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MINUTES OF THE SPECIAL COUNCIL MEETING

Held on Monday 23 November 2020

**LIVE STREAMING OF THE SPECIAL COUNCIL MEETING WAS MADE AVAILABLE
ON COUNCIL'S INTERNET SITE.**



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

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

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

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

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



English

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

Arabic

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

Chinese

这些是市议会会议纪要。如需协助了解任何纪要项目，请致电8470 8888。

Greek

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

Hindi

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

Italian

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

Macedonian

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

Nepali

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

Punjabi

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

Somali

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

Spanish

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

Urdu

یہ کاؤنسل کی میٹنگ کی روداد کے نقاط ہیں۔ روداد کے کسی بھی حصے کے بارے میں مدد کے لیے براہ مہربانی 8470 8888 پر فون کریں۔

Vietnamese

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

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MINUTES OF THE SPECIAL MEETING OF THE DAREBIN CITY COUNCIL HELD ON MONDAY 23 NOVEMBER 2020

THE MEETING OPENED AT 6.00PM

WELCOME

The Chief Executive Officer, Ms Sue Wilkinson, 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."

Ms Wilkinson welcomed everyone to the meeting and advised that in accordance with the *Local Government Act 2020* and Council's Governance Rules 2020, she is required to take the role of temporary Chair of this meeting until the election of the Mayor.

1. PRESENT

Councillors

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

Council Officers

Sue Wilkinson - Chief Executive Officer
Sam Hewett - General Manager Operations and Capital
Kerry McGrath - General Manager Communities
Rachel Ollivier - General Manager City Sustainability and Strategy
Jodie Watson – General Manager Governance and Engagement
Rachna Singh – Senior Council Business Officer
Lisa Thomas-Bates - Governance Project Officer

2. APOLOGIES

Nil

3. DISCLOSURES OF CONFLICTS OF INTEREST

Nil

4. CONFIRMATION OF SWEARING IN OF COUNCILLORS AND DECLARATION TO ABIDE BY THE COUNCILLOR CODE OF CONDUCT

The Chief Executive Officer advised that Council elections were held on Saturday, 24 October 2020 in each of the Cities nine (9) wards. These elections were conducted using the postal voting method. The elections were conducted on behalf of Council by the Victorian Electoral Commission. Mr Gerry Cartwright was the Election Manager / Returning Officer.

The Declaration of each Election for the Cities nine (9) wards was held on Monday 9th November at the Preston City hall at 10.00 am, 10.30 am and 11.00 am . The results of the elections were:

Central Ward	Lina Messina
North Central Ward	Julie Williams
North East Ward	Tim Laurence
North West Ward	Gaetano Greco
South Central Ward	Susan Rennie
South East Ward	Emily Dimitriadis
South Ward	Tom Hannan
South West Ward	Trent McCarthy
West Ward	Susanne Newton

In accordance with section 30 of the Local Government Act 2020 (the Act) and Regulation 5(c) of the Local Government (Governance and Integrity) Regulations 2020, all Councillors were sworn in on Monday 9 November 2020 at the Preston Town Hall at 5.30 pm where each Councillor made the Oath or Affirmation of Office and the Declaration to abide by the Councillor Code of Conduct before the Chief Executive Officer.

The Chief Executive Officer advised that the original copy of each Councillor's Oath or Affirmation of Office and Declaration to abide by the Councillor Code of Conduct will form part of the minutes of this meeting.

5. TERM OF OFFICE OF THE MAYOR

The role of the Mayor is to act as leader of the Council, providing guidance and supporting good working relationships between the Councillors, and working with the Chief Executive Officer to ensure positive outcomes are delivered.

Section 18 of the Local Government Act 2020 (Act) describes the Role of the Mayor. The functions of the Mayor include chairing Council Meetings, acting as principle spokesperson for the Council, providing guidance to Councillors about what is expected of a Councillor, supporting good working relations between Councillors and carrying out civic and ceremonial duties.

Section 25 (1) of the Act provides that at a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.

Further, Section 26 of the Act provides that before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.

Council Resolution

MINUTE NO. 20-132

MOVED: Cr. G Greco
SECONDED: Cr. J Williams

That Council resolves to elect the Mayor for a term of one (1) year.

CARRIED UNANIMOUSLY

6. MAYORAL ELECTION

The Chief Executive Officer outlined the process for the election of the Mayor and invited nominations for the office of Mayor for the 2020/2021 Council year.

Cr. Julie Williams nominated Cr. Lina Messina for election to the Office of Mayor and Cr. Tim Laurence seconded the nomination. Cr. Lina Messina accepted the nomination.

Cr. Trent McCarthy nominated Cr. Susanne Newton for election to the Office of Mayor and Cr. Susan Rennie seconded the nomination. Cr. Susanne Newton accepted the nomination.

The Chief Executive Officer conducted the vote by a show of hands. Cr. Lina Messina received the votes of the majority of Councillors, being an absolute majority under the Local Government Act 2020.

In accordance with the Council's Governance Rules 2020, the Chief Executive Officer declared Cr. Lina Messina duly elected to the Office of Mayor of the City of Darebin for the 2020/2021 Council year.

7. ESTABLISHMENT OF ROLE OF DEPUTY MAYOR

Pursuant to section 20A of the Local Government Act 2020 (Act), a Council may establish an office of Deputy Mayor.

Section 21 of the Act defines that the Deputy Mayor must perform the role of the Mayor and may exercise any of the powers of the Mayor if Mayor is unable for any reason to attend a Council meeting or part of a Council meeting, or the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness or the office of Mayor is vacant.

As per Council's Governance Rules, at the Meeting at which the Mayor is to be elected, Council may resolve to establish the position of Deputy Mayor and elect a Councillor to the position of Deputy Mayor. Further the term of a Deputy Mayor is to be identical to the term of the Mayor as resolved by Council.

Whilst the new Act provides for the Deputy Mayor to be entitled to an allowance no such separate allowance has been specified at this time.

Council Resolution

MINUTE NO. 20-133

MOVED: Cr. S Rennie
SECONDED: Cr. T Laurence

That Council in accordance with section 20A of the Local Government Act 2020 and its Governance Rules establishes the position of Deputy Mayor for a term to coincide with the term of the 2020/2021 Mayor.

CARRIED UNANIMOUSLY

8. DEPUTY MAYORAL ELECTION

The Mayor invited nominations for the Office of Deputy Mayor for the 2020/2021 Council year.

Cr. Tim Laurence nominated Cr. Gaetano Greco for election to the Office of Deputy Mayor and Cr. Julie Williams seconded the nomination. Cr. Gaetano Greco accepted the nomination.

Cr. Trent McCarthy nominated Cr. Susan Rennie for election to the Office of Deputy Mayor and Cr. Susanne Newton seconded the nomination. Cr. Susan Rennie accepted the nomination.

The Mayor conducted the vote by a show of hands. Cr. Gaetano Greco received the votes of majority of Councillors, being an absolute majority under the Local Government Act 2020.

In accordance with the Council's Governance Rules 2020, the Mayor declared Cr. Gaetano Greco elected to the office of Deputy Mayor of the City of Darebin for the 2020/2021 Council year.

