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# AGENDA

## Special Council Meeting

To be held at Preston City Hall, 284 Gower Street, Preston

On Monday 14 November 2016 at 6.30 pm



# **ACKNOWLEDGEMENT OF DAREBIN'S ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITY**

**(Council adopted this Acknowledgment on 1 July 2013 in order  
to confirm the commitment of Council to the process of  
Reconciliation)**

Darebin City Council acknowledges the Wurundjeri people and the Kulin Nations as the traditional landowners and the historical and contemporary custodians of the land on which the City of Darebin and surrounding municipalities are located.

Council recognises, and pays tribute to, the diversity of Darebin's Aboriginal and Torres Strait Islander community, valuing the unique and important role Aboriginal and Torres Strait Islander community members play in progressing reconciliation, respect and the building of mutual understanding across the City, amongst its people, and in the achievement of shared aspirations. Council recognises and pays tribute to, and celebrates, Darebin's long standing Aboriginal and Torres Strait Islander culture and heritage.



**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 višjejezičnu 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 (Višjejezičnu 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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## PROGRAM

### WELCOME

The evening will commence with a traditional Koori welcome.

### MEETING AGENDA

1. Appointment of Temporary Chairperson
2. Apologies
3. Disclosures of conflicts of interest
4. Term of Office of Mayor
5. Mayoral and Councillor allowances and support
6. Election of the Mayor and Deputy Mayor  
*Following the election, the incoming Mayor will address the gallery regarding Council's plans and significant issues for 2016/2017*
7. Standing Committees for the 2016/2017 Council year
8. Community Advisory Committees for the 2016/2017 Council year
9. Appointment of Council representatives to community organisations for the 2016/2017 Council year
10. Council and Special Committee meeting schedule for the 2016/2017 Council year
11. Close

### REFRESHMENTS

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

**RASIAH DEV**  
**Chief Executive**

**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

**AGENDA****Special (Statutory) Council Meeting**

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**ITEM 1 Appointment of Temporary Chairperson****PURPOSE**

The Council needs to elect a Temporary Chairperson for the meeting until the election of the Mayor.

**RECOMMENDATION**

That Cr. \_\_\_\_\_ be appointed as Temporary Chairperson of the meeting until the election of the Mayor has taken place.

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**ITEM 2 Apologies****PURPOSE**

To accept apologies from any Councillors not in attendance at the meeting.

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**ITEM 3 Disclosures of conflict of interest****PURPOSE**

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.

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**ITEM 4 Term of Office of Mayor****PURPOSE**

Section 71 of the Local Government Act 1989 provides that, at a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be Mayor of the Council.

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.

Any Councillor is eligible for election (or re-election) to the office of Mayor.

**RECOMMENDATION**

That Council resolve to elect a Mayor for a term of \_\_\_\_\_ year/s.

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**ITEM 5      Mayoral and Councillor Allowances and Support****Author            Director Civic Governance and Compliance****Reviewer        Chief Executive****Disclosures    None**

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**PURPOSE**

To provide an update to Council on the payment of the Mayoral and Councillor allowances and the provision of other support to Councillors for the 2016/2017 Council year.

**RECOMMENDATION**

**That Council receive and note this report on Mayoral and Councillor allowances and support for the 2016/2017 Council year.**

**BACKGROUND**

Section 75B of the *Local Government Act 1989* requires each Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council Committees. The City of Darebin Councillor Support and Expenses Policy 2013 (revised March 2016) was adopted by Council on 6 May 2013. The policy includes provision for Councillor professional development. Councillors are encouraged to attend conferences, seminars, workshops and training programs to enhance the skills and knowledge required to perform the role of Councillor.

**DISCUSSION****Allowance Orders**

Section 74B of the *Local Government Act 1989* provides that:

- (1) The Governor in Council may by Order in Council-
  - (a) Specify the amounts of allowances payable by a Council as a Councillor allowance or a Mayoral allowance;
  - (b) Specify limits on the amounts of allowances payable by a Council as a Councillor allowance or a Mayoral allowance;
  - (c) Vary the amount, limit or range of allowances payable by a Council as a Councillor allowance or a Mayoral allowance;
  - (d) Specify the manner in which Councillor allowances and Mayoral allowances are payable.
- (2) An Order in Council may make the same provision for all Councils or may make different provision for particular Councils or for different categories of Councils as specified in the Order in Council.

