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AGENDA OF THE ORDINARY COUNCIL MEETING

To be held on Tuesday 28 January 2025 at 6:00 PM

**This Council Meeting will be held at Council Chamber,
350 High Street, Preston.**

**This meeting will be a scheduled hybrid meeting, at which
both councillors and members of the public may
participate either in person or virtually.**

**This meeting will also be livestreamed and may be
accessed from Councils website www.darebin.vic.gov.au.**

Persons wishing to observe the meeting in person, submit a Question or make a Submission, are required to register by 12pm on the day of the meeting.



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

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

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

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

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



English

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

Arabic

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

Chinese

这些是市议会会议纪要。如需协助了解任何纪要项目，请致电8470 8888。

Greek

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

Hindi

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

Italian

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

Macedonian

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

Nepali

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

Punjabi

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

Somali

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

Spanish

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

Urdu

یہ کاؤنسل کی میٹنگ کا ایجنڈا ہے۔ ایجنڈے کے کسی بھی حصے کے بارے میں مدد کے لیے براہ مہربانی 8470 8888 پر فون کریں۔

Vietnamese

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

1.	OPENING OF MEETING AND MEMBERSHIP	1
2.	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	1
3.	APOLOGIES.....	1
4.	DISCLOSURES OF CONFLICTS OF INTEREST	1
5.	CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS.....	1
6.	COUNCIL’S OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES	1
7.	QUESTION AND SUBMISSION TIME	2
8.	PETITIONS	3
9.	CONSIDERATION OF REPORTS.....	4
	9.1 CEO EMPLOYMENT MATTERS COMMITTEE CHARTER AND CEO EMPLOYMENT AND REMUNERATION POLICY.....	4
	9.2 REVISITING YOUR STREET YOUR SAY GROUP B.....	46
	9.3 OPTIONS PAPER FOR CULTURAL DIVERSITY AND LGBTIQA+ ACTION PLANS	69
	9.4 NEW CLIENT FEE FOR DELIVERED MEALS SERVICE	80
	9.5 GOVERNANCE REPORT - JANUARY 2025	85
10.	ITEMS TO BE TABLED.....	115
11.	NOTICES OF MOTION.....	116
	11.1 CAPPING CEO REMUNERATION PACKAGES	116
	11.2 ALPHINGTON COMMUNITY BATTERY.....	118
	11.3 DAREBIN CREEK MANAGEMENT COMMITTEE (DCMC) AND DAREBIN PARKLANDS	119
	11.4 DIVRS’S COMPLEX SUPPORT PROGRAM	120
12.	URGENT BUSINESS.....	122
13.	CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL.....	122
14.	CLOSE OF MEETING	122

Agenda

1. OPENING OF MEETING AND MEMBERSHIP

Cr. Kristine Olaris OAM (Mayor)
Cr. Emily Dimitriadis (Deputy Mayor)
Cr. Matt Arturi
Cr. Connie Boglis OAM
Cr. Gaetano Greco
Cr. Ruth Jelley
Cr. Julie O'Brien
Cr. Alexandra Sangster
Cr. Vasilios Tsalkos

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

3. APOLOGIES

4. DISCLOSURES OF CONFLICTS OF INTEREST

5. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

Recommendation

That the Minutes of the Ordinary Meeting of Council held on 16 December 2024 be confirmed as a correct record of business transacted.

6. COUNCIL'S OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

7. QUESTION AND SUBMISSION TIME

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

QUESTIONS

Members of the public can ask up to three (3) questions at an Ordinary Council meeting. Members of the public wishing to ask a question must register their question using the Questions and Submission Time Form before 12 noon on the day of the meeting.

Questions that are not lodged by 12 noon on the day of the Council Meeting will not be accepted, and **no questions will be taken from people *in attendance* on the night of the Council Meeting.**

In accordance with the Council Governance Rules 2020, the Chairperson may disallow a question if it:

- a) relates to a matter outside the duties, functions or powers of Council;
- b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- c) may lead to a breach of Council's statutory obligations;
- d) relates to a Notice of Motion, Petition or item of urgent business;
- e) deals with a subject matter already answered;
- f) is aimed at embarrassing a Councillor or an Officer; or
- g) deals with a matter that should be, or has been, considered as a confidential matter or relates to any matter in respect of which Council may close the Meeting to the public under section 66 of the *Local Government Act 2020*.

No questions directed at an individual Councillor or Officer will be allowed

SUBMISSIONS

Members of the public wishing to make a 2 minute submission on a report listed on the Agenda (unless not permitted pursuant to the Councils Governance Rules) must register online before 12 noon on the day of the Ordinary Council Meeting or Hearing of Submissions Meeting and be in attendance on the day of the Meeting to make their submission.

If the person wishing to make a submission or their representative is not in attendance (including virtual attendance for a scheduled hybrid meeting) when the Agenda item is to be considered, their submission will not be read out.

The person making the submission must clearly state their name and their suburb. The name of the submitter will be recorded in the Minutes, as an official record.

No member of the public can make a submission to a Notice of Motion, Petition (unless originator of petition, Governance Rule 16.3(6)) or item of Urgent Business presented at a Council meeting.

HOW TO REGISTER TO ATTEND THE MEETING, SUBMIT YOUR QUESTION OR MAKE A SUBMISSION

Members of the public who wish to observe the meeting in person, ask a question, or make a submission to an agenda item, at an Ordinary Council Meeting are required to register by 12pm on the day of the meeting in one of the following ways:

- (a) online at darebin.vic.gov.au;
- (b) by calling the customer service team on 8470 8888, or
- (c) by mail to PO Box 91, Preston 3072

Council meetings can be viewed at the 'Watch Council and Planning Committee' meetings page via Council's website.

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

8. PETITIONS

9. CONSIDERATION OF REPORTS

9.1 CEO EMPLOYMENT MATTERS COMMITTEE CHARTER AND CEO EMPLOYMENT AND REMUNERATION POLICY

Author: Acting General Manager Customer & Corporate

Reviewed By: Acting General Manager Customer & Corporate

EXECUTIVE SUMMARY

Council established the CEO Employment Matters Committee in April 2017 to oversee the employment of the Chief Executive Officer (CEO) as an advisory Committee to Council.

In March 2023, Council adopted the CEO Employment Matters Committee Charter and the CEO Employment and Remuneration Policy. The adoption of the policy was in accordance with the requirement of s45 of the *Local Government Act 2020*.

In line with good governance, and the new Council term, the Charter and Policy have been reviewed. A copy of the Charter (**Appendix A** – marked up changes and **Appendix B** – clean copy) and a copy of the Policy (**Appendix C** – marked up changes and **Appendix D** – clean copy) are attached and contain a small number of minor changes:

- Reference to the new Model Councillor Code of Conduct as part of the Local Government Act reforms
- Formatting changes to the content and structure of the documents to ensure greater clarity and consistency between the Charter and the Policy following a legal review, and feedback from the CEO Employment Matters Committee.

Officer Recommendation

That Council:

- (1) Notes that the CEO Employment Matters Committee have reviewed and recommend the CEO Employment Matters Committee Charter (**Appendix A & B**) and the CEO Employment and Remuneration Policy (**Appendix C & D**) to Council for adoption with changes incorporated in Appendices.
 - (2) Notes that the reviewed CEO Employment Matters Committee Charter and the CEO Employment and Remuneration Policy was considered by the CEO Employment Matters Committee at its meeting on 21 January 2025 and is recommended to Council for adoption by the Committee.
 - (3) Adopts the CEO Employment Matters Committee Charter at **Appendix B**.
 - (4) Adopts the CEO Employment and Remuneration Policy at **Appendix D**.
-

BACKGROUND / KEY INFORMATION

Council first established a CEO Employment Matters Committee in April 2017. Council is not required to have a CEO Employment Matters Committee or an Independent Chair.

The establishment of an Advisory Committee for this purpose is considered a best practice approach to manage the employment and performance of the CEO and the high demand on the time and effort of elected Councillors. The engagement of an Independent Chair provides the Committee with specialist support to assist the Committee.

Under section 45 of the *Local Government Act 2020* (the Act), Council is required to “develop, adopt and keep in force” a Chief Executive Officer Employment and Remuneration Policy.

The Act (Section 45) requires:

- (1) A Council must develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy.
- (2) A Chief Executive Officer Employment and Remuneration Policy must—
 - a) provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy; and
 - b) provide for the following—
 - (i) the recruitment and appointment process;
 - (ii) provisions to be included in the contract of employment;
 - (iii) performance monitoring;
 - (iv) an annual review; and
 - c) include any other matters prescribed by the regulations.
- (3) A Council must have regard to—
 - (a) any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
 - (b) any Determination that is currently in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executives employed in public service bodies— in developing the Chief Executive Officer Employment and Remuneration Policy.
- (4) A Council must adopt the first Chief Executive Officer Employment and Remuneration Policy under this section within 6 months of the commencement of this section.”

Previous Council Resolutions

At its meeting held on 27 March 2023, Council resolved:

“That Council:

- (1) Notes that the CEO Employment Matters Committee have reviewed and recommend the CEO Employment and Remuneration Policy (Appendix B & D) and the CEO Employment Matters Committee Charter (Appendix A & C) to Council for adoption with changes incorporated in Appendices.
- (2) Adopts the CEO Employment Matters Committee Charter at Appendix C
- (3) Adopts the CEO Employment and Remuneration Policy at Appendix D
- (4) Delegates the Manager People and Culture to undertake recruitment for the position of Independent Chair of the CEO Employment Matters Committee and provide a recommendation to Council for appointment.”

At its meeting held on 27 February 2023, Council resolved in part:

“That Council:

.....

- (13) Authorise the extension of the interim Independent Chair of the CEO Employment Matters Committee, Joe Carbone, until such time as Council appoints an Independent Member following a recruitment process.”*

At its meeting held on 28 November 2022, Council resolved in part:

“That Council:

.....

- (10) Notes that the current term of the Independent Chair of the CEO Employment Matters Committee, Mary Crooks, ended on 25 November 2022 and thank Mary for her significant contribution to Council since her commencement in 2017.*
- (11) Appoints Joe Carbone, former independent HR Advisor to Council, as the interim Independent Chair of the CEO Employment Matters Committee up to 27 February 2023 at an agreed hourly rate, delegated to the General Manager Governance and Engagement to finalise.*
- (12) Notes that the CEO Employment Matters Committee Charter, CEO Employment and Remuneration Policy will be reported to Council at its December meeting, accompanied by a recommendation to advertise the Independent Chair, CEO Employment Matters Committee position.”*

At its meeting held on 25 July 2022, Council resolved:

“That Council:

- 1) Note the appointment of Councillors on the CEO Employment Matters Committee end upon appointment of the Chief Executive Officer by the execution of the contract of employment.*
- 2) Note that Council’s obligations in accordance with the CEO Employment and Remuneration Policy (Appendix B) are to appoint the Mayor, the Deputy Mayor and some or all of Councillors to the Committee.*
- 3) Note that the CEO Employment matters Committee will comprise of the Independent Chair, the Mayor, Deputy Mayor and 3 Councillors. Except when there is a vacancy in the position of CEO, when for the recruitment and appointment process, the membership will be –*
 - Independent Chair; and*
 - All Councillors*
- 4) Appoint Mayor Lina Messina, Deputy Mayor Trent McCarthy and Councillor Emily Dimitriadis, Councillor Gaetano Greco, and Councillor Susan Rennie to the CEO Employment Matters Committee, to take effect from the date of execution of the CEO employment contract.*
- 5) Make an administrative change to the CEO Employment Matters Committee Charter to reflect these new appointments, in the ‘composition’ section that the Committee will be constituted by an independent chairperson, the Mayor, Deputy Mayor and 3 (three) Councillors, and in both the ‘composition’ and ‘meetings’ sections reflect a quorum of 4 (four) members will be necessary to transact business of the Committee.*
- 6) Make an administrative change to the CEO Employment Matters Committee Charter to reflect clearly that all Councillors will receive notices and agendas for all meetings of the committee and if not a member of the committee will be welcome to attend.*

- 7) *Note that the current term of appointment of the Independent Chair of the CEO Employment Matters Committee ends on 25 November 2022, and that a further report will be provided to Council at its September 2022 meeting for decision regarding role requirements and appointment to this position.*
- 8) *Note that the CEO Employment Matters Committee Charter and CEO Employment and Remuneration Policy will be reported to Council at its September 2022 meeting.*

At its meeting held on 15 December 2021, Council resolved:

“That Council:

- (1) Note that the draft CEO Employment and Remuneration Policy was considered by the CEO Employment Matters Committee at its meeting on 8 December 2021 and is recommended to Council for adoption by the Committee.*
- (2) Adopt the CEO Employment and Remuneration Policy in **Appendix A** to come into effect on 31 December 2021 in accordance with the Local Government Act 2020, with the following change:*
 - a. Page 1. Under ‘Definitions and Abbreviations’ in the Independent Chair’ section insert after ‘Committee and’ the following words “in collaboration with the Committee”*

ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 1: Vibrant, Respectful and Connected

ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 4 Responsible, Transparent and Responsive

ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

DISCUSSION

The CEO Employment Matters Committee was first established by Council in April 2017. Since this time the *Local Government Act 2020* has been introduced and further strengthened consistency in governance arrangements surrounding the employment and remuneration for the Chief Executive Officer (CEO).

In 2023, the CEO Employment Matters Committee Charter had its first substantial review since it was first established in 2017. The CEO Employment and Remuneration Policy was established in 2021, and reviewed in March 2023.

There are only minor changes to the Charter and Policy as part of the 2025 review, which are detailed below:

CEO Employment Matters Committee Charter

- Formatting and duplication of information covered in the policy
- Updated titles of key personnel
- The removal of the right of the Independent Chair to vote on recommendations before the Committee.

CEO Employment and Remuneration Policy

- Removal of a sentence in the 'Scope' section which is duplicated in the 'Purpose' section of the policy.
- Inclusion of additional and updated definitions and abbreviations.
- Updated titles of key personnel.
- Reference to the new Model Councillor Code of Conduct introduced as part of the recent Local Government Act reforms.
- Providing greater flexibility to Council (on recommendation of the Committee) to decide whether an Independent Recruitment Consultant is required, depending on the circumstances. The existing policy requires the services of an external recruitment consultant in all circumstances.
- Formatting and structure of content in the policy.

CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**Financial Management**

The CEO Employment and Remuneration Policy includes decision making by Council with regard to CEO Credit Card transactions and request for reimbursement by the CEO. The Policy incorporates best practice process that all Credit Card transactions and Reimbursements be approved by Council twice annually.

Consultation

Councillors were presented with the suggested changes at the meeting of the CEO Employment Matters Committee on 21 January 2025.

Affected persons rights and interests

Before making a decision that affects a person's rights, Council must identify whose rights may be directly affected and provide an opportunity for that person (or persons) to convey those views regarding the effect on their rights and consider those views.

The CEO has been consulted on the proposed changes to the Charter and the Policy.

Other Principles for consideration**Overarching Governance Principles and Supporting Principles**

- (i) the transparency of Council decisions, actions and information is to be ensured.

Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

Strategic Planning Principles

- (a) an integrated approach to planning, monitoring and performance reporting is to be adopted;

Service Performance Principles

- (d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;

COUNCIL POLICY CONSIDERATIONS

Environmental Sustainability Considerations (including Climate Emergency)

There are no factors in this report which impact upon environmental sustainability.

Equity, Inclusion, Wellbeing and Human Rights Considerations:

There are no factors in this report which impact on equity, inclusion and wellbeing and inclusion.

Economic Development and Cultural Considerations

There are no factors in this report which impact upon cultural considerations or economic development.

Operational Impacts

The proposed changes will have minimal impact on existing operations.

Legal and Risk Implications

The *Local Government Act 2020* outlines the requirements for managing the employment of the Chief Executive Officer and requires that Council have a CEO Employment and Remuneration Policy.

The revised CEO Employment Matters Charter (**Appendix A**) and the revised CEO Employment and Remuneration Policy (**Appendix C**) were reviewed by Maddocks Lawyers to align to best practice through the review process.





IMPLEMENTATION ACTIONS

Upon adoption, the revised Charter and Policy will guide the CEO recruitment process.

RELATED DOCUMENTS

- *Local Government Act 2020*
- CEO Employment and Remuneration Policy
- CEO Employment Matters Committee
- Recruitment and Selection Policy

Attachments

- DRAFT CEO Employment Matters Committee Charter - marked up copy (**Appendix A**)
[↓](#) 
- DRAFT CEO Employment Matters Committee Charter - clean copy (**Appendix B**) [↓](#) 
- DRAFT CEO Employment and Remuneration Policy - Marked up changes (**Appendix C**) [↓](#) 
- DRAFT CEO Employment and Remuneration Policy - clean copy (**Appendix D**) [↓](#) 

DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

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



CEO Employment Matters Committee Charter

<p>Purpose</p>	<p>The CEO Employment Matters Committee (Committee) is an Advisory Committee appointed to assist Council in fulfilling its responsibilities relating to CEO Employment and Remuneration in accordance with the Council's CEO Employment and Remuneration Policy (Policy) and the requirements of Section 45 of the <i>Local Government Act 2020</i> (The Act).</p>
<p>Authority</p>	<p>The Committee has the responsibility for assisting Council with the management of CEO Employment employment matters by recommending and advising Council on matters specified in the CEO Employment and Remuneration Policy, including:</p> <ul style="list-style-type: none"> • Recruitment recruitment; • Contract the Contract of e Employment between Council and the CEO; • Remuneration remuneration; • Setting setting annual performance objectives and measures through the CEO Performance Plan; • Managing managing performance and performance reviews against the CEO Performance Plan and contractual requirements; • Recommending recommending professional development opportunities for the CEO; • Hhealth, Ssafety and Wwellbeing; and • Other other terms and conditions of employment, including any requirements prescribed in the Act or relevant Regulations <u>made under it</u>.
<p>Composition</p>	<p>The Committee will be constituted as follows:</p> <ul style="list-style-type: none"> • —when there is a vacancy in the position of CEO and the Committee is advising Council on the recruitment and appointment process, — an Independent Chair and all Councillors; and • — • —at all other times, —an Independent Chair, the Mayor, the Deputy Mayor and 3 Councillors appointed by Council. <ul style="list-style-type: none"> • — A quorum requires the Independent Chair to be present (in person or remotely). • — A quorum of four members will be necessary to transact business of the Committee.
<p><u>Role of the Independent Chair</u></p>	<p><u>The Independent Chair will fulfil the responsibilities outlined in the Policy, including:</u></p>

January 2025
February 2023

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- scheduling Committee meetings, preparation of Committee meeting agendas and preparation of Committee minutes;
- chairing meetings of the Committee to ensure orderly, professional and focused consideration of matters before the Committee;
- providing independent professional advice on matters relating to the employment and remuneration of the CEO;
- leading, guiding and documenting the annual CEO Performance Plan;
- facilitating the annual and mid-term review of the CEO performance against the CEO Performance Plan, including the scheduling of meetings, developing the meeting agenda, ensuring the self-assessment is completed by the CEO and circulated, ensuring a Councillor survey is conducted, facilitating a collective assessment with all Councillors and preparing a Committee report to support the Committee's recommendation to Council;
- liaising with the CEO on the completion of the self-assessment as part of the mid-term review of the CEO performance against the Performance Plan and arranging for delivery to Committee members;
- directing the mid-term review of the CEO performance against the Performance Plan and assisting the Committee to reach a united view on its outcome;
- maintaining a record of all meetings of the Committee, preparing the Performance Plan and draft report to Council for a decision on the mid-term review;
- performing other functions as required in supporting the CEO's performance reviews and performance development, providing advice on appropriate development opportunities for the CEO;
- providing independent advice on the CEO's Total Remuneration Package and remuneration reviews;
- ensuring that the Committee adheres to the principles of the Policy, and any other relevant Council policy; and
- advising of any conflict of interest and ensuring the Committee is provided opportunity to declare conflicts at every meeting.

The Independent Chair is entitled to vote on recommendations put before the Committee. There is no casting vote.

January 2025

February 2023

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Selection of the Independent Chair
Independent Chair

The Independent Chair is required to have significant human resources management expertise relevant to the local government sector in order to provide advice to the Committee and Council, in addition to the necessary skills and experience to fulfil the responsibilities of the position.

Council will appoint a natural person as the Independent Chair through a merit-based recruitment process that also seeks value of connection to the Darebin community. The Independent Chair cannot be a Councillor or member of Council staff and must be able to demonstrate independence to fulfil all duties associated with the work of the Committee.

~~The Manager People & Culture~~ ~~The Chief People Officer~~ will manage recruitment of the Independent Chair in accordance with Council's requirements, making a recommendation to Council on the appointment or extension of the Independent Chair in consultation with Councillors.

The Independent Chair is to be appointed for a three-year term with an option for a further three-year term by mutual agreement with Council.

~~• The Independent Chair is required to have significant HR expertise relevant to the local government sector in order to provide advice to the Committee and Council, in addition to the necessary skills and experience to fulfil the responsibilities of the position.~~

~~• Council will appoint a natural person as the Independent Chair through a merit based recruitment process that also seeks value of connection to the Darebin community. The independent chairperson cannot be a Councillor or member of Council staff and must be able to demonstrate independence to fulfil all duties associated with the work of the Committee.~~

~~• The Manager People and Culture will manage recruitment for the Independent Chair in accordance with Council's requirements, making a recommendation to Council on the appointment or extension of the Independent Chair in consultation with Councillors.~~

~~• The independent chair is to be appointed for a three year term with an option for a further three year term by mutual agreement with Council.~~

~~• The Independent Chair will fulfil the responsibilities outlined in the CEO Employment and Remuneration Policy, including:~~

~~• Scheduling of Committee meetings, preparation of Committee meeting agendas and preparation of Committee minutes~~

~~• Chairing meetings of the Committee to ensure orderly, professional and focused consideration of matters before the Committee~~

~~• Providing independent professional advice on matters relating to the employment and remuneration of the CEO~~

~~• Leading, guiding and documenting the annual CEO Performance Plan.~~

~~• Facilitating the annual and mid term review of the CEO performance against the CEO Performance Plan including the scheduling of meetings, developing the meeting agenda, ensuring the self-assessment is completed by the CEO and circulated, ensuring a Councillor survey is conducted, facilitating a collective assessment with all Councillors~~

January 2025

February 2023

[9773256:46515278_1]



	<p>and preparing a Committee report to support the Committee's recommendation to Council.</p> <ul style="list-style-type: none"> • Liaising with the CEO on the completion of the self-assessment as part of the mid-term review of the CEO performance against the Performance Plan and arranging for delivery to Committee members. • Directing the mid-term review of the CEO performance against the Performance Plan and assisting the Committee to reach a united view on its outcome. • Maintaining a record of all meetings of the Committee, preparing the Performance Plan and draft report to Council for a decision on the mid-term review. • Performing other functions as required in supporting the CEO's performance reviews and performance development, providing advice on appropriate development opportunities for the CEO. • Providing independent advice on the CEO's Total Remuneration Package and remuneration reviews • Ensuring that the Committee adheres to the principles of the Policy, and any other relevant Council policy • Advising of any conflict of interest and ensuring the Committee are provided opportunity to declare conflicts at every meeting. • The Independent Chair is entitled to vote on recommendations put before the Committee. There is no casting vote. • The Independent Chair is entitled to be remunerated in accordance with their contract between Council and the Independent Chair.
<p>Meetings</p>	<p>The Committee will meet twice yearly with authority to convene additional meetings, as the circumstances require.</p> <p>The notice for a Committee meeting to be held will be extended to Councillors not appointed to the Committee.</p> <p>Councillors not appointed to the Committee are welcome to attend Committee meetings as observers at any time.</p> <p><u>Agenda</u></p> <ul style="list-style-type: none"> • Agenda items can be submitted by Members for consideration for inclusion by the Independent Chair. • The structure of the Committee Agenda and documents will be determined by the Independent Chair. • Meeting agendas will be prepared and provided at least seventy-two (72) hours in advance to mMembers, along with appropriate briefing materials. • The Committee Agenda will be made available to all Councillors. <p><u>Quorum</u></p> <ul style="list-style-type: none"> • A quorum of the Independent Chair and at least four other members will be necessary to transact the business of the eCommittee. • If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse.

January 2025
February 2023

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	<ul style="list-style-type: none"> • If a quorum fails after the commencement of the meeting, the meeting shall lapse. • Business that is unfinished at the completion of a meeting may at the discretion of the Independent Chair be referred to the next meeting of the Committee. <p><u>Voting</u></p> <p>The Independent Chair is entitled to vote on recommendations put before the Committee but does not have the ability to exercise a casting vote.</p> <ul style="list-style-type: none"> • Should the Committee vote result in a tied vote, it is incumbent on the Committee to hold successive votes on recommendations to establish a majority vote. <p><u>Minutes</u></p> <ul style="list-style-type: none"> • The Independent Chair will prepare the minutes for each Committee meeting. • Minutes will be prepared and distributed to the CEO Employment and Remuneration Committee within seven (7) working days of the meeting. • The minutes shall be in a standard format, including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and recommendationssolutions of the Committee. • Minutes of each meeting will be presented at the next Council meeting in accordance with the Council's Governance Rules.
Attendance at Meetings	<p>A mMember who misses two consecutive <u>Committee</u> meetings without a formal apology may, at the discretion of Council, have their term revoked.</p> <p>A Mmember who is unable to attend the majority of <u>Committee</u> meetings during the year without a formal apology may, at the discretion of Council, have their term of office revoked.</p>
Conflict of Interest	<p>If a MemberMember has a conflict of interest relating to any item on a <u>Committee Meeting</u> meeting <u>Agenda</u> agenda, the mMember must verbally disclose the type and nature of the interest immediately before consideration of the matter in question, in accordance with Council's Governance Rules.</p>
Confidentiality	<p>All Committee meetings and records are considered confidential.</p>

January 2025
February 2023

[9773256:46515278_1]



Health, safety and wellbeing Responsibilities/responsibilities

The Committee has the following functions and responsibilities:

Recruitment and Contract commencement

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

- CEO; and
- Person to act as CEO.

This includes making recommendations on:

- Appointment; and
- Remuneration and other conditions of employment.

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

Annual Review

The Committee must conduct a performance review of the CEO and make recommendations to Council on matters including:

- Whether the CEO meets the performance criteria in the contract;
- Implement incremental remuneration increases; and
- Vary performance criteria, remuneration, or other terms of conditions of the contract.

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

Contract Expiry

The Committee must make recommendations on whether:

- The CEO should be reappointed under a new contract of employment (this should occur within 6 months prior to the expiry of the CEO's current contract.
- If the recommendation is to reappoint the CEO, the proposed provisions of the further contract of employment
- Early termination of the CEO's employment and appointment is warranted, in accordance with the termination provisions of the CEO's contract of employment.

Health, Safety and Wellbeing

The Committee will support the Council's oversight on of its the OHS occupational health and safety obligations to the CEO as an employee and provide a reporting pathway for matters that may be necessary to escalate beyond the Mayor due to their nature or the which are otherwise unable inability to be resolved.

The Committee will be able to receive a confidential report from the CEO detailing any significant incident that compromises the CEO's their health, safety or wellbeing, in accordance with the Councillor OHS Policy and the Employee OHS Policy applicable policies.