9. DECEMBER 2020 COUNCIL AND PLANNING COMMITTEE MEETINGS

In accordance with the Council's Governance Rules 2020, the dates, times and locations of Council Meetings is fixed by Council from time to time and published in publications that are distributed throughout the municipality (including Council publications) and on Council's website.

Until such time that Councillors can fully consider the options for the Council and Planning Meeting Cycle for 2021 and more broadly the Councillor Briefing structure it is proposed that the following Council and Planning Meeting be fixed by Council

Meeting	Date	Venue
Ordinary Council Meeting	6.00 pm Mon 7 December 2020	Preston Town Hall
Planning Committee	6.00 pm Mon 14 December 2020	Pretson Town Hall
Ordinary Council Meeting	6.00 pm Mon 21 December 2020	Preston Town Hall

In line with current State Government COVID-19 Restrictions the public will not be permitted to attend these meetings in person .

This matter will be the listed for a Councillor Briefing and a formal report to the 21 December Council Meeting to establish the Council and Planning Meeting Cycle for 2021.

Council Resolution

MINUTE NO. 20-134

MOVED: Cr. G Greco
SECONDED: Cr. S Rennie

That Council:

- (1) Resolves that Ordinary meetings of the Council be held at 6.00 pm on 7 December 2020 and 21 December 2020 in the Preston Town Hall.
- (2) Resolves that Meetings of the Planning Committee be held at 6.00 pm on 14 December 2020 in the Preston Town Hall.

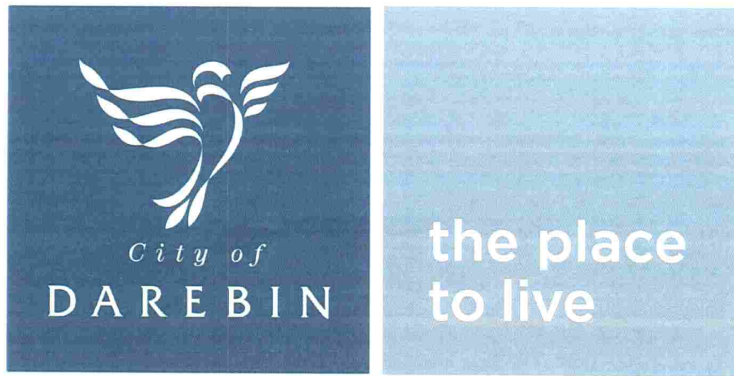
CARRIED UNANIMOUSLY**10. MAYOR, DEPUTY MAYOR AND COUNCILLORS ADDRESSES**

The Chief Executive Officer invited the Mayor and Deputy Mayor to address the meeting.

Councillors were then invited to respond to the Mayor and Deputy Mayor's addresses.

11. CLOSE OF MEETING

The meeting closed at 6.43pm.



AFFIRMATION OF OFFICE

I do solemnly and sincerely declare and affirm that –

"I, **Emily Dimitriadis**, will undertake the duties of the office of Councillor in the best interests of the municipal community.

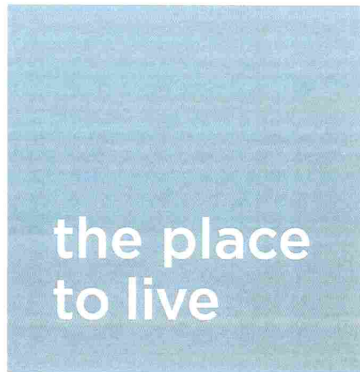
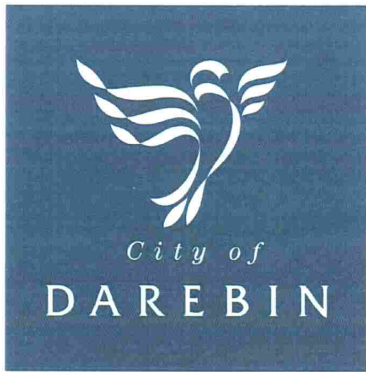
I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."

Emily Dimitriadis

Sworn at Preston
in the State of Victoria
by the abovenamed this
ninth day of November 2020
before me.

Sue Wilkinson
Chief Executive Officer



AFFIRMATION OF OFFICE

I do solemnly and sincerely declare and affirm that –

"I, **Gaetano Greco**, will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."

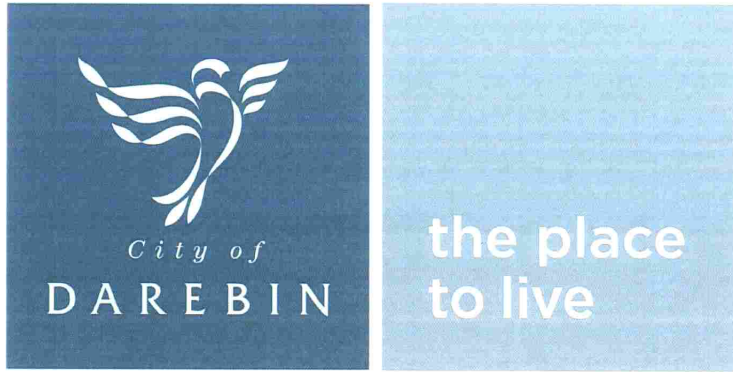


.....
Gaetano Greco

Sworn at Preston
in the State of Victoria
by the abovenamed this
ninth day of November 2020
before me.



.....
Sue Wilkinson
Chief Executive Officer



AFFIRMATION OF OFFICE

I do solemnly and sincerely declare and affirm that –

"I, **Tom Hannan**, will undertake the duties of the office of Councillor in the best interests of the municipal community.

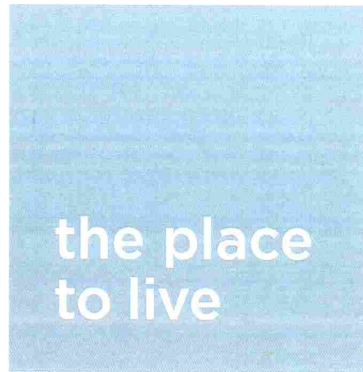
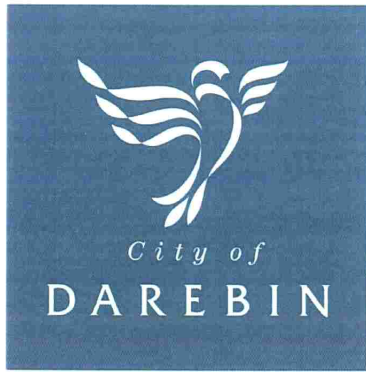
I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."

Tom Hannan

Sworn at Preston
in the State of Victoria
by the abovenamed this
ninth day of November 2020
before me.

Sue Wilkinson
Chief Executive Officer



AFFIRMATION OF OFFICE

I do solemnly and sincerely declare and affirm that –

"I, **Tim Singh Laurence**, will undertake the duties of the office of Councillor in the best interests of the municipal community.