By Order published in the Victoria Government Gazette on 26 October 2012, Mayoral and Councillor Allowance limits and ranges effective from 27 October 2012 were specified. The Order also stipulated that from 27 October 2012, the payment of annual allowances is not to exceed more than one month in advance.



**Allowances payable to Darebin Councillors**

Under section 73B of the *Local Government Act 1989*, the Hon Tim Bull MLA increased the Mayoral and Councillor Allowance by 2.5% effective 1 December 2015.

The allowances payable to Darebin Councillors until the next review or adjustment are therefore:

- Councillors - \$28,907 plus an amount equivalent to the superannuation guarantee contribution.
- Mayor - \$92,333 plus an amount equivalent to the superannuation guarantee contribution.

The amount equivalent to the superannuation guarantee under Commonwealth taxation legislation (currently 9.5%) is payable in addition to these amounts.

**Mayoral Vehicle**

In accordance with the Councillor Support and Expenses Policy 2013, (revised March 2016) a Council maintained executive vehicle may be provided to the Mayor for Council and reasonable private use during the term of office.

**Councillor Professional Development**

Attendance at Councillor training, promoted by the Municipal Association of Victoria (MAV) or similar industry body, Media training and other conferences or training that provide professional development opportunities for Councillors is strongly encouraged.

Budget provision is made available for such development opportunities in accordance with the Councillor Support and Expenses Policy 2013 (revised March 2016). In 2016/2017, Councillors will be provided with support in identifying training and conferences that will enhance existing skills and further develop individual capability.

**ITEM 6 Election of the Mayor and Deputy Mayor****Author Director Civic Governance and Compliance****Reviewer Chief Executive****Disclosures None**

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**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.

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 conduct an election for the position of Mayor for the 2016/2017 Council year.**
- (2) Council establish the position of Deputy Mayor for the 2016/2017 Council year.**
- (3) 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.**
- (4) 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.**
- (5) 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 2013*.**
- (6) 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 2013.

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 2013.

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 2016/2017 Council year.

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

**ITEM 7 Standing Committees for the 2016/2017 Council year**

**Author** Director Civic Governance and Compliance

**Reviewer** Chief Executive

**Disclosures** None

**PURPOSE**

To establish and appoint members to a number of Standing Committees for the 2016/2017 Council year.

**RECOMMENDATION**

**That:**

(1) Council, pursuant to section 86 of the *Local Government Act 1989* establish the following Special Committees for the 2016/2017 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 2016/2017 Council year with the purpose, authority, composition and responsibilities as detailed in the Audit Committee Charter included in this report.

(3) 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)

## 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 2016/2017 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*.

<b>Membership:</b>	All Councillors
<b>Quorum:</b>	Five members
<b>Meeting Frequency:</b>	Twice monthly
<b>Reporting:</b>	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 included below.

### 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*.

<b>Membership:</b>	All Councillors
<b>Quorum:</b>	Five members
<b>Meeting Frequency:</b>	As required
<b>Reporting:</b>	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 included below.

**Bundoora Homestead Board of Management**

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

<b>Membership:</b>	Three La Trobe Ward Councillors, one Council Officer and five external members.
<b>Quorum:</b>	Five members
<b>Meeting Frequency:</b>	Quarterly
<b>Reporting:</b>	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 included below.

**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.

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

A Charter for the Audit Committee is included below.



## Planning Committee Charter

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### 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) Twice monthly, with meetings scheduled by Council.

### 5 Scope of Activity:

- (1) To consider and determine the following matters:
  - (a) Planning applications which receive five or more objections, where the objector owns or resides at a property within 200 metres of the land subject of the planning application or in the planning officers opinion the objector may be detrimentally affected if a permit is granted.<sup>1</sup>
  - (b) Planning applications which fail to meet the objectives of adopted Council policy.
  - (c) Planning applications which, in the opinion of the Chief Executive or Director for city development in consultation with the Chairperson of the Planning Committee, raise major policy implications and ought to be referred to the Committee for determination.
  - (d) Any other applications for major developments<sup>2</sup> or changes of use which, in the opinion of the Chief Executive or Director for city development in consultation with the Chairperson of the Planning Committee, ought to be referred to the Committee for determination.
  - (e) Minor amendments to Development Plans which in the opinion of the Chief Executive or Director for city development, in consultation with the Chairperson of the Planning Committee, can be determined by the Committee.