On receiving such a report, The the Committee will considerconsider:

January 2025
February 2023

[9773256:46515278_1]



	<ul style="list-style-type: none"> -• any The action required to support the CEO and mitigate Workcover risk to Council; -• Any any action required to mitigate the relevant risks, including WorkCover risks, to Council; and -• Consideration of any formal reporting to Council on the matter to consider an escalation, which could include the lodging of a formal complaint under the Model Councillor Code of Conduct Complaint to the Principal Councillor Conduct Registrar. -• *The Committee should also make recommendations on termination of an acting CEO following a performance review.
<p>Fees</p>	<p>Council will pay the Independent Chair a set fee, as specified in the contract between Council and the Independent Chair.- The amount of the fee <u>will be determined</u> having regard to the specific roles and responsibilities the Independent Chair will undertake.</p> <p><i>Note: The year to year date is based on the anniversary engagement date of the independent chairperson.</i></p>
<p>Support</p>	<p>To facilitate the operation of the Committee, the Manager People & Culture Chief People Officer has responsibility to provide:</p> <ul style="list-style-type: none"> • Information information and any necessary training for mMembers in relation to their responsibilities under the Act.; • Officer officer advice in respect of matters before the Committee information and administrative assistance in respect to matters before the Committee, on request; and • Secretariat secretariat and logistical support functions to the Committee.
<p>Records</p>	<p>All records pertaining to the Committee's function shall be kept by the Manager People and Culture Chief People Officer on the CEO's personnel file.</p> <p>The records may <u>generally</u> be accessed by the <u>Independent</u> Chair, <u>the</u> Mayor and <u>the</u> CEO (current incumbent only), <u>but requests to access the records must be assessed by the</u> Manager People & Culture Chief People Officer <u>on a case by case basis.</u></p>
<p>Key Meeting and Reporting Requirements</p>	<ul style="list-style-type: none"> • Mid-term Performance Review (CEO & Committee). • Full Year Performance Review (CEO & Committee). • Submission of the Committee's Annual Review report to the Council - to occur within 3 months following the end of the financial year.

January 2025
February 2023

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[January 2025](#)

[February 2023](#)



CEO Employment Matters Committee Charter

Purpose	The CEO Employment Matters Committee (Committee) is an Advisory Committee appointed to assist Council in fulfilling its responsibilities relating to CEO Employment and Remuneration in accordance with Council's CEO Employment and Remuneration Policy (Policy) and the requirements of Section 45 of the <i>Local Government Act 2020</i> (Act).
Authority	The Committee has responsibility for assisting Council with the management of CEO employment matters by recommending and advising Council on matters specified in the Policy, including: <ul style="list-style-type: none"> • recruitment; • the Contract of Employment between Council and the CEO; • remuneration; • setting annual performance objectives and measures through the CEO Performance Plan; • managing performance and performance reviews against the CEO Performance Plan and contractual requirements; • recommending professional development opportunities for the CEO; • health, safety and wellbeing; and • other terms and conditions of employment, including any requirements prescribed in the Act or relevant Regulations made under it.
Composition	The Committee will be constituted as follows: <ul style="list-style-type: none"> • when there is a vacancy in the position of CEO and the Committee is advising Council on the recruitment and appointment process, an Independent Chair and all Councillors; and • at all other times, an Independent Chair, the Mayor, the Deputy Mayor and 3 Councillors appointed by Council.
Role of the Independent Chair	The Independent Chair will fulfil the responsibilities outlined in the Policy, including: <ul style="list-style-type: none"> • scheduling Committee meetings, preparation of Committee meeting agendas and preparation of Committee minutes; • chairing meetings of the Committee to ensure orderly, professional and focused consideration of matters before the Committee; • providing independent professional advice on matters relating to the employment and remuneration of the CEO;

January 2025



	<ul style="list-style-type: none"> • leading, guiding and documenting the annual CEO Performance Plan; • facilitating the annual and mid-term review of the CEO performance against the CEO Performance Plan, including the scheduling of meetings, developing the meeting agenda, ensuring the self-assessment is completed by the CEO and circulated, ensuring a Councillor survey is conducted, facilitating a collective assessment with all Councillors and preparing a Committee report to support the Committee's recommendation to Council; • liaising with the CEO on the completion of the self-assessment as part of the mid-term review of the CEO performance against the Performance Plan and arranging for delivery to Committee members; • directing the mid-term review of the CEO performance against the Performance Plan and assisting the Committee to reach a united view on its outcome; • maintaining a record of all meetings of the Committee, preparing the Performance Plan and draft report to Council for a decision on the mid-term review; • performing other functions as required in supporting the CEO's performance reviews and performance development, providing advice on appropriate development opportunities for the CEO; • providing independent advice on the CEO's Total Remuneration Package and remuneration reviews; • ensuring that the Committee adheres to the principles of the Policy, and any other relevant Council policy; and • advising of any conflict of interest and ensuring the Committee is provided opportunity to declare conflicts at every meeting.
<p>Selection of the Independent Chair</p>	<p>The Independent Chair is required to have significant human resources management expertise relevant to the local government sector in order to provide advice to the Committee and Council, in addition to the necessary skills and experience to fulfil the responsibilities of the position.</p> <p>Council will appoint a natural person as the Independent Chair through a merit-based recruitment process that also seeks value of connection to the Darebin community. The Independent Chair cannot be a Councillor or member of Council staff and must be able to demonstrate independence to fulfil all duties associated with the work of the Committee.</p> <p>The Chief People Officer will manage recruitment of the Independent Chair in accordance with Council's requirements, making a recommendation to Council on the appointment or extension of the Independent Chair in consultation with Councillors.</p> <p>The Independent Chair is to be appointed for a three-year term with an option for a further three-year term by mutual agreement with Council.</p> <p>The Independent Chair is entitled to be remunerated in accordance with their contract between Council and the Independent Chair.</p>
<p>Meetings</p>	<p>The Committee will meet twice yearly with authority to convene additional meetings, as the circumstances require.</p>

January 2025



	<p>The notice for a Committee meeting to be held will be extended to Councillors not appointed to the Committee.</p> <p>Councillors not appointed to the Committee are welcome to attend Committee meetings as observers at any time.</p> <p><u>Agenda</u></p> <ul style="list-style-type: none"> • Agenda items can be submitted by Members for consideration for inclusion by the Independent Chair. • The structure of the Committee Agenda and documents will be determined by the Independent Chair. • Meeting agendas will be prepared and provided at least 72 hours in advance to Members, along with appropriate briefing materials. • The Committee Agenda will be made available to all Councillors. <p><u>Quorum</u></p> <ul style="list-style-type: none"> • A quorum of the Independent Chair and at least four other members will be necessary to transact the business of the Committee. • If a quorum is not present within 20 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse. • If a quorum fails after the commencement of the meeting, the meeting shall lapse. • Business that is unfinished at the completion of a meeting may at the discretion of the Independent Chair be referred to the next meeting of the Committee. <p><u>Voting</u></p> <ul style="list-style-type: none"> • Should the Committee vote result in a tied vote, it is incumbent on the Committee to hold successive votes on recommendations to establish a majority vote. <p><u>Minutes</u></p> <ul style="list-style-type: none"> • The Independent Chair will prepare the minutes for each Committee meeting. • Minutes will be prepared and distributed to the CEO Employment and Remuneration Committee within seven (7) working days of the meeting. • The minutes shall be in a standard format, including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and recommendations of the Committee. • Minutes of each meeting will be presented at the next Council meeting in accordance with Council's Governance Rules.
<p>Attendance at Meetings</p>	<p>A Member who misses two consecutive Committee meetings without a formal apology may, at the discretion of Council, have their term revoked.</p> <p>A Member who is unable to attend the majority of Committee meetings during the year without a formal apology may, at the discretion of Council, have their term of office revoked.</p>
<p>Conflict of Interest</p>	<p>If a Member has a conflict of interest relating to any item on a Committee meeting agenda, the Member must verbally disclose the type and nature of the interest</p>

January 2025



	immediately before consideration of the matter in question, in accordance with Council's Governance Rules.
Confidentiality	All Committee meetings and records are considered confidential.
Health, safety and wellbeing responsibilities	<p>The Committee will support Council's oversight of its occupational health and safety obligations to the CEO as an employee and provide a reporting pathway for matters that may be necessary to escalate beyond the Mayor due to their nature or which are otherwise unable to be resolved.</p> <p>The Committee will be able to receive a confidential report from the CEO detailing any significant incident that compromises their health, safety or wellbeing, in accordance with applicable policies.</p> <p>On receiving such a report, the Committee will consider:</p> <ul style="list-style-type: none"> • any action required to support the CEO; • any action required to mitigate relevant risks, including WorkCover risks, to Council; and • any formal reporting to Council on the matter to consider escalation, which could include the lodging of a formal complaint under the Model Councillor Code of Conduct.
Fees	<p>Council will pay the Independent Chair a set fee, as specified in the contract between Council and the Independent Chair. The amount of the fee will be determined having regard to the specific roles and responsibilities the Independent Chair will undertake.</p> <p><i>Note: The year to year date is based on the anniversary engagement date of the independent chairperson.</i></p>
Support	<p>To facilitate the operation of the Committee, the Chief People Officer has responsibility to provide:</p> <ul style="list-style-type: none"> • information and any necessary training for Members in relation to their responsibilities under the Act; • information and administrative assistance in respect to matters before the Committee, on request; and • secretariat and logistical support to the Committee.
Records	<p>All records pertaining to the Committee's function shall be kept by the Chief People Officer on the CEO's personnel file.</p> <p>The records may generally be accessed by the Independent Chair, the Mayor and the CEO (current incumbent only), but requests to access the records must be assessed by the Chief People Officer on a case by case basis.</p>
Key Meeting and Reporting Requirements	<ul style="list-style-type: none"> • Mid-term Performance Review (CEO & Committee). • Full Year Performance Review (CEO & Committee). • Submission of the Committee's Annual Review report to the Council - to occur within 3 months following the end of the financial year.

January 2025

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January 2025

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CEO Employment and Remuneration Policy

<p>1. Purpose</p>	<p>This policy <u>Policy</u> sets out the way in which Council will manage the recruitment and appointment of its Chief Executive Officer <u>CEO</u> and provides <u>establishes</u> a fair, transparent and consistent framework in-for all matters relating to employment, performance planning and management, professional development and remuneration of the CEO in accordance with the requirements of Section 45 of the Local Government Act 2020 <u>(The Act)</u>.</p> <p>This policy must have regard to the State Government's wages policy and any recent or relevant Victorian Independent Remuneration Tribunal Determination.¹</p> <p>²</p>
<p>2. Scope</p>	<p>The employment cycle of a-the <u>the</u> CEO is a core responsibility of the elected <u>the</u> Council. This policy <u>Policy</u> outlines the mechanisms which will support the <u>the</u> Council in fulfilling its obligations regarding CEO employment and remuneration.</p> <p>This policy sets out the framework and process for managing CEO employment matters, including employment, performance planning and management, professional development, remuneration and review.</p> <p>In the event of any inconsistency between this policy and the CEO's Contract of Employment, subject to the Act, the provisions of the Contract of Employment shall prevail to the extent of the inconsistency.</p>
<p>3. Definitions and Abbreviations</p>	<p><u>Act – Local Government Act 2020.</u></p> <p><u>Acting CEO – The person appointed by Council in accordance with this Policy and Section 44(4) of the Act to act in the position of CEO.</u></p> <p>Annual Review - An annual performance review is the <u>The</u> formal discussion and evaluation of the progress of the CEO against the CEO <u>CEO</u>-Performance Plan, with an opportunity for Council and the CEO to discuss future goals, development opportunities and any problems being experienced.</p> <p>Annual Review Period – The annual review period of the CEO will run from 1 July to 30 June each year (or as otherwise agreed by Council and the CEO).</p> <p>Chief Executive Officer (CEO) - Person occupying the office of Chief Executive Officer of Council, and includes a person acting in that office.</p> <p>Committee – The <u>The</u> CEO Employment Matters Committee, an a <u>an</u> Advisory Committee to Council chaired by an Independent Chair appointed in accordance with the CEO Employment Matters Charter.</p> <p><u>Contract of Employment</u> – The <u>the</u> contract of employment for-between <u>between</u> Council and the CEO</p> <p>Council - Darebin City Council.</p> <p>Councillors – Individuals <u>The individuals</u> holding the office of a member of Darebin City <u>Darebin City</u>-Council.</p> <p>CEO Performance Plan – The annual performance plan developed by the Committee in consultation with the CEO that sets out the KPI's for the CEO for the financial year, as adopted by Council.</p> <p>Executive Recruitment Consultant – an <u>An</u> independent consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles.</p>

	<p>Independent Chair – Suitably qualified and experienced HR professional, capable of providing independent professional advice to the Committee in relation to the matters of this policy, who is not a Councillor or member of staff. The Independent Chair fulfills the role of the ‘independent advisor’ in accordance with <u>The consultant independent HR professional appointed by Council from time to time to provide independent advice in accordance with Sections 45(2)(a) of the Act.</u></p> <p>KPIs – Key Performance Indicators or performance criteria however described.</p> <p>OHS Act – <u>Occupational Health and Safety Act 2004</u></p> <p>Performance Plan – <u>The annual performance plan developed by the Committee in consultation with the CEO setting out KPIs for the CEO, as adopted by Council.</u></p> <p>Policy – this <u>This</u> CEO Employment and Remuneration Policy <u>is</u> adopted in accordance with e <u>Section 45</u> of the Act.</p> <p>Public Sector Wages Determination – <u>Any Determination that is currently in effect under Section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executives employed in public service bodies.</u></p> <p>Regulations means the Regulations, if any, made under Division 7 of Part 2 of <u>the Act.</u></p> <p>Remuneration Package – <u>The total gross remuneration package paid to the CEO pursuant to the Contract of Employment.</u></p> <p>Resolution – <u>A Resolution of Council made at a properly constituted Council meeting.</u></p> <p>Vacancy – <u>Vacancy of the office of the CEO is vacant arising as a result of resignation, retirement or, termination, including the end of the term of appointment, or death of the incumbent.</u></p>
<p>4. Policy Statements</p>	<p>This Policy has been developed to support the requirements of the Act relating to CEO employment and remuneration.</p> <p>This <u>Policy</u> has been developed in accordance with the requirements of <u>sections</u></p> <p><u>45</u> of the Act and provides guidance on management of the CEO <u>employment and remuneration of the CEO</u>, including:</p> <ul style="list-style-type: none"> ▪ Recruitment <u>the recruitment and appointment of a CEO;</u> ▪ <u>the Contract of employment</u> Employment entered into between Council and the CEO; ▪ r <u>Remuneration;</u> ▪ Setting annual <u>the monitoring of the CEO’s performance objectives and measures through the CEO Performance Plan;</u> ▪ Managing performance and performance reviews against the CEO Performance Plan and contractual requirements <u>an annual review of the CEO’s performance;</u> ▪ Recommending <u>recommending</u> professional development opportunities for the CEO; ▪ Health <u>health, Safety</u> safety <u>and Wellbeing</u> wellbeing; and ▪ Other <u>other</u> terms and conditions of employment, <u>including any requirements prescribed in by the Act or Regulations.</u> <p>Principles</p> <p>Council will carry out its functions relating to the selection, appointment,</p>

	<p>remuneration and performance review of the CEO in accordance with the following principles:</p> <ul style="list-style-type: none"> ▪ fairness, accessibility and consistency of decision-making processes are fair, accessible and applied consistently; ▪ relevance, objectivity and availability of decision-making criteria are relevant, objective and available to the CEO; ▪ documentation being is sufficiently clear and comprehensive to render decisions transparent and capable of effective review; ▪ employment decisions are being based on the proper assessment of the CEO’s work-related qualities, abilities and potential against the genuine requirements of the role; and ▪ decisions to appoint a new CEO that are being based on competitive selection, transparent processes and objective criteria; and- ▪ Committee communication with the CEO will provide clear and honest role expectations and feedback.
<p><u>5. CEO Employment Matters Committee</u></p>	<p>Council will establish a CEO Employment Matters Committee (Committee). <u>The Committee will be an advisory committee to Council. Its Terms of Reference are set out in the CEO Employment Matters Committee Charter.</u> <u>The purposes of the Committee are to consider, and make recommendations to Council with respect to, the:</u></p> <ul style="list-style-type: none"> ▪ <u>selection and appointment of the Independent Chair;</u> ▪ <u>independent advice received from time to time from the Independent Chair;</u> ▪ <u>performance monitoring of the CEO, including with respect to achievement of the KPIs;</u> ▪ <u>annual review of the CEO’s performance, including against the KPIs;</u> ▪ <u>the CEO’s remuneration;</u> ▪ <u>recruitment and appointment of a CEO, if required;</u> ▪ <u>provisions to be included in the Contract of Employment from time to time;</u> ▪ <u>appointment of an Acting CEO; and</u> ▪ <u>implementation of this Policy.</u>
<p><u>6. Recruitment of CEO</u></p>	<p><u>The Committee will establish and manage the process to recruit the CEO, designed to ensure that Council can select the best available candidate from a short list of preferred candidates.</u> <u>The Committee will determine, and make a recommendation to Council through a confidential report, as to:</u></p> <ul style="list-style-type: none"> ▪ <u>whether there is a need to engage an Executive Recruitment Consultant to run the recruitment process; and, if so</u> ▪ <u>the Executive Recruitment Consultant to be appointed to run the recruitment process.</u> <p><u>If an Executive Recruitment Consultant is appointed, their role will include:</u></p> <ul style="list-style-type: none"> ▪ <u>taking a brief from Council on the role and the ideal candidate;</u> ▪ <u>preparing a detailed schedule outlining the recruitment process;</u> ▪ <u>developing an advertising strategy to attract suitable candidates;</u> ▪ <u>assisting Council to conduct interviews to determine a shortlist of candidates;</u>

	<ul style="list-style-type: none"> ▪ <u>arranging for any relevant psychometric testing;</u> ▪ <u>conducting reference checks on the preferred candidate;</u> ▪ <u>performing probity checks on the preferred candidate;</u> ▪ <u>working with the Manager People & CultureChief People Officer to issue the Contract of Employment for the new CEO; and</u> ▪ <u>working with the General Manager Governance and EngagementCustomer and Corporate and Manager People and Cultureand Chief People Officer to induct the new CEO.</u> <p><u>Council must resolve to execute the Contract of Employment.</u></p> <p><u>When considering the recruitment of the CEO, the Committee must:</u></p> <ul style="list-style-type: none"> ▪ <u>ensure that the recruitment decision is based on merit;</u> ▪ <u>support transparency in the recruitment process and the public advertising of the position; and</u> ▪ <u>ensure that regard is had to gender equity, diversity and inclusiveness.</u> <p><u>Appointment of an Executive Recruitment Consultant, appointment of an Acting CEO in excess of 28 days, and reappointment or appointment of a permanent CEO will be recommended to Council by the Committee through a confidential report and made by Resolution.</u></p> <p><u>Council must not delegate the power to appoint the CEO, whether on a permanent or acting basis, however it may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days (Sections 11(2)(d) and 11(3) of the Act).</u></p> <p><u>Council must not delegate the power to make any decision in relation to the employment, dismissal or removal of the CEO (Section 11(2)(e) of the Act).</u></p>
<p><u>7. Appointment of CEO</u></p>	<p><u>Council will receive a report and recommendation from the Committee on the completion of its role in the recruitment process, and Council will proceed to decide on a preferred candidate with the support of the Committee to negotiate and finalise the Contract of Employment.</u></p> <p><u>The Committee will provide a recommendation to Council on the provisions to be contained in the proposed Contract of Employment.</u></p> <p><u>The appointment of the CEO must be made by Resolution.</u></p>
<p><u>8. Reappointment of CEO</u></p>	<p><u>No more than nine months and no less than six months prior to the expiry of the current CEO's Contract of Employment, the Committee will provide a recommendation to Council, with regards to current legislation, on:</u></p> <ul style="list-style-type: none"> ▪ <u>whether the CEO should be reappointed under a new Contract of Employment;</u> ▪ <u>if the recommendation is to reappoint the CEO, the proposed terms of the further Contract of Employment; or</u> ▪ <u>whether the position of CEO should be publicly advertised.</u> <p><u>Where the Contract of Employment is for a term of 12 months or less, the period of months referred to above shall be no more than three months and no more less than two months.</u></p> <p><u>Any final decision on these matters must be made by Resolution.</u></p> <p><u>Any recommendations on these matters be made through a confidential report to Council with a recommendation outlining the recommended course of action.</u></p>
<p><u>9. Mandatory Contract Terms of Employment</u></p>	<p><u>The Contract of Employment is to be read in conjunction with this Policy (but the terms of this Policy are not incorporated into the Contract of Employment).</u></p>

	<p>The mandatory contractual terms and conditions for a substantive CEO appointment are Contract of Employment will, at a minimum, outline the following:</p> <ul style="list-style-type: none"> ▪ <u>A contract of employment is to be offered for a period of up to the employment term, which must not exceed five years in accordance with Section 44(2) of the Act;</u> ▪ <u>the responsibilities and duties of the position, including compliance with the Act and the Code of Conduct for Council staff;</u> ◆ <u>how conflicts of interest will be managed;</u> ◆ <u>A that the CEO is eligible to be reappointed under a new contract of employment;</u> ◆ <u>The the CEO's total remuneration Remuneration package Package (TRP) and other entitlements; includes salary, superannuation, the cost of a motor vehicle to an employer and the cost of other employment benefits and associated fringe benefits tax, but excludes general business expenses such as laptop computers, mobile phones or study leave;</u> ◆ <u>Superannuation (and the TRP) will increase if the charge percentage increases under superannuation guarantee legislation, in accordance with the VIRT Guidance that employers should bear the cost of increases to superannuation liabilities and the recent VIRT determination); and</u> ▪ <u>legislative and contractual obligations, including those during and continuing after employment;</u> ▪ <u>the CEO's leave entitlements;</u> ▪ <u>processes for managing unsatisfactory performance;</u> ▪ <u>processes for early Termination termination, including notice of contract provisions Council may terminate (or payment in lieu) provisions, with notice of termination by Council being restricted to a maximum a contract by providing the CEO with of three months' notice in writing or payment in lieu of part or all of the period of notice; and</u> ◆ <u>any other matters required to be contained in the Contract of Employment by the Regulations.</u>
<p>10. Remuneration and expenses</p>	<p>The Remuneration Package provided to the CEO will form part of the Committee's annual review, having regard to (in accordance with Section 45(3) of the Act):</p> <ul style="list-style-type: none"> ▪ <u>any statement of policy issued by Government of Victoria which is in force with respect to its wages policy (or equivalent); and</u> ▪ <u>any Public Sector Wages Determination.</u> <p>Following the annual formal performance review of the CEO, the Independent Chair will support the Committee to review the CEO's remuneration.</p> <p>The Committee will make a recommendation to Council as to the Remuneration Package through a confidential report, which will then be approved by formal Resolution.</p> <p>Council will provide the CEO with a corporate credit card to use in transactions related to the role of CEO. All corporate card expenditure will be reviewed and approved by the Chief Financial Officer, in conjunction with the General Manager <u>Governance & Engagement</u> Customer and Corporate for payment purposes.</p> <p>The independent Audit & Risk Committee will receive bi-annual reports on all CEO corporate card transactions for oversight.</p> <p>Council will also receive bi-annual reports on corporate card transactions and any claims for reimbursements. Credit card transactions not</p>

	<p><u>approved by Council will be reimbursed by the CEO to Council.</u></p> <p><u>Council will meet certain expenses incurred by the CEO as outlined in the Contract of Employment from time to time, which may include but are not limited to:</u></p> <ul style="list-style-type: none"> <u>▪ membership and subscription fees payable to professional associations which are necessary or desirable in connection with the performance of the CEO's duties;</u> <u>▪ reasonable costs incurred by the CEO from attending conferences, seminars or undertaking professional development activities; and</u> <u>▪ reasonable costs incurred otherwise in the general performance of duties.</u>
<p><u>11. Mandatory Policy- CriteriaPerformance monitoring</u></p>	<p>Section 45(2, a) of the Act requires the policy to provide for the Council to obtain professional advice in relation to the matters dealt with in the Policy.</p> <p>At Darebin, the responsibility for assisting the Council with its obligations regarding CEO employment, performance and remuneration matters shall be delivered through the establishment of the Committee.</p> <p><u>Independent Professional Advice</u> The Independent Chair is responsible for providing independent advice in relation to any matters dealt with in this Policy, including but not limited to, the Performance Plan, performance assessment and review, remuneration and recruitment of the CEO.</p> <p><u>Council will adopt an annual Performance Plan for the CEO, which will include KPIs. The Performance Plan must be developed by the Committee in consultation with the CEO and confirmed by a Resolution.</u></p> <p><u>As part of the process for performance monitoring, performance principles will be developed by the Committee, in consultation with the CEO.</u></p> <p><u>The CEO is to provide progress reports against the Performance Plan to the Committee on a bi-annual basis.</u></p> <p><u>The Committee will meet with the CEO following each progress report to discuss the matters contained in the progress report and any feedback from Council.</u></p> <p><u>CEO Performance Review</u> The Independent Chair is responsible for leading the CEO's annual review process with the Committee and facilitating the input from all Councillors to inform the Committee's assessment. The Independent Chair will support the Committee with assessing the CEO's performance against the Performance Plan and the development of new KPI's and objectives for the following performance year.</p> <p>Annual reviews will include the opportunity to provide the CEO with performance-related feedback in person and input into the CEO's Performance Plan. The CEO will also provide feedback on Council through a review process facilitated by the independent Chair.</p> <p>The performance review will be completed annually following the end of the financial year, with the performance year being from 1 July – 30 June (or as otherwise agreed between the Committee and the CEO).</p> <p>An informal mid term performance review will be conducted within 6 months of the formal annual review each year thereafter, by the Committee led by the Independent Chair. The informal review will provide the CEO with feedback and the opportunity to adjust any of the objectives set in the Performance Plan, in consultation with the Committee.</p> <p>Outcomes of the performance review and future performance plans and KPI's will be recommended by the Committee to Council through a confidential report and formal resolution.</p>