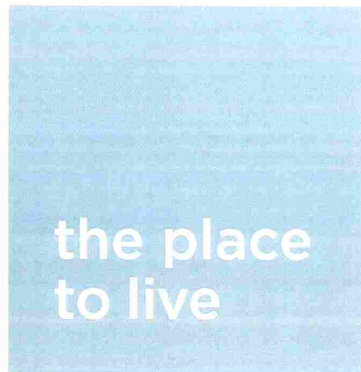
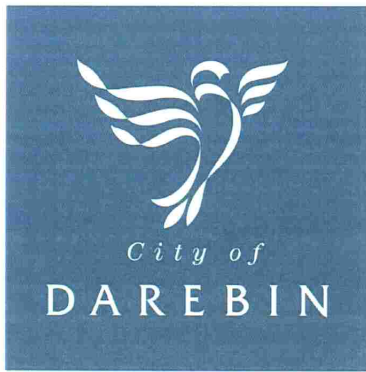
I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."

.....
Tim Singh Laurence

Sworn at Preston
in the State of Victoria
by the abovenamed this
ninth day of November 2020
before me.

.....
Sue Wilkinson
Chief Executive Officer



OATH OF OFFICE

I swear by Almighty God that -

"I, **Lina Messina**, will undertake the duties of the office of Councillor in the best interests of the municipal community.

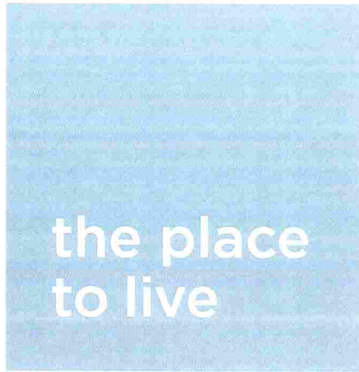
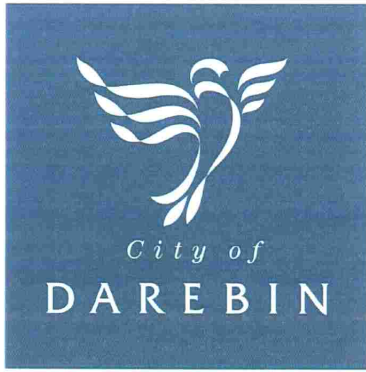
I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."

Lina Messina

Sworn at Preston
in the State of Victoria
by the abovenamed this
ninth day of November 2020
before me.

Sue Wilkinson
Chief Executive Officer




AFFIRMATION OF OFFICE

I do solemnly and sincerely declare and affirm that –

"I, **Trent McCarthy**, will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."

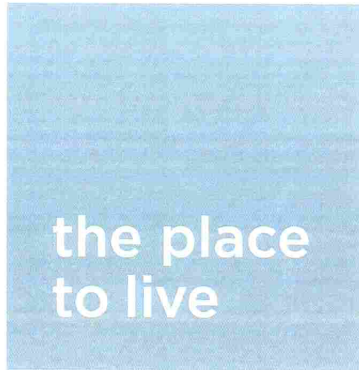
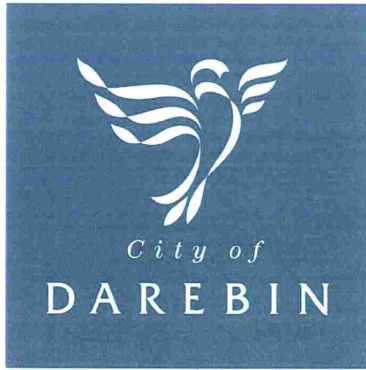


.....
Trent McCarthy

Sworn at Preston
in the State of Victoria
by the abovenamed this
ninth day of November 2020
before me.



.....
Sue Wilkinson
Chief Executive Officer



AFFIRMATION OF OFFICE

I do solemnly and sincerely declare and affirm that –

"I, **Susanne Newton**, will undertake the duties of the office of Councillor in the best interests of the municipal community.

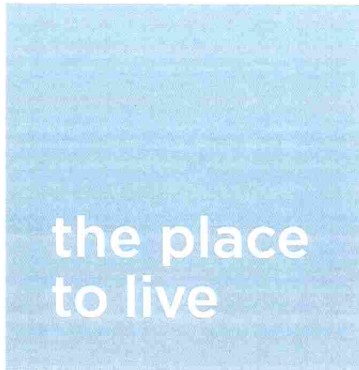
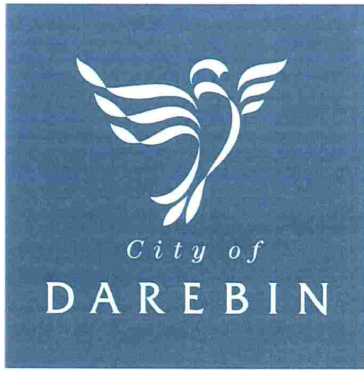
I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."

Susanne Newton

Sworn at Preston
in the State of Victoria
by the abovenamed this
ninth day of November 2020
before me.

Sue Wilkinson
Chief Executive Officer



AFFIRMATION OF OFFICE

I do solemnly and sincerely declare and affirm that –

"I, **Susan Rennie**, will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."



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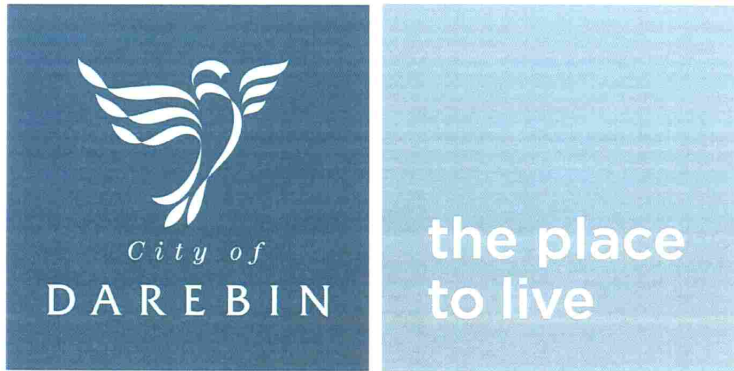
Susan Rennie

Sworn at Preston
in the State of Victoria
by the abovenamed this
ninth day of November 2020
before me.



.....

Sue Wilkinson
Chief Executive Officer



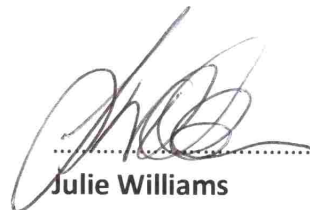
OATH OF OFFICE

I swear by Almighty God that –

"I, **Julie Williams**, will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgment."

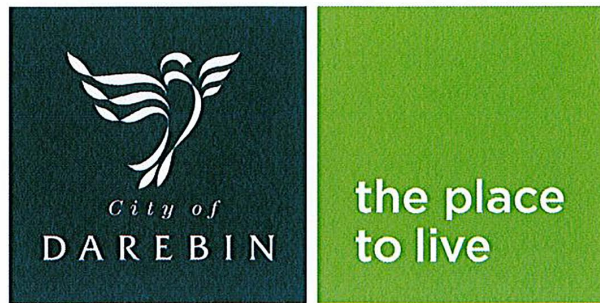


.....
Julie Williams

Sworn at Preston
in the State of Victoria
by the abovenamed this
ninth day of November 2020
before me.



.....
Sue Wilkinson
Chief Executive Officer



COUNCILLOR CODE OF CONDUCT 2017

This Code, which incorporates the statutory requirements specified for a Councillor Code of Conduct in accordance with section 76C of the *Local Government Act 1989*, was approved by resolution of Darebin City Council on 13 February 2017.