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<sup>1</sup> 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.

<sup>2</sup> Major developments includes but is not limited to any development of the value of more than \$10 million and/or higher than 8 stories.

**6 Reporting**

- (1) The 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.

**7 Delegated Authority**

- (1) Full delegated authority under section 188 of the *Planning and Environment Act 1987* to determine applications with five or more objections<sup>1</sup>.
- (2) The Committee has discretion to refer matters to Council if considered appropriate.
- (3) Where the Planning Committee has not been in a position to reach a decision on a matter, the Chief Executive or Director for city development, in consultation with the Chairperson of the Planning Committee, has discretion to refer the matter to a subsequent meeting of Council.





## Hearing of Submissions Committee Charter

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### 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*.



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## Bundoora Homestead Board of Management Charter

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### 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

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### 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.

## ITEM 8      **Community Advisory Committees for the 2016/2017 Council year**

**Author**            Director Civic Governance and Compliance

**Reviewer**        Executive Director

**Disclosures**    None

### **PURPOSE**

To establish and appoint members to a number of Community Advisory Committees for the 2016/2017 Council year.

### **RECOMMENDATION**

That the following Community Advisory Committees be established for the 2016/2017 Council year and the appropriate number of Councillors be appointed as members of each Committee:

<b>Community Advisory Committee</b>	<b>Nominees required</b>	<b>Appointments for 2016/2017 Council Year</b>
<b>Active and Healthy Ageing Community Board</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Darebin Aboriginal Advisory Committee</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Darebin Arts Ambassadors</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Darebin Australia Day Committee</b>	<b>Mayor of the Day (Chair)</b>	
<b>Darebin Bicycle Advisory Committee</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Darebin Disability Advisory Committee</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Darebin Domestic Animal Management Reference Group</b>	<b>One Councillor and one proxy</b>	
<b>Darebin Education Committee</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Darebin Environmental Reference Group</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Darebin Housing Committee</b>	<b>One Councillor (Chair) and one proxy</b>	

<b>Community Advisory Committee</b>	<b>Nominees required</b>	<b>Appointments for 2016/2017 Council Year</b>
<b>Darebin Interfaith Council</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Darebin Women's Advisory Committee</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Darebin Youth Advisory Group</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Edwardes Lake Park Reference Group</b>	<b>All La Trobe Ward Councillors</b>	
<b>Municipal Emergency Management Planning Committee</b>	<b>Mayor of the Day (Chair)</b>	
<b>Northland Urban Renewal Precinct Steering Committee</b>	<b>All Cazaly Ward Councillors (Co-Chairs)</b>	
<b>Preston Business Advisory Committee</b>	<b>One Councillor (Chair) and one proxy</b>	
<b>Reservoir Structure Plan Community Reference Group</b>	<b>All La Trobe Ward Councillors (Co-Chairs)</b>	
<b>Sexuality, Sex and Gender Diversity Advisory Committee</b>	<b>One Councillor (Chair) and one proxy</b>	

## **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 2016/2017 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.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	Ten Darebin residents Two external aged care professionals Four Council Staff
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Adopted by Council on 3 October 2011
<b>Responsible Officer</b>	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.

<b>Required Councillors (2016/2017)</b>	Mayor of the Day (Chairperson) and one proxy
<b>Other Committee Members</b>	A number of community representatives appointed by Council resolution
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Adopted by Council on 2 May 2011
<b>Responsible Officer</b>	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.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	10 Darebin residents Council staff
<b>Meeting Frequency</b>	Four times a year
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Adopted by Council on 6 May 2013.
<b>Responsible Officer</b>	Manager Creative Culture and Events

Darebin Australia Day Committee

The Darebin Australia Day Committee is a Community Advisory Committee to judge entries received for the Darebin Australia Day Awards in the categories of Citizen, Young Citizen and Community Group of the Year and to assist with promoting the awards and to attend and present the awards at a special event.

