary chairperson.
- (5) Council does not have to pay a Member Fee or Chairperson Fee to a committee member who does not want to receive a fee.

8 Support

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

CEO Employment Matters Committee Charter
March 2017



CEO Employment Matters Committee Charter

1 Purpose

- (1) An Advisory Committee appointed, pursuant to the *Local Government Act 1989* to assist Council in fulfilling its responsibilities relating to CEO employment matters.

2 Authority

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

3 Composition

- (1) The Committee will be constituted by an independent chairperson and at least 2 Councillors. Council may appoint more than 2 Councillors on the Committee if it wishes to, however, must not appoint other persons on the Committee who are not Councillors.
- (2) A quorum of three members will be necessary to transact business of the committee.
- (3) The Darebin City Council Governance unit will make a recommendation to Council on the appointment of an independent chairperson. The independent chairperson appointed by Council will be a neutral person with appropriate experience.

4 Chairperson

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

5 Meetings

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

6 Responsibilities

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

Recruitment and Contract commencement

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

- CEO
- Person to act as CEO

This includes making recommendations on:

- Appointment
- Remuneration and other conditions of employment

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

Annual Review

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

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

Contract Expiry

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

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

CEO Employment Matters Committee Charter
March 2017

Dispute Resolution Procedure

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

7 Fees

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

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

8 Support

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

4.2 COMMUNITY ADVISORY COMMITTEES FOR THE 2017/2018 COUNCIL YEAR

Author: Council Business and Governance Officer

Reviewed By: Director Civic Governance and Compliance

Purpose

To establish and appoint members to a number of Community Advisory Committees for the 2017/2018 Council year.

Recommendation

That the following Community Advisory Committees be established for the 2017/2018 Council year and the appropriate number of Councillors be appointed as members of each Committee:

Community Advisory Committee	Nominees required	Appointments for 2017/2018 Council Year
Active and Healthy Ageing Community Board	Three Councillors (Co-Chairs)	
Darebin Aboriginal Advisory Committee	One Councillor (Chair) and one proxy	
Darebin Arts Ambassadors	Two Councillors (Co-Chairs)	
Darebin Bicycle Advisory Committee	One Councillor (Chair) and one proxy	
Darebin Disability Advisory Committee	Three Councillors (Co-Chairs)	
Darebin Domestic Animal Management Reference Group	One Councillor and one proxy	
Darebin Education Committee	One Councillor (Chair) and one proxy	
Darebin Energy Foundation	Mayor and one Councillor from each Ward	
Darebin Environmental Reference Group	One Councillor (Chair) and one proxy	
Darebin Housing Committee	One Councillor (Chair) and one proxy	
Darebin Interfaith Council	One Councillor (Chair) and one proxy	
Darebin Lifelong Learning Strategy Reference Group	One Councillor (Chair) and one proxy	

Darebin Nature Trust	Mayor and one Councillor from each Ward	
Darebin Women's Advisory Committee	One Councillor (Chair) and one proxy	
Darebin Youth Advisory Group	Group currently suspended pending review	
Edwardes Lake Park Reference Group	All La Trobe Ward Councillors	
Municipal Emergency Management Planning Committee	Mayor of the Day (Chair)	
Northland Urban Renewal Precinct Steering Committee	All Cazaly Ward Councillors (Co-Chairs)	
Preston Business Advisory Committee	One Councillor (Chair) and one proxy	
Sexuality, Sex and Gender Diversity Advisory Committee	One Councillor (Chair) and one proxy	

Background

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

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

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

Discussion

Following informal discussions with Councillors it is proposed to appoint the following Community Advisory Committees for the 2017/2018 Council year.

Active and Healthy Ageing Community Board

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

Required Councillors	Three Councillors (Co-Chairs)
Other Committee Members	16 Community Representatives Relevant Council staff
Meeting Frequency	Bi-monthly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council December 2016
Responsible Officer	Manager Aged and Disability

Darebin Aboriginal Advisory Committee

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

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

Darebin Arts Ambassadors

The purpose of the Darebin Arts Ambassadors Reference Group is to:

- Advise Council on any matters relating to the arts and community in Darebin.
- Support Council in the development of the Arts Strategy 2014-2020 and provide feedback, support and guidance for the life of the strategy.
- Guide Council on best practice arts and community cultural development.
- Provide support and guidance on Council's arts programs, festivals and projects.
- To provide an avenue of community consultation regarding policy, strategies and matters pertaining to the Arts in Darebin.