COUNCILLOR CODE OF CONDUCT

The Code of Conduct supports Councillors to enact the Darebin City Council's Organisational Values of collaboration, accountability, respect and integrity.

The Code of Conduct Code incorporates the highest possible standards of conduct and governance endorsed by legislation, and as outlined in the principles of relevant Council policies and practices, such as *The Charter of Good Governance* and Occupational Health and Safety.

The aim of the Code of Conduct is to encourage a resilient and safe workplace culture by promoting constructive working relationships and communication, and by supporting timely, fair and respectful resolution of disputes and conflicts as they arise.

The Code of Conduct seeks to establish a dispute and conflict management model which:

- i) provides early intervention *case management intake assessment* (refer to flowchart on page 17);
- ii) encourages *self-resolution* (with support) to maintain workplace relationships and promote constructive communication;
- iii) uses a *number of dispute and conflict resolution methods* to address the needs, interests and rights of the people involved; and
- iv) offers *preventative actions* - such as training and reviewing the work environment - to promote a resilient and safe workplace culture.

1. Councillor Pledge

As Councillors of the Darebin City Council, we are committed to working together in the best interests of the people in our Municipality and to discharging our responsibilities to the best of our skill and judgment.

In doing so, we will:

- work together to create a safe working environment in the best interests of the Council and the people of Darebin;
- take responsibility for managing positive working relationships and to address issues as they arise in a timely, fair and respectful manner;
- treat all people with courtesy and respect;
- engage in training to improve our communication and workplace culture;
- act honestly, fairly and with reasonable care for the health and safety of others;
- be guided by the rules of natural justice; and
- consider the views of other affected parties.

We agree with and will support and promote the principles of conduct as set out in the Councillor Code of Conduct by our own example, and through individual and collective leadership to secure and preserve public confidence in the office of Councillor and the reputation of Council and the City of Darebin.

2. Interacting with children and young people

Council prides itself on being a child safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation including Failure to Disclose, Failure to Protect and Grooming offences. Any allegations or incident of abuse will be treated very seriously and consistently with child protection legislation, regulations and guidelines and in accordance with Council policy and procedures.

As Councillors we will maintain the highest standards of professional conduct in our attitude, behaviour and interactions with children and young people. As leaders, Councillors we will uphold the rights and best interest of the child and take these matters into account in all decision making.

In doing so, we will:

- Take all reasonable steps to protect children from harm.
- Set clear boundaries about appropriate behaviours with children and young people.
- Report any allegations of child abuse or child safety concerns to the relevant authorities including Police and Child Protection.
- Promote the cultural safety, participation and empowerment of Aboriginal children, culturally and linguistically diverse children and children with a disability.
- Encourage and empower children and young people to participate in decision making processes.
- Treat children and young people with respect and value their ideas and opinions.
- Ensure children and young people are aware of their rights, including their rights to respect, fairness and safety.
- Uphold the rights and best interest of the child and take these matters into account in all decision making.

We will not:

- Exhibit behaviours with children which may be construed as unnecessarily physical.
- Show or share sexually suggestive material to a child in any form such as e-mail, text, movie, sound or picture file.
- Hold, kiss, cuddle or touch a child in an age/culturally inappropriate manner or, in a manner considered inappropriate by reason of the nature of the occasion/program/activity/event, except for appropriate touch (for example to comfort distress).
- Cultivate online and social media 'friendships' with children and young people without parental/guardian permission.
- Take unauthorised photos, movies or recordings of a child or young person.
- Publish unauthorised photos, movies or recordings of a child or young person, including online, without the consent of the child (where they are old enough to give it) as well as their parental/guardian consent.
- Use inappropriate language in the presence of children/young people.
- Express personal views on culture, ethnicity or sexuality in the presence of children.

- Discriminate against any child because of culture, race, ethnicity or disability.
- Ignore or disregard any suspected or disclosed child abuse.

3. Councillor Conduct Principles

- 3.1. We endorse and agree to the following Primary and General Councillor Conduct Principles specified in sections 76B and 76BA of the Local Government Act 1989 (the Act):
- 3.2. In carrying out our role as Councillors, we will:
 - 3.2.1. act with integrity;
 - 3.2.2. impartially exercise our responsibilities in the interests of the local community; and
 - 3.2.3. not improperly seek to confer an advantage or disadvantage on any person.
- 3.3. In addition, in performing our role as Councillors we will:
 - 3.3.1. avoid conflicts between our public duties as Councillors and our personal interests and obligations;
 - 3.3.2. act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person;
 - 3.3.3. treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council staff and other persons;
 - 3.3.4. exercise reasonable care and diligence and submit ourselves to the lawful scrutiny that is appropriate to our office;
 - 3.3.5. endeavour to ensure that public resources are used prudently and solely in the public interest;
 - 3.3.6. act lawfully and in accordance with the trust placed in us as elected representatives; and
 - 3.3.7. support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of Councillor.

4. Councillor Behaviours

We will adhere to the following principles of behaviour in our general conduct as Councillors:

- 4.1. Treating all people with **courtesy and respect**, recognising that there are legitimate differences in opinions, race, culture, religion, language, gender and abilities. This includes:
 - 4.1.1. treating members of the community with dignity and making every effort to ensure that neither offence nor embarrassment are caused;
 - 4.1.2. treating other Councillors with respect, even when disagreeing with their views or decisions;
 - 4.1.3. debating contentious issues without resorting to personal acrimony or insult;
 - 4.1.4. ensuring punctual attendance at Council and committee meetings;

- 4.1.5. acting with courtesy towards Council staff and avoiding intimidatory behaviour; and
- 4.1.6. supporting the Mayor of the day in the performance of his/her duties.
- 4.2. Always acting with **integrity and honesty**:
 - 4.2.1. being honest in all dealings with the community, with other Councillors and with Council staff;
 - 4.2.2. always acting with impartiality and in the best interests of the community as a whole;
 - 4.2.3. not acting in ways that may damage the Council or its ability to exercise good government;
 - 4.2.4. exercising reasonable care and diligence in performing our functions as Councillors; and
 - 4.2.5. complying with all relevant laws, be they Federal, State or Local Laws.
- 4.3. Recognising that we hold a **position of trust**, we will not misuse our position to:
 - 4.3.1. gain, or attempt to gain, directly or indirectly, an advantage for ourselves or for any other person; or
 - 4.3.2. cause, or attempt to cause, detriment to the Council or another person.

5. Council Decision Making

- 5.1. We acknowledge that effective decision making is vital to the democratic process and an essential component of good governance. Accordingly, we commit to the following standards:
 - 5.1.1. decisions will, as far as possible, be made in the interests of the entire community and not to serve private or sectional interests;
 - 5.1.2. decision making will be impartial, guided by the rules of natural justice and devoid of bias, taking account of the views of affected parties;
 - 5.1.3. decisions will be made in a transparent manner, avoiding unnecessary confidentiality and ensuring complete and accurate documentation is available to the public;
 - 5.1.4. decision making processes will be respectful of fellow Councillors, Council staff and other people, recognising that differences of opinion are an essential part of democratic government; and
 - 5.1.5. decisions will be made without undue influence or pressure on fellow Councillors or Council staff.
- 5.2. In order to support effective decision making, we individually commit to:
 - 5.2.1. maximising our attendance at all Council and committee meetings and Councillor briefings;
 - 5.2.2. carefully considering information and advice provided to assist with decision making;
 - 5.2.3. actively participate in the decision making process; and
 - 5.2.4. chairing and/or working with Council's advisory Committees.
- 5.3. We will observe the provisions of the City of Darebin Governance Local Law which regulates proceedings at meetings of the Council and its committees.