<b>Required Councillors (2016/2017)</b>	Mayor of the Day (Chairperson)
<b>Other Committee Members</b>	A representative of Darebin Ethnic Communities Council and two community representatives selected through an expressions of interest process
<b>Meeting Frequency</b>	As required to judge the nominations for the Darebin Australia Day Awards and to attend an Awards event in January each year
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	The Darebin Australia Day Awards and Event Policy was adopted by Council on 18 August 2008 and updated on 1 September 2013.
<b>Responsible Officer</b>	Manager Creative Culture and Events

Darebin Bicycle Advisory Committee

The Darebin Bicycle Advisory Committee was established to provide ongoing community input to Council into the provision of cycling infrastructure facilities and education programs, and as means of tracking delivery of the Darebin Cycling Strategy.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	10 Darebin community members with an interest in cycling 2 Council Staff, others as relevant
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Adopted by Council on 4 June 2012
<b>Responsible Officer</b>	Manager Transport and Public Places

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.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	7 individual community representatives 4 representatives of support groups/ agencies 7 Council Officers
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Revised June 2012
<b>Responsible Officer</b>	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 euthanasia was formed to provide advice on issues relating to the reduction of euthanasia of dogs and cats to ensure Council achieves the target of 50% euthanasia rate for cats and 10% euthanasia rate for dogs as set out in Darebin's Domestic Animal Management (DAM) Plan 2013-2017.

<b>Required Councillors (2016/2017)</b>	One Councillor and one proxy
<b>Other Committee Members</b>	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
<b>Meeting Frequency</b>	Three times a year
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Adopted by Committee on 5 December 2014
<b>Responsible Officer</b>	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.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	Up to 5 Council officers, up to 10 external members
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	The committee was established by Council on 15 August 2011 and has developed a Terms of Reference.
<b>Responsible Officer</b>	Manager Families, Diversity and Community

### 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.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	12 community members from across Darebin who are members and representatives of a variety of environmental organisations.
<b>Meeting Frequency</b>	Bi-monthly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Updated by Council on 2 May 2011
<b>Responsible Officer</b>	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.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	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.
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Endorsed by Council on 20 December 2004.
<b>Responsible Officer</b>	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.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	Representatives of various faith communities within Darebin and relevant Council Officers.
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Endorsed by Council 15 May 2006.
<b>Responsible Officer</b>	Interfaith Development Officer

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' - Darebin Council Plan (2009-2013).

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	Women who live, work and study in Darebin.
<b>Meeting Frequency</b>	Bi-monthly - evening
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Endorsed by Council in November 2010
<b>Responsible Officer</b>	Diversity Policy Officer

**Darebin Youth Advisory Group**

The purpose of the Darebin Youth Advisory Group is to represent the interests of young people in Darebin, inclusive of service providers and families. The Advisory Group will advise Council on issues and barriers to access and inclusion that affect young people living, working, recreating or studying in Darebin. The Darebin Youth Advisory Group will monitor and report on the Darebin Youth Engagement Strategy 2012-2017 and communicate Council's achievements through the strategy to the wider community.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	Ten young people aged 12-25 External youth service professionals Three Council Staff
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Adopted by Council on 26 November 2012
<b>Responsible Officer</b>	Executive Manager Community Experience and Learning

**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.

<b>Required Councillors (2016/2017)</b>	All La Trobe Ward Councillors
<b>Other Committee Members</b>	Coordinator Public Realm and Parks and Vegetation Officers x three Community representatives x six
<b>Meeting Frequency</b>	Every 2 months
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Establishment of the group in 2014 was endorsed by Council on 17 June 2013.
<b>Responsible Officer</b>	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.

<b>Required Councillors (2016/2017)</b>	Mayor of the Day (Chair)
<b>Other Committee Members</b>	Municipal Emergency Resource Officer, emergency services, welfare agencies, State Government Departments and major industrial facilities in Darebin.
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	The Municipal Emergency Management Plan was endorsed by Council 2 August 2010.
<b>Responsible Officer</b>	Director, Operations and Environment

Northland Urban Renewal Precinct Steering Committee

The Northland Urban Renewal Precinct (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.