	<p>Nothing in this Policy prevents the Committee and/or Council from monitoring the CEO's performance on ongoing issues.</p> <p>CEO Remuneration Following the annual formal performance review of the CEO the Independent Chair will support the Committee to review the remuneration of the CEO.</p> <p>In determining the CEO's Total Remuneration Package, on appointment and in subsequent reviews, the Council must have regard to:</p> <p>Any statement of policy issued by Government of Victoria which is in force with respect to its wages policy (or equivalent)</p> <p>Any Determination that is currently in effect under section 21 of the <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i> relating to remuneration bands for executives employed in public service bodies</p> <p>The Committee will make a recommendation to Council through a confidential report and formal resolution.</p> <p>CEO Recruitment On the recommendation of the Committee, Council will appoint an Executive Recruitment Consultant to manage the end to end process of CEO recruitment. This will include;</p> <ul style="list-style-type: none"> Taking a brief from the Council on the role and the ideal candidate; Preparing a detailed schedule outlining the recruitment process; Developing an advertising strategy to attract suitable candidates; Assisting the Council to conduct interviews to determine a shortlist of candidates; Conducting the relevant psychometrics to be applied to the recruitment Conducting reference checks on the preferred candidate; Performing probity checks on the preferred candidate; Working with the Manager People & Culture to issue the contract of employment for the new CEO; Working with the General Manager Governance and Engagement and Manager People and Culture to induct the new CEO. <p>Council must resolve to execute the contract of employment.</p> <p>Appointment of an Executive Recruitment Consultant, appointment of an acting CEO in excess of 28 days, re-appointment or appointment of a substantive CEO will be recommended to Council by the Committee through a confidential report and formal resolution.</p> <p>Council must not delegate the power to appoint the CEO, whether on a permanent or acting basis, however it may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days (sections 11(2)(d) and 11(3) of the Act).</p> <p>Council must not delegate the power to make any decision in relation to the employment, dismissal or removal of the CEO (Section 11(2)(e) of the Act).</p> <p>A Council resolution is required for the appointment of the CEO, the reappointment of the current CEO or any variation to the contract of employment.</p> <p>Contract Expiry The Committee must make recommendations to Council no less than six and no more than nine months prior to the expiry of the CEO contract and with regards to current legislation to:</p> <ul style="list-style-type: none"> reappoint the CEO; and/or advertise for recruitment the role of CEO.
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	<p>Where the contract of employment is for a term of 12 months or less, the period of months referred to above shall be no less than two and no more than three months.</p> <p>Such recommendations will be made through a confidential report to Council with a resolution outlining the recommended course of action.</p>
<p><u>12. Annual review</u></p>	<p><u>The Independent Chair is responsible for leading the CEO’s annual review process with the Committee and facilitating the input from all Councillors to inform the Committee’s assessment. The Independent Chair will support the Committee with assessing the CEO’s performance against the Performance Plan and the development of new KPIs and objectives (if any) for the following performance year.</u></p> <p><u>Annual reviews will include the opportunity to provide the CEO with performance-related feedback in person and input into the CEO’s Performance Plan. The CEO will also provide feedback on Council through a review process facilitated by the Independent Chair.</u></p> <p><u>The performance review will be completed annually following the end of the financial year, with the performance year being from 1 July to the next 30 June (or as otherwise agreed between Council and the CEO).</u></p> <p><u>The Committee, led by the Independent Chair, will conduct an informal mid-term performance review within 6 months of the formal annual review each year thereafter. The informal review will provide the CEO with feedback and the opportunity to adjust any of the objectives set in the Performance Plan, in consultation with the Committee.</u></p> <p><u>Outcomes of the performance review, future performance plans and KPIs will be recommended by the Committee to Council through a confidential report and formal Resolution.</u></p> <p><u>Nothing in this Policy prevents the Committee and/or Council from monitoring the CEO’s performance on an ongoing basis.</u></p>

<p><u>13. Acting CEO</u></p>	<p><u>Council must appoint an Acting CEO when there is an unplanned vacancy in the office of the CEO or the CEO is unable to perform their duties under the Contract of Employment for a period exceeding 28 days.</u></p> <p><u>The appointment of the Acting CEO must be made by a Resolution unless the Acting CEO is appointed for a period not exceeding 28 days, in which case the CEO may appoint an Acting CEO under delegation from Council pursuant to Section 11(3) of the Act. Nothing in this Policy applies to the CEO’s appointment of an Acting CEO under delegation.</u></p> <p><u>Where applicable, the Committee may advise Council on:</u></p> <ul style="list-style-type: none"> ▪ <u>the selection and appointment of an Acting CEO, including whether it is appropriate to:</u> <ul style="list-style-type: none"> ○ <u>recruit an external candidate who is not currently employed by Council; or</u> ○ <u>appoint an internal candidate who is a current employee of Council;</u> ▪ <u>the terms of the Acting CEO’s contract of employment (to the extent that the required terms of the Contract of Employment set out in this Policy are inappropriate for an Acting appointment); and</u> ▪ <u>performance monitoring and review processes, if applicable, which are to be determined by reference to the length of the Acting CEO’s term of appointment.</u>
<p><u>14. Independent professional advice</u></p>	<p><u>The Independent Chair is responsible for providing independent professional advice in relation to the matters dealt with under this Policy in accordance with Section 45(2)(a) of the Act.</u></p> <p><u>The Independent Chair will be appointed on the recommendation of the Committee following a process to seek experienced and suitably qualified persons but must not be the Executive Recruitment Consultant appointed by Council to assist in the recruitment process.</u></p> <p><u>Council will determine the:</u></p> <ul style="list-style-type: none"> ▪ <u>term of appointment of the Independent Chair; and</u> ▪ <u>remuneration of the Independent Chair,</u> <p><u>and ensure that it is a term of the Independent Chair’s engagement that the Independent Chair keep confidential all information which the Independent Chair acquires by virtue of the engagement.</u></p> <p><u>Council, or the Committee with the approval of a Resolution, can, on an as needed basis, obtain additional independent advice in relation to the matters dealt with under this Policy.</u></p>
<p><u>15. Interaction with Act and Regulations</u></p>	<p><u>This Policy applies subject to any inconsistent obligations in the Act or Regulations.</u></p>
<p><u>16. Confidentiality</u></p>	<p><u>Council is not required to, and will not, disclose any personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs, unless otherwise required by law.</u></p>
<p><u>17. Delegations</u></p>	<p><u>Council must not delegate the power to appoint the CEO, whether on a permanent or acting basis, but may delegate to the CEO the power to appoint an Acting CEO or a period not exceeding 28 days (Sections 11(2)(d) and 11(3) of the Act).</u></p>

<p>18. Other Policy- Criteria</p>	<p>CEO Expenses</p> <p>The Chief Executive Officer will be provided with a Corporate Card to use. Corporate card expenditure will be reviewed and approved by the Chief Financial Officer, in conjunction with the General Manager Governance & Engagement for payment purposes. The independent Audit & Risk Committee will receive twice annual reporting on all CEO corporate card transactions for oversight.</p> <p>Council will receive a report on credit card transactions and any claim for reimbursements for approval twice annually. Credit card transactions not approved by Council will be reimbursed by the CEO to Council.</p> <p>Council will meet expenses incurred by the CEO including:</p> <ul style="list-style-type: none"> • Membership and subscription fees payable to professional associations which are necessary or desirable in performance of duties; • Reasonable costs incurred where attending conferences, seminars or undertaking professional development activities; and • Reasonable costs incurred in performance of duties. <p>Integrity of the Processes</p> <p>All information relating to the recruitment, selection and review processes in this Policy must be kept confidential. Councillors, the Independent Chair and advisors, and staff involved in the recruitment and selection processes will be required to declare any conflicts of interest to Council, and take all reasonable steps to maintain confidentiality and respect the privacy of all persons involved.</p> <p>Any failure to keep information relating to recruitment, selection or review processes may constitute a breach of the Act, the Councillor Code of Conduct and/or the Employee Code of Conduct.</p> <p>Reporting</p> <p>Disclosure of the CEO's Total Remuneration Package will only be by way of information included in Council's Annual Report and subject to and in accordance with any other legislative requirements, including the pay secrecy provisions in the Fair Work Act 2009 (Cath).</p> <p>Health, Safety and Wellbeing Obligations</p> <p>Councillors have an obligation to manage the employment of the CEO and any interactions with the CEO with consideration of the Model Councillor Code of Conduct and any relevant Council policies adopted Councillor OHS Policy, which includes matters such as, (but is not limited to):</p> <ul style="list-style-type: none"> • adherence to their duty of care under the OHS Act to ensure, so far as is reasonably practicable, the health and safety of the CEO (including psychological safety); • refraining from behaving in a manner that exposes employees to psychological risk, physical risk or any other risk which could compromise the health and safety of employees, including the CEO; and • participation where required in the resolution of safety issues or complaints relating to OHS issues. <p>Council will provide the CEO with confidential support and assistance through matters relating to health, safety and wellbeing.</p> <p>The CEO has the ability to report OHS incidents of health, safety and wellbeing concerns to the Mayor in the first instance or otherwise to the CEO Employment Matters Committee.</p>
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<p>19. Responsibilities</p>	<p>How is Council responsible for the success of the <u>this</u> Policy?</p> <p>The Council is responsible for the success of the <u>this</u> Policy by:</p> <ul style="list-style-type: none"> ▪ The recruitment, appointing, reappointing and management <u>managing</u> of the CEO, including an Acting CEO, where required; ▪ Appointing <u>appointing</u> the members of the Committee – including the Mayor, Deputy Mayor and some or all of the Councillors; ▪ Appointing <u>appointing</u> the Independent member(s) of the Committee and the Independent Chair; ▪ Appointing <u>appointing</u> independent consultants when required; ▪ Adopting <u>adopting</u>, overseeing and monitoring the implementation of this Policy; <u>and</u> ▪ Undertaking <u>undertaking</u> a review of the Policy within six (6) months of each Council election <u>and at such other intervals as Council determines</u>. <p>Councillors must also have regard to the <u>Model</u> Councillor Code of Conduct- (January 2021) in <u>overseeing and administering this Policy</u>, specifically:</p> <ul style="list-style-type: none"> - <u>Section 3 Roles and Responsibilities</u> - <u>Section 4 Standards of Conduct</u> - <u>Section 5 Working Together</u>. <p>How is the Audit & Risk Committee responsible for the success of <u>this</u> Policy <u>the Policy</u>?</p> <p>The Audit and Risk Committee is responsible for the success of the <u>this</u> Policy by:</p> <ul style="list-style-type: none"> ▪ Overseeing <u>overseeing</u> adherence to the <u>Council's</u> Credit Card Policy for expenses incurred by the CEO. <p>How is the Chief Executive Officer responsible for the success of <u>this</u> Policy <u>the Policy</u>?</p> <p>The Chief Executive Officer is responsible for the success of the <u>this</u> Policy by:</p> <ul style="list-style-type: none"> ▪ Providing <u>providing</u> support <u>to the Committee in carrying out its functions</u>, independent of influence to support the Committee in its functions. <p>How is the Manager People & Culture <u>Chief People Officer</u> responsible for the success of <u>this</u> Policy <u>the Policy</u>?</p> <p>The Manager People & Culture <u>Chief People Officer</u> is responsible for the success of the <u>this</u> Policy by:</p> <ul style="list-style-type: none"> ▪ Providing <u>providing</u> support to Council <u>and the Committee</u> which facilitates the reports and documentation required under this policy <u>Policy</u>; ▪ Lead <u>leading</u> the relationship with the Committee Independent Chair; ▪ arranging <u>Arrange</u> legal advice as necessary and appropriate; ▪ Council Reporting <u>reporting</u> on performance and contract reviews; <u>and</u> ▪ Support <u>supporting</u> the arrangements for professional development opportunities for the CEO. <p>How is the Committee responsible for the success of <u>this</u> Policy <u>the policy</u>?</p>
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	<p>The Committee is responsible for the success of the <u>this</u> Policy by undertaking the responsibilities of the Committee as set out in this Policy, the Committee Charter and the Act.</p> <p>How is the Independent Chair responsible for the success of <u>this Policy</u>the policy?</p> <p>The Independent Chair is responsible for the success of this Policy by undertaking the responsibilities of the Independent Chair as set out in this Policy, the Committee Charter and the Act.</p>
20. Breach of Policy	Breaches of policies are treated seriously. Any concerns about non-compliance should be reported immediately to the owner of this policy <u>Policy</u> .
21. Consultation	The CEO will be consulted regarding any proposed changes to this Policy, providing an opportunity for the CEO to convey their views regarding the any <u>effects</u> on their rights. -These views will be considered by the Committee and Council in recommendations and decisions made.

GOVERNANCE

Parent Strategy/ Plan	Council Plan
Supporting Procedures and Guidelines	<p>This policy is enabled and supported by:</p> <ul style="list-style-type: none"> • Victorian Independent Remuneration Tribunal (VIRT) Determination • CEO Employment Matters Committee Charter • CEO Performance Agreement • <u>Model</u> Councillor Code of Conduct
Legislation/ Regulation	<p><i>Local Government Act 2020</i></p> <p>Local Government Planning and Reporting Regulations</p> <p>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</p>
Author	Chief People Officer
Policy Owner/ Sponsor	General Manager, Customer & Corporate
Date Effective	<u>26/02/2023</u> TBC
Review Date	December 2024; and this policy shall thereafter be reviewed, in consultation with the CEO Employment Matters Committee, after each election
Version Number	<p>2.0 adopted by Council on</p> <p>1.0 adopted by Council on 15 December 2021, with administrative changes made by Council on 28 February 2022 and 21 July 2022 and 5 February 2023.</p>
Document ID	A6341894
Content enquiries	Chief People Officer

¹ Section 15(3)(a) of the Act requires Council to have regard to any statement of policy issued by Government of Victoria which is in force with respect to its wages policy (or equivalent). The current Victorian Government Wages Policy applies in the public sector from 1 January 2022. See: <https://www.vic.gov.au/moving-new-wages-policy-2022>

²Section 45(3)(b) of the Act requires Council to have regard to the published remuneration bands for executives employed in public service bodies. See: <https://www.vic.gov.au/tribunals-determination-vos-executive-remuneration-bands>



CEO Employment and Remuneration Policy

<p>1. Purpose</p>	<p>This Policy sets out the way in which Council will manage the recruitment and appointment of its CEO and establishes a fair, transparent and consistent framework for all matters relating to employment, performance planning and management, professional development and remuneration of the CEO in accordance with the requirements of Section 45 of the Act.</p>
<p>2. Scope</p>	<p>The employment cycle of the CEO is a core responsibility of Council. This Policy outlines the mechanisms which will support Council in fulfilling its obligations regarding CEO employment and remuneration.</p> <p>In the event of any inconsistency between this policy and the CEO's Contract of Employment, subject to the Act, the provisions of the Contract of Employment shall prevail to the extent of the inconsistency.</p>
<p>3. Definitions and Abbreviations</p>	<p>Act – <i>Local Government Act 2020</i>.</p> <p>Acting CEO – The person appointed by Council in accordance with this Policy and Section 44(4) of the Act to act in the position of CEO.</p> <p>Annual Review - The formal discussion and evaluation of the progress of the CEO against the Performance Plan, with an opportunity for Council and the CEO to discuss future goals, development opportunities and any problems being experienced.</p> <p>Annual Review Period – The annual review period of the CEO will run from 1 July to 30 June each year (or as otherwise agreed by Council and the CEO).</p> <p>CEO - Person occupying the office of Chief Executive Officer of Council, and includes a person acting in that office.</p> <p>Committee – The CEO Employment Matters Committee, an Advisory Committee to Council chaired by an Independent Chair appointed in accordance with the CEO Employment Matters Charter.</p> <p>Contract of Employment – The contract of employment between Council and the CEO</p> <p>Council - Darebin City Council.</p> <p>Councillors - The individuals holding the office of a member of Council.</p> <p>Executive Recruitment Consultant – An independent consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles.</p> <p>Independent Chair – The independent HR professional appointed by Council from time to time to provide independent advice in accordance with Section 45(2)(a) of the Act.</p> <p>KPIs – Key Performance Indicators or performance criteria however described.</p> <p>OHS Act – <i>Occupational Health and Safety Act 2004</i></p> <p>Performance Plan – The annual performance plan developed by the Committee in consultation with the CEO setting out KPIs for the CEO, as adopted by Council.</p> <p>Policy – This CEO Employment and Remuneration Policy is adopted in</p>

	<p>accordance with Section 45 of the Act.</p> <p>Public Sector Wages Determination – Any Determination that is currently in effect under Section 21 of the <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i> in relation to remuneration bands for executives employed in public service bodies.</p> <p>Regulations means the Regulations, if any, made under Division 7 of Part 2 of the Act.</p> <p>Remuneration Package – The total gross remuneration package paid to the CEO pursuant to the Contract of Employment.</p> <p>Resolution – A Resolution of Council made at a properly constituted Council meeting.</p> <p>Vacancy – Vacancy of the office of the CEO arising as a result of resignation, retirement or termination, including the end of the term of appointment or death of the incumbent.</p>
<p>4. Policy Statements</p>	<p>This Policy has been developed in accordance with the requirements of s 45 of the Act and provides guidance on the employment and remuneration of the CEO, including:</p> <ul style="list-style-type: none"> ▪ the recruitment and appointment of a CEO; ▪ the Contract of Employment entered into between Council and the CEO ▪ remuneration; ▪ the monitoring of the CEO’s performance; ▪ an annual review of the CEO’s performance; ▪ recommending professional development opportunities for the CEO; ▪ health, safety and wellbeing; and ▪ other terms and conditions of employment, including any requirements prescribed by the Act or Regulations. <p>Principles</p> <p>Council will carry out its functions relating to the selection, appointment, remuneration and performance review of the CEO in accordance with the following principles:</p> <ul style="list-style-type: none"> ▪ fairness, accessibility and consistency of decision-making processes ; ▪ relevance, objectivity and availability of decision-making criteria; ▪ documentation being sufficiently clear and comprehensive to render decisions transparent and capable of effective review; ▪ employment decisions being based on the proper assessment of the CEO’s work-related qualities, abilities and potential against the genuine requirements of the role; ▪ decisions to appoint a new CEO being based on competitive selection, transparent processes and objective criteria; and ▪ Committee communication with the CEO providing clear and honest role expectations and feedback.
<p>5. CEO Employment Matters Committee</p>	<p>Council will establish a CEO Employment Matters Committee (Committee).</p> <p>The Committee will be an advisory committee to Council. Its Terms of Reference are set out in the CEO Employment Matters Committee Charter.</p> <p>The purposes of the Committee are to consider, and make recommendations to Council with respect to, the:</p> <ul style="list-style-type: none"> ▪ selection and appointment of the Independent Chair;

	<ul style="list-style-type: none"> ▪ independent advice received from time to time from the Independent Chair; ▪ performance monitoring of the CEO, including with respect to achievement of the KPIs; ▪ annual review of the CEO’s performance, including against the KPIs; ▪ the CEO’s remuneration; ▪ recruitment and appointment of a CEO, if required; ▪ provisions to be included in the Contract of Employment from time to time; ▪ appointment of an Acting CEO; and ▪ implementation of this Policy.
<p>6. Recruitment of CEO</p>	<p>The Committee will establish and manage the process to recruit the CEO, designed to ensure that Council can select the best available candidate from a short list of preferred candidates.</p> <p>The Committee will determine, and make a recommendation to Council through a confidential report, as to:</p> <ul style="list-style-type: none"> ▪ whether there is a need to engage an Executive Recruitment Consultant to run the recruitment process; and, if so ▪ the Executive Recruitment Consultant to be appointed to run the recruitment process. <p>If an Executive Recruitment Consultant is appointed, their role will include;</p> <ul style="list-style-type: none"> ▪ taking a brief from Council on the role and the ideal candidate; ▪ preparing a detailed schedule outlining the recruitment process; ▪ developing an advertising strategy to attract suitable candidates; ▪ assisting Council to conduct interviews to determine a shortlist of candidates; ▪ arranging for any relevant psychometric testing; ▪ conducting reference checks on the preferred candidate; ▪ performing probity checks on the preferred candidate; ▪ working with the Chief People Officer to issue the Contract of Employment for the new CEO; and ▪ working with the General Manager Customer and Corporate and Chief People Officer to induct the new CEO. <p>Council must resolve to execute the Contract of Employment.</p> <p>When considering the recruitment of the CEO, the Committee must:</p> <ul style="list-style-type: none"> ▪ ensure that the recruitment decision is based on merit; ▪ support transparency in the recruitment process and the public advertising of the position; and ▪ ensure that regard is had to gender equity, diversity and inclusiveness. <p>Appointment of an Executive Recruitment Consultant, appointment of an Acting CEO in excess of 28 days, and reappointment or appointment of a permanent CEO will be recommended to Council by the Committee through a confidential report and made by Resolution.</p> <p>Council must not delegate the power to appoint the CEO, whether on a permanent or acting basis, however it may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days (Sections 11(2)(d) and 11(3) of the Act).</p>

	<p>Council must not delegate the power to make any decision in relation to the employment, dismissal or removal of the CEO (Section 11(2)(e) of the Act).</p>
7. Appointment of CEO	<p>Council will receive a report and recommendation from the Committee on the completion of its role in the recruitment process, and Council will proceed to decide on a preferred candidate with the support of the Committee to negotiate and finalise the Contract of Employment.</p> <p>The Committee will provide a recommendation to Council on the provisions to be contained in the proposed Contract of Employment.</p> <p>The appointment of the CEO must be made by Resolution.</p>
8. Reappointment of CEO	<p>No more than nine months and no less than six months prior to the expiry of the current CEO's Contract of Employment, the Committee will provide a recommendation to Council, with regards to current legislation, on:</p> <ul style="list-style-type: none"> ▪ whether the CEO should be reappointed under a new Contract of Employment; ▪ if the recommendation is to reappoint the CEO, the proposed terms of the further Contract of Employment; or ▪ whether the position of CEO should be publicly advertised. <p>Where the Contract of Employment is for a term of 12 months or less, the period of months referred to above shall be no more than three months and no more less than two months.</p> <p>Any final decision on these matters must be made by Resolution.</p> <p>Any recommendations on these matters be made through a confidential report to Council with a recommendation outlining the recommended course of action.</p>
9. Contract of Employment	<p>The Contract of Employment is to be read in conjunction with this Policy (but the terms of this Policy are not incorporated into the Contract of Employment).</p> <p>The Contract of Employment will, at a minimum, outline the following:</p> <ul style="list-style-type: none"> ▪ to the employment term, which must not exceed five years in accordance with Section 44(2) of the Act; ▪ the responsibilities and duties of the position, including compliance with the Act and the Code of Conduct for Council staff; ▪ how conflicts of interest will be managed; ▪ that the CEO is eligible to be reappointed under a new contract of employment; ▪ the CEO's Remuneration Package and other entitlements; legislative and contractual obligations, including those during and continuing after employment; ▪ the CEO's leave entitlements; ▪ processes for managing unsatisfactory performance; ▪ processes for early termination, including notice (or payment in lieu) provisions, with notice of termination by Council being restricted to a maximum of three months' notice; and ▪ any other matters required to be contained in the Contract of Employment by the Regulations.

<p>10. Remuneration and expenses</p>	<p>The Remuneration Package provided to the CEO will form part of the Committee’s annual review, having regard to (in accordance with Section 45(3) of the Act):</p> <ul style="list-style-type: none"> ▪ any statement of policy issued by Government of Victoria which is in force with respect to its wages policy (or equivalent); and ▪ any Public Sector Wages Determination. <p>Following the annual formal performance review of the CEO, the Independent Chair will support the Committee to review the CEO’s remuneration.</p> <p>The Committee will make a recommendation to Council as to the Remuneration Package through a confidential report, which will then be approved by formal Resolution.</p> <p>Council will provide the CEO with a corporate credit card to use in transactions related to the role of CEO. All corporate card expenditure will be reviewed and approved by the Chief Financial Officer, in conjunction with the General Manager Customer and Corporate for payment purposes.</p> <p>The independent Audit & Risk Committee will receive bi-annual reports on all CEO corporate card transactions for oversight.</p> <p>Council will also receive bi-annual reports on corporate card transactions and any claims for reimbursements. Credit card transactions not approved by Council will be reimbursed by the CEO to Council.</p> <p>Council will meet certain expenses incurred by the CEO as outlined in the Contract of Employment from time to time, which may include but are not limited to:</p> <ul style="list-style-type: none"> ▪ membership and subscription fees payable to professional associations which are necessary or desirable in connection with the performance of the CEO’s duties; ▪ reasonable costs incurred by the CEO from attending conferences, seminars or undertaking professional development activities; and ▪ reasonable costs incurred otherwise in the general performance of duties.
<p>11. Performance monitoring</p>	<p>Council will adopt an annual Performance Plan for the CEO, which will include KPIs. The Performance Plan must be developed by the Committee in consultation with the CEO and confirmed by a Resolution.</p> <p>As part of the process for performance monitoring, performance principles will be developed by the Committee, in consultation with the CEO.</p> <p>The CEO is to provide progress reports against the Performance Plan to the Committee on a bi-annual basis.</p> <p>The Committee will meet with the CEO following each progress report to discuss the matters contained in the progress report and any feedback from Council.</p>

<p>12. Annual review</p>	<p>The Independent Chair is responsible for leading the CEO’s annual review process with the Committee and facilitating the input from all Councillors to inform the Committee’s assessment. The Independent Chair will support the Committee with assessing the CEO’s performance against the Performance Plan and the development of new KPIs and objectives (if any) for the following performance year.</p> <p>Annual reviews will include the opportunity to provide the CEO with performance-related feedback in person and input into the CEO’s Performance Plan. The CEO will also provide feedback on Council through a review process facilitated by the Independent Chair.</p> <p>The performance review will be completed annually following the end of the financial year, with the performance year being from 1 July to the next 30 June (or as otherwise agreed between Council and the CEO).</p> <p>The Committee, led by the Independent Chair, will conduct an informal mid-term performance review within 6 months of the formal annual review each year thereafter. The informal review will provide the CEO with feedback and the opportunity to adjust any of the objectives set in the Performance Plan, in consultation with the Committee.</p> <p>Outcomes of the performance review, future performance plans and KPIs will be recommended by the Committee to Council through a confidential report and formal Resolution.</p> <p>Nothing in this Policy prevents the Committee and/or Council from monitoring the CEO’s performance on an ongoing basis.</p>
<p>13. Acting CEO</p>	<p>Council must appoint an Acting CEO when there is an unplanned vacancy in the office of the CEO or the CEO is unable to perform their duties under the Contract of Employment for a period exceeding 28 days.</p> <p>The appointment of the Acting CEO must be made by a Resolution unless the Acting CEO is appointed for a period not exceeding 28 days, in which case the CEO may appoint an Acting CEO under delegation from Council pursuant to Section 11(3) of the Act. Nothing in this Policy applies to the CEO’s appointment of an Acting CEO under delegation.</p> <p>Where applicable, the Committee may advise Council on:</p> <ul style="list-style-type: none"> ▪ the selection and appointment of an Acting CEO, including whether it is appropriate to: <ul style="list-style-type: none"> ○ recruit an external candidate who is not currently employed by Council; or ○ appoint an internal candidate who is a current employee of Council; ▪ the terms of the Acting CEO’s contract of employment (to the extent that the required terms of the Contract of Employment set out in this Policy are inappropriate for an Acting appointment); and ▪ performance monitoring and review processes, if applicable, which are to be determined by reference to the length of the Acting CEO’s term of appointment.