Required Councillors	Two Councillors (Co-Chair)
Other Committee Members	10 Darebin community representatives Council staff
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council on 18 July 2016.
Responsible Officer	Manager Creative Culture and Events

Darebin Bicycle Advisory Committee

The Darebin Bicycle Advisory Committee (DBAC) was established following a request from Council to set up a committee to provide ongoing community input to the State Government and Council into the provision of cycling infrastructure facilities and education programs, and as means of tracking delivery of the Darebin Cycling Strategy (DCS).

Required Councillors	One Councillor (Chair) and one proxy
Other Committee Members	10 Darebin community representatives Representative of the Darebin Bicycle Users Group 2 Council Staff, others as relevant
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Adopted by Council in November 2014
Responsible Officer	Team Leader, Transport Strategy

Darebin Disability Advisory Committee

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

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

Darebin Domestic Animal Management Reference Group

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

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

Darebin Education Committee

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

Required Councillors	One Councillor (Chair) and one proxy
Other Committee Members	Up to 5 Council officers, up to 10 external members
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	The committee was established by Council on 15 August 2011 and has developed a Terms of Reference.
Responsible Officer	Manager Families, Diversity and Community

Darebin Energy Foundation

The purpose of the Darebin Energy Foundation is to accelerate sustained and meaningful action with the community (residents, businesses, education and other organisations) to reduce Darebin's greenhouse emissions and embed community resilience to climate change. This purpose is currently being revised to align with Council's adopted Climate Emergency Plan. The first focus for the Foundation is to determine the most effective long term Foundation governance model for Council consideration by February 2018 to inform the 2018/19 Council budget process.

Required Councillors	Mayor and one Councillor from each ward
Other Committee Members	10 community members
Meeting Frequency	As required to determine the most effective long term Foundation governance model for Council consideration by February 2018
Reporting	Initial report February 2018
Terms of Reference	Adopted by Council 27 February 2017 and being revised to align with Council's adopted Climate Emergency Plan.
Responsible Officer	Manager Environment and Community Outcomes

Darebin Environmental Reference Group

The Darebin Environmental Reference Group facilitates community action and strengthens community links, advises on matters pertaining to environmental sustainability in Darebin, provides feedback to Council on these issues and contributes to the content of community environmental forums.

Required Councillors	One Councillor (Chair) and one proxy
Other Committee Members	12 community members from across Darebin who are members and representatives of a variety of environmental organisations.
Meeting Frequency	Bi-monthly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Updated by Council on 20 October 2014
Responsible Officer	Manager Environment and Community Outcomes

Darebin Housing Committee

The Darebin Housing Committee is a Community Advisory Committee to provide a forum for relevant groups and interests to analyse housing market trends, government policy initiatives and opportunities for affordable or social housing development in Darebin and to advise on ways Council can best contribute to improved housing outcomes and opportunities for the Darebin community.

Required Councillors	One Councillor (Chair) and one proxy
Other Committee Members	Relevant Council Officers, local and regional housing and support services, public tenant groups, Office of Housing, special needs peak bodies, welfare organisations, churches, residential care services, housing industry groups and other groups or individuals with an interest in housing issues.
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Endorsed by Council on November 2012.
Responsible Officer	Community Planner

Darebin Interfaith Council

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

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

Darebin Lifelong Learning Strategy Reference Group

The purpose of the Darebin Lifelong Learning Strategy Reference Group is to provide advice, feedback, support and guidance to Council on the development of the Darebin Lifelong Learning Strategy 2017–2021.

