



Ceremonial Meeting of Council Agenda

**to be held on Monday 27 November 2017 at 6.30pm
Richmond Town Hall**

Arrangements to ensure our meetings are accessible to the public

Council meetings are held at either the Richmond Town Hall or the Fitzroy Town Hall. The following arrangements are in place to ensure they are accessible to the public:

- Entrance ramps and lifts (off Moor Street at Fitzroy, entry foyer at Richmond).
- Interpreting assistance is available by arrangement (*tel. 9205 5110*).
- Auslan interpreting is available by arrangement (*tel. 9205 5110*).
- A hearing loop is available at Richmond only and the receiver accessory is available by arrangement (*tel. 9205 5110*).
- Proposed resolutions are displayed on large screen.
- An electronic sound system amplifies Councillors' debate.
- Disability accessible toilet facilities are available at each venue.

Recording and Publication of Meetings

An audio recording is made of all public Council Meetings and then published on Council's website. By participating in proceedings (including during Public Question Time or in making a submission regarding an item before Council), you agree to this publication. You should be aware that any private information volunteered by you during your participation in a meeting is subject to recording and publication.

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Order of business

- 1. Statement of recognition of Wurundjeri Land**
- 2. Attendance, apologies and requests for leave of absence**
- 3. Council business reports**

1. Statement of recognition of Wurundjeri Land

"Welcome to the City of Yarra. Council acknowledges the Wurundjeri community as the first owners of this country. Today, they are still the custodians of the cultural heritage of this land. Further to this, Council acknowledges there are other Aboriginal and Torres Strait Islander people who have lived, worked and contributed to the cultural heritage of Yarra."

2. Attendance, apologies and requests for leave of absence

Anticipated attendees:

Councillors

- Cr Danae Bosler
- Cr Mi-Lin Chen Yi Mei
- Cr Misha Coleman
- Cr Jackie Fristacky
- Cr Stephen Jolly
- Cr Mike McEvoy
- Cr Daniel Nguyen
- Cr James Searle
- Cr Amanda Stone

Council officers

- Vijaya Vaidyanath (Chief Executive Officer)
- Ivan Gilbert (Group Manager - Chief Executive's Office)
- Andrew Day (Director – Corporate, Business and Finance)
- Lucas Gosling (Acting Director - Community Wellbeing)
- Bruce Phillips (Director - Planning and Place Making)
- Jane Waldock (Assistant Director - Planning and Place Making)
- Chris Leivers (Acting Director City Works and Assets)
- Fred Warner (Group Manager – People, Culture and Community)
- Mel Nikou (Governance Officer)

3. Council business reports

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3.1 Welcome Address

Trim Record Number: D17/157350
Responsible Officer: Chief Executive Officer

The Chief Executive Officer will formally open the Ceremonial Meeting.

CONTACT OFFICER: Ivan Gilbert
TITLE: Group Manager Chief Executive's Office
TEL: 9205 5110

Attachments

There are no attachments for this report.

3.2 Reflection

Trim Record Number: D17/186013
Responsible Officer: Chief Executive Officer

The Chief Executive Officer will invite the outgoing Mayor to address the meeting.

CONTACT OFFICER: Ivan Gilbert
TITLE: Group Manager Chief Executive's Office
TEL: 9205 5110

Attachments

There are no attachments for this report.

3.3 Appointment of Acting Chairperson

Trim Record Number: D17/157349
Responsible Officer: Chief Executive Officer

Purpose

1. Under section 72(1)(a) of the Local Government Act 1989, the office of Mayor became vacant at 6.00 am on the day of this Ceremonial Meeting, 27 November 2017.
2. The Chief Executive Officer will call for nominations for the role of Acting Chairperson in order to assume the chair of this meeting and conduct the election of the Mayor for the 2017/2018 year.
3. It is to be noted that under the terms of Council's Meeting Procedures Local Law 2011:
 - (a) the Acting Chairperson cannot be a candidate for the election of Mayor;
 - (b) no seconder is required; and
 - (c) in the event of there being more than one nomination, the CEO will call for a show of hands for each of the nominees to decide the appointment of Acting Chairperson.

CONTACT OFFICER: Ivan Gilbert
TITLE: Group Manager Chief Executive's Office
TEL: 9205 5110

Attachments

There are no attachments for this report.

3.4 Governance Arrangements

Trim Record Number: D17/157347

Responsible Officer: Group Manager Chief Executive's Office

Purpose

1. This report seeks a Council resolution on:
 - (a) the length of the term of office for Mayor; and
 - (b) the establishment and definition of the role of Deputy Mayor.

Background

Term of Office of Mayor

2. Section 71 of the Local Government Act 1989 provides that, at a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be Mayor of the Council.
3. The Act further provides that before a Mayor is elected, the Council may resolve to elect a Mayor for a term of two years. If no decision is made, the term of Mayor remains as one year.
4. In its submission to the current review of the Local Government Act 1989, Council has confirmed that it does not support two year terms for the Mayor.
5. In part, this opposition is based on the fact that the Act places no restriction on Mayors serving multiple consecutive terms. In this way, there is no reason why an effective Mayor who enjoys the support of colleagues could not continue to serve for a second year or more.

Establishment of Deputy Mayoral role

6. The Municipal Association of Victoria says this of the role of Deputy Mayor:

"