6. Conflicts of Interest

- 6.1. We recognise that decisions must be made solely in the public interest and will be vigilant in ensuring a clear separation between our private and public interests.
- 6.2. We also recognise most Councillors will encounter potential conflict of interest situations from time to time and that a wrong only exists when the interest is not properly disclosed. We will support each other in this process and not falsely allege conflicts of interest in an effort to prevent Councillors from participating in decision making.
- 6.3. We also recognise that it remains our individual responsibility before the law to assess and identify our conflicts of interest and to take the proper action once those conflicts of interest are identified, even when we have sought advice from another person, and that a Councillor cannot be directed by the Council, Councillors or Council staff in that assessment or to make a disclosure in accordance with section 79 of the Act.
- 6.4. To recognise that our decisions must be made solely in the public interest, we will be vigilant in ensuring a clear separation between our public and private interests, and undertake to:
 - Fully comply with the requirements to disclose all conflicts of interest in Council meetings, committee meetings, Councillor briefings and other assemblies of Councillors;
 - Avoid situations that may give rise to real or perceived conflicts of interest, such as accepting gifts or favours from people with interests in matters to be considered by Council (in line with the Gifts policy);
 - Take careful note of forthcoming matters for Council consideration; identify situations where conflicts of interest may arise and giving early notice of such conflicts to the Mayor/chairperson and the Chief Executive Officer (CEO).

7. Council information

- 7.1 We recognise that information in the possession of the Council, or provided to us to assist with decision making, must be managed with care and not used unlawfully or for personal benefit. Accordingly, we undertake to:
 - Not release information that is confidential for the purposes of section 77 of the Act;
 - Not misusing the confidentiality provisions of the Act as a means of improperly withholding information from the public;
 - Maintain the security of information that is "personal information" for the purposes of the Information Privacy Act 2000; and
 - Not seek access to information for any private purpose and never requesting access to information on a matter in respect of which we have a conflict of interest.
- 7.2 If information is required to perform our responsibilities as Councillors we will seek that information in accordance with procedures established by the CEO, recognising that access may be limited if:

- Significant resources would be required to access the information and Council has not resolved to allocate resources for that purpose; or
- The information is private or confidential to another person and the information is not demonstrably required for an official purpose.

8. Relationships with CEO, management and Staff

8.1 We recognise that an effective Council is one that works as a team and that it is essential to maintain positive working relationships with the CEO and Council staff and to protect and promote a healthy and productive workplace culture. Accordingly, we undertake to:

- Encourage a culture of frank and fearless advice;
- Treat all staff with courtesy and respect;
- Avoid negative comments about Council staff in public, and
- Lead by example, promote and protect the positive culture of Council and of a healthy, happy and productive workplace,
- Respond immediately to inappropriate behaviour.

8.2 We recognise that our role as Councillors is to set the strategic direction and policy framework for the Council and that it is the responsibility of the CEO and Council staff to undertake the day to day operations of the Council and to give effect to the Council's decisions.

8.3 While we promote the importance of working in partnership, we understand the need for 'professional detachment' and to stay clear of 'operational matters' and accordingly we will not approach Council staff on Council matters, except in accordance with procedures approved by the CEO, and never approach non-executive staff on Council matters outside normal business hours.

Specifically this means we will:

- NOT interfere with staffing or operational matters that are the sole responsibility of the Chief Executive;
- NOT direct the operations of the Council, individually or collectively, other than through decision making in properly constituted Council and special committee meetings, and
- NOT engage with Council staff in any way that may give the impression of seeking to improperly influence or direct them in the performance of their duties, specifically avoiding any actual or perceived direction of staff:
 - In regard to advice being provided to Council or a committee;
 - In the exercise of any delegated power, duty or function; or
 - In the exercise of a duty or function as an authorised officer or other statutory position.

8.4 We understand if a Councillor or the member of Council staff considers that either has breached any of these Protocols, he or she:

- May immediately terminate the interaction with the Councillor or Council staff member;
- Must report, in relation to a Councillor, what has occurred to the Chief Executive who must inform the Councillor of the nature of the complaint; or

- Must report, in relation to a member of Council staff, to the Chief Executive the nature of the complaint.
- 8.5 We recognise that our responsibilities for the employment of the CEO must be undertaken with due propriety and that the CEO's annual performance review must be conducted in a fair and unbiased manner and in accordance with an agreed process.
- 8.6 We recognise that all other staffing matters fall within the lawful responsibility of the CEO and we will not seek to interfere in the appointment, management or dismissal of members of staff or discuss such matters with members of staff or others.

9. Councillor And Staff Interaction

- 9.1. We will adhere to the following Protocols which apply whenever a Councillor and Council staff member interact. They cover both:

- 9.1.1. requests for information on strategic and service issues; and
- 9.1.2. discussions or other communications (including verbal discussions, emails and SMS communications) that take place outside a formal meeting (eg where a Councillor approaches a staff member for clarification in relation to a report) and involve an issue affecting Council.

9.2. Central Concept In All Interaction

9.2.1. Respect

9.2.1.1. The Councillor and member of Council staff will in all interactions treat each other respectfully. The respect should help build and maintain a constructive relationship between Councillors and Council staff.

9.2.1.2. The Councillor will, in accordance with section 76E(1) of the *Local Government Act 1989*, refrain from improperly directing or improperly influencing, or seeking to improperly direct or improperly influence, the member of Council staff.

9.2.1.3. The Council staff member will, in accordance with the Excellence in Governance Employee Code of Conduct, maintain the integrity of the decision making process.

9.2.1.4. Any interaction between Councillors and Council staff should be restricted to those interactions required to further matters of Council business following the normal course of Council operating procedures and processes. Where social interaction occurs between Councillors and Council staff, any discussion of Council business and/or operational matters is prohibited.

9.3. Requests For Information

9.3.1. Reasonableness of Request

9.3.1.1. The Councillor's request for information must be reasonable in the circumstances.

9.3.1.2. It must not, for example, impose an unreasonable burden on the member of Council staff or set an unrealistic or impracticable deadline for a response.

9.3.1.3. The Councillor may in the first instance, request information from the relevant Director or Manager. If the councillor requests information from a Manager, then the Director must be copied into any such requests.

9.3.1.4. The request should not be designed to embarrass a member of Council staff or put him or her in a difficult position. If the Councillor intends to make public the information sought, this must be communicated to the staff member prior to disclosure to the public.

9.3.2. Responsiveness

9.3.2.1. The member of Council staff must in respect of any request for information which is reasonable in the circumstances, endeavour to provide the information sought in a considered, responsive and timely way.

9.3.3. Transfer of Request

9.3.3.1. If the Director considers that the request for information can or should more appropriately be dealt with by a staff member, the Director may transfer the request to the appropriate staff member.