Required Councillors	1 Councillor (Chair) and 1 Proxy
Other Committee Members	15 community members with an interest in the provision of lifelong learning opportunities in Darebin
Meeting Frequency	February 2018, March 2018, May 2018
Reporting	Council Briefing and Report – draft and final Strategy
Terms of Reference	Endorsed by Council 19 June 2017; members appointed for fixed term, expected to be until 30 June 2018
Responsible Officer	Executive Manager Community Experience and Learning

Darebin Nature Trust

The purpose of the Darebin Nature Trust is to ensure that green space provision parallels Darebin's growth and achieves best practice outcomes for our environment and growing community by improving Darebin's open space provision, protecting and enhancing local biodiversity. The first focus for the Trust is to provide expert input into the development of the Open Space Strategy and determine the most effective long term Trust model for Council consideration by February 2018 to inform the 2018/19 Council budget process.

Required Councillors	Mayor and one Councillor from each ward
Other Committee Members	9 community members
Meeting Frequency	As required to provide input into the development of the Open Space Strategy and determine the most effective long term Trust model for Council consideration by February 2018 to inform the 2018/2019 Council budget process.
Reporting	Initial report February 2018
Terms of Reference	Adopted by Council 27 February 2017
Responsible Officer	Coordinator Public Places

Darebin Women's Advisory Committee

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

Required Councillors	One Councillor (Chair) and one proxy
Other Committee Members	12 Committee Members 2 Council officers
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Endorsed by Council December 2014
Responsible Officer	Preventing Violence Against Women Officer

Darebin Youth Advisory Group

The Darebin Youth Advisory Group has been suspended during the development of the 2018-2021 Youth Strategy. The Strategy will inform on a replacement youth Advisory model.

Edwardes Lake Park Reference Group

The Edwardes Lake Park Reference Group is to be established in 2014 to assist in the review of the existing master plan and guide the development of a future plan for Edwardes Lake Park.

Required Councillors	All La Trobe Ward Councillors
Other Committee Members	Five local residents Three representative from local Community Organisations Three Council officers (Manager Parks and Vegetation, Coordinator Public Space and Urban Designer/Project Manager).
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	To be reviewed at next meeting of reference group
Responsible Officer	Manager Parks and Gardens

Municipal Emergency Management Planning Committee

The *Emergency Management Act 1986* requires each Council to establish a Municipal Emergency Management Planning Committee to prepare a Municipal Emergency Management Plan. The Committee's role is not to manage an emergency but to participate in a planning process which ensures that all relevant matters associated with Emergency Management are investigated, adequately provided for and the results recorded in the plan.

Required Councillors	Mayor of the Day (Chair)
Other Committee Members	Representatives from emergency services, welfare agencies, state government departments and major industrial facilities in Darebin. Relevant Council staff
Meeting Frequency	Quarterly
Reporting	Status update to Council every 6 months via officer report
Terms of Reference	Included in the Municipal Emergency Management Plan adopted by Council on 15 May 2017.
Responsible Officer	Director, Operations and Environment

Northland Urban Renewal Precinct Steering Committee (NURP)

The NURP Steering Committee works collectively to provide a clear direction for the efficient and timely delivery of the ongoing NURP work program. The Committee will focus on the five priority areas: (1) Advocacy and promotion; (2) Sound design and concept foundation; (3) Working in partnership; (4) Engagement; and (5) New delivery models. The NURP Steering committee brings together the experiences and ideas of a range of stakeholders to provide a balanced and representative understanding of the future needs of NURP and to ensure best practice in the development of the Structure Plan.

Required Councillors	Mayor and Ward Councillors
Other Committee Members	Two Banyule Ward Councillors Two Council Directors (one from each Council) Two Institutional representatives (La Trobe University and Northern College of Arts and Technology) Two Community representatives (one each from Darebin and Banyule) Two representatives with specialist development industry experience not directly involved in the Precinct One Community infrastructure (health sector) One representative each from MPA, Department of Environment, Land, Water and Planning and Department of Health and Human Services (Housing)
Meeting Frequency	Once a quarter
Reporting	Status update to Council every 6 months via officer report and Council report update following each steering committee.
Terms of Reference	Adopted by Council on 7 July 2014 and amended June 2016.
Responsible Officer	Manager City Design and Strategic Planning

Preston Business Advisory Committee

The purpose of the Preston Business Advisory Committee is to administer and manage the Special Rate Scheme fund and associated business and marketing plans for Preston Central Shopping Centre.