<p>14. Independent professional advice</p>	<p>The Independent Chair is responsible for providing independent professional advice in relation to the matters dealt with under this Policy in accordance with Section 45(2)(a) of the Act.</p> <p>The Independent Chair will be appointed on the recommendation of the Committee following a process to seek experienced and suitably qualified persons but must not be the Executive Recruitment Consultant appointed by Council to assist in the recruitment process.</p> <p>Council will determine the:</p> <ul style="list-style-type: none"> ▪ term of appointment of the Independent Chair; and ▪ remuneration of the Independent Chair, <p>and ensure that it is a term of the Independent Chair’s engagement that the Independent Chair keep confidential all information which the Independent Chair acquires by virtue of the engagement.</p> <p>Council, or the Committee with the approval of a Resolution, can, on an as needed basis, obtain additional independent advice in relation to the matters dealt with under this Policy.</p>
<p>15. Interaction with Act and Regulations</p>	<p>This Policy applies subject to any inconsistent obligations in the Act or Regulations.</p>
<p>16. Confidentiality</p>	<p>Council is not required to, and will not, disclose any personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs, unless otherwise required by law.</p>
<p>17. Delegations</p>	<p>Council must not delegate the power to appoint the CEO, whether on a permanent or acting basis, but may delegate to the CEO the power to appoint an Acting CEO or a period not exceeding 28 days (Sections 11(2)(d) and 11(3) of the Act).</p>
<p>18. Other Matters</p>	<p>Integrity processes</p> <p>All information relating to the recruitment, selection and review processes in this Policy must be kept confidential. Councillors, the Independent Chair and advisors and staff involved in the recruitment and selection processes will be required to declare any conflicts of interest to Council, and take all reasonable steps to maintain confidentiality and respect the privacy of all persons involved.</p> <p>Any failure to keep information relating to recruitment, selection or review processes may constitute a breach of the Act, the Councillor Code of Conduct and/or the Employee Code of Conduct.</p> <p>Reporting</p> <p>Disclosure of the Remuneration Package will only be by way of information included in Council’s annual report and subject to and in accordance with any other legislative requirements, including the pay secrecy provisions in the <i>Fair Work Act 2009</i> (Cath).</p> <p>Health, safety and wellbeing obligations</p> <p>Councillors have an obligation to manage the employment of the CEO and any interactions with the CEO with consideration of the Model Councillor Code of Conduct and any relevant Council policies, which includes matters such as, but not limited to:</p> <ul style="list-style-type: none"> ▪ adherence to their duty of care under the OHS Act to ensure, so far as is reasonably practicable, the health and safety of the CEO (including psychological safety);

	<ul style="list-style-type: none"> ▪ refraining from behaving in a manner that exposes employees to psychological risk, physical risk or any other risk which could compromise the health and safety of employees, including the CEO; and ▪ participation where required in the resolution of safety issues or complaints relating to OHS issues. <p>Council will provide the CEO with confidential support and assistance through matters relating to health, safety and wellbeing.</p> <p>The CEO has the ability to report OHS incidents of health, safety and wellbeing concerns to the Mayor in the first instance or otherwise to the CEO Employment Matters Committee.</p>
<p>19. Responsibilities</p>	<p>How is Council responsible for the success of this Policy?</p> <p>Council is responsible for the success of this Policy by:</p> <ul style="list-style-type: none"> ▪ recruiting, appointing, reappointing and managing the CEO, including an Acting CEO, where required; ▪ appointing the members of the Committee – including the Mayor, Deputy Mayor and some or all of the Councillors; ▪ appointing the Independent Chair; ▪ appointing independent consultants when required; ▪ adopting, overseeing and monitoring the implementation of this Policy; and ▪ undertaking a review of the Policy within six (6) months of each Council election and at such other intervals as Council determines. <p>Councillors must also have regard to the Model Councillor Code of Conduct in overseeing and administering this Policy.</p> <p>How is the Audit & Risk Committee responsible for the success of this Policy?</p> <p>The Audit and Risk Committee is responsible for the success of this Policy by overseeing adherence to Council’s Credit Card Policy for expenses incurred by the CEO.</p> <p>How is the Chief Executive Officer responsible for the success of this Policy?</p> <p>The Chief Executive Officer is responsible for the success of this Policy by providing support to the Committee in carrying out its functions, independent of influence.</p> <p>How is the Chief People Officer responsible for the success of this Policy?</p> <p>The Chief People Officer is responsible for the success of this Policy by:</p> <ul style="list-style-type: none"> ▪ providing support to Council and the Committee which facilitates the reports and documentation required under this Policy; ▪ leading the relationship with the Independent Chair; ▪ arranging legal advice as necessary and appropriate; ▪ Council reporting on performance and contract reviews; and ▪ supporting the arrangements for professional development opportunities for the CEO. <p>How is the Committee responsible for the success of this Policy?</p> <p>The Committee is responsible for the success of this Policy by undertaking the</p>

	<p>responsibilities of the Committee as set out in this Policy, the Committee Charter and the Act.</p> <p>How is the Independent Chair responsible for the success of this Policy?</p> <p>The Independent Chair is responsible for the success of this Policy by undertaking the responsibilities of the Independent Chair as set out in this Policy the Committee Charter and the Act.</p>
20. Breach of Policy	Breaches of policies are treated seriously. Any concerns about non-compliance should be reported immediately to the owner of this Policy.
21. Consultation	The CEO will be consulted regarding any proposed changes to this Policy, providing an opportunity for the CEO to convey their views regarding any effects on their rights. These views will be considered by the Committee and Council in recommendations and decisions made.

GOVERNANCE

Parent Strategy/ Plan	Council Plan
Supporting Procedures and Guidelines	<p>This policy is enabled and supported by:</p> <ul style="list-style-type: none"> • Victorian Independent Remuneration Tribunal (VIRT) Determination • CEO Employment Matters Committee Charter • CEO Performance Agreement • Model Councillor Code of Conduct
Legislation/ Regulation	<p><i>Local Government Act 2020</i></p> <p>Local Government Planning and Reporting Regulations</p> <p>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</p>
Author	Chief People Officer
Policy Owner/ Sponsor	General Manager, Customer & Corporate
Date Effective	TBC
Review Date	December 2024; and this policy shall thereafter be reviewed, in consultation with the CEO Employment Matters Committee, after each election
Version Number	<p>2.0 adopted by Council on</p> <p>1.0 adopted by Council on 15 December 2021, with administrative changes made by Council on 28 February 2022 and 21 July 2022 and 5 February 2023.</p>
Document ID	A6341894
Content enquiries	Chief People Officer

9.2 REVISITING YOUR STREET YOUR SAY GROUP B**Author:** Transport Engineer**Reviewed By:** General Manager City Sustainability and Strategy

EXECUTIVE SUMMARY

This report is to provide information about the impacts of suspending four transport projects currently in delivery, and to reprioritise four other projects from the *Your Street, Your Say* Group B project list for delivery. The request for this information was made by Council at its meeting on 16 December 2024.

The *Your Street, Your Say* program is the main way that Council identifies and endorses capital works projects that improve transport safety and access. It is also one of the ways that Council implements its Transport Strategy and fulfils its role as the municipal road authority. Community engagement is a vital part of the program, which is used to support identification of the locations to make changes, and to refine design solutions.

A summary of the 8 projects that make up the scope of this report has been created as **Appendix A**. This summary includes detailed information about the reasons the location was chosen for a safety improvement, community consultation feedback, technical analysis, final proposal and collision information.

There have been collisions resulting in personal injury at some of the project locations within the last 5 years. Patterns of collisions are used along-side industry standards for road safety assessment and safe system design principles. This allows comparison of options and informs recommendations that improve road safety. Without intervention, collision rates are unlikely to improve.

The efficient use of Council's limited resources to maximise the amount of change in safety, and to prepare for future grant opportunities, is important for Darebin's road users. The project delivery funding and current expenditure details of all Transport Safety Improvement projects is provided in **Appendix B**. This table provides information about the amount of funding that could be redirected if a decision is made to stop some projects and reprioritise others.

There are reputational, community engagement participation, and sunk and ongoing cost risks of moving away from projects that have been started. There are also liability risks Council will be exposed to if a decision is taken to not act on a road safety risk that has been assessed as extreme using national guidelines.

Considering the collision history and road safety assessments, officers recommend that the current transport projects that have received funding in 2024-25 continue to be delivered, and that Council prioritises the four projects (not currently funded) for upcoming grant opportunities.

Council has the option to reprioritise projects, as foreshadowed in its 16 December 2024 resolution.

If Council chooses to reprioritise four projects (shown at **Attachment A**) to start delivery in 2024-25, \$90,000 and between 6-9 months would be needed to deliver the full scope of the design packages. Due to the limited time remaining in 2024/25, only half of the scope could be delivered requiring \$45,000.

Options for Council to consider for allocating funding include:

- stopping work on some projects funded for 2024-25, and progressing others by redirecting budget allocation from partially completed projects, to projects that Council chooses to reprioritise, or
- continue existing projects in delivery, and commence delivery for the additional four projects this financial year by:
 - accessing capital funding from the 2025/26 financial year by reducing the allocation next year
 - considering grant opportunities to progress certain projects when grant funding becomes available.

Officers are preparing a report to Council for their ordinary meeting in February with information about upcoming grant opportunities that could be used to deliver Council endorsed transport safety improvement projects.

Officer Recommendation

That Council:

- (1) Continues with:
 - a. the trial safety improvement project that will deter rat-running traffic along South Crescent
 - b. the trial safety improvement project to introduce a one-way section of road on Railway Place between Station Street and Gillies Street.
 - c. the road safety feasibility studies informed by community consultation and technical analysis for:
 - i. Victoria Road between South Crescent and Separation Street
 - ii. Victoria Road between Separation Street and Darebin Road.
 - (2) Prioritises the following projects for grant opportunities and receives a report in February on how to accelerate the delivery of these and other projects across Darebin:
 - a. Design and install a raised intersection at Separation Street and Perry Street with zebra crossings across all four sides of the intersection (subject to Department of Transport and Planning approval), near Perry Street Childcare Centre and Fairfield Primary School.
 - b. Consult Thornbury High School and undertake surveys to understand whether people are mostly entering the school off Matisi Street near Collins Street or north of Theobald Street. Then reposition and construct the wombat crossing to suit desire-line.
 - c. Raised zebra crossings across all approaches to roundabouts on Newcastle Street between Dundas Street and Pender Street near Pender's Grove Primary School and Thornbury Kindergarten.
 - d. Install a raised intersection at Jones Street and Collins Street, with zebra crossings across all four sides of the intersection, near Thornbury High School.
-

BACKGROUND / KEY INFORMATION

The *Your Street, Your Say* program is an opportunity for Council to engage with community and stakeholders to identify transport safety and access needs and priority projects across the transport network within Darebin. Projects that align with Council’s Transport Strategy are recommended.

The program has been set up into three study areas, and Council has engaged a third of the community in each year. The output is a list of Council endorsed projects that can be considered in the annual budget process and for grant applications.

Council endorsed the program in July 2021. Groups A and B have been delivered, and officers are currently delivering [Group C](#).

The below figure summarises the assessment process used for the YSYS Group B project study area investigation phase:

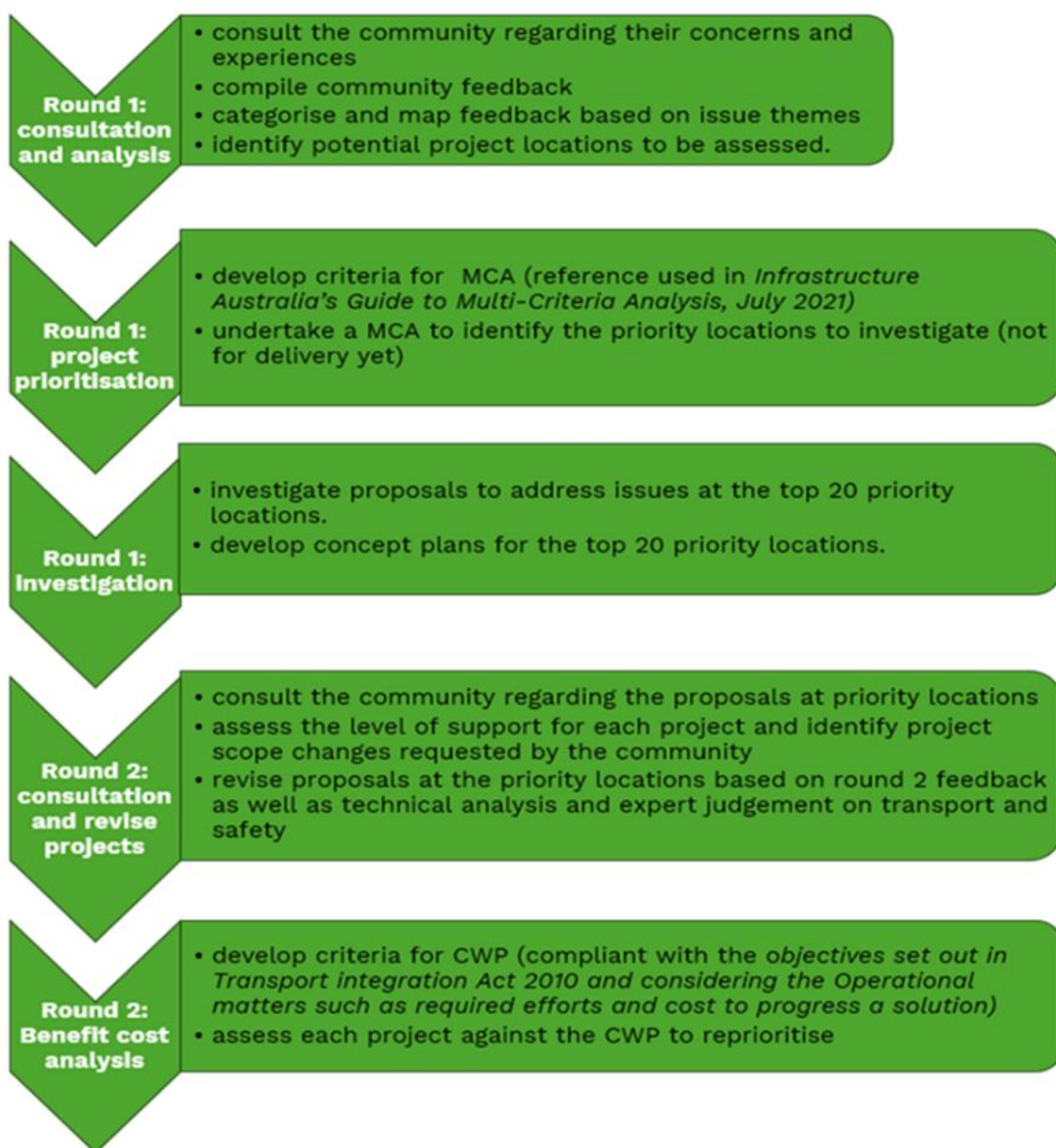


Figure 1: Process used for the YSYS Group B project study area investigation phase

There are four major assessment tools that officers use to analyse the transport network and make recommendations to Council. These tools reflect national standards where relevant to ensure Council is compliant with its statutory responsibilities as the municipal road authority.

A range of data is used across all assessments, including community engagement. In summary:

- The **first round of community engagement** is how officers identify locations that may need a transport treatment. A mapping tool is used, and community can drop a pin in any location, and use a drop-down menu to identify the issue/need. For Group B, over 2,000 comments were provided, which identified 227 potential project locations.
- A **Multi-Criteria Analysis (MCA)** is used to assess potential projects, and to recommend 20 locations Council should investigate first. The MCA uses principles from *Infrastructure Australia's Guide to Multi-Criteria Analysis, July 2021*, which also reflect the *Transport Integration Act 2020* objectives and principles that Council must have regard to as a transport body.
- Of the 20 locations to investigate, if it is not clear what the best treatment is, a **Rapid Safe System Assessment** is used to compare treatment options. This assessment is covered in the *Austrroads Guide to Road Safety Parts 1- 5 – Safe System* and *Part 6 – Road Safety Audits*. The objective of using this tool is to eliminate fatal and serious injury crashes.
- After the second round of community engagement, and design updates have been made that reflect feedback from the local community where possible, the **Capital Works Prioritisation Tool** is used to rank projects to recommend the priority of *High* and *Other* for progressing through to funding and delivery. The tool aims to achieve the greatest safety improvement for the greatest number of people from the available funding.

Previous Council Resolution

The previous Council decision about the Your Street, Your Say Group B projects in June 2024 is provided in **Appendix C**.

At its meeting held on *16 December 2024*, Council resolved:

'That Council:

- (1) *Notes that council decided to prioritise the Your Street Your Say – Group B projects on the 8 January 2024 "to ensure that children's safety is in the top 5 list of priorities to allow children to safely walk, cycle, take public transport or get dropped off at their school, kindergarten or childcare centre".*
- (2) *Notes that on 24 June 2024 council voted to reprioritise those projects.*
- (3) *Notes that from community consultation, people expressed most support for the safety projects around schools, kindergarten and childcare centres:*
 - a. *The raised zebra crossing outside Thornbury High School on Matisi Street received 88% support.*
 - b. *The raised zebra crossings outside Perry Street childcare received 86% support.*
 - c. *The raised zebra crossings outside Thornbury Kindergarten on Newcastle Street received 90% support.*
 - d. *The raised intersection at Jones St and Collins St outside Thornbury High School received 84% support.*
- (4) *Notes that the top four priority projects are currently the following. However, from community consultation, people expressed less support for these projects:*

- a. *Separated bike lanes on Victoria Rd before Separation St received 34% support.*
 - b. *Removal of parking on South Crescents to make way for bike riders received 67% support.*
 - c. *Separated bike lanes on Victoria Rd after Separation St received 55% support.*
- (5) *Accordingly, seeks a report at the 28 January 2025 Council meeting that provides advice on the impacts and implementation required to suspend the following projects pursuant to the community feedback of Your Street Your Say Group B:*
- a. *Install a trial solution along South Crescent near Mason Street. If the trial is unsuccessful, remove all parking from the south side of South Crescent between Mason Street and Plant Street.*
 - b. *Investigate options to improve road safety along Victoria Road between South Crescent and Separation Street (feasibility study), but not physically separated bike lanes.*
 - c. *Investigate options for separated bike lanes on Victoria Road, between Darebin Road and Separation Street (near Northcote Aquatic and Recreation Centre) and investigate further treatments to provide safe crossing for bicyclists near the entrance to the Northcote Aquatic and Recreation Centre.*
 - d. *Install a trial one-way (westbound) on Railway place between Station Street to Gillies Street. If safety assessment following the trial still requires the zebra crossing on Railway Place near Gillies Street to be straightened and raised then this should be considered for future funding.*
- (6) *According to the results of the community consultation, also receives a report to reprioritising the following four projects in Your Street Your Say Group B:*
- a. *Design and install a raised intersection at Separation Street and Perry Street with zebra crossings across all four sides of the intersection (subject to Department of Transport and Planning approval), near Perry Street Childcare Centre and Fairfield Primary School.*
 - b. *Consult Thornbury High School and undertake surveys to understand whether people are mostly entering the school off Matisi Street near Collins Street or north of Theobald Street. Then reposition and construct the wombat crossing to suit desire-line.*
 - c. *Raised zebra crossings across all approaches to roundabouts on Newcastle Street between Dundas Street and Pender Street near Pender's Grove Primary School and Thornbury Kindergarten.*
 - d. *Install a raised intersection at Jones Street and Collins Street, with zebra crossings across all four sides of the intersection, near Thornbury High School.*
- (7) *Notes that the concept of a trial one-way (westbound) on Railway Place between Station Street to Gilles Street did not go to community consultation, therefore Council agrees to consult the community on options to improve safety at the intersection of Gillies Street and Railway Place and returns this data to Council, before a trial is implemented.*

ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 2: Prosperous, Liveable and Flourishing

ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 1: Vibrant, Respectful and Connected

ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

2.1 We will deliver equitable and accessible infrastructure to provide opportunities for our community to live well

2.2 We will design and create public spaces where our people feel safe, welcome, and respected, including improving lighting and safety for people walking, wheeling, cycling and driving

2.4 We will foster local urban streetscapes and activity centres that connect our community, support economic recovery, and encourage people to live, work and play locally

DISCUSSION

As outlined under 'Background', officers used a range of data, feedback, and assessments to recommend Group B projects to Council at its 24 June 2024 meeting. To assist Councillor's consideration, a summary of key data, feedback and assessments for the Group B priority projects is included at **Attachment A**.

There are two projects, currently in delivery, that officers strongly recommend continuing because of the significant safety risks that have been identified through the assessment process. These are the section of Victoria Road between Darebin Road and South Crescent, and South Crescent between Mason Street and Plant Street.

Officers have carefully considered community feedback about these two locations and recognise there are diverse views. Assessments indicate that future serious injury at either of these two locations is likely. Officers are recommending that these two projects continue, because this road safety risk cannot be mitigated without introducing new safety treatments.

Further information on these assessments is provided below:

Critical Safety Assessments

Personal injury collisions are recorded across all of Victoria's roads, including those Council has responsibility of managing. Council's responsibility within the *Road Management Act 2004* includes improving safety.

Clusters of collisions are becoming less common on Darebin's roads. This is due to the success of previous Council interventions, the Federal Blackspot program, lower, safer speeds, vehicle technology improvements and other user training related initiatives like behaviour change programs and safety campaigns.

Where there are personal injury collisions on the road network, it is likely the rate of collisions will continue until a change is made. Information about whether there have been collisions recorded over the last 5-years at the 8 project locations is included in **Appendix A**.

Where collision information is not available for the location of concern raised by the community, the *Austrroads Guide to Road Safety and Safe System* principles are used in assessing the risk reduction for options that may be available. Relevant parts of the *Austrroads Guide to Road Safety* are included at **Appendix D**. Advice in the *Guide to Councils* includes recommendations for how to most effectively reduce the safety risk most efficiently for the most people.

Feasibility Studies on Victoria Road to Improve Safety

At the ordinary meeting of Council on 24 June, Council resolved in part:

That Council

- 1) *Endorses the Your Street, Your Say Group B concept designs as provided in Appendix B for design and delivery subject to the annual budget process. The top 8 projects in the following list are high priority and the remainder being other priority projects:...*
 - c. *Investigate options to improve road safety along Victoria Road between South Crescent and Separation Street (feasibility study), but not physically separated bike lanes*
 - d. *Investigate options for separated bike lanes on Victoria Road, between Darebin Road and Separation Street (near Northcote Aquatic and Recreation Centre) and investigate further treatments to provide safe crossing for bicyclists near the entrance to the Northcote Aquatic and Recreation Centre'*

The two proposals to further investigate bike rider safety along Victoria Road that were taken to community consultation received significant levels of feedback. The feedback highlighted current challenges of accessing on-street parking near the Northcote Aquatic and Recreation Centre (NARC), the community's view that opposes bike lanes with a physical separator, and unsafe access for people walking, riding and driving at the entrance to NARC. Feedback was also received in support of a change to improve safety for people riding along Victoria Road.

In preparing the alternatives, the option of making no change was considered. Officers did not recommend this option because Victoria Road is listed as a multi-modal street in Darebin's Strategic Transport Framework Plan (contained within the *Darebin Transport Strategy*, updated in 2022), that prioritised people riding bikes. There are records of collisions including a serious collision within the scope of both projects above.

A reduction to 40km/h was considered for Victoria Road. However, due to the road category being a collector road and the high volume of traffic using it, it is uncertain this approach would be supported by the Department of Transport and Planning. Also, a lower speed limit along Victoria Road that matches or is less than the adjacent local roads may encourage more traffic to use the surrounding local road networks for their journeys, increasing risk. This option was also not progressed.

Acknowledging the mixed feedback received through the community feedback round of consultation in March and April 2024, it was recommended that further work is required. The further work would seek to achieve a balance of improving road safety and community access. The feasibility design has commenced and local engagement with affected properties is planned for February to seek further feedback using an updated plan. Feedback from the community and the final recommended plan will be presented to Council in July for consideration. No work would start on implementing a change until Council has considered an updated feasibility design.

An endorsed feasibility design is also critical for enabling projects to be eligible for future grant opportunities.

Trial Safety Change – South Crescent

At the ordinary meeting of Council on 24 June, Council resolved in part:

That Council

- 1) **Endorses the Your Street, Your Say Group B concept designs as provided in Appendix B for design and delivery subject to the annual budget process. The top 8 projects in the following list are high priority and the remainder being other priority projects:**
 - a. **Install a trial solution along South Crescent near Mason Street to deter rat-running traffic....**

The local road of South Crescent in Northcote has unique functions of both providing local access for residents to their homes and regional access for people on bikes.

The State Government’s Strategic Cycling Corridors (SCC) uses South Crescent as a primary route to connect the cities of Banyule and Yarra. The relevant part of the SCC is shown in the figure below. The importance of the link along South Crescent as shown in the figure below, and has the same importance as the St Georges Road path and Capital City Trail.

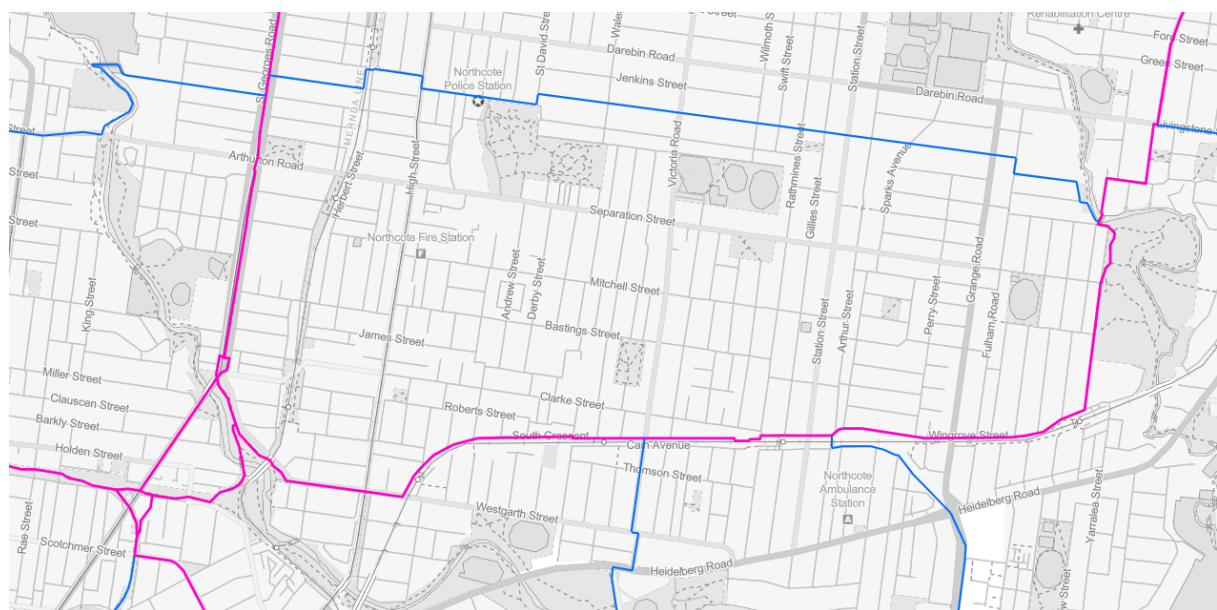


Figure 2: State Government Strategic Cycling Corridors (pink primary, blue secondary)

In identifying the recommended way to address the road safety risk on this road, the *Design guidance for strategically important cycling corridors* has been referenced. This document suggests that where separation of people riding and vehicles cannot be achieved, extensive road surface colour treatment and removal of parking should be delivered. As an alternative that is more cost effective and results in less local disruption to on-street parking, officers have narrowed down options for further assessment to minor removal of parking as per the Council decision on 8 January 2024 and modal filter to deter rat-running traffic on South Crescent. The modal filter alternative would significantly improve safety for a comparably lower cost.

Observations from 1 hour during a morning peak period showed that, for the most dangerous section of South Crescent between Mason Street and Plant Street, there were 208 vehicles and 159 people on bikes. Due to the nature of the SCC and high volume of riders, it was assumed to be catering for people riding to destinations beyond the City of Darebin. It is also known to cater for school children attending Northcote High School and Westgarth Primary

School. Parents/carers were observed supporting primary school aged children riding along this road.

To assess the safety risk of the existing layout and operation of the road, the *Austrroads Guide to Road Safety* was used. The collision severity was scored as *serious*, and likelihood was scored as *likely*. Referencing *Table 3: Austrroads RSA Risk Matrix* resulted in a risk score of extreme.

Alternatives that have been considered for improving safety at this location included removing some on-street parking and the modal filter, either as a permanent or trial solution. These two alternatives were compared using a Rapid Safe System Assessment. This is an industry recognised tool for comparing alternatives with the existing conditions. The reduction in exposure results in a significant improvement in safety, when comparing it to the parking removal option or existing layout. The comparative scoring can be seen in the figure below.