9.3.3.2. In that event, the Director who has transferred the request must inform the Councillor that the request has been transferred and advise of the name of the staff member now processing the request.

9.3.4. Copying Response

9.3.4.1. Unless the member of Council staff considers that it is inappropriate to do so, he or she will copy any written communication to or from the Councillor to all other Councillors.

9.3.4.2. The member of Council staff must also copy the written communication to or from the Councillor to their Director. If he or she considers that the contents of the communication should be brought to the attention of the Chief Executive, the Chief Executive must be copied into the response.

9.3.4.3. If the written communication is copied under 8.3.4.1 and/or 8.3.4.2 of these Protocols, the Councillor will be advised by being copied into the email (or other communication).

9.3.5. Reacting to the Response

9.3.5.1. The member of Council staff's role is to provide the information which has been requested.

9.3.5.2. The Councillor should not, therefore, debate or attempt to debate any aspect of the information, or anything arising out of the information with the staff member.

9.3.5.3. If the Councillor feels the information is inadequate or inappropriate, they may take this up with the Chief Executive Officer or the relevant Director.

9.4. Other Interaction

9.4.1. Recording of Discussion or Other Communication

- 9.4.1.1. Any other communication, including text messages and oral discussions between Councillors and Council staff, must be recorded by the Council staff member on a file note and referred to the relevant Director for endorsement and filing by the Director within one working day of the communication occurring.
- 9.4.1.2. The Chief Executive and Executive Management Team are exempt from recording every discussion with Councillors however the exemption does not apply in relation to the recording of discussions that are of a confidential nature.

9.5. Compliance

9.5.1. Complaints

- 9.5.1.1. If a Councillor or the member of Council staff considers that either has breached any of these Protocols, he or she:
 - (a) may immediately terminate the interaction with the Councillor or Council staff member;
 - (b) must report, in relation to a Councillor, what has occurred to the Chief Executive who must inform the Councillor of the nature of the complaint; or
 - (c) must report, in relation to a member of Council staff, to the Chief Executive the nature of the complaint.

- 9.5.1.2. The Chief Executive or a person chosen by the Chief Executive, such as the Principal Conduct Officer, for the purpose who is independent of the parties must, if it is considered appropriate practicable to do so, encourage the Councillor and member of Council staff to attend a meeting. If a meeting is held, matters raised and discussed must be kept confidential by the Chief Executive, Councillor and member of Council staff.

- 9.5.1.3. If it is not practicable to encourage the parties to attend a meeting or:
 - (a) encouragement is given but a meeting does not take place; or
 - (b) the meeting takes place but the Councillor or member of Council staff still feels aggrieved by the interaction which occurred

the Chief Executive may progress the handling of the complaint in the manner set out in paragraphs 8.5.2 and 8.5.3.

- 9.5.2. The Chief Executive may engage a member of the Independent Arbitrator Panel, who has had no previous involvement with the matters, to investigate the complaint. In that event:

- 9.5.2.1. the investigation must be carried out fairly and sensitively;
- 9.5.2.2. the Councillor and member of Council staff must provide the person with reasonable assistance in the carrying out of his or her investigation; and
- 9.5.2.3. the Councillor, member of Council staff and, subject to paragraph 8.5.3, Chief Executive, must keep confidential the investigation and any report from the person during or at the conclusion of the investigation.

- 9.5.3. Upon receiving a response from the person at the conclusion of the investigation, the Chief Executive must:
 - 9.5.3.1. in the case of a complaint against a member of Council staff, consider what, if any, disciplinary action should be taken against the member of Council staff; or
 - 9.5.3.2. in the case of a complaint against a Councillor, designate the report as confidential in accordance with section 77(2)(c) of the *Local Government Act 1989*, and submit a copy of the report to a closed meeting of Council so that Council can consider what, if any, action should be taken against the Councillor.

10. Use of Council Resources

- 10.1. Council resources (including funds and property provided) are to be used solely for public purposes. Accordingly, we will:
 - 10.1.1. not use public funds or resources which includes mobile phones and cab charges in a manner that is improper or unauthorised;
 - 10.1.2. not use Council resources, including services of Council staff, for private purposes, unless legally or properly authorised to do so, and we reimburse Council within 14 days of submitting the mobile phone, cab charge declaration forms or travel advice;
 - 10.1.3. maintain adequate security over Council property, facilities and resources provided to us to assist in performing our role; and
 - 10.1.4. only seek reimbursement of our personal expenditure where that expenditure is a reasonable and bona fide out-of-pocket expense incurred while performing our duties as a Councillor.
- 10.2. We will abide by the City of Darebin Councillor Support and Expenses Policy 2017 and continue to support the public disclosure of reimbursements, including any outstanding of Councillor expenses in accordance with that policy.
- 10.3. Recognising that legal authority for the allocation of Council resources is vested in the Council as a body, we will not individually promise or otherwise commit Council resources to any purpose that has not been duly authorised by resolution of the Council or by a member of Council staff with the appropriate delegated authority.

11. Gifts

- 11.1. We will comply with the City of Darebin *Gifts and Hospitality Policy 2014* by:
 - 11.1.1. not accepting any gift in the form of cash money;
 - 11.1.2. not accepting any gifts in our role as a Councillor except where refusal may cause embarrassment, in which case we will accept the gift on behalf of the Council and ensure that it is provided to the Council and becomes the property of the Council;
 - 11.1.3. not accepting any gift that could be perceived to influence us in the fulfilment of our role, functions and duties as a Councillor, particularly from a person who may have an interest in a matter before the Council for consideration and determination; and
 - 11.1.4. declaring all gifts and hospitality received or declined in accordance with the *Gifts and Hospitality Policy 2014*.

11.2. We will comply with the requirements of sections 62, 62B, 79, 80A and 81 of the Act to:

- 11.2.1. disclose all election campaign donations valued at \$500 or more in Campaign Donation Returns;
- 11.2.2. not accept anonymous gifts valued at \$500 or more;
- 11.2.3. disclose all gifts (including election campaign donations) of \$500 or more in six monthly ordinary returns; and
- 11.2.4. disclose conflicts of interest in any matter where a disclosable gift has been received from a person with a direct interest in the matter.

11.3. Mayoral Event

- 11.3.1. In addition to regular and annual civic functions, the Mayor of the Day has discretion to host one Mayoral Event during the term of office.
- 11.3.2. The Mayor will ensure that the function/event is in proportion to the expected community benefit. Prior to any Mayoral event, the Mayor will present the theme of the event to all Councillors for discussion prior to organising the event. Any fundraising activities proposed for such events are required to be approved by Council Resolution.

12. Communications

12.1. As elected representatives and members of the Council we have important responsibilities to communicate the:

- 12.1.1. concerns of our constituents to the Council; and
- 12.1.2. policies and decisions of the Council to the community.

12.2. While respecting the rights of each Councillor to hold and express opinions that differ from agreed Council policy, we undertake:

12.3. Not to make any false statements about the Council, Councillors, Council staff or members of the public;

12.4. Not to make any defamatory statements about, Councillors, Council staff or members of the public;

12.5. Avoid misrepresenting the position of the Council and ensure that any expression of private views is not perceived to be the view of the Council;

- 12.5.1. to recognise the role of the Mayor as the primary spokesperson for the Council; and
- 12.5.2. to acknowledge and comply with all internal procedures for dealing with media enquiries, including by referring them to the appropriate Manager for a response.