Required Councillors	One Cazaly Ward Councillor (Chair) and one Cazaly Ward Councillor to act as proxy if the Chair is unable to attend.
Other Committee Members	Five business representatives, liable for the special rate, made up of a representative mix of business types and locations within the Centre. One representative from the Preston Market Two community representatives (associate members) Two associate business representatives (associate members) One Preston resident (associate member) Two Council officers - Manager Economic Development or Business Development Coordinator and the Retail Development Officer.
Meeting Frequency	First Wednesday of every month
Reporting	Status update to Council every 6 months via officer report Ongoing reports to Preston Central Businesses that pay the Special Rate Levy
Terms of Reference	Amended and endorsed by Council 7 August 2017
Responsible Officer	Executive Manager City Plan and Transformation

Sexuality, Sex and Gender Diversity Advisory Committee

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

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

Attachments

Nil

4.3 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMUNITY ORGANISATIONS FOR THE 2017/2018 COUNCIL YEAR

Author: Council Business and Governance Officer

Reviewed By: Director Civic Governance and Compliance

Purpose

To appoint members to a number of state-wide, metropolitan, regional and Darebin based organisations for the 2017/2018 Council year.

Recommendation

That:

- (1) The following Councillors be appointed as Council representatives to the organisations listed in the tables below:

State-wide, metropolitan or regional organisations		Appointments for 2017/2018 Council Year
Municipal Association of Victoria	One Councillor and one proxy	
Victorian Local Governance Association	One Councillor and one proxy	
Local Governments Waste Management Forum	One Councillor	
Inner Northern Local Learning and Employment Network Inc.	One Council Officer	
North West 4	Mayor of the Day One other Councillor	
Friends of Baucau Inc.	One Councillor	
Metropolitan Transport Forum	Mayor of the Day and one proxy	
Northern Alliance for Greenhouse Action	One Councillor	
Global Covenant of Mayors for Climate and Energy	Mayor of the Day	

Darebin based organisations		Appointments for 2017/2018 Council Year
Darebin Enterprise Centre Ltd	Two Councillors	
Darebin Ethnic Communities Council	Two Councillors	
Darebin Creek Management Committee Inc.	One Councillor and one proxy	
Merri Creek Management Committee Inc.	One Councillor and one proxy	

- (2) The Chief Executive Officer be appointed as the Council representative on the Inner Northern Group Training Ltd (IntoWork) Board.

Schedule of Council Representatives to Community Organisations - 2016/2017

State-wide, Metropolitan and Regional Organisations	
Municipal Association of Victoria	
Purpose	The Municipal Association of Victoria (MAV) is a peak representative and lobbying body for Victorian Councils. The MAV's role and mission is to provide leadership to Councils by supporting them to achieve the highest levels of respect and recognition through improved performance.
Membership	Each member Council appoints a representative to the MAV. MAV Management Board comprises the President (directly elected) and one representative of each of the 12 regional groupings of Councils. Darebin City Council is in the Metropolitan Central Region.
Representation	DCC is represented by a Councillor and a proxy delegate can be appointed.
Meetings	The MAV State Council, an Annual Conference and other occasions as major issues arise. Opportunities exist to work on Sub-committees on specific issues. Opportunity to be elected by the regional grouping Councils to the MAV Board. The MAV Board meets monthly.
Liaison Officer	Chief Executive Officer

Victorian Local Governance Association	
Purpose	The Victorian Local Governance Association (VLGA) is a peak local government organisation. Its aim is to promote good governance and sustainability by supporting local governments through programs of advocacy, training, information provision and support.
Membership	The Association has 3 membership categories: <ul style="list-style-type: none"> • Elected Local Governments • Community Groups • Individual citizens The VLGA Committee which manages business and affairs of the Association is elected at the AGM.
Representation	DCC is represented by a Councillor and a proxy delegate can be appointed.
Meetings	All members may attend the AGM and general meetings of the Association. 'Planning Day' once a year. Opportunities to join various working groups.
Liaison Officer	Chief Executive Officer