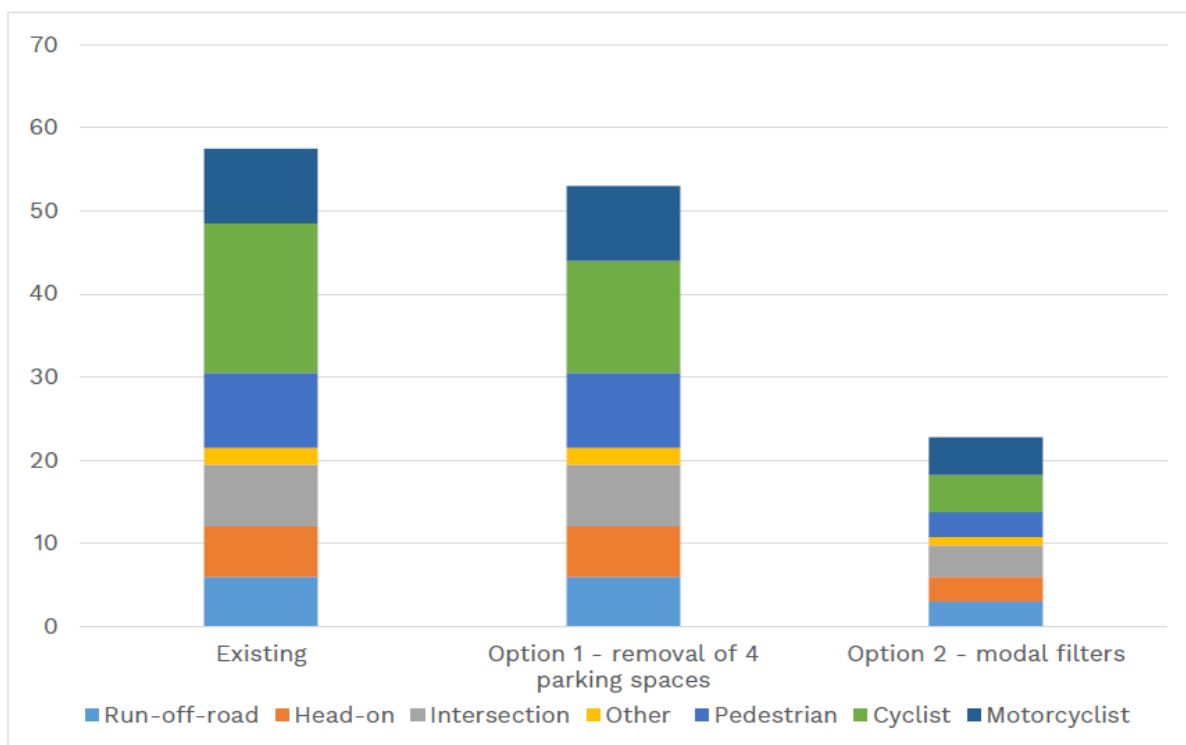


Figure 3: Comparison of options to improve road safety along South Crescent.

Due to the change in exposure, the trial or permanent installation of a road closure that deters rat-running traffic will achieve the same level of safety improvement.

The officer recommendation of trialling a road closure to deter rat-running traffic and improve road safety remains.

Grant Opportunities

Typically, only projects that have Council endorsed feasibility designs, and that have been developed with input from the community, will be considered for grant funding. The Victoria Road projects are still in the development phase and will only be eligible for grant funding if the feasibility design development with the community can be completed.

Funding for Project Delivery

The use of Council's limited resources to maximise the amount of change in safety has been determined through the capital works prioritisation tool and endorsed through Council's budget setting process. **Appendix B** has been prepared to show the value of work completed to date, the estimated cost of design and construction for all transport safety capital works projects this year. The design and construction costs for the 4 projects being considered for reprioritisation are also shown.

There are upcoming funding opportunities for safe system aligned projects, like those 4 being considered for reprioritisation. A further report will be tabled at Council in February about those opportunities.

Time Required for Design

If Council chooses to proceed with the projects being considered for reprioritisation, due to the time left this financial year, only half of the design scope and cost of the projects could be delivered. Typically, these types of projects would take 6-9 months to progress through the design development process.

CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

Financial Management

\$85,000 was allocated for design, traffic assessments and feasibility studies in 2024-25, contracts have been entered into and \$44,500 has already been spent, see **Appendix B**.

\$90,000 would be required to deliver the full scope of design works for the four projects being considered for reprioritisation. Only half of the scope could be delivered within 2024/25 due to limited time. If Council chooses to proceed with changing direction, \$45,000 would be needed this financial year, and \$45,000 next year. This budget could be redirected from existing projects within the Transport Safety Improvement capital budget for 2024/25. The list of funded projects that could be redirected is included at **Attachment B**.

Stopping contracts before their agreed end is likely to result in inflated design costs in future years. The inflation of prices may be as much as 25% so the provider can mitigate any risks with changes in revenue. This would have an impact on Council's ability to progress designs into the future due to the inflated cost per project.

Community Engagement

Community engagement reports for Group B rounds 1 and 2 can be found in the [18 December 2023](#) and [24 June 2024](#) Council meeting agendas.

Community Petition South Crescent

During the second round of community consultation, a petition was received with 160 signatures as follows:

Support safe cycling and walking on South Crescent, Northcote

My family and I, along with many of our neighbours, rely on South Crescent in Northcote for our daily commutes. We cycle to school or work, walk to the Westgarth shops and use this route to get around the inner north of Melbourne.

Darebin Council is currently considering projects and plans on South Crescent. But they have failed to do anything to make South Crescent a safer cycling or better walking space. All they are currently planning is to remove 4 parking spots near Westgarth Station. This is serious missed opportunity.

South Crescent is popular with cyclists and walkers alike. It connects cyclists to the city, Northcote High and Westgarth Primary, as well as to Fairfield and Alphington. Lots of people walk their dogs or meet friends for a walk too. It could be a really pleasant and safe place in the heart of our community.

Cycling is not only a sustainable mode of transport but also a healthy lifestyle choice. Yet without proper infrastructure and safety measures in place, it can become a risk rather than a benefit. In Australia alone, there were 38 cyclist fatalities in 2020 (source: Bureau of Infrastructure Transport and Regional Economics).

South Crescent is no exception. There is little reason for cars to use South Crescent from one end to the other, but lots of people tell me they've have had near misses riding along it.

Council should be trying to eliminate this unnecessary danger to us all - children going to school, adults commuting to work or anyone simply enjoying a leisurely ride. We propose that Darebin Council takes immediate action to prioritise cycling and walking along South Crescent. These actions could include:

Installing a vehicle barrier to prevent cars using the whole length of South Crescent.

- *The barrier could be at Mason Street (near the café) so that cars turn north towards Clarke Street.*
- *The barrier could allow bikes to pass on the sides, but still block cars and trucks.*

Working with the State Government to get a bike path built along the nature strip by the train line.

- *There's lots of space for an off-road bike path by the train line, and yet Council hasn't approached the Government for a partnership.*

Counting the bike and walkers along South Crescent.

- *Every time I walk or ride there, I see far more cyclists and walkers than cars and trucks. Darebin has investigated the use of the parking spaces near Dennis and Westgarth Stations, but hasn't counted the bikes and pedestrians along South Crescent as far as I know.*

Darebin should listen to the views of the people that sign this petition and consult with the local community on these proposed actions. Darebin should find the money for any changes that need to be made in next year's Budget.

By making these changes we can ensure that everyone who uses South Crescent - from my family to yours - can do so safely while promoting healthier lifestyles and sustainability within our community.

Please sign this petition if you believe in creating safer streets for cyclists in Northcote.

The petition is still live on the change.org website and has now reached 221 signatures.

Community Petition Jones Street Thornbury

In March 2023, a petition was tabled at Council seeking improved safety along Jones Street including at the intersection of Collins Street. The petition was signed by approximately 140 people:

We are concerned citizens who urge our leaders to act now to increase signage and install a mix of physical impediments to slow traffic, avoid cars entering one-way streets the wrong way, and install zebra crossings to support the safe crossing of streets.

Safety changes have been made using signs and line-marking. The raised intersection of Collins and Jones Street has also been included and adopted as a priority project.

Further engagement

Officers are planning to engage affected properties to continue the development of endorsed projects. The projects that will return to Council for consideration include both Victoria Road projects and Railway Place one-way trial. These consultations are operational in nature and the results will be largely from the immediately affected properties.

Officers will be visiting the South Crescent Café to discuss the trial project and ensure the solution integrates with their operations and considers their access needs.

Other Principles for consideration

The projects that are being considered to be stopped are aligned with the Darebin Transport Strategy. The South Crescent road safety project is on a State Government Strategic Cycling Corridor.

Overarching Governance Principles and Supporting Principles

- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- (d) the municipal community is to be engaged in strategic planning and strategic decision making;
- (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;

Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- (c) Council information must be understandable and accessible to members of the municipal community;
- (d) Public awareness of the availability of Council information must be facilitated

Strategic Planning Principles

- (e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;

Service Performance Principles

- (d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;

COUNCIL POLICY CONSIDERATIONS**Environmental Sustainability Considerations (including Climate Emergency)**

Eighteen percent of Darebin's greenhouse gas emissions are from transport. Safer streets for local residents will encourage and support more people to walk and ride with personal wellbeing and community resilience benefits. The Your Street, Your Say projects will support Council's response to the climate emergency through making active travel safer and therefore a more viable option for more people.

Equity, Inclusion, Wellbeing and Human Rights Considerations:

An Equity Impact Assessment was completed in May 2023 before the consultation began. In June 2024, the Equity Impact Assessment was updated after consultation.

Economic Development and Cultural Considerations

Management of transport issues, including parking, around activity centres has the potential to impact local businesses positively or negatively. Economic development is one of the factors that is considered with any change that is proposed. Businesses are included in all community engagement relating to projects in their area to ensure their needs are understood.

Operational Impacts

The effect of changing project priorities at this stage of project development and Council's annual budget cycle will impact other critical transport services and risk non-delivery.

Legal and Risk Implications

Improvements to the street network through the Your Street, Your Say program will improve road safety. The prioritisation and treatment selection has been overseen by a Registered Professional Engineer to ensure Council meets the requirements of the *Professional Engineers Registration Act 2019*. Road improvement designs in future stages will be done to required Australian Standards.

Delaying a solution to remove the known extreme safety risk on South Crescent may expose Council to liability if there were to be an incident, and a decision is made to not address the risk.





IMPLEMENTATION ACTIONS

1. Progress with operational community engagement and bring further decision making to Council on the items covered in this report.
2. If Council resolves to reprioritise projects, project initiation for newly funded projects will occur.
3. Bring a report to the meeting of Council in February with information about funding the projects being considered for reprioritisation through upcoming grant opportunities.

RELATED DOCUMENTS

- Darebin Council Agenda 18 December 2023, 8 January 2024 and 24 June 2024
- *Transport Integration Act 2010*
- *Road Management Act 2004*
- Darebin Transport Strategy 2007-2027
- Austroads Guide to Road Safety Part-6

Attachments

- Project Summary for Revisiting Your Street Your Say Group B (**Appendix A**) [↓](#) 
- Budget Allocation for Transport Safety Improvement Projects 2024-25 (**Appendix B**) [↓](#) 
- Council Resolution Your Street Your Say Group B 24 June 2024 (**Appendix C**) [↓](#) 
- Road Safety Assessment – Austroads Guide to Road Safety Part 6 (**Appendix D**) [↓](#) 

DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

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

Location/ Draft Proposal	Why was this project recommended	Number of people who responded to the survey question	Number of people who support the proposal	Results of Additional technical assessment	Crash Number /Injury Type	Final proposal recommended to Council	Other Matters
Matisi Street near Thornbury High School Draft Proposal Install a wombat crossing across Matisi Street, south of Collins Street	High vehicle speed on Matisi Street. No safe system aligned crossing for accessing the school from the east	25	22	9.5% of heavy vehicles, which is above average of 3-4% for a local road. Speed zone is 40km/h and 85th percentile speed (the design speed) on average is 44.1km/h for both directions. Existing infrastructure supports crossing however with high speeds puts the risk rating at High.	0	Consult the school and undertake surveys to understand whether students are mostly entering the school off Matisi Street near Collins Street or north of Theobald Street, then reposition the wombat crossing to suit desire-line, if required.	The design process would require a street lighting assessment and a formal independent road safety audit. Due to the observed low numbers of people crossing DTP may not approve a zebra crossing. The safe system approach aligns with TAC grant criteria.
Separation Street and Perry Street Intersection Draft Proposa Install a raised intersection treatment with zebra crossings across all legs of the intersection	Speeding, intersection is dangerous for pedestrians, especially as it is near a childcare centre.	73	63	Safety assessment using the Austroads guide to Road Safety Part 6, has the location with a medium safety risk. Speed limit is 40km/h. Traffic is often paused of flowing in groups due to the nearby traffic signals at Station Street. Road alignment is straight giving good visibility to oncoming traffic. Site observation over 40 minutes recorded 12 pedestrians crossing Separaton Street near Perry Street. 4 of these pedestrians were young chlidren supervised by their carers / parents. This preliminary assessment does not meet crossing design standards for locating crossings. It is likely the percentration of safety here is lower due to the complexity of trying to cross with young children and the intermittent heavy traffic.	1 Other	No change - Install a raised intersection at Separation St and Perry St with zebra crossings across all four sides of the intersection.	The design process would require a flood modelling assessment, street lighting assessment and a formal independent road safety audit. The queuing traffic and safety audit findings may not achieve approval from DTP for the installation of zebra crossings. The safe system approach aligns with TAC grant criteria.
Newcastle Street and Pender Street Roundabout Draft Proposal Install raised zebra crossings (wombat crossings) across all approaches to roundabouts on Newcastle Street. This includes the roundabouts at Pender Street and Collins Street	Speeding, dangerous for pedestrians crossing to school & kindergarten.	58	52	This project was assessed having a medium safety risk due to the lower speed at conflict points and the angles of potential collision approaching and through the roundabout supporting less severe outcomes. Pedestrians have no priority at roundabouts and installing raised zebra crossings would change the priority.	1 Other	No changes - Install raised zebra crossings on all four sides of the roundabouts at the intersection of Newcastle St and Pender St, and Newcastle St and Collins St.	The design process would require a street lighting assessment and a formal independent road safety audit. The safe system approach aligns with TAC grant criteria.

Location/ Draft Proposal	Why was this project recommended	Number of people who responded to the survey question	Number of people who support the proposal	Results of Additional technical assessment	Crash Number /Injury Type	Final proposal recommended to Council	Other Matters
Jones Street and Collins Street Intersection Draft Proposal Install a raised intersection treatment with zebra crossings.	Need improved pedestrian infrastructure and to prevent cars travelling the wrong way	25	21	Direct route for students to access Thornbury High School. Jones Street has one-way traffic northbound and crosses the primary path for students coming from the west. There were 67 vehicles in the morning peak hour and 47 vehicles in the afternoon peak hour. The speed limit is currently 50km/h and cars were measured travelling with an average 85th percentile of 43km/h. Visibility is good to see oncoming vehicles. The crossing distance is short (~3m) across Jones Street. Cars have been reported to be driving the wrong way along Jones Street making the operation unpredictable. The risk rating for this locaton is High.	0	Raised Intersection with zebra crossings	Road safety changes to clearly define the direction of traffic flow along Jones Street and upgrades to pedestrian warning signs works was completed before the end of June 2024.
Victoria Road - South Crescent to Separation Street Draft Proposal Investigate separated bike lanes. This would involve removal of approx. 25 onstreet car parking spaces	Cycling safety should be improved. Requests for permanent protected bicycle lanes.	152	52	This corrdior has been identified in the Darebin Strategic Transport Framework Plan as a secondary multi-modal street. A multi-modal streets are <i>roads that provide for a mixture of different transport types and road uses. Highest priority is given to pedestrians and cyclists in these streets, with consideration given to public transport where appropriate.</i> Reference Darebin Transport Stratgey update 2022. The risk rating for this locaton is High.	1 Serious, 7 Other	Investigate options to improve road safety, but not physically separated bike lanes due to strong opposition to the separated bike lanes and impacts on on-street parking.	Feedback from the community on the draft feasibility design is planned to be brought back to Council in April.
Victoria Road - Separation Street to Darebin Road Draft Proposal Investigate providing separated bike lanes. This would involve removal of approx.. 50 on-street car parking spaces. The investigation could consider a longer length of Victoria Road	Bike lane needs upgrades for safety	85	47	This corrdior has been identified in the Darebin Strategic Transport Framework Plan as a secondary multi-modal street. A multi-modal streets are <i>roads that provide for a mixture of different transport types and road uses. Highest priority is given to pedestrians and cyclists in these streets, with consideration given to public transport where appropriate.</i> Reference Darebin Transport Stratgey update 2022. The risk rating for this locaton is High. There has been a fatality of a rider near the entrance of NARC due to a turning truck going across their path in the existing painted bike lanes.	1 Serious, 8 Other	In addition to the investigations of bike lane investigate further treatments to provide safe crossing for bicyclist near the entrance to the NARC	A cohesive solution that considers all road users and transport needs is recommended. Feedback from people accessing NARC is that the access arrangement feels dangerous. Feedback from the commnuity on the draft feasibility design is planned to be brought back to Council in April.

Location/ Draft Proposal	Why was this project recommended	Number of people who responded to the survey question	Number of people who support the proposal	Results of Additional technical assessment	Crash Number /Injury Type	Final proposal recommended to Council	Other Matters
<p>South Crescent Draft Proposal Investigate installation of modal filters on South Crescent.</p>	<p>Difficult to cycle along South Crescent since the removal of a trial bike lane and reintroduction of parking. Project is on the State Government's Strategic Cycling Corridor. Hundreds of riders use this road everyday to access places like Northcote High School and Westgarth Primary School with lane with non-compliant with design standards for the observed passing behaviour.</p>	<p>45</p>	<p>30</p>	<p>Site tour with Councillors was held on the morning of 28 May Observations include: Riders of all abilities, including primary and secondary school aged children, and carers with trailers carrying young children. Heavy right turn by cars from Mason Street Safety risk associated with parked cars on both sides of the bend (Mason to Plant St) where cars or trucks try to pass riders in either direction. 1.5m clearance road rule not being observed. South Crescent is a State Gov designated Primary Strategic Cycling Corridor. Morning peak 1 hour data collection showed: 128 vehicles turning right from Mason St in addition to 35 vehicles eastbound, 45 westbound between Mason and Plant 121 riders approaching Mason Street from east and 38 riders approaching South Crescent from Mason Street. Rapid Safe System Assessment shows safety risk more than halved through the modal filter to deter rat-running traffic option. The risk rating for this location is Extreme.</p>	<p>0</p>	<p>Install a trial solution along South Crescent near Mason Street to deter rat-running traffic. If the trial is unsuccessful, remove all parking from the south side of South Crescent between Mason Street and Plant Street.</p>	<p>Petition submitted in May with 221 signatures in support of Trial Road Closure with Modal Filter. Feedback at round 2 consultation Would prefer the modal filter - upset it was removed from proposal (7)</p>
<p>Gillies Street and Heidelberg Road Draft Proposal No left turn from Heidelberg Rd onto Gillies St, Monday - Friday at 4:00pm - 6:30pm</p>	<p>The community have been complaining about the speed of vehicles travelling along Gillies Street since the pop-up bike lane was installed along Heidelberg Road. Vehicles speeds have been recorded above the 40km/h limit.</p>	<p>46</p>	<p>37</p>	<p>Rat-running traffic may choose to turn at Rathmines Street instead, pushing the issue to this other street. The safety risk that the community have been raising for multiple years of people walking on the zebra crossing of Railway Place not being seen by the traffic turning quickly right from Gillies Street would not be addressed fully due the alternate route and part-time turn ban.</p>	<p>0</p>	<p>Abandon the proposed peak hour left turn ban from Heidelberg Road to Gillies Street Instead Install a trial one-way (westbound) on Railway place between Station Street to Gillies Street</p>	<p>An operational community consultation that includes stakeholders and traders of Railway Place is planned for this treatment. Results can be brought back to Council to consider in March or April.</p>

Budget allocation for Transport Safety Improvement Projects - 2024-25

	Budget Allocation	Year to Date Spend	Available Budget for Projects if Projects are Reprioritised	Estimated Design Cost	Estimated Construction Cost	Estimated Total Project Cost
Transport Safety Projects Design						
Priority projects identified in the Your Street Your Say Program (\$85,000)						
South Crescent - Trial Solution (Traffic Impact Study and Concept Plans)	\$ 10,000	\$ 6,500	\$ 3,500	\$ 10,000		
Investigate a separated bike lane on Dundas Street, between Victoria and Matisi Street (Feasibility Study)	\$ 20,000	\$ 12,000	\$ -	TBC	TBC	TBC
Investigate options to improve road safety along Victoria Road between South Crescent and Separation Street (feasibility study), but not physically separated bike lanes.	\$ 50,000	\$ 33,000	\$ 17,000	TBC	TBC	TBC
Investigate options for separated bike lanes on Victoria Road, between Darebin Road and Separation Street (near Northcote Aquatic and Recreation Centre) and investigate further treatments to provide safe crossing for bicyclists near the entrance to the Northcote Aquatic and Recreation Centre.				TBC	TBC	TBC
Design and construct a signalised pedestrian crossing on Victoria Road, south of Clifton St (near the Northcote Aquatic and Recreation Centre).				TBC	TBC	TBC
Railway Place - Trial Solution (Traffic Impact Study and Concept Plans)	\$ 5,000	\$ 5,000	\$ -	\$ 5,000		
Design and construct raised zebra crossing on Newcastle Street at Young Street	\$ 100,000	\$ 12,500	\$ -	\$ 20,000	\$ 80,000	\$ 100,000
Accessible Parking Spaces Design and Construction	\$ 40,000	\$ 30,000	\$ -	\$ 20,000	\$ 20,000	\$ 40,000
Design of raised zebra crossing on Cramer Street	\$ 25,000	\$ 15,000	\$ -	\$ 25,000	TBC	TBC
Design of speed humps on Radford Road between Edwardes Street and Broadhurst Avenue	\$ 20,000	\$ 12,000	\$ -	\$ 20,000	TBC	TBC
Design Pedestrian Operated Signal and Raised Shared Path Crossing Cheddar Road at Crookston Road	\$ 30,000	\$ 8,000	\$ -	\$ 30,000	TBC	TBC
Transport Safety Projects Construct						
Quick Wins YSYS (minor projects that do not require detailed design) (\$100,000)						
South Crescent - Trial Solution	\$ 50,000		\$ 50,000		\$ 50,000	\$ 50,000
Railway Place - Trial Solution	\$ 15,000		\$ 15,000		\$ 15,000	\$ 15,000
Breen Street - Trial Solution	\$ 15,000	\$ 3,500	\$ -	\$ 5,000	\$ 10,000	\$ 15,000
Minor Civil Works projects	\$ 20,000	\$ 10,000	\$ -	\$ -	\$ 20,000	\$ 20,000
Street Lighting Projects	\$ 100,000	\$ 18,500	\$ -		\$ 81,500	\$ 100,000
Construct Raised children's crossing on Clifton Grove at Sacred Heart School	\$ 90,000	\$ 83,000	\$ -		\$ 90,000	\$ 83,000
Construct Clarendon Street raised zebra crossing - Psorakos Market	\$ 100,000	\$ -	\$ -		\$ 100,000	\$ 100,000
Construct raised school crossing opposite James Street at St Joseph Primary school gates	\$ 120,000	\$ -	\$ -		\$ 120,000	\$ 120,000
Construct raised threshold on McIntosh Street at James Street	\$ 85,000	\$ -	\$ -		\$ 85,000	\$ 85,000
Construct raised threshold Clapham Street (north) at Hutton Street	\$ 180,000	\$ -	\$ -		\$ 180,000	\$ 180,000
Total	\$ 1,075,000	\$ 249,000	\$ 85,500	\$ 135,000	\$ 851,500	\$ 908,000
Projects Considered for Reprioritisation						
Perry Street and Separation Street raised intersection with zebra crossings	\$ -	\$ -	\$ -	\$ 25,000	\$ 225,000	\$ 250,000
Jones Street and Collins Street raised intersection with zebra crossings	\$ -	\$ -	\$ -	\$ 25,000	\$ 275,000	\$ 300,000
Newcastle Street and Penders Street- 4 x raised zebra crossings	\$ -	\$ -	\$ -	\$ 20,000	\$ 200,000	\$ 220,000
Maitisi Street a raised zebra crossing. Exact location to be determined	\$ -	\$ -	\$ -	\$ 20,000	\$ 100,000	\$ 120,000
Total	\$ -	\$ -	\$ -	\$ 90,000	\$ 800,000	\$ 890,000

At its meeting held on 24 June 2024, Council resolved:

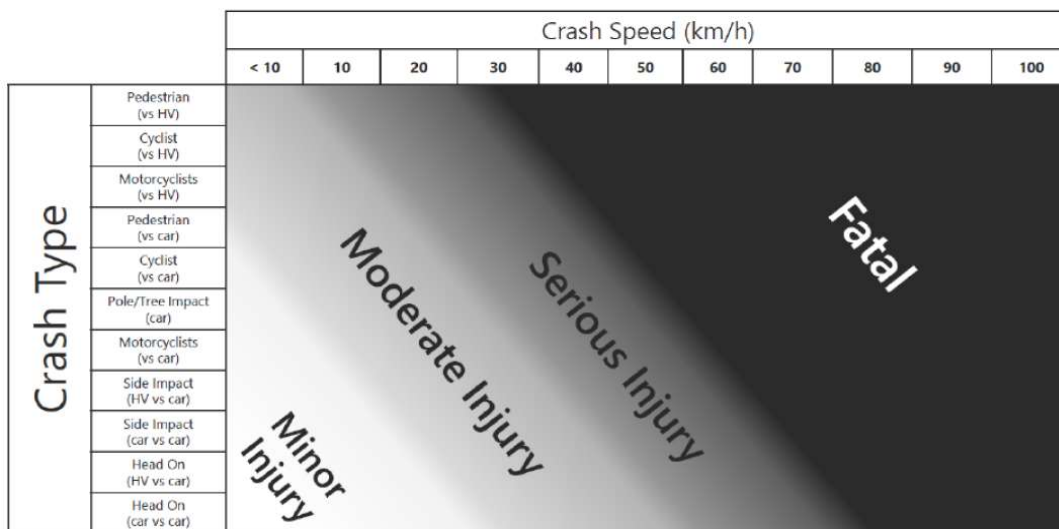
'That Council

- 1) *Endorses the Your Street, Your Say Group B concept designs as provided in **Appendix B** for design and delivery subject to the annual budget process. The top 8 projects in the following list are high priority and the remainder being other priority projects:*
 - a. *Install a trial solution along South Crescent near Mason Street to deter rat-running traffic. If the trial is unsuccessful, remove all parking from the south side of South Crescent between Mason Street and Plant Street.*
 - b. *Investigate a separated bike lane on Dundas Street, between Victoria and Matisi Street.*
 - c. *Investigate options to improve road safety along Victoria Road between South Crescent and Separation Street (feasibility study), but not physically separated bike lanes.*
 - d. *Investigate options for separated bike lanes on Victoria Road, between Darebin Road and Separation Street (near Northcote Aquatic and Recreation Centre) and investigate further treatments to provide safe crossing for bicyclists near the entrance to the Northcote Aquatic and Recreation Centre.*
 - e. *Design and construct a signalised pedestrian crossing on Victoria Road, south of Clifton St (near the Northcote Aquatic and Recreation Centre).*
 - f. *Install a raised zebra crossing on Clarendon Street, east of High Street.*
 - g. *Install a raised zebra crossing on Newcastle Street, south of Young Street.*
 - h. *Install intersection traffic signals at Breavington Way.*
 - i. *Install raised crossing at Raleigh Street and two speed humps towards the roundabout at St David Street.*
 - j. *Consult the school and undertake surveys to understand whether people are mostly entering the school off Matisi Street near Collins Street or north of Theobald Street. Reposition and construct the wombat crossing to suit desire-line.*
 - k. *Investigate and design the most appropriate options for road safety treatment on Separation Street between Hopetoun Street to Bennet Street.*
 - l. *Install a raised intersection at Jones Street and Collins Street, with zebra crossings across all four sides of the intersection.*
 - m. *Design and construct raised intersection traffic lights at the intersection of Dundas Street and Newcastle Street.*
 - n. *Design and install a raised zebra crossing (wombat crossing) on Clarendon Street, east of St David Street in addition to the central median and speed cushions on the concept plan. Also, investigate traffic calming measures along Wales Street and deliver at the same time as the Clarendon Street changes.*