13. Dispute Resolution Procedures

13.1 We support the Council's commitment to a dispute and conflict resolution model that aims to *work with* Councillors and Council to manage conflicts, resolve disputes and address formal complaints by providing:

- a case management intake assessment;
- a high level of ownership and responsibility by the parties in managing their own issues;

- appropriate conflict and dispute resolution processes, including formal complaint procedures;
- access to a Principal Conduct Officer (PCO) and an internal Interdependent Arbiter Panel (IAP); and
- timely, fair and respectful responses to matters raised.

13.2 We approve the dispute and conflict resolution procedures for use in circumstances where Councillors are experiencing interpersonal disputes and conflicts that are creating an unhealthy working environment or adversely affecting the operation of the Council or where 'misconduct' (as defined by section 3 of the Act) is alleged. The procedure is not intended to resolve differences in policy or decision making, which are appropriately resolved through debate and voting in Council and Committee meetings.

13.3 Before commencing any formal dispute resolution process, the Councillors who are parties to any disagreement will endeavour to resolve their differences in a courteous and respectful manner, recognising that they have been elected to represent the best interests of the community.

13.4 Where the parties are unable to resolve their differences, the following dispute resolution procedure will be applied.

12.5 We agree the matters raised and discussed in the dispute resolution procedures will remain confidential, unless the parties have agreed to disclose information or are required to do so under s 77(1A).

14. Dispute and Conflict Resolution Procedure

Definitions

A **dispute** can arise from a lack of clarity about the application of the principles of the Code of Conduct and require assisted negotiation to support disputants to resolve their dispute. Interpersonal **conflict** can arise from poorly resolved disputes about the application of the principles of the Code of Conduct which affects the ability for parties to communicate constructively and requires a facilitated process to bring together those affected and help parties to address the conflict and how best to improve the situation.

The Act defines "misconduct" as –

- failure by a [Councillor](#) to comply with the [Council's internal resolution procedure](#); or
- failure by a [Councillor](#) to comply with a written direction given by the [Council](#) under section 81AB; or
- repeated contravention of any of the [Councillor conduct principles](#).

When an **accusation** is made about misconduct, the severity of the accusation will be assessed to ascertain whether the dispute requires an internal or external formal fact-finding procedure.

Integrated stages of the Dispute and Conflict Resolution (DR) procedure

There are 4 stages to the dispute resolution procedure. The emphasises of the first two stages are to encourage the parties directly involved in a situation to firstly be supported to manage the matter at the lowest possible level, and with the most appropriate response. The final stages provide processes that can formally address a complaint:

1. Stage 1 (Assessment and Informal (Supported) Resolution)
2. Stage 2 (Internal Facilitated Process)
3. Stage 3 (Internal Panel Finding)
4. Stage 4 (External Panel Finding)

The stages will generally, although not always, be undertaken in progression (see flowcharts below). However, there may be situations where parties cannot be supported to resolve the matter themselves or with an independent arbiter facilitating a process, or there are circumstances that require, in the first instance, a formal process to investigate allegations made.

- 14.1 Parties to a dispute, in interpersonal conflict or making an allegation will lodge a Dispute Resolution Application form with the Principal Conduct Officer. The application will be assessed to clarify the concern, as perceived by the applicant, and to ascertain the appropriate response. Parties who have not attempted to resolve their disputes, may be supported to resolve their matters informally first with the support of the Mayor and / or a member of the Independent Arbiter Panel (if appropriate).
- 14.2 After the parties have made appropriate efforts to resolve the matter and where there is no favourable outcome achieved through informal processes, then the most appropriate member from the internal Independent Arbiter Panel will be appointed by the PCO to undertake an investigation and make a finding to present to Council.
- 14.3 The appointed Arbiter will liaise with the PCO to coordinate a suitable date and time to meet with the parties involved and to obtain any supplementary information they may require.
- 14.4 Prior to the scheduled meeting, at which time the parties involved will be given the opportunity to be heard, the respondent will be provided with:
 - 14.4.1 Details of the allegations if they have not already been provided; and
 - 14.4.2 The opportunity to make written responses and provide any evidence to the allegations within 5-7 working days. A respondent may apply, with reasons, for an extension of time to provide a response of up to 7 days.
- 14.5 If the dispute relates to alleged 'misconduct' (as defined by section s.3 of the Act), and the dispute cannot be resolved through application of any of these dispute resolution procedures, it may be referred to a Councillor Conduct Panel.

15. Personnel

Role of Principal Conduct Officer (PCO)

The Principal Conduct Officer (as outlined in the *Local Government Act 1989*, s81X) must-

- (a) assist the Council in the implementation and conduct of the internal dispute resolution procedure of a Council; and
- (b) assist the **Principal Councillor Conduct Registrar** to perform the functions specified in section 81T.

The PCO's role is to provide timely **guidance** to Councillors (and the Council) in regards to the internal dispute resolution procedure, receive and **assess** the Dispute Resolution Application Form, notify the Mayor (when appropriate), and **engage the assistance** of the internal Independent Arbiter Panel (IAP) as required.

The PCO's role involves **facilitating the information** between the Council and the internal Independent Panel and the external Councillor Conduct Panel.

Role of the Mayor

The functions of Mayor (as outlined in the *Local Government Act*, s73AA) include amongst other things-

- a) Providing guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor under section 65 of the Act, and the observation of the Councillor conduct principles and the Councillor Code of Conduct by Councillors under sections 76B, 76BA and 76C of the Act; and
- b) Supporting good working relations between Councillors.

The elected Mayor will within 4 weeks of the Special Statutory Council meeting, undertake specific dispute resolution and conflict management training to assist in providing support for councillors to resolve their dispute.