Local Governments Waste Management Forum	
Purpose	The Local Governments Waste Management Forum (LGWMF) is established under the Environment Protection Act 1970 to support the effective operation of the Metropolitan Waste Management Group (MWMG) also established under the Environment Protection Act 1970 to deliver coordinated waste planning and management across metropolitan Melbourne. The aims of the Forum are: <ul style="list-style-type: none"> • To develop local government capacity to deliver effective, efficient and sustainable municipal waste planning and management across Melbourne. • To engage with industry, government and community stakeholders to improve municipal waste management and planning. • To assist the LGWMF Board to engage councils across metropolitan Melbourne in the planning and management of municipal waste. • To nominate four members to the Minister, for appointment to the MWMG Board, in accordance with the Environment Protection Act 1970.
Membership	LGWMF comprises 30 member Councils (Banyule, Bayside, Boroondara, Brimbank, Cardinia, Casey, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Melton, Monash, Moonee Valley, Moreland, Nillumbik, Port Phillip, Stonnington, Whitehorse, Whittlesea, Wyndham, Yarra and Yarra Ranges).
Representation	DCC is represented by a Councillor
Meetings	Six times a year
Liaison Officer	Coordinator Water and Waste Strategy

Inner Northern Group Training Board (INGT) trading as IntoWork	
Purpose	Founded over 25 years ago, the Inner Northern Group Training (INGT) was created by the Cities of Darebin, Moreland and Yarra to provide employment and training opportunities for local communities of the inner northern suburbs of Melbourne. Since then INGT has expanded into a group of businesses that now operate nationwide including the Inner North Community Foundation. INGT's mission is to make a contribution to better social inclusion and community cohesion by improving opportunities for meaningful workforce participation. This is aimed at all segments of society, including not only mainstream client groups, but also for disadvantaged groups. INGT works to address skill shortages, help deliver Government initiatives which assist people starting out in the workforce, and link up employers with job seekers wanting to begin their apprenticeship or traineeship.
Membership	Membership of the Board is made up of four independent directors and one director and alternative from each of the member Councils.
Representation	Council can nominate their representative on the Board. At present Moreland and Yarra have officers only on the INGT Board.
Meetings	INGT has monthly meetings. Standing committees or sub-committees are established as required.
Liaison Officer	Chief Executive Officer

Inner Northern Local Learning and Employment Network Inc	
Purpose	<p>The Inner Northern Local Learning and Employment Network (INLLEN) is an independent incorporated community organisation governed by a Committee of Management. It is one of 31 local learning and employment networks established throughout Victoria as part of the Victorian Government's commitment to increasing retention rates of young people and to making education more relevant to a wider range of young people.</p> <p>INLLEN seeks to connect educators, government and non-government, employers, local government, community groups and individuals living or working in the municipalities of Yarra, Darebin and Moreland who share an interest in improving education, training and employment outcomes for young people. Its objectives are to:</p> <ul style="list-style-type: none"> • Maximise education, training and employment outcomes, particularly for young people. • Provide information to the State Government on local education, training and employment issues. • Link post-compulsory education and training with industry and economic development.
Membership	Individuals and representatives of the various member categories living or working in the municipalities of Darebin, Moreland and Yarra. A Committee of Management is elected at the AGM.
Representation	DCC is represented by a Councillor who is eligible for election to the Committee of Management.
Meetings	Committee of Management meets 5 times per year.
Liaison Officer	Director Corporate Services

North West 4	
Purpose	North West 4 (NW4) is a registered Incorporated Local Community Group comprising of officers from Darebin, Moreland, Moonee Valley and Hume Councils, Victoria Police, and members of local community groups. NW4 is a forum for these Councils and the wider community to provide input and facilitate community participation in VicRoads community road safety programs. Programs currently focus on encouraging the uptake of sustainable modes of transport, as well as educating young drivers about road safety via Fit2Drive and Looking After Our Mates sessions.
Membership	NW4 comprises representatives of Darebin, Moonee Valley, Moreland and Hume Councils, Victoria Police, and other community road safety partners from various groups.
Representation	Safe Travel Officer
Meetings	Meets bi-monthly
Liaison Officer	Safe Travel Officer