- o. Install a trial one-way (westbound) on Railway place between Station Street to Gillies Street. If safety assessment following the trial still requires the zebra crossing on Railway Place near Gillies Street to be straightened and raised then this should be considered for future funding.*
 - p. Design and install road safety treatments along Newcastle Street between Walton Avenue and Raglan Street.*
 - q. Design and install raised zebra crossings on all four sides of the intersection at Raglan Street and Newcastle Street.*
 - r. Design and install a wombat crossing across Union Street east leg at High Street.*
 - s. Remove all left turn slip lanes at the intersection of Separation Street and Northcote Plaza through an intersection remodel.*
 - t. Design and install raised zebra crossings on all four sides of the roundabouts at the intersection of Newcastle Street and Pender Street.*
 - u. Design and install raised zebra crossings on all four sides of the roundabouts at the intersection of Newcastle Street and Collins Street.*
 - v. Investigate and design a T-intersection at Wingrove Street and Arthur Street with raised pedestrian crossing on Wingrove Street and on Arthur Street to the north of Wingrove Street.*
 - w. Design and install a raised intersection at Separation Street and Perry Street with zebra crossings across all four sides of the intersection (subject to Department of Transport and Planning approval).*
 - x. Construct footpath connections and pram ramps for Habitat Link to be connected safely to the footpath on the south side of Main Drive to the east of Ernest Jones Drive.*
 - y. Design and install a raised zebra crossing on Rossmoyne St, to connect Olver Reserve and Jones Reserve.*
 - z. Design and install a raised zebra crossing on Gooch St, to connect Jones Reserve and Harry Reserve.*
 - aa. Design and install further road safety treatments at Flinders Street near Roberts Reserve.*
 - bb. Upgrade raised pedestrian crossing on Mansfield St, between Roberts Reserve and Olver Reserve, to a raised zebra crossing.*
 - cc. Design and install a raised zebra crossing across Separation St, east of Sparks Ave (near Alfred Nuttall Memorial Kindergarten).*
- 2) *Notes that the timelines for design and delivery of projects are subject to annual budget processes and budget availability, including successful grant applications.*
 - 3) *Makes the Your Street, Your Say Group B Round 2 engagement report at **Attachment C** publicly available via the Darebin website.*

- 4) *Endorses the operational project proposals with any proposed changes, if any, as shown in **Appendix A** to be delivered through operating budgets or grant funding.*
- 5) *Endorses a further reduction in speed limit to 40km/h on local roads, and a trial 30km/h zone around activity centres and schools in the Group B area.*
- 6) *Notes the consultation for Your Street Your Say Group C (Reservoir East, Preston East, and Northcote West) will proceed as soon as practical in 2024/25, but after the caretaker period*

Road Safety Assessment – Austroads Guide to Road Safety Part 6



SOURCE: AUSTRROADS GUIDE TO ROAD SAFETY PART 6: ROAD SAFETY AUDIT – FIGURE 10.3

FIGURE 4: CRASH SEVERITY GUIDANCE

		SEVERITY				
		INSIGNIFICANT	MINOR	MODERATE	SERIOUS	FATAL
LIKELIHOOD	ALMOST CERTAIN	Medium	High	High	Extreme (FSI)	Extreme (FSI)
	LIKELY	Medium	Medium	High	Extreme (FSI)	Extreme (FSI)
	POSSIBLE	Low	Medium	High	High (FSI)	Extreme (FSI)
	UNLIKELY	Negligible	Low	Medium	High (FSI)	Extreme (FSI)
	RARE	Negligible	Negligible	Low	Medium (FSI)	High (FSI)

Safe System crash outcome threshold

Note, refer to the crash severity guidance (Figure 4)

SOURCE: AUSTRROADS GUIDE TO ROAD SAFETY PART 6: ROAD SAFETY AUDIT – FIGURE 10.2

TABLE 3: AUSTRROADS RSA RISK MATRIX

SEVERITY	DESCRIPTION
Insignificant	Property damage
Minor	Minor first aid
Moderate	Major first aid and/or presents to hospital (not admitted)
Serious	Admitted to hospital
Fatal	At scene or within 30 days of the crash

SOURCE: AUSTRROADS GUIDE TO ROAD SAFETY PART 6: ROAD SAFETY AUDIT – SEVERITY PARAMETERS

TABLE 2: CRASH SEVERITY

LIKELIHOOD	DESCRIPTION
Almost certain	Occurrence once per quarter
Likely	Occurrence once per quarter to once per year
Possible	Occurrence once per year to once every three years
Unlikely	Occurrence once every three years to once every seven years
Rare	Occurrence less than once every seven years

SOURCE: AUSTRROADS GUIDE TO ROAD SAFETY PART 6: ROAD SAFETY AUDIT – LIKELIHOOD PARAMETERS

TABLE 1: CRASH LIKELIHOOD

**9.3 OPTIONS PAPER FOR CULTURAL DIVERSITY AND
LGBTIQA+ ACTION PLANS**

Author: Coordinator Equity, Inclusion and Wellbeing
 Acting Manager Equity and Climate

Reviewed By: General Manager City Sustainability and Strategy

EXECUTIVE SUMMARY

At the 16 December 2024 Ordinary Council meeting it was resolved that Council “...receives a report at the Council Ordinary meeting on 28 January 2025 on options to complete rather than defer (as recommended by officers) finalisation of Cultural Diversity and LGBTIQA+ Action Plans before 30 June 2025 as per the endorsed Council Plan Action Plan timelines.”

This paper presents options around the finalisation of the two action plans. It also discusses 2 additional social inclusion projects that at Quarter 2, are now expected to be delayed.

Both the LGBTIQA+ and Cultural Diversity Action Plans were intended to be completed by 30 June 2025. Development work for both action plans is progressing, however both are behind schedule.

It is possible to fast track the completion of these Action Plans. However, doing so would limit the time and extent of community engagement, which risks limiting Council’s capacity to empower the community, and to maintain safety for all involved.

Officers recommend extending the completion date of the LGBTQIA+ Plan to October/November 2025, and the Cultural Diversity Action Plan to November/December 2025. This will help ensure Council provides communities within Darebin, who stand to benefit from these social justice action plans, with an accessible and equitable opportunity to provide feedback. Extending the projects by 5 to 6 months also provides more time to ensure adequate measures are in place to provide a welcoming and safe experience for everyone who participates in developing the plans. Another benefit for Council to consider is being able to align both plans with the new, 2025-29 Council Plan (incorporating the Municipal Health and Wellbeing Plan).

Officer Recommendation

That Council:

- (1) Approves Option 1 outlined in Tables 1 and 2 of the report to defer completion of the Cultural Diversity Action Plan and LGBTIQA+ Action Plan by December 2025, to provide inclusive opportunities for community engagement.
 - (2) Receives monthly progress briefing reports from officers on the development of the Cultural Diversity Action Plan and LGBTIQA+ Action Plan.
-

BACKGROUND / KEY INFORMATION

Council has a long-standing commitment to reducing discrimination, disadvantage and the unequal distribution of resources and opportunities, to build a strong, healthy, cohesive and harmonious community. At a fundamental level, this is about fairness. At a practical level, this is about how, as an organisation in our services, programs, places and spaces and with our community, we can be equitable, responsive, inclusive and accessible to all. It is about recognising and valuing our diversity.

Council is proud of its diverse community and over the past two decades has worked resolutely to address poverty and discrimination and remove barriers that entrench disadvantage and inequality.

According to the most recent Census, the City of Darebin population forecast for 2025 is 158,210 and is forecast to grow to 216,417 by 2046 (36.79% increase)¹. Darebin is home to people from 112 different birthplaces². According to the latest census in 2021, in Darebin:

- 37.5% of people speak a language other than English at home.
- 31.4% of people who were living in the City of Darebin were born overseas, of which 18% arrived in Australia within 5 years prior to 2021.
- 58.9% have either one or both parents born overseas (45.3% have both parents born overseas; 8.1% have father only born overseas; 5.5% have mother only born overseas; 36.5% have both parents born in Australia; remaining % did not respond)³.
- Darebin residents speak 89 languages⁴.

These figures indicate how culturally diverse our population is and the degree to which different ethnic groups and nationalities retain their language.

Whilst accurate data collection through the Australian Bureau of Statistics continues to be a barrier for LGBTIQ+ visibility, we know anecdotally that Darebin is a place where LGBTIQ+ people like to live, work and socialise. A population health survey⁵ found that Darebin has one of the highest LGBTIQ+ populations in Victoria, an estimated 10.6% compared to the state average of 5.7%.

The communities of Darebin that these action plans seek to elevate, celebrate and empower hold specific value, resources, skills and experiences that contribute towards the municipality. The action plans intend to include various activities and programs aimed to remove and reduce barriers to accessing civic, social, educational and economic life for Darebin's diverse community.

This strategic intervention by Council will generate environments to support the safety, wellbeing, health and wealth development for individuals, families and communities. With better outcomes achieved for culturally and linguistically diverse community members and our LGBTIQ+ communities who work, live and play in Darebin, people are able to contribute to the networks, social systems and social cohesion that maintain healthy environments. The social, economic and creative ecosystem of Darebin will move further towards a self-sustaining environment for all.

¹ <https://forecat.id.com.au/darebin>

² <https://profile.id.com.au/darebin/birthplace>

³ [2021 Darebin, Census All persons QuickStats | Australian Bureau of Statistics](https://www.abs.gov.au/2021-darebin-census-all-persons-quickstats)

⁴ <https://profile.id.com.au/darebin/language>

⁵ <https://vahi.vic.gov.au/reports/population-health>

Previous Council Resolution

At its meeting held on 16 December 2024, Council resolved:

'That Council receives a report at the Council Ordinary meeting on 28 January 2025 on options to complete rather than defer (as recommended by officers) finalisation of Cultural Diversity and LGBTIQ+ Action Plans before 30 June 2025 as per the endorsed Council Plan Action Plan timelines.'

ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 1: Vibrant, Respectful and Connected

ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 1: Vibrant, Respectful and Connected

ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

- 1.1 We will develop partnerships with organisations from across our city, to value and include Aboriginal and Torres Strait Islander peoples and people from multicultural and diverse backgrounds
- 1.2 We will help to build an inclusive and empowered community, where social cohesion and community harmony are fostered
- 1.3 We will embrace diversity and ensure everyone is included in our society, and no one is left behind – by combating discrimination, and championing equity, inclusivity and diversity
- 1.5 We will prioritise and respect the voices and aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin
- 1.8 We will work towards a discrimination-free, and systemic racism-free Darebin, and reduce the impact of poverty and disadvantage

DISCUSSION

The **Cultural Diversity Action Plan** is in the early planning stages. A 'gold-standard' Cultural Diversity Action Plan would include two rounds of community engagement, taking time and making effort to ensure contribution from Darebin's richly diverse community. The first stage would involve establishing community priorities. This would contribute to the drafting of the Plan's content. Once drafted, the community would be consulted for a second time. There are substantial timing demands on completing two rounds of community consultation, drafting the Plan and having it endorsed by the end June 2025.

If Council determines that the action plan be delivered by June 2025, additional budget of \$50,000 will be needed to outsource both community engagement and drafting the Action Plan. If this was agreed, time constraints would mean it likely that community engagement would mostly only be possible through the Your Say web page. There would also be no time for deep outreach work, meaning the communities that this Action Plan would be servicing would have no or very little input in its development.

The **LGBTQIA+ Action Plan** is more progressed. There has been a first round of community consultation, and the results have been synthesised. The Plan will need to be drafted, and a second round of community consultation delivered. Engagement best practice would provide the community with an opportunity to view the draft Action Plan and for a moderated method of engagement to be developed. This would involve a Darebin Your Say opportunity for the general community to provide feedback, in addition to targeted distribution of the draft Action Plan to local service providers and key stakeholder groups. An additional \$20,000 will be needed if it is to be delivered by 30 June 2025.

Delivery Options

Options are presented in the Table 1 below for the Cultural Diversity Action Plan.

Table 1

Cultural Diversity Action Plan	Option 1 Implementation Plan Officer Recommendation	Option 2 Implementation Plan Deliver by 30 June 2025
2024/25 Operating Project Budget allocation	\$50,000 for consultant with partial funds to be carried over to 25/26	\$50,000 for consultant
Additional resource required to fast track delivery		Additional \$50,000 to engage consultant to deliver intensive consultation period in a culturally safe and equitably accessible method
Procurement of consultant	February 2025	February 2025
Development of consultation approach	March 2025 – officers codesign with consultant	First week of March 2025 – consultant led within Council policy requirements
Further internal consultation with key Council services and programs to ensure alignment with policies and strategies across Council	March 2025	Not feasible within timeframe and allocated budget*
Council briefing on Stage 1 consultation	April 2025	Second week March 2025
Community-based, culturally sensitive and inclusive consultation with representatives from multicultural community groups, residents, service-recipients, vulnerable population support groups	April-June 2025	Not feasible within timeframe and allocated budget*
General community consultation sessions from general invitation process	April – June 2025	Two weeks in March 2025 consultant led
Call out for submissions from key service providers, peak bodies representing multicultural communities, potential partners, program delivery agencies	April-June 2025	Not feasible within timeframe and allocated budget*
Alignment with 2025-29 Council Plan priorities, Municipal Public Health and Wellbeing Plan actions, and Darebin Health and Wellbeing Data Profile Report.	April to June 2025	Not feasible within timeframe and allocated budget*

Cultural Diversity Action Plan	Option 1 Implementation Plan Officer Recommendation	Option 2 Implementation Plan Deliver by 30 June 2025
Cultural Diversity Action Plan draft created based on insights gained from consultation	June to July 2025 – cowritten between officers and consultant	End of March 2025 – written by consultants and reviewed by officers
Interim Council Briefing on draft Action Plan incorporating key feedback	August 2025	April 2025
Interim Council meeting presenting draft Action Plan and seeking permission for stage 2 consultation.	August 2025	April 2025
Darebin Your Say general community consultation on draft action plan	September - October 2025	April 2025
Targeted request for feedback on the draft Action Plan from key multicultural community groups, service providers, State Government, peak bodies, key partners of Council, agreement from prospective partners to deliver action plan.	September – October 2025	Not feasible within timeframe and allocated budget
Incorporation of general community feedback and finalisation of draft	November 2025	May 2025
Council Briefing on draft Action Plan and Council adoption of Action Plan	November – December 2025	June 2025
Benefits	<p>Additional time allocated to deliver effective, culturally appropriate and a safe consultation process designed to empower participants and minimise psychosocial risks to all involved.</p> <p>Favourable alignment with the 2025-29 Council Plan.</p> <p>The act of developing a plan through extended and inclusive engagement can support achieving positive change and commitment from broader community.</p> <p>Minimal consultant involvement which supports ongoing officer growth and development.</p>	<p>Delivery of the Plan can start in July 2025.</p> <p>A draft plan will be developed by May which will support Council to consider allocating budget for specific inclusion projects.</p> <p>(Alternatively, if Council extends completion date to November/December it can consider allocating program budget ahead of finalising the Plan.)</p>
Risks	<p>Later timeframe may result in delay in services and programs for culturally diverse communities.</p> <p>Reputational damage by not meeting existing Council Plan timeframe</p>	<p>Culturally diverse communities within Darebin not provided with enough time for accessible, equitable opportunity to provide feedback.</p> <p>Shortened engagement period only meets minimum requirements of Engagement Policy and creates high risk of not capturing the needs and</p>

Cultural Diversity Action Plan	Option 1 Implementation Plan Officer Recommendation	Option 2 Implementation Plan Deliver by 30 June 2025
		<p>priorities of Darebin's culturally diverse community, and to distil this information into a strategic plan to effect change. Risk heightened for CALD communities experiencing intersectional disadvantage</p> <p>Being entirely reliant on external consultants who, unlike staff, do not have expertise and knowledge of significant Darebin groups, stakeholders and issues.</p> <p>Accelerated timeframes limits organisation's ability to establish a welcoming and safe experience for participants to greatest extent possible.</p> <p>Council will have limited time to reflect and consider community feedback and draft plan.</p>

Options are presented in the Table 2 below for the LGBTIQ+ Action Plan.

Table 2

LGBTIQ+ Action Plan	Option 1 Implementation Plan Officer Recommendation	Option 2 Implementation Plan Deliver by 30 June 2025
Operating Project Budget allocation	\$20,000 for consultant	\$40,000 for consultant (\$20,000 new funding needed)
Procurement of consultant	February 2025	February 2025
Development of draft Action Plan incorporating key insights from community priorities and needs	February-March 2025 - codesign between officers and consultant	March 2025 – codesign between officers and consultant
Engagement with key service providers and key community organisations/groups to gain agreement on action plan and potential partnerships	April to May 2025 - Consultant led	Not feasible within timeframe
Internal consultation with key services and programs	April to May 2025 - Consultant led	Not feasible within timeframe
Alignment with 2025-29 Council Plan priorities, Municipal Public Health and Wellbeing Plan actions, and Darebin Health and Wellbeing Data Profile Report.	April to June 2025	Not feasible within timeframe
Interim Council Briefing on draft Action Plan incorporating key feedback	July 2025	March 2025

LGBTQIA+ Action Plan	Option 1 Implementation Plan Officer Recommendation	Option 2 Implementation Plan Deliver by 30 June 2025
Interim Council meeting presenting draft Action Plan and seeking permission for stage 2 consultation.	July 2025	March 2025
Darebin Your Say general community consultation on draft action plan	August 2025 (open for 6 weeks)	April 2025 (open for 3 weeks)
Incorporation of general community feedback	September 2025	May 2025
Council Briefing on draft Action Plan and Council adoption of Action Plan	October – November 2025	June 2025
Benefits	<p>Adequate time allocated to deliver effective, culturally appropriate and a safe consultation process designed to empower participants and minimise risks for everyone involved</p> <p>Favourable alignment with the new Council Plan development and delivery.</p> <p>The act of developing a plan through extended and inclusive engagement can support positive change and commitment from broader community.</p>	<p>Delivery of the Plan can start in July 2025.</p> <p>A draft plan will be developed by May which will support Council to consider allocating budget for specific inclusion projects.</p> <p>(Alternatively, if Council extends completion date to November/December it can consider allocating program budget ahead of finalising the Plan.)</p>
Risks	<p>Later timeframe may result in delay in services and programs for LGBTQIA+ communities.</p> <p>Reputational damage by not meeting existing Council Plan timeframe</p>	<p>LGBTQIA+ communities within Darebin not provided with enough time for accessible, equitable opportunity to provide feedback.</p> <p>Shortened engagement period only meets minimum requirements of Engagement Policy and creates high risk of not capturing the needs and priorities of Darebin’s LGBTQIA+ community. Risk is heightened for communities experiencing intersectional disadvantage</p> <p>Accelerated timeframes does not provide adequate time to assess and mitigate risk of psychological harm to everyone involved, to the greatest extent possible.</p> <p>Council will have limited time to reflect and consider community feedback and draft plan.</p>

CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

Financial Management

Council has allocated \$20,000 in 24/25 for the LGBTQIA+ Action Plan and \$50,000 for the Cultural Diversity Action Plan. Further allocations would be needed from the operating budget if the decision was made to complete both this financial year. An additional \$20,000 would be needed for the LGBTQIA+ Action Plan, totalling \$40,000 and a further \$50,000 for the Cultural Diversity Action Plan totalling \$100,000.

If Council supports extending the delivery date, unspent budget from 2024-25 would be carried over to 2025-26.

If the plans are delivered by 30 June Council will have better information to support its budget deliberations for implementing the Plan. It is also possible for Council to:

- consider a program envelope, and
- at the time Council considers the final draft Plans for adoption, also make a decision about how any operating project budget set allocated will be portioned to initiatives.

Community Engagement

Principles of Community Engagement within a human rights lens

The Towards Equality – Darebin City Council’s Equity, Inclusion and Human Rights Framework 2019-2029 provides the three evidence-based lenses in order to build a deeper, more complete picture of the risk of exclusion:

- People
- Places
- Experiences (or factors that additionally contribute to exclusion).

The community engagement plans for Option 1 provide an opportunity to engage with people in Darebin within places that they feel safe and supported in to share their experiences, aspirations and knowledge with Council. Both the LGBTQIA+ Action Plan and the Cultural Diversity Action Plan require the active participation of the Darebin community to ensure that the eventual action plans are relevant, meaningful and achievable.

A strong component of early research and investigation has shown that for these plans to be successful, they will require alignment with key partners of Council, key community groups and organisations, and the community’s recognition. Strategic change in these areas of human rights and social justice require a process that involves the people who stand to benefit from the interventions, programs and projects.

Option 1 in this report details a recommended best practice approach to the progression of the Action Plans. This option has built in a multi-layered approach to consultation and engagement that recognises the importance of providing safe, welcoming, culturally and psychosocially supportive environments to learn from the knowledge and aspirations of our communities. Option 2 is not recommended by officers as the timeframes design out quality opportunities for consultation and engagement and risk resulting in Action Plans that are not recognised by the communities we serve as relevant or responsible governance.

Other Principles for consideration**Overarching Governance Principles and Supporting Principles**

- (d) the municipal community is to be engaged in strategic planning and strategic decision making;

Public Transparency Principles

- (c) Council information must be understandable and accessible to members of the municipal community;

Strategic Planning Principles

- (c) Strategic planning must take into account the resources needed for effective implementation;

Service Performance Principles

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

COUNCIL POLICY CONSIDERATIONS**Environmental Sustainability Considerations (including Climate Emergency)**

The impacts of climate change are unequally distributed, with those who already disadvantaged more likely to be impacted. Actions to support diversity and inclusion that reduce inequality have the potential to contribute towards environmental sustainability and climate resilience.

Understanding the concept of 'climate justice' is helpful for these Action Plans. Climate justice focuses on the unequal distribution of the impacts of climate change and the efforts to mitigate it. It's based on the idea that climate change should be viewed through a human rights lens. Darebin already works to build the climate resilience of disadvantaged community members through the delivery of its Climate Emergency Plan.

Every year, thousands of people around the world are forcibly displaced from their homes and farms by energy development and infrastructure projects as well as climate change. Understanding the interrelation between these concepts and their implications for our work with Darebin's Aboriginal, multicultural and multifaith communities will be an evolving, dynamic, and collaborative task.

Equity, Inclusion, Wellbeing and Human Rights Considerations:

Darebin's Towards Equality Framework guides Council's work in this area. An Equity Impact Assessment (EIA) for this project will be completed before engaging with the community.

Officers understand the importance of intersectionality and the need to find suitable methods to capture the voices of Darebin's diverse community members. The draft community engagement plan will be developed and adjusted based on any recommendations from the EIA.

Economic Development and Cultural Considerations

Diversity paves the way for better problem-solving, more empathy, solidarity, and deepened learning; and it approaches communities from various perspectives.

Innovation can also harness cultural diversity's driving force for social development and economic growth. Innovation and cultural diversity form an opportunity to alleviate poverty, empower communities, promote peace, and shape the future of work and business.

Operational Impacts

The operational impacts of Council's direction to officers in relation to these action plans have been detailed above. The intensity of work demands on officers will present operational challenges and require a reduction of responsiveness to the community if a decision is made to have these action plans in place by 30 June 2025.

The development of the Darebin Disability Access and Inclusion Plan, Municipal Health and Wellbeing Action Plan, and delivery of the Gender Equity Action Plan and Free From Violence project are scheduled within the same bracket of delivery.

Legal and Risk Implications

Development and subsequent implementation of these Action Plans can assist Council to meet its legal obligations at local government level, state anti-discrimination and human rights legislation, federal legislation, and international agreements

Council holds a duty of care to its employees and participants in Council activities and protective mitigations need to be put in place to promote and ensure safety at events, workshops and in the presentation of information.

IMPLEMENTATION ACTIONS

Procurement approaches for consultants are being developed in January 2025 to be ready for final adjustments based on Council decision.

Officers will also provide advice through the budget setting process for program delivery.

Communication

Upon Council Resolution, a detailed communications and community engagement planning process will occur internally to ensure that Council's decision can be implemented according to their timelines.

Monthly progress update reports will be presented to Council Briefing in addition to the touchpoints detailed above to present community consultation findings and the draft Action Plans for approval for final consultation.

Timeline

28th January 2025 Council Meeting

Implementation phase – to be determined by Council resolution

RELATED DOCUMENTS

Nil

Attachments

Nil

DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

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

9.4 NEW CLIENT FEE FOR DELIVERED MEALS SERVICE**Author:** Coordinator Ageing Well Unit**Reviewed By:** General Manager Community

EXECUTIVE SUMMARY

This report seeks Council endorsement of a new fee for a new service offering (two-course delivered meals) to be included into the fees and charges schedule for 2024-25.

Supported and Connected Living (S&CL) is funded to provide delivered meals to eligible residents via State and Commonwealth programs. Feedback from clients of this service has consistently indicated that they would like increased choice and flexibility for meals and delivery options, including a smaller meal package. Meal packages have historically only been offered as three courses.

A new delivered meals contract was recently awarded to a panel of providers and a two-course meal option included for the first time. The contract commenced outside of usual budget planning processes and a client fee for two-course meals was, therefore, not included in the fees and charges schedule approved as part of the Council Budget 2024-25 in June 2024.

Endorsement of a new, lower cost fee for two-course meals for FY2024-25 will enable Council to pass cost savings onto our clients, assist in alleviating cost of living pressures and help to remove financial barriers to accessing this service.

Officer Recommendation

That Council endorses a new fee of \$8 excl. GST for a two-course delivered meal to eligible residents of the Commonwealth Home Support Programme (CHSP) and the Home and Community Care Program for Younger People, from January 2025.

BACKGROUND / KEY INFORMATION

S&CL is funded to deliver 27,069 meals per annum to eligible Darebin residents via the Commonwealth Home Support Programme (CHSP) and 1,001 meals via the Home and Community Care Program for Younger People (HACC PYP).