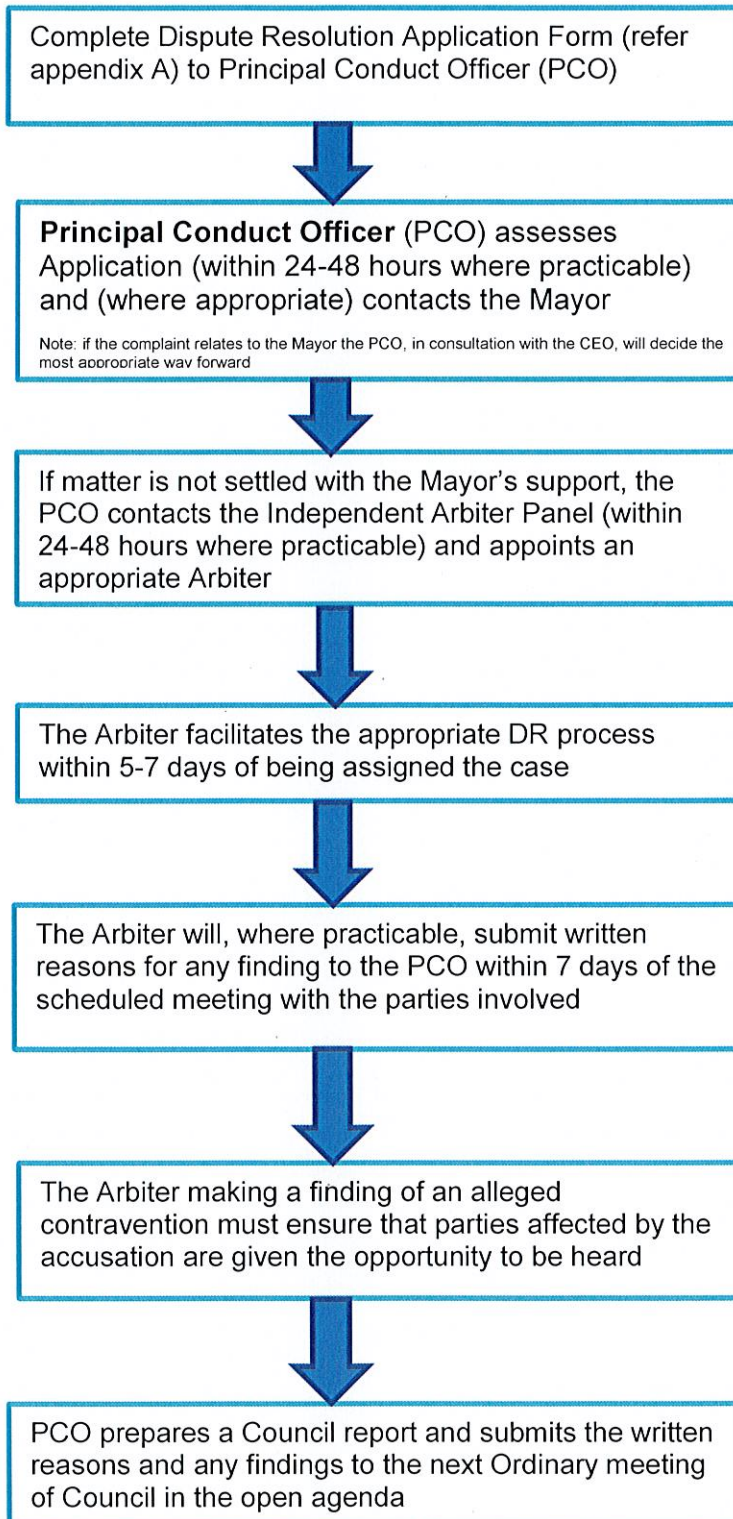
Role of Internal Interdependent Arbiter Panel (IAP)

The Independent Arbiter's role is to facilitate dispute and conflict resolution processes to support Councillors to work together to resolve disputes and interpersonal conflict and/or to make findings in relation to any application alleging contravention of the Councillor Code of Conduct.

The Arbiter is to conduct any internal resolution procedure in a procedurally fair and timely manner.

Flowchart of Dispute and Conflict Resolution Procedure:

Note: this process only occurs after a councillor has made an attempt to resolve the matter directly with the other councillor(s) and through that attempt the matter was not resolved.



Role of Council

The role of Council during an Ordinary Meeting of Council is to assess any findings and reasons for the finding. Council may give one or all of the following written directions to the Councillor:

Direct the Councillor to make an apology in a form or manner specified by the Council

Direct the Councillor to not attend up to, but not exceeding, 2 meetings of the Council from the next scheduled meeting of the Council after the direction is made

Direct that, for a period of up to, but not exceeding, 2 months commencing on a date specified by the Council, the Councillor—

- (i) be removed from any position where the Councillor represents the Council; and
- (ii) not to chair or attend any advisory committee or special committee meeting or an assembly of Councillors or any other meeting specified in the direction.

15. Complaint Handling Process

Where a complaint is received from the public in respect of a Councillor, the complaint will be conveyed to the CEO in the first instance. The CEO, and where appropriate the Mayor and/or PCO, will determine the appropriate process to deal with the complaint. If a complaint is in respect of the CEO, the complaint will be referred directly to the PCO to make an assessment of the complaint and if necessary advise the Mayor of the appropriate action being undertaken in dealing with the complaint.

Council staff will not assess or investigate any such complaint received in relation to a councillor. If the complaint involves a potential protected disclosure under the *Protected Disclosure Act 2012*, it will be dealt with in accordance with that Act and with the Council's *Protected Disclosure Policy & Procedures* (or any substituted policy or procedures).

16. Review

This Code will be reviewed within 4 months of each general election at which time a Special Council meeting will be scheduled solely for the purpose of reviewing and adopting this code.

In addition to the above, Council may determine to review this code every 12 months or as required.

17. Endorsement

It is acknowledged that, in accordance with the Act, this Code addresses the statutory requirement set out in section 76C of the Act, namely it:

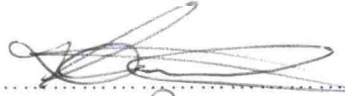
- 17.1. A special meeting of Council solely for the purpose of reviewing and adopting the Councillor Code of Conduct;
- 17.2. includes the Councillor Conduct Principles;
- 17.3. includes an internal resolution procedure for dealing with alleged contravention of the Councillor Code of Conduct;
- 17.4. includes other matters relating to the conduct of Councillors which the Council considers appropriate; and
- 17.5. Declaration by each Councillor that they will abide by the Councillor Code of Conduct.

As Councillors, the following signatures represent our individual declaration that we will abide by the Councillor Code of Conduct.

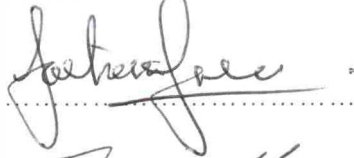
COUNCILLOR

SIGNATURE

Cr Emily Dimitriadis



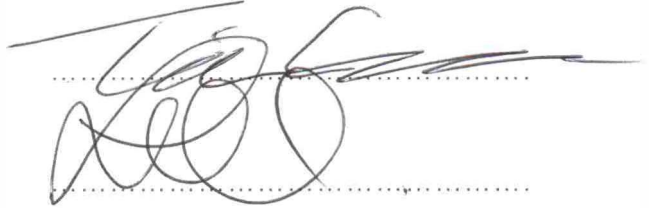
Cr Gaetano Greco



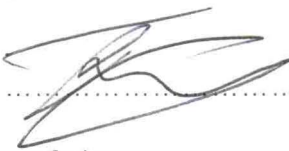
Cr Tom Hannan



Cr Tim Laurence



Cr Lina Messina



Cr Trent McCarthy




Cr Susanne Newton



Cr Susan Rennie

Cr Julie Williams



Appendix A


Councillor Dispute Resolution Application

Application lodged by:	Cr.
Date of application:	
Concern/Complaint :	
Party or parties involved:	Cr.
It is an expectation of the Code of Conduct that individuals will have first attempted to resolve the issue with the other person, before escalating the matter for resolution through this process. Describe the steps you have taken to attempt to resolve this issue.	
What section(s) of the Councillor Code of Conduct is alleged to be in breach:	
Nature of problem (please detail some of the matters involved):	
Nature of the allegation (please detail including any evidence):	


Principal Conduct Officer to complete section below	
Independent Arbiter assigned:	Name: Date:
Date matter resolved:	
Date written reasons given for any findings made by the arbiter:	
Date finalised matter reported to Council:	

**CITY OF
DAREBIN**

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8888 F 8470 8877
E mailbox@darebin.vic.gov.au
darebin.vic.gov.au

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