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

Metropolitan Transport Forum	
Purpose	The Metropolitan Transport Forum (MTF) is an advocacy group established in 1994 and incorporated in 1996. MTF endeavours to promote effective, efficient and equitable transport in the metropolitan area by providing a forum for debate, research and policy development and by disseminating information to improve transport choices.
Membership	MTF comprises local governments and associate members representing transport companies and participants from the State Government and environment groups.
Representation	DCC is represented by a Councillor and a Council Officer.
Meetings	MTF has general meetings monthly and an AGM. Standing committees or sub-committees are established as required.
Liaison Officer	Manager Transport and Public Places

Northern Alliance for Greenhouse Action	
Purpose	<p>The Northern Alliance for Greenhouse Action's (NAGA) aim is to achieve significant greenhouse abatement by delivering effective programs and leveraging council, community and business action across the NAGA region.</p> <p>Since 2005, NAGA has attracted more than \$1,000,000 in cash and in-kind contributions to implement climate change projects in the NAGA region, demonstrating significant emission reduction innovation at the local government and regional level. The NAGA Towards Zero Net Emissions Strategy is a key strategic document for ongoing regional collaboration and action on greenhouse emission reductions. The Towards Zero Net Emissions Strategy has been endorsed by Darebin Council.</p> <p>The NAGA Executive is the governance structure through which member Councils and organisations have input into NAGA's strategic directions and priority activities.</p>
Membership	NAGA's members are the Cities of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Whittlesea, Yarra, Nillumbik Shire Council and the Moreland Energy Foundation Limited (MEFL).
Representation	DCC is represented by a Councillor.
Meetings	Meetings are quarterly with at least three meetings per year.
Liaison Officer	Manager Environment and Community Outcomes

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

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

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

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

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

Attachments

Nil

**4.4 COUNCIL AND SPECIAL COMMITTEE MEETING
SCHEDULE FOR THE 2017/2018 COUNCIL YEAR****Author:** Council Business and Governance Officer**Reviewed By:** Director Civic Governance and Compliance

Purpose

To establish a schedule of meetings for the Council, Planning Committee, Hearing of Submissions Committee and the Bundoora Homestead Board of Management for the 2017/2018 Council year.

Recommendation

That:

- (1) Ordinary meetings of the Council be held in the Council Chamber at Darebin Civic Centre (or other venue as determined) at 6.00 pm on 20 November, 4 December, 18 December 2017, 5 February, 26 February, 19 March, 9 April, 30 April, 21 May, 12 June, 2 July, 23 July, 13 August, 3 September, 24 September, 15 October and 5 November 2018.
 - (2) A special (statutory) meeting of the Council be held at the Preston City Hall at 6.30 pm on Monday 12 November 2018.
 - (3) Meetings of the Planning Committee be held in the Council Chamber at Darebin Civic Centre at 6.00 pm on 11 December 2017, 12 February, 13 March, 16 April, 14 May, 18 June, 16 July, 20 August, 17 September, and 22 October 2018.
 - (4) Meetings of the Hearing of Submissions Committee be scheduled as required and that public notice of those meetings be given in accordance with section 89 of the *Local Government Act 1989*.
 - (5) Meetings of the Bundoora Homestead Board of Management to be held at the Bundoora Homestead on dates and times to be determined in due course.
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Introduction

Council demonstrates its commitment to governance through Councillor participation in, and attendance at, a range of events and activities.

The program of Council meetings, briefing sessions and planning activities includes fortnightly meetings of Council, Councillor briefing sessions, also held fortnightly, and an annual weekend residential planning workshop that guides the stewardship of the City.

Additional subject specific briefing sessions will be scheduled for significant items such as the preparation of the budget.

Issues and Discussion

Section 89 of the *Local Government Act 1989* requires Council to provide public notice of meetings of the Council and Special Committees comprised solely of Councillors.

In order to facilitate this public notice, a program of meetings for the year is required.

A schedule of meetings of the Council and Planning Committee has been prepared for consideration by the Council. Meetings of the Hearing of Submissions Committee will be scheduled as required and public notice will be given in accordance with the provisions of the *Local Government Act 1989*.

Attachments

Nil

5. CLOSE OF MEETING