OPTIONS

Two-course meal price options are outlined below:

- Council approves implementation of a new, lower price of \$8 for two-course meals (**recommended**)
- Council charges clients the same price for two- and three-course meals (as some other providers have done) (not recommended)
- Restrict client choice to three-course meals only until 1 July 2025 when the new client fee can be approved via the FY2025/26 budget planning process (not recommended)

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 2: Prosperous, Liveable and Flourishing

ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 4 Responsible, Transparent and Responsive

ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

4.3 We will transform our services and service delivery models to ensure they meet the current, emerging and future needs of our community

DISCUSSION

S&CL recently awarded contracts for the supply of delivered meals to two providers. This is the first time a panel of providers has been appointed for this service. The aim of this approach is to increase service flexibility and the range of options available to delivered meals recipients.

The new contract period is for 12 months from 2 January to 31 December 2025 which will function as a trial period to measure the effectiveness of the new panel model, and the results of the trial will inform the development of future, longer-term contracts.

To date, meals have only been provided as a three-course package, including a soup or salad, main meal and dessert. This new contract introduces a two-course option for people who do not want the three-course package. Given the contract commenced mid-financial year, and the successful providers were not known at the time of budget construction, the client fee for a two-course meal was not included in the current approved fees and charges for FY24-25. The current fee for a three-course meal is \$10.50 for CHSP clients and \$10 for HACC PYP clients.

When developing the proposed fee structure and model of the contract, S&CL was cognisant of the importance of:

- Client choice and control. Feedback from clients of the meals service indicated they wanted more flexibility with delivery and meal options, including smaller meal packages.
- The impact of the current cost of living crisis and resultant increased financial pressure on clients.
- Perceived fairness and transparency related to the costs related to meals services.

Introduction of a new, lower cost for a reduced meal package for clients who prefer this option enables Council to pass cost savings onto our clients, increases available options and service flexibility, helps to reduce cost of living pressures and increases the financial accessibility of the service.

CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES

Financial Management

A delivered meal client fee benchmarking exercise to inform the planning for the new client fee is summarised below:

Delivered Meal Client Fee Benchmarking

Council	Main only price	2 course price	3 course price
Darebin	N/A	TBC	\$10.50 (CHSP) \$10.00 (HACC PYP)
Metro Council A	N/A	N/A	\$10.60
Metro Council B	N/A	\$9.00	\$11.00
Metro Council C	N/A	N/A	\$12.60 for clients on low and med income \$18 for high income
Metro Council D	Frozen Meals: Meals are priced per category (eg. Meat, poultry, seafood, veg): \$9.00-11.00 Low cost 'Saver' meals: \$6.00 Chilled Meals: Small meal: \$6.00 Large meal: \$9.00	Frozen Meals: Soups: \$6.00 Snacks and sides: \$6.00	Frozen Meals: Soups: \$6.00 Snacks and sides: \$6.00
Metro Council E	\$6.90 (Only main meal is subsidised)	Clients pay supplier directly for: Soups: \$4.50 Desserts: \$5.00	Clients pay supplier directly for: Soups: \$4.50 Desserts: \$5.00
Regional Council A	N/A	\$13.00	\$13.00

This fee will be included in the budget planning process for FY2025-26.

Community Engagement

The Request for Tender for the Delivered Meals contract was developed in response to client feedback received during service delivery. Themes noted from feedback received included preferences for:

- The option of a smaller meal package.
- Increased flexibility for delivery times and options.

- A larger range of frozen meal options.

A communications plan for staff and clients has been developed and will be updated as decisions are made.

Other Principles for consideration

Overarching Governance Principles and Supporting Principles

- (e) innovation and continuous improvement is to be pursued;

Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

Strategic Planning Principles

- (e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;

Service Performance Principles

- (c) quality and costs standards for services set by the Council should provide good value to the municipal community;

COUNCIL POLICY CONSIDERATIONS

Environmental Sustainability Considerations (including Climate Emergency)

Not applicable.

Equity, Inclusion, Wellbeing and Human Rights Considerations:

Endorsement of a new, lower cost fee for two-course meals for FY2024-25 will enable Council to pass cost savings onto our clients, assist in alleviating cost of living pressures and help to remove financial barriers to accessing this service.

The S&CL Client Contribution Policy also includes provisions for financial hardship to ensure clients will not be disadvantaged in service access due to financial constraints. Temporary fee waivers or reductions can be applied and then reviewed to ensure that financial hardship is not a barrier to accessing delivered meals.

Economic Development and Cultural Considerations

Not applicable.

Operational Impacts

The introduction of a reduced meals package requires reconfiguration of our Client Management System (CMS) and an update to our client fees and charges, which will be managed within normal business operations and supports the options considered with our panel of suppliers.

Legal and Risk Implications

The risks of not implementing a new two-course meal price include:

- The lack of perceived value-for-money for clients who choose the two-course meals may result in reputational damage.
- Delivered meals is a high-volume service, which can result in proportionally higher levels of debt. Not offering a lower price for a smaller meal package places unnecessary financial pressure on clients and increases the risk of accumulation of bad debts.
- Disincentivising uptake of the meals service for clients for whom the cost of a three-course meal is prohibitive.

IMPLEMENTATION ACTIONS

Communication

- The initial implementation of the new, reduced meals package will be treated as a pilot.
- Updates regarding the cost of meals will be provided to clients as soon as possible once decisions are made.
- Trends in uptake of new options will be monitored during the 12-month contract and will inform future contract planning and structure.
- The price for the two-course delivered meal service will be included as part of the FY25-26 fees and charges.

Timeline

- Subject to Council endorsement of the new fee, operationalise new two-course meal client fee and incorporate updates into communication plan for clients and staff.

RELATED DOCUMENTS

None

Attachments

Nil

DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

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

9.5 GOVERNANCE REPORT - JANUARY 2025**Author:** Coordinator Governance Services**Reviewed By:** Acting General Manager Customer & Corporate

EXECUTIVE SUMMARY

- Summary of Councillor attendance at Advisory Committees Meetings, Councillor Briefings, and other informal meetings of Councillors.
- Activity Reports by Mayor and Councillors.
- Responses to public questions taken on notice at the Council Meeting held 16 December 2024.
- Darebin Nature Trust – Councillor appointments
- Darebin Creek Management Committee – Councillor appointments
- Audit and Risk Committee Meeting Summary Minutes of the quarterly meeting held on 4 September 2024 and the special meeting held on 16 September 2024.
- Councillor expenses for Quarter 2 FY 2024/25, 1 October to 31 December 2024.

Officer Recommendation

That Council:

- (1) Notes the Governance Report – January 2025.
 - (2) Notes the Summary of attendance at Advisory Committees Meetings, Councillor Briefings, and other informal meetings of Councillors at **Appendix A** to this report.
 - (3) Notes that the activity reports by Mayors and Councillors submitted prior to the meeting and circulated to Councillors, will be incorporated in the minutes of this meeting.
 - (4) Notes the responses to the public questions taken on notice at the Council Meeting on 16 December 2024 (**Appendix B**).
 - (5) Confirms and ratifies the appointment to the Darebin Nature Trust of Cr Tsalkos as Chair and Cr Julie O'Brien as Proxy.
 - (6) Appoints Cr Vasilios Tsalkos as an additional councillor representative to the Darebin Creek Management Committee.
 - (7) Notes the Summary Minutes of the Audit and Risk Committee Meeting held on 4 September 2024 (**Appendix C**).
 - (8) Notes the Summary Minutes of the special Audit and Risk Committee Meeting held on 16 September 2024 (**Appendix D**).
 - (9) Notes the Councillor Expenses for Quarter 2 FY 2024/25 - 1 October to 31 December 2024 (**Appendix E**).
-

BACKGROUND / KEY INFORMATION

In accordance with Council's Governance Rules 2020, the agenda for each Ordinary Meeting is required to list certain governance/administrative matters in addition to other specified items.

These include Reports of Standing Committees i.e. Hearing of Submissions Committee, Summary of Meetings i.e. Briefings, Advisory Committee, responses to Public Questions taken on notice, reports by Mayor and Councillors, Councillor expenses and a range of other governance matters.

In accordance with best practice, good governance principles, transparent and accountable reporting, officers deem it appropriate to consolidate governance/administrative reports into one standing report to provide a single reporting mechanism for a range of statutory compliance, transparency, and governance matters. This also ensure compliance with the requirements of the *Local Government Act 2020* ('the Act'), Council's Governance Rules and related regulations.

Previous Council Resolution

This matter is not the subject of a previous Council resolution.

ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION

Strategic Direction 1: Vibrant, Respectful and Connected

ALIGNMENT TO 2021-25 COUNCIL PLAN

Strategic Direction 4 Responsible, Transparent and Responsive

ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

DISCUSSION

Matters covered in this report for the month of January 2025 are:

Summary of Advisory Committees, Councillor Briefing and other informal meetings of Councillors

Council's Governance Rules 2020 require any meeting of an Advisory Committee established by Council and attended by at least one Councillor, or a scheduled or planned meeting to discuss the business of Council, including briefing Councillors, and which is attended by at least half of the Councillors and one member of Council staff (excluding Council, Delegated Committee or Community Asset Committee meetings), the Chief Executive Officer must ensure that a summary of the meeting is:

- a) Tabled at the next convenient Council meeting; and
- b) Recorded in the minutes of that Council meeting.

The Advisory Committees, Councillor Briefings or other Informal Meetings of Councillors are summarised at **Appendix A**.

Reports by Mayor and Councillors

By 4.00pm on the day of each Ordinary Council Meeting, the Mayor and Councillors are required to submit a report detailing their attendance at various functions and activities since the last Council Meeting. These reports will be recorded in the minutes of this meeting.

Responses to Questions taken on notice on 16 December 2024 Council Meeting

Questions taken on notice at the Ordinary Council Meeting held on 16 December 2024 and subsequently responded to, are provided at **Appendix B**.

Darebin Nature Trust – Councillor appointments

At the Council meeting held on 16 December 2025 councillor appointments were made to a range of external and Darebin related committees including Advisory Committees.

Cr Tsalkos and Cr O'Brien were appointed to the Darebin Nature Trust, but it was not specified that Cr Tsalkos was to be appointed as the Chair and Cr O'Brien as the proxy. The recommendation is that Council confirm and ratify these appointments to the Darebin Nature Trust.

Audit and Risk Committee Matters**Audit and Risk Committee Meeting Summary Minutes – 4 September 2024.**

- The summary minutes for the Audit and Risk Committee meeting held on 4 September 2024 (**Appendix C**) are attached to this report and are provided for transparency for both Council and the Darebin Community.

Audit and Risk Committee Meeting Summary Minutes – 16 September 2024.

- The summary minutes for the Special Audit and Risk Committee meeting held on 16 September 2024 (**Appendix D**) are attached to this report and are provided for transparency for both Council and the Darebin Community.

Councillor Expenses – Quarter 2 – 1 October 2024 to 31 December 2024

Councillor Expenses Report for the period from 1 October 2024 to 31 December 2024, are included at **Appendix E** to this report. The Councillor Expenses report will also be made available on Council's website.

CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**Financial Management**

Not Applicable.

Community Engagement

Not Applicable.

Other Principles for consideration**Overarching Governance Principles and Supporting Principles**

- (i) the transparency of Council decisions, actions and information is to be ensured.

Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;

Strategic Planning Principles

Not Applicable.

Service Performance Principles

Not Applicable

COUNCIL POLICY CONSIDERATIONS**Environmental Sustainability Considerations (including Climate Emergency)**

Not applicable.

Equity, Inclusion, Wellbeing and Human Rights Considerations:

Not applicable.

Economic Development and Cultural Considerations

Not applicable.

Operational Impacts

Not applicable.

Legal and Risk Implications

Not applicable.

IMPLEMENTATION ACTIONS

Council's website will be updated to reflect the change to the mode of meeting for the October Council meeting.

RELATED DOCUMENTS

- *Local Government Act 2020*
- Governance Rules
- Councillor Support & Expenses Policy 2021
- Audit & Risk Committee Charter

Attachments

- Summary of attendance at Advisory Committees Meetings, Councillor Briefings, and other informal meetings of Councillors (**Appendix A**) [↓](#) 
- Responses to Public Questions Taken on Notice at the Council Meeting 16 December 2024 (**Appendix B**) [↓](#) 
- Final Summary Minutes - ARC Meeting - 4 September 2024 (**Appendix C**) [↓](#) 
- Summary Minutes - ARC Special Meeting - 16 September 2024 (**Appendix D**) [↓](#) 
- Councillor Expenses - Q2 1 October 2024 to 31 December 2024 (**Appendix E**) [↓](#) 

DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

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



SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

MEETING DETAILS:	Title:	Darebin Interfaith Council
	Date:	05 September 2024
	Location:	Our Lady of Lebanon Church, 230 Normanby Avenue, Thornbury
PRESENT:	Councillors:	
	Council Staff:	Ana Galvez Amanda Kerley
	Other:	Northern Community Church of Christ, Victoria Police (2), Focolare Movement, Greek Orthodox Archdiocese of Australia - District of Northcote, St Mark's Coptic Orthodox Church, The Salvation Army, West Preston Baptist Church, Our Lady of Lebanon Maronite Catholic Church, Taste of India
APOLOGIES:		Bahai Community of Darebin, Sikh Interfaith Council of Victoria, Sacred Heart Catholic Parish Preston, Saint George Cathedral Melbourne

The Meeting commenced at 5.30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Committee Update: Welcome, Acknowledgement of Country, Apologies	No disclosures were made
2	Updates: <ul style="list-style-type: none"> • Events, News, Celebrations • Council Elections & Personal Leave • Online Workshop - Seeking Advice on Darebin's Community Vision and Council Plan 2025-2029 	No disclosures were made No disclosures were made No disclosures were made
3	Committee discussion: <ul style="list-style-type: none"> • Addressing Loneliness in Darebin: The Salvation Army's Call for Action 	No disclosures were made

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
	<ul style="list-style-type: none"> • Ideas for Interfaith Engagement 2024/205 • Opening Interfaith Council Committee Meetings with prayer 	<p>No disclosures were made</p> <p>No disclosures were made</p>

SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)

The Meeting concluded at 8 pm

RECORD COMPLETED BY:	Officer Name:	Officer Ana Galvez
	Officer Title:	Interfaith & Multicultural Officer

This form is to be completed by the nominated Council Officer and returned to the Council Business Team within 3 working days for inclusion the agenda of the next Council meeting and in the register available for public inspection.



SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

MEETING DETAILS:	Title:	Darebin Interfaith Council
	Date:	28 November 2024
	Location:	Preston Police Station, 55 Roseberry Avenue Preston
PRESENT:	Councillors:	
	Council Staff:	Ana Galvez Kathie Duncan
	Other:	Northern Community Church of Christ, Bahai Community of Darebin, Victoria Police (3), Focolare Movement, Saint George Cathedral Melbourne, Our Lady of Lebanon Maronite Catholic Church, St Mark's Coptic Orthodox Church
APOLOGIES:		Sikh Interfaith Council of Victoria, Circles of Light Centre, Taste of India, West Preston Baptist Church, Sacred Heart Catholic Parish Preston

The Meeting commenced at 5.30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Committee Update: Welcome, Acknowledgement of Country, Apologies Opening Prayer	No disclosures were made
2	Events, News, Celebrations: • Council Elections – Update • Department Briefing	No disclosures were made
3	Committee discussion: • Welcoming Remarks & Outline of Police Working Duties on Interfaith Matters • Council obligations and fees to places of worship for cultural events	No disclosures were made No disclosures were made No disclosures were made

MATTERS CONSIDERED	DISCLOSURES AND COMMENTS
<ul style="list-style-type: none"> • Invitations and Update from the Focolare Movement • 2025 Darebin Interfaith Dialogue Roundtable • Community support during the festive season • Invitation to End-of-Year Gathering by Hume Interfaith Network 	<p>No disclosures were made</p> <p>No disclosures were made</p> <p>No disclosures were made</p>

SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)

The Meeting concluded at 8 pm

RECORD COMPLETED BY:	Officer Name:	Officer Ana Galvez
	Officer Title:	Interfaith & Multicultural Officer

This form is to be completed by the nominated Council Officer and returned to the Council Business Team within 3 working days for inclusion the agenda of the next Council meeting and in the register available for public inspection.



SUMMARY OF COUNCILLOR ATTENDANCE AT ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

MEETING DETAILS:	Title:	Councillor Briefing Session
	Date:	9 December 2024
	Location:	Council Chamber (Hybrid Meeting) Virtual Meeting
PRESENT:	Councillors:	Cr. Kristine Olaris OAM (Mayor) (Chairperson) Cr. Emily Dimitriadis (Deputy Mayor) Cr. Matt Arturi Cr. Gaetano Greco Cr. Ruth Jelley Cr. Julie O'Brien Cr. Alexandra Sangster Cr. Vasilios Tsalkos
	Council Staff:	Michael Tudball Interim CEO Enna Giampiccolo, Acting General Manager Customer and Corporate Rachel Ollivier, General Manager Infrastructure, Operations and Finance (items 4.2, 4.3, 4.4) Caroline Buisson, Acting General Manager Community Vanessa Petrie, General Manager City Sustainability and Strategy (item 4.1, 4.5) Shannon Maynard, Manager City Safety and Compliance (item 4.1) Srini Krishnan, Chief Financial Officer (item 4.2) Dean Gibbons, Financial Planning & Analysis (item 4.2) Lee Mckenzie, Manager Assets & Capital (items 4.3, 4.4) Seamus Lowe, Head of Property (items 4.3, 4.4) Allan Middlemast, Acting Manager City Futures (item 4.5) Hamish Jacobsen, Principal Strategic Planner (item 4.5)
	External Attendees:	
APOLOGIES:		

The Meeting commenced at 4.05pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.0	Briefing Agenda Overview	No disclosures were made
4.1	Local Laws Review	No disclosures were made
4.2	Draft 2025/2026 Budget Parameters and 10 Year Long Term Budget Envelopes	No disclosures were made
4.3	Minor Property Sales - Various Locations	No disclosures were made
4.4	Amendment C210dare - Changes to the Open Space Levy	No disclosures were made
4.5	General Business	No disclosures were made

The Meeting adjourned at 6.15pm, resumed at 6.50pm and concluded at 7.06pm.

RECORD COMPLETED BY:	Officer Name:	Enna Giampiccolo
	Officer Title:	Acting General Manager Customer and Corporate

Responses to Public Questions Taken on Notice at the Council Meeting 16 December 2024**Question from George Ibrahim**

For over 20 years, St George Cathedral has coordinated temporary road closures for religious and community events, adhering to all requirements set. Key events include:

- Street Procession
- Good Friday
- Holy Saturday
- Community Festival

Historically, no fees were charged. This year, we faced new fees: \$135 per application and \$300 per road closure. Council waived the road closure fee, the \$135 application fee (x2 for Good Friday and Holy Saturday) remains unresolved. These fees impose a financial burden on Places of Worship in Darebin. These events are vital for faith and community engagement, benefiting hundreds of residents. The Darebin Interfaith Committee unanimously supports removing these fees.

We request councillors to exempt all Places of Worship in Darebin from temporary road closure fees, including application fees, recognising their cultural, spiritual, and community contributions.

Response from Manager City Futures sent via email Thursday, 2 January 2025 4:34 PM

“Good afternoon, George

Thank you for your time on the phone today and on 18 December 2024.

The collated information we discussed through both conversations includes:

- Community events can be enabled to take place on Council managed roads by the Road Safety Act 1986.
- The budget setting process of Council enables the TMP assessment fee.
- Coordination of works or events on roads takes time and Council’s resources, so is charged to the applicant.
- This approach is required to ensure the safety of event participants and other road users.
- Proactive outreach to returning customers about the change in process or cost was not completed.
- A single assessment fee is payable for the consecutive closure days of Good Friday and Holy Saturday, as per the agreement with your church in 2024.
- No road closure fee has been charged for the closure of the road on either or the above days due to the short duration of the closure.
- Council stopped providing signs for events 10 years or longer ago due to the non-compliance with the Road Management Act.
- For a decision to be made by Council regarding the exemption of all Places of Worship from paying fees associated with road closures and events, a decision would need to be

made by Council at a Council meeting. Examples I shared of when this could happen may be through the consideration of a report on the topic or through the budget setting process.

- I encouraged you to participate in the annual budget consultation later this year.

If you have any further queries or would like to discuss this matter in greater detail, please let me know.”

Kind Regards

Manager City Futures

Questions 1& 2 from Chris Erlandsen:

1. **1.In light of the proposed increase in the Open Space Levy to a flat 5%, what is the timeline for a review of the unfair Assessment Criterion and Priorities of the Breathing Space Doc produced by the previous Council?**
2. **Will Council review the Breathing Space Assessment Criterion that has categorised our network of parks in the northern end of Darebin as all C type parks and that have suffered historic underfunding and could potentially remain that way for another 10 years?**

Response from Manager City Futures sent via email Thursday, 2 January 2025 10:00 AM:

“Good morning, Chris

Thank you for the conversation on Friday 20 December.

We talked about the timeline and steps required for establishing higher open space levy contribution rates. The process for establishing a new open space strategy, that would inform higher rates, would also reconsider the approach for prioritising new or improvements to open space. It may take as long as two years for this detailed strategic work to be completed with the community and endorsed by the Minister. I look forward to your involvement through the development of the new open space strategy.

We discussed further work being required within the Central Preston area that considers open space in the context of increased population as forecast by the State Government. Support will be requested from the State Government for this and other asset and service requirements of a quickly increasing population.

The build to rent approach to creating additional dwellings has been identified as an issue from an open space contribution perspective. Officers will continue to work with colleagues and leaders at other Local Governments on a solution.

My contact details are below. If you have any further queries, please let me know.

Kind regards

Manager City Futures”



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SUMMARY MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

Held on Wednesday 4 September 2024 at Darebin Civic Centre, 350 High Street Preston, Ngurungaeta Room, (Council Chamber)

Summary minutes released to the public on 28 January 2025.

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 4 SEPTEMBER 2024

CONTENTS

1.	WELCOME & ACKNOWLEDGEMENT OF COUNTRY	1
2.	IN-CAMERA & CONFIDENTIAL DISCUSSIONS.....	1
3.	APOLOGIES.....	1
4.	DISCLOSURES OF CONFLICTS OF INTEREST	2
5.	CONFIRMATION OF THE MINUTES OF THE PREVIOUS AUDIT COMMITTEE MEETING.....	2
6.	CEO UPDATE (VERBAL).....	2
7.	STANDING REPORTS	2
	7.1 ACTIONS ARISING FROM PREVIOUS MEETING	2
	7.2 INFORMATION SERVICES REPORT	2
8.	FINANCIAL REPORTS.....	2
	8.1 QUARTERLY FINANCIAL REPORT	2
	8.2 2023-24 ASSET VALUATIONS.....	3
9.	RISK MANAGEMENT.....	3
	9.1 QUARTERLY RISK MANAGEMENT REPORT	3
	9.2 RISK UPDATE – BUILDING SAFETY COMPLIANCE.....	3
	9.3 RISK UPDATE – CONTAMINATION.....	4
	9.4 RISK UPDATE – CLIMATE	4
	9.5 QUARTERLY SAFETY REPORT.....	4
10.	INTERNAL AUDIT	4
	10.1 RECENT REPORTS AND PUBLICATIONS.....	4
	10.2 OUTSTANDING AUDIT ACTIONS STATUS REPORT	5
	10.3 COMPLETED INTERNAL AUDITS	5
	10.4 INTERNAL AUDIT PROGRAM STATUS & AUDIT SCOPES FOR APPROVAL	5
11.	GOVERNANCE	5
	11.1 COMMITTEE MANAGEMENT REPORT.....	5
12.	OTHER BUSINESS	5
13.	NEXT MEETING	6
14.	CLOSE OF MEETING.....	6



**WEDNESDAY 4 SEPTEMBER 2024 - 2.00PM - DAREBIN CIVIC CENTRE
350 HIGH STREET PRESTON NGURUNGAETA ROOM (COUNCIL CHAMBER)**

Attendees

Committee Members

- Lisa Tripodi – Independent External Member and Chairperson
- Dr Marco Bini – Independent External Member
- Jonathan Kyvelidis – Independent External Member
- Cr Lina Messina – Councillor Member *
- Cr Tom Hannan – Councillor Member

Internal Auditor – NTT Global Digital

- Pat Scanlon – Partner, NTT Australia

Officers

- Peter Smith – Chief Executive Officer
- Kylie Bennetts – General Manager Community
- Enna Giampiccolo – General Manager Customer & Corporate
- Rachel Ollivier – General Manager Infrastructure, Operations & Finance
- Vanessa Petrie – General Manager City Sustainability & Strategy
- Julie Dean – Coordinator Audit and Risk (Item 9.1)
- Yvette Fuller – Chief People Officer (Item 2.1, 2.2, 2.3, 9.6) *
- Dean Gibbons - Coordinator Management Accountant (Items 8.1, 8.2)
- Chad Griffiths - Manager City Futures & Development (Item 2.4, 9.2)
- Lalitha Koya – Chief Information Officer (Item 7.3)
- Srini Krishnan – Chief Financial Officer (Items 8.1, 8.2)
- Jacinta LiDonni – Risk Advisor (Item 9.1)
- Michael O’Riordan – Coordinator Financial Accountant (Items 8.1, 8.2)
- Leo Parente – Municipal Building Surveyor (Item 9.2)
- Felicity Walsh – Manager Governance

Municipal Monitors

- June Anstee – Municipal Monitor *
- Ross Millard – Municipal Monitor

Observers

- Cr. Susanne Newton (Mayor)

Minutes

- Tristan Glennon – Audit & Compliance Officer (minutes)

* These participants attended virtually

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 4 SEPTEMBER 2024

1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

The Chair gave an Acknowledgement of Country and welcomed the Committee members and all attendees present at the meeting.

2. IN-CAMERA & CONFIDENTIAL DISCUSSIONS

The Chair commenced discussion of Confidential and In-Camera items at 2:05pm. All Attendees, other than Committee members and Executive Leadership Team, left the meeting. Cr Lina Messina declared a conflict of interest with regards to Item 2.0 and left the meeting.

2.0 In-Camera

The Committee held in-camera discussions with Executive Leadership Team. Cr Lina Messina declared a conflict of interest with regards to the In-Camera item and left the meeting.

In-camera discussion item not minuted.

2.1 Superannuation for Contractors (Confidential)

This item is confidential because it is legally privileged information, being information to which legal professional privilege or client legal privilege applies, pursuant to Section 3(1) (e) of the Local Government Act 2020.

2.2 Public Holiday Payment (Confidential)

This item is confidential because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs, pursuant to Section 3(1) (f) of the Local Government Act 2020.

2.3 Police & Working with Children Checks (Confidential)

This item is confidential because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage, pursuant to Section 3(1) (g ii) of the Local Government Act 2020.

2.4 Planning Scheme Amendment C170dare Update (Confidential)

This item is confidential because it is legally privileged information, being information to which legal professional privilege or client legal privilege applies, pursuant to Section 3(1) (e) of the Local Government Act 2020.

2.5 Flood Mapping Implementation Update (Confidential)

This item is confidential because it is legally privileged information, being information to which legal professional privilege or client legal privilege applies, pursuant to Section 3(1) (e) of the Local Government Act 2020.

3. APOLOGIES

Apologies:

- Principal, RSD Audit
- Chief Information Officer

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 4 SEPTEMBER 2024

- Acting Manager Climate Emergency & Sustainable Transport
- Manager Assets & Capital

4. DISCLOSURES OF CONFLICTS OF INTEREST

Cr Lina Messina advised a potential conflict of interest regarding the matter discussed in item 2.0.