<b>Required Councillors (2016/2017)</b>	All three Cazaly Ward Councillors (Co-Chairs)
<b>Other Committee Members</b>	Darebin Council officers and councillors, Banyule Council officers and councillors, La Trobe University, Northern College of the Arts and Technology, Department of Health and Human Services, Metropolitan Planning Authority, Department of Environment, Land, Water and Planning, development industry specialists, and community representatives.
<b>Meeting Frequency</b>	3- 4 times a year, or as otherwise required.
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Adopted by the Committee on 22 April 2009
<b>Responsible Officer</b>	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.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	5 business representatives, liable for the Special Rate, made up of a representative mix of business types and locations within the centre. 2 Council Officers being the Executive Manager City Plan and Transformation and Business Development Coordinator.
<b>Meeting Frequency</b>	Monthly (excluding January and December).
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Endorsed by Council in July 2008
<b>Responsible Officer</b>	Executive Manager City Plan and Transformation

Reservoir Structure Plan Community Reference Group

The purpose of the Reservoir Structure Plan Community Reference Group is to prepare a Structure Plan which defines the preferred directions for future growth for the Reservoir Major Activity Centre as required under the State Government's planning strategy for Melbourne.

<b>Required Councillors (2016/2017)</b>	All three La Trobe Ward Councillors (Co-Chairs)
<b>Other Committee Members</b>	Council officers and external stakeholders from commercial and community organisations.
<b>Meeting Frequency</b>	At key milestones of the project for its duration.
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	The broad issues to be addressed and study process to be followed were endorsed by Council on 2 February 2009.
<b>Responsible Officer</b>	Manager City Design and Strategic Planning

**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.

<b>Required Councillors (2016/2017)</b>	One Councillor (Chair) and one proxy
<b>Other Committee Members</b>	1 Council officer, at least two representatives from community based organisations addressing SSAGD communities and 8 community members representing the community's SSAGD community.
<b>Meeting Frequency</b>	Quarterly
<b>Reporting</b>	Status update to Council every 6 months via officer report
<b>Terms of Reference</b>	Endorsed by Council on 21 November 2011.
<b>Responsible Officer</b>	Diversity Policy Officer

## ITEM 9 Appointment of Council representatives to community organisations for the 2016/2017 Council year

**Author** Director Civic Governance and Compliance

**Reviewer** Executive Director

**Disclosures** None

### PURPOSE

To appoint members to a number of state-wide, metropolitan, regional and Darebin based organisations for the 2016/2017 Council year.

### RECOMMENDATION

That the following Councillors be appointed as Council representatives to the organisations listed in the table:

State-wide, metropolitan or regional organisations		Appointments for 2016/2017 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 Group Training Ltd	One Councillor and one proxy	
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	

<b>Darebin based organisations</b>		<b>Appointments for 2016/2017 Council Year</b>
<b>Darebin Enterprise Centre Ltd (DECL)</b>	<b>Two Councillors</b>	
<b>Darebin Ethnic Communities Council (DECC)</b>	<b>Two Councillors</b>	
<b>Darebin Creek Management Committee Inc.</b>	<b>One Councillor and one proxy</b>	
<b>Merri Creek Management Committee Inc.</b>	<b>One Councillor and one proxy</b>	

## SCHEDULE OF COUNCIL REPRESENTATIVES TO COMMUNITY ORGANISATIONS - 2016/2017

### State-wide, Metropolitan and Regional Organisations

#### Municipal Association of Victoria (MAV)

<b>Purpose:</b>	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.
<b>Membership:</b>	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.
<b>Representation:</b>	DCC is represented by a Councillor and a proxy delegate can be appointed.
<b>Meetings:</b>	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.
<b>Liaison Officer</b>	Chief Executive

#### Victorian Local Governance Association

<b>Purpose:</b>	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.
<b>Membership:</b>	The Association has 3 membership categories: <ul style="list-style-type: none"> <li>• Elected Local Governments</li> <li>• Community Groups</li> <li>• Individual citizens</li> </ul> The VLGA Committee which manages business and affairs of the Association is elected at the AGM.
<b>Representation:</b>	DCC is represented by a Councillor and a proxy delegate can be appointed.
<b>Meetings:</b>	All members may attend the AGM and general meetings of the Association. 'Planning Day' once a year. Opportunities to join various working groups.
<b>Liaison Officer</b>	Chief Executive



**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:

- 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, 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.

<b>Membership:</b>	Membership of the Board is made up of four independent directors and one director and alternative from each of the member Councils.
<b>Representation</b>	At present DCC is represented by a Councillor (Director) and a Council Officer (Alternative Director). However Council can nominate their representative on the Board. At present Moreland and Yarra have officers only on the INGT Board.
<b>Meetings</b>	INGT has monthly meetings. Standing committees or sub-committees are established as required.
<b>Liaison Officer</b>	Director Corporate Services

### **Inner Northern Local Learning and Employment Network Inc (INLLEN)**

**Purpose:** 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.

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:

- 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.

<b>Membership:</b>	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.
<b>Representation:</b>	DCC is represented by a Councillor who is eligible for election to the Committee of Management.
<b>Meetings:</b>	Committee of Management meets 5 times per year.
<b>Liaison Officer</b>	Director Corporate Services

**North West 4**

<b>Purpose:</b>	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.
<b>Membership:</b>	NW4 comprises representatives of Darebin, Moonee Valley, Moreland and Hume Councils, Victoria Police, and other community road safety partners from various groups.
<b>Representation:</b>	Safe Travel Officer
<b>Meetings:</b>	Meets bi-monthly
<b>Liaison Officer</b>	Safe Travel Officer

**Friends of Baucau Inc**

<b>Purpose:</b>	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.
<b>Membership:</b>	Councillors and community representatives of Darebin and Yarra municipalities.
<b>Meetings:</b>	Monthly meetings are hosted alternatively by Yarra and Darebin Councils. Sub-groups have been established.
<b>Representation:</b>	DCC is represented by a Councillor.
<b>Liaison Officer:</b>	Coordinator Equity and Diversity

**Metropolitan Transport Forum (MTF)**

<b>Purpose:</b>	The Metropolitan Transport Forum 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.
<b>Membership:</b>	MTF comprises local governments and associate members representing transport companies and participants from the State Government and environment groups.
<b>Representation:</b>	DCC is represented by a Councillor and a Council Officer.
<b>Meetings:</b>	MTF has general meetings monthly and an AGM. Standing committees or sub-committees are established as required.
<b>Liaison Officer</b>	Manager Transport and Public Places

**Northern Alliance for Greenhouse Action**

<b>Purpose:</b>	<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>
<b>Membership:</b>	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).
<b>Representation:</b>	DCC is represented by a Councillor.
<b>Meetings:</b>	Meetings are quarterly with at least three meetings per year.
<b>Liaison Officer</b>	Manager Environment and Community Outcomes

**Darebin Organisations****Darebin Enterprise Centre Ltd (DECL)**

<b>Purpose:</b>	<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>
<b>Membership:</b>	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 (DECC)**

- 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

**ITEM 10 Council and Special Committee Meeting schedule for the 2016/2017 Council year**

<b>Author</b>	Coordinator Council Business
<b>Reviewer</b>	Director Civic Governance and Compliance
<b>Disclosures</b>	None

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**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 2016/2017 Council year.

**RECOMMENDATION**

**That:**

- (1) Ordinary meetings of the Council for the period ending 30 May 2017 be held in the Council Chamber at Darebin Civic Centre (or other venue as determined) at 6.00 pm on 5 December, 12 December 2016, 13 February, 27 February, 20 March, 3 April, 26 April and 8 May and 29 May 2017**
- (2) A special (statutory) meeting of the Council be held at the Preston City Hall at 6.30 pm on Monday 13 November 2017.**
- (3) Meetings of the Planning Committee for the period ending 30 May 2017 be held in the Council Chamber at Darebin Civic Centre at 6.00 pm on 21 November, 19 December 2016, 6 February, 14 March, 18 April and 22 May 2017.**
- (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.**
- (6) Council note Councillor Briefings will be held from 4.00 pm on 28 November 2016, 20 February, 27 March and 1 May 2017.**

**BACKGROUND**

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.

Briefing sessions are an opportunity for officers to provide information for Councillors to explore, in an informal setting, various issues of a policy or strategic nature. The focus of the annual weekend workshop normally held in February each year is on strategic planning.

## **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*.



**ITEM 11    Close of meeting**