No other Conflicts of Interest were declared.

5. CONFIRMATION OF THE MINUTES OF THE PREVIOUS AUDIT COMMITTEE MEETING

The Committee approved the minutes as true and correct records of the special meeting held on 30 May 2024 and the quarterly meeting held on 25 June 2024.

6. CEO UPDATE (VERBAL)

The Audit and Risk Committee noted the verbal update provided by the CEO.

7. STANDING REPORTS**7.1 ACTIONS ARISING FROM PREVIOUS MEETING**

The Audit and Risk Committee noted the status of the action items from previous meetings, and the considerable amount of work that has been done to close many of the actions.

KEY FINDING

- Management will continue to work towards the completion of the open actions and provide an update at the 18 December 2024 meeting.

7.2 INFORMATION SERVICES REPORT

The Audit and Risk Committee noted the Information Services Report.

KEY FINDINGS

- Management has taken appropriate action to mitigate the high risks in IT.
- 2024/25 Information Services projects are addressing key risks including Cyber Security, IT Disaster Recovery and Data Governance.
- An ICT & Digital Strategy is being developed to ensure future technology spend is aligned to business needs.

8. FINANCIAL REPORTS**8.1 QUARTERLY FINANCIAL REPORT**

The Audit and Risk Committee noted the Quarterly Financial Report.

KEY FINDING

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 4 SEPTEMBER 2024

- Council will continue to monitor and manage its financial position and key controls through robust reporting and budgeting processes to ensure financial sustainability.

8.2 2023-24 ASSET VALUATIONS

The Audit and Risk Committee noted:

- (1) the 2023-24 Asset Valuations Report
- (2) the Asset Valuation Report – Infrastructure
- (3) the Asset Valuation Report – Property

KEY FINDINGS

- Significant movement in construction costs has impacted the valuation of infrastructure asset classes.
- Economic conditions have impacted the valuation of land.

9. RISK MANAGEMENT**9.1 QUARTERLY RISK MANAGEMENT REPORT**

The Audit and Risk Committee noted:

- 1) the quarterly Risk Management report
- 2) the update on Update on Below Waterline Risk and Watchlist Risk items
- 3) the quarterly update on Strategic and Operational Risks
- 4) the quarterly update on Operational and Council Policies
- 5) the Insurance Update including motor vehicle incident claims
- 6) the quarterly update on Key Metrics Reporting (FOI/PID/Privacy Breach/Fraud)
- 7) the update on the effectiveness of Business Continuity Planning and Processes
- 8) the annual Fraud and Corruption Indicators and Detection Review

KEY FINDINGS

- SRIA Committee to meet bi-monthly for the review of below waterline and watchlist risks. Emerging risks and urgent items to be considered as part of weekly ELT meetings.
- Actions taken to manage Council's risks are adequate and strengthened by the representation of several key reportable findings, and the presentation of Council's strategic and operational risks.
- Management is taking appropriate actions to review Darebin Council's Risk Profile.
- Governance Services team continue to maintain the centralised oversight of Council policies.
- Management is monitoring and reporting key metrics including Fraud Allegations, Cyber Incidents, Freedom of Information Requests, Privacy Breaches, and Public Interest Disclosures.

9.2 RISK UPDATE – BUILDING SAFETY COMPLIANCE

The Audit and Risk Committee noted the Risk Update – Building Safety Compliance report, in relation to the following:

- 1) Cladding
- 2) Legacy Building Notices and Orders
- 3) Unregistered Swimming Pools

KEY FINDINGS

- Management and Building Surveyors have acted to ensure that combustible cladding risks are being appropriately managed.
- Council continues to prioritise the legacy building matters and take the appropriate action to reduce our liability exposure.
- Management and Building Surveyors have introduced a risk-based approach to identifying and mitigating the risks posed by unregistered swimming pools within Darebin.

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 4 SEPTEMBER 2024

9.3 RISK UPDATE – CONTAMINATION

The Audit and Risk Committee noted the Risk Update – Contamination report.

KEY FINDINGS

- Management has acted to ensure the effective management of contamination risks are progressing.
- Ongoing work and department collaboration is underway to ensure proactive risk mitigation continues in relation to contaminated land management.

9.4 RISK UPDATE – CLIMATE

The Audit and Risk Committee noted the Risk Update – Climate report.

KEY FINDINGS

- The Organisational Risk Assessment risks have been allocated to department managers, have been incorporated into reportable plans and with the support of the Climate Emergency & Environment team, will have a 2-year action plan developed for delivery.
- The new Climate Emergency Plan 2024-2030 was unanimously adopted by Council on 22 July 2024.
- Corporate Social Responsibility team will continue to embed climate into operations across Council.

9.5 QUARTERLY SAFETY REPORT

The Audit and Risk Committee noted the Quarterly Safety Report.

KEY FINDINGS

- The following OHS risks have been identified by the Health Safety and Wellbeing team. The Health Safety and Wellbeing team will focus on the following areas across the next quarter and across 2024/2025:
 - Emergency Management framework
 - Wellbeing and Psychological safety – baseline data, risk assessments & framework
 - Incident and hazard management
 - Workers' compensation, early intervention and work support programs
 - Incident management system, Elumina
 - Health, Safety and Wellbeing, and Child Safety – intranet content
 - Council management of hazardous chemical management and manifested quantities
 - Working from home
 - Occupational Violence and Aggression framework
 - Safeguarding children practices across Council
 - OHS consultation and communication
 - OHS induction and training
- Please note the Health Safety and Wellbeing team continually review the safety plan and will adjust priorities as required.

10. INTERNAL AUDIT**10.1 RECENT REPORTS AND PUBLICATIONS**

The Audit and Risk Committee noted the Recent Reports and Publications report.

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 4 SEPTEMBER 2024**KEY FINDING**

- Management has reviewed recent reports and publications related to issues of management controls, integrity and continuous improvement that impact the local government sector and initiated action to mitigate Council's risk in response.

10.2 OUTSTANDING AUDIT ACTIONS STATUS REPORT

The Audit and Risk Committee noted the Outstanding Audit Actions Status Report.

KEY FINDING

- Management is progressing the completion of outstanding audit actions, with some delays expected.

10.3 COMPLETED INTERNAL AUDITS

The Audit and Risk Committee noted the report.

KEY FINDING

- The 2023/24 Internal Audit Program is nearing completion, and the final reports will be tabled at the December Committee meeting.

10.4 INTERNAL AUDIT PROGRAM STATUS & AUDIT SCOPES FOR APPROVAL

The Audit and Risk Committee:

- 1) Noted the Internal Audit Program Status & Audit Scopes for Approval report.
- 2) Endorsed the 'TOR – Child Safety Compliance Review' subject to recommended changes.

KEY FINDING

- The key focus is to ensure completion of the 2023/24 internal audit program and TORs for the remaining five internal audits within the 2024/25 internal audit program

11. GOVERNANCE**11.1 COMMITTEE MANAGEMENT REPORT**

The Audit and Risk Committee:

- 1) Noted the Committee Management Report
- 2) Recommend that the revised Audit and Risk Committee Charter be further refined and endorsed out of session for tabling at a Council meeting after the election period.

KEY FINDINGS

- Management has adequate resources, structures and processes in place to support the work of the Committee and the internal audit function.
- Compliance with the Local Government Act 2020 has been met by preparing the annual review of the Audit and Risk Committee Charter.

12. OTHER BUSINESS

Nil.

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 4 SEPTEMBER 2024

13. NEXT MEETING

The next meeting of the Audit Committee will be held at 2.00pm on Wednesday 18 December 2024 in person at the Darebin Civic Centre, 350 High Street Preston.

A special meeting will be held at 10:00am on Monday 16 September to consider the FY2023/24 financial statements and audit outcomes.

14. CLOSE OF MEETING

As there was no further business, the Chair closed the meeting at 4:40pm.



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SUMMARY MINUTES OF THE SPECIAL AUDIT AND RISK COMMITTEE MEETING

Held on Wednesday 16 September 2024 at Darebin Civic Centre, 350 High Street Preston, Ngurungaeta Room, (Council Chamber)

Summary minutes released to the public on 28 January 2025.

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 16 SEPTEMBER 2024

CONTENTS

1.	WELCOME & ACKNOWLEDGEMENT OF COUNTRY	1
2.	IN-CAMERA DISCUSSION.....	1
3.	APOLOGIES.....	1
4.	DISCLOSURES OF CONFLICTS OF INTEREST	1
5.	CONFIRMATION OF THE MINUTES OF THE PREVIOUS AUDIT COMMITTEE MEETING.....	1
6.	FINANCIAL REPORTS.....	1
6.1	2023-24 ASSET VALUATIONS.....	1
6.2	DRAFT 2023-24 FINANCIAL STATEMENT AND PERFORMANCE REPORT	1
6.3	VAGO CLOSING REPORT, DRAFT MANAGEMENT REPRESENTATION LETTER AND FINAL MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2024.....	2
6.4	GOVERNANCE AND MANAGEMENT CHECKLIST	2
7.	OTHER BUSINESS	2
8.	COMMITTEE MEMBERS CONFERENCE	3
9.	NEXT MEETING	3
10.	CLOSE OF MEETING.....	3



**MONDAY 16 SEPTEMBER 2024 - 10:00 AM - DAREBIN CIVIC CENTRE
350 HIGH STREET PRESTON NGURUNGAETA ROOM (COUNCIL CHAMBER)**

Attendees

Committee Members

- Lisa Tripodi – Independent External Member and Chairperson
- Dr Marco Bini – Independent External Member
- Jonathan Kyvelidis – Independent External Member *
- Cr Lina Messina – Councillor Member *
- Cr Tom Hannan – Councillor Member *

External Auditor – RSD Audit

- Josh Porker – Principal, RSD Audit *
- Courtney Culhane – Manager, RSD Audit *

Internal Auditor – NTT Global Digital

- Pat Scanlon – Partner, NTT Australia*

Officers

- Peter Smith – Chief Executive Officer
- Enna Giampiccolo – General Manager Customer & Corporate
- Chad Griffiths – Acting General Manager City Sustainability & Strategy
- Valli Morphett – Acting General Manager Community
- Rachel Ollivier – General Manager Infrastructure, Operations & Finance
- Julie Dean – Coordinator Audit and Risk
- Dean Gibbons - Coordinator Management Accountant
- Srinu Krishnan – Chief Financial Officer
- Jacinta LiDonni – Risk Advisor
- Michael O’Riordan – Coordinator Financial Accountant
- Felicity Walsh – Manager Governance

Municipal Monitors

- June Anstee – Municipal Monitor
- Ross Millard – Municipal Monitor

Observers

- Cr. Susanne Newton (Mayor)

Minutes

- Tristan Glennon – Audit & Compliance Officer (minutes)

* These participants attended virtually

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 16 SEPTEMBER 2024

1. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

The Chair gave an Acknowledgement of Country and welcomed the Committee members and all attendees present at the meeting.

2. IN-CAMERA DISCUSSION

The Committee held in-camera discussions with VAGO representatives from RSD Audit.

In-Camera discussions are not minuted.

3. APOLOGIES

Apologies:

- General Manager Community

4. DISCLOSURES OF CONFLICTS OF INTEREST

Audit Committee members are asked to declare any conflicts of interest. No Conflicts of Interest were declared.

5. CONFIRMATION OF THE MINUTES OF THE PREVIOUS AUDIT COMMITTEE MEETING

Not required – to be considered at the ordinary Committee meeting on 18 December 2024.

6. FINANCIAL REPORTS**6.1 2023-24 ASSET VALUATIONS**

The Audit and Risk Committee noted the following (previously presented and noted at the 4 September 2024 meeting):

- (1) the 2023-24 Asset Valuations Report
- (2) the Asset Valuation Report – Infrastructure (Appendix A)
- (3) the Asset Valuation Report – Property (Appendix B)

KEY FINDINGS

- Significant movement in construction costs has impacted the valuation of infrastructure asset classes.
- Economic conditions have impacted the valuation of land.

6.2 DRAFT 2023-24 FINANCIAL STATEMENT AND PERFORMANCE REPORT

MOVED: Dr. M Bini

SECONDED: Mr. J Kyvelidis

CARRIED UNANIMOUSLY

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 16 SEPTEMBER 2024

The Audit and Risk Committee:

- 1) **NOTED** the Annual Financial Report for the year ended 30 June 2024 as Appendix A;
- 2) **NOTED** the Performance Statement for the year ended 30 June 2024 as Appendix B;
- 3) **NOTED** the Management Representation Letters to VAGO and Council (provided in a separate report) in respect to the Annual Financial Report and the Annual Performance Statement and that the representations contain no qualifications or limitations;
- 4) **NOTED** the VAGO Closing Report for the year ended 30 June 2024 (provided in a separate report), and in doing so, notes that VAGO will issue clear audit opinions on the Annual Financial Report and the Annual Performance Statement;
- 5) **NOTED** the Governance and Management Checklist (provided in a separate report);
- 6) Requested it be provided with final copies of the signed Annual Financial Report and the Annual Performance Statement.
- 7) Requested that VAGO recommendation 2024.LG3 be modified to reflect that management will assist the Audit and Risk Committee to provide appropriate oversight by providing the required documents, including asset valuations.

The Audit and Risk Committee **RECOMMENDED**:

- 8) Council approves 'in-principle' the Annual Financial Report and the Annual Performance Statement for the year ended 30 June 2024;
- 9) the Council resolution to approve 'in-principle' include the following authorisations:
 - Authorise the Chief Executive Officer to forward the Annual Financial Report and the Annual Performance Statement to the Victorian Auditor-General's Office;
 - Authorise the Chief Executive Officer, Councillor Tom Hannan and Councillor Lina Messina to certify the final versions of the Annual Financial Report and the Annual Performance Statement; and
 - Authorise the Chief Financial Officer to make any non-material changes to the Annual Financial Report and the Annual Performance Statement that may arise from the completion of audit and internal review procedures.

KEY FINDING

- The Victorian Auditor-General's Office has completed its review of Council's Financial and Performance Statements for 2023-24 and it is expected that a clear audit opinion will be provided.

6.3 VAGO CLOSING REPORT, DRAFT MANAGEMENT REPRESENTATION LETTER AND FINAL MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2024

The Audit and Risk Committee noted the VAGO Final Closing Report, Management Letter and Management Representation Letter (template) for the year ended 30 June 2024.

KEY FINDING

- Based on the discussions with RSD during the Audit, management expect that the annual audit will not identify any material audit differences in the Financial Report and no significant risks identified.

6.4 GOVERNANCE AND MANAGEMENT CHECKLIST

That the Audit and Risk Committee notes and receives the Governance and Management Checklist.

KEY FINDING

- 27 items contained in the Governance and Management Checklist meet the standard required.

7. OTHER BUSINESS

Nil.

AUDIT AND RISK COMMITTEE MEETING SUMMARY MINUTES 16 SEPTEMBER 2024

8. COMMITTEE MEMBERS CONFERENCE

Nil.

9. NEXT MEETING

The next meeting of the Audit Committee will be held at 2.00pm on Wednesday 18 December 2024 in person at the Darebin Civic Centre, 350 High Street Preston.

10. CLOSE OF MEETING

As there was no further business, the Chair closed the meeting at 11:14am.

Councillor Expenses - Q2 1 October 2024 - 21 December 2024 (If applicable GST is excluded)

	Current Councillors in office since 13/11/2024									Former Councillors in office until 26/10/2024						Total	
	Cr Arturi	Cr Bogliss	Cr Dimitriadis (Deputy Mayor from 25/11/24)	Cr Greco	Cr Jelley	Cr O'Brien	Cr Olaris (Mayor from 25/11/24)	Cr Sangster	Cr Tsalkos	Cr Hannan	Cr Laurence (Deputy Mayor to 26/10/24)	Cr McCarthy	Cr Messina	Cr Newton (Mayor to 26/10/24)	Cr Rennie		Cr Williams
																	\$
Councillor Allowances	6,272	6,272	11,629	8,400	6,272	6,272	17,657	6,272	6,272	2,128	3,522	2,128	2,128	7,044	2,128	2,128	96,526
*Mobile (Usage & Data Plan)	107	107	95	136	107	107	107	107	107	29	41	29	41	95	29	29	1,271
Internet (Laptop)	14	-	41	41	-	-	-	-	-	11	-	27	10	-	12	10	166
Travel (Cabcharge/misc travel expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Family care	-	-	-	-	-	-	-	-	-	-	-	-	-	11,531	-	-	11,531
Conferences (Inc. all related costs/travel/meals/accom)	-	-	-	-	-	-	-	-	-	804	-	665	-	-	442	-	1,911
Training & Development	-	-	850	-	-	-	850	-	-	-	-	-	3,182	1,125	1,082	-	7,089
Good Governance Training	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Functions/events	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subscription / Memberships	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stationary / printing / equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mayoral Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total net expenses	6,393	6,379	12,615	8,577	6,379	6,379	18,614	6,379	6,379	2,972	3,563	2,849	5,361	19,796	3,693	2,166	118,493

Notes:

Telephone and internet charges are recorded in the month they are incurred. All other expenses are reported on a cash basis in the month that they are paid.

Cr's Greco, Laurence and Messina - Mobile plan Included Ipad usage & data plan

Further explanation of the expense categories is available in the City of Darebin Councillor Support and Expenses Policy June 2021.

Amounts rounded to nearest \$

10. ITEMS TO BE TABLED

Nil

11. NOTICES OF MOTION

11.1 CAPPING CEO REMUNERATION PACKAGES

Councillor: Gaetano GRECO

NoM No.: 10/24-28

Take notice that at the Council Meeting to be held on 28 January 2025, it is my intention to move:

That Council

1. *Notes that according to an article published in The Age on 18 June 2024, council Chief Executive Officers (CEOs) in Victoria can earn between \$200,000 and \$540,000 a year according to most recent figures from annual council reports.*
2. *Notes that figures in the 2024 Darebin Annual Report show the CEO received between \$460,000 and \$469,000.*
3. *Notes and values the role of a CEO in Victorian local government which is essential to the delivery of council services for the community.*
4. *Notes that current legislative arrangements do not provide any capping of what CEOs receive thereby giving full discretion to councils in determining terms and conditions of CEO employment contracts and total remuneration packages.*
5. *Directs a report to the CEO Employment Matters Committee to consider how the community can be engaged in establishing an appropriate CEOs remuneration package capping range for the recruitment of a new CEO in Darebin. Without limiting the scope of the report, it should cover the following points:*
 - a. *The appropriate type of engagement process that should be followed as per Darebin Council's Community Engagement Policy to involve the community in setting an appropriate CEO remuneration package capping range.*
 - b. *Timelines in completing the engagement process so that the outcome will be able to inform Council on an appropriate remuneration capping range as part of the CEO recruitment process currently underway and expected to be completed in the first half of this year.*
6. *Receives a timely Council report or recommendations from the CEO Employment Matters Committee for Council resolution in view of the current CEO recruitment process .*
7. *Further notes that the Victorian Independent Remuneration Tribunal is responsible for setting remuneration for Members of Parliament, executives in the Victorian public sector and Mayors, Deputy Mayors, Local Councillors but not council CEOs.*
8. *Writes to the Minister for Local Government to consider placing a cap on Victorian Council CEO remuneration packages and request that the Victorian Independent Remuneration Tribunal take responsibility for setting remuneration for Council CEOs in Victoria in the future.*

Notice Received: 8 January 2025

Notice Given to Councillors 8 January 2025

Date of Meeting: 28 January 2025

Rationale

With the growing public interest in CEO salaries there is an urgent need to consider capping Council CEO remuneration packages in Victoria and for the community to have a say on how much public money is spent on local government CEOs. According to published figures in Council annual reports CEO remunerations have increased substantially in the last decade while wage and salaries for ordinary workers have essentially remained stagnant relative to inflation. Some CEOs are currently receiving more than \$500,000 and many more will tip over this figure in the coming few years under current trends. For example, in the 2016 Darebin Annual Report the CEO remuneration range was between \$370,000 and \$379,000 and has now significantly increased to a remuneration range of \$460,000 to \$469,000 according to the 2024 Darebin Annual Report. An increase of \$80,000 to \$90,000 in only eight years.

While the community is consulted on most important decisions made by Councillors, no community consultations take place in setting a capping range for CEO remuneration packages. My belief is that in the absence of an independent remuneration process for council CEOs (as applied to executive public servant) the community ought to have a direct say in recommending to Council, in an informed manner, on what level of remuneration Council's CEO should receive.

Furthermore, the Minister for Local Government should consider placing a cap on CEO remuneration packages for the different levels of councils. It should empower the Victorian Independent Remuneration Tribunal to take future responsibility for setting the remuneration for Council CEOs in Victoria, as it does for its own senior executives in the public sector. To will ensure councillors are removed from determining what CEOs receive to remain consistent with state and federal government processes in determining remuneration for senior public servants.

Attachments

Nil

11.2 ALPHINGTON COMMUNITY BATTERY**Councillor: Emily DIMITRIADIS****NoM No.:** 12/24-28

Take notice that at the Council Meeting to be held on 28 January 2025, it is my intention to move:

That Council

1. *Notes that in early 2023 the Federal Labor Government awarded \$500,000 to Jemena to install a community battery in Alphington.*
 2. *Notes that this grant, includes improvements to the area surrounding the battery, such as planting trees and providing artistic work on the battery to enhance the amenity of the site.*
 3. *Urgently writes to Jemena to confirm council's commitment to having a community battery in Alphington.*
 4. *Discusses the Pitcher Park location with immediately impacted local residents and the Parkside Sports Club on the installation of a community battery at the south-eastern end of the park, near the corner of Keith Street and Parklands Avenue, as this area would incur no net loss of open space and would benefit from additional trees being planted to improve the amenity of the site.*
 5. *Receives a report at the 24 February 2025 Council meeting about locating the community battery as a first priority, at the south-eastern end of Pitcher Park near the corner of Keith Street and Parklands Avenue Alphington. If this site is not supported by those impacted, provide options for alternative locations in Alphington for immediate installation.*
-

Notice Received: 8 January 2025**Notice Given to Councillors 8 January 2025****Date of Meeting: 28 January 2025****Rationale**

Jemena approached Council in 2023 to support the installation of a community battery in Alphington and Pitcher Park was suggested as a potential site. Unfortunately, to date, no agreement has been reached and it would be a shame to lose this opportunity that has huge benefits for both the environment and the wider Darebin community. This is an urgent matter as inaction may result in a lost opportunity for our community.

Attachments

Nil

**11.3 DAREBIN CREEK MANAGEMENT COMMITTEE (DCMC)
AND DAREBIN PARKLANDS****Councillor:** Emily DIMITRIADIS**NoM No.:** 13/24-28

Take notice that at the Council Meeting to be held on 28 January 2025, it is my intention to move:

That Council

1. *Expresses its thanks and appreciation to DCMC and its Darebin Parklands rangers and volunteers for their efforts in assisting the rehabilitation of the Darebin Creek corridor and Darebin Parklands over more than four decades. The transformation of these areas has been immense and Council and the community are indebted to the efforts of the DCMC staff and volunteers responsible for bringing that about.*
 2. *Writes to Banyule Council to encourage them to continue their funding of DCMC and the Darebin Parklands rangers and to not outsource services that the current DCMC staff provide.*
 3. *Notes that Council's Memorandum of Understanding (MOU) with DCMC is due to expire in June 2025 and Council has still not decided whether it will continue to fund DCMC.*
 4. *Receives a report at the February 2025 Council Meeting on the status of the MOU, including:*
 - a. *any historic or current impediments to reaching a signed status.*
 - b. *the possibility, including advantages and disadvantages for both Darebin Council and DCMC to engage in a long-term [greater than 10 years] MOU.*
 - c. *options to increase the funding for DCMC in future years.*
-

Notice Received: 8 January 2025**Notice Given to Councillors** 8 January 2025**Date of Meeting:** 28 January 2025**Rationale:**

While DCMC's work is highly valued, Council's MOU with the organisation is due to expire in June 2024 and a new MOU is still not in place. This motion calls for Darebin Council to enter into a long-term MOU with DCMC and to potentially increase the small amount of funding that council does provide to the organisation.

Attachments

Nil

11.4 DIVRS'S COMPLEX SUPPORT PROGRAM**Councillor:** Kristine Olaris OAM**NoM No.:** 14/24-28

Take notice that at the Council Meeting to be held on 28 January 2025, it is my intention to move:

That Council

1. *Note that the number of people experiencing complex and multiple issues in Darebin has increased, particularly since the pandemic and with cost of living pressures. Organisations such as DIVRS have observed a significant rise in people presenting with family violence, family breakdown, social isolation, alcohol and other drugs and mental health issues and people requiring financial and housing support.*
2. *Note that DIVRS, in partnership with the Reservoir Neighbourhood House (RNH), implemented the Complex Support Program in August 2022 to address this need and in its first two years (August 2022- August 2024) more than 1,500 community members were assisted.*
3. *Note that the Complex Support Program is funded by Darebin City Council as the Program's delivers on Council's 2021-2025 strategic objectives, and these funds are due to expire at 28 February 2025.*
4. *As part of the mid-year budget review process, receives a report at the 24 February Council meeting to consider the impacts of providing short term funding to the Complex Support Program until at least the end of June 2025. This funding would allow the community to continue to benefit from this important service, and DIVRS and RNH to investigate future funding.*

Notice Received: 8 January 2025**Notice Given to Councillors** 8 January 2025**Date of Meeting:** 28 January 2025**Rationale:**

DIVRS in partnership with the RNH, has provided the Complex Support Program since August 2022.

The Complex Support Program worker engages with and provides short to medium term case management to community members with complex, and multiple issues and unmet support needs. Using a strengths-based, holistic approach, the program worker assesses individual circumstances, develops plans and goals with people and provides counselling and tailored advice, advocacy, warm referrals and support.

Operating from DIVRS, RNH and the East Preston Community Centre, the program engages in person with people in Darebin who:

- experience systemic exclusion and disadvantage
- experience emotional, social, mental, physical and financial issues and vulnerabilities
- have disengaged with agencies and service systems due to poor past experiences or poorly coordinated or unsuitable support.

75% of community members who engage with the Complex Support Program are impacted by a mental health condition and a similar proportion are socially isolated.

Attachments

Nil

12. URGENT BUSINESS

13. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL

In accordance with Section 66(2) of the *Local Government Act 2020*, Council may resolve to close the meeting to members of the public to consider the following items, deemed to be confidential by the Chief Executive Officer in accordance with Section 3(1) of the Act for the reasons indicated:

13.1 Appointment of CEO Recruitment Agency

This item is designated confidential because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs and private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage, pursuant to section 3(1) (f) and (g(ii)) of the Act.

CLOSE OF MEETING

Recommendation

That in accordance with section 66(2) of the *Local Government Act 2020*, Council resolves to close the meeting to members of the public to consider the items designated confidential by the Chief Executive Officer on the basis that the matters are confidential in accordance with Section 3(1) of the Act.

RE-OPENING OF MEETING

Recommendation

That the meeting be re-opened to the members of the public.


14. CLOSE OF MEETING

**CITY OF
DAREBIN**

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
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E mailbox@darebin.vic.gov.au
darebin.vic.gov.au

 **National Relay Service**
relayservice.gov.au

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.

 **Speak your language**
T 8470 8470

العربية	Italiano	Soomalil
繁體中文	Македонски	Español
Ελληνικά	नेपाली	اردو
हिंदी	ਪੰਜਾਬੀ	Tiếng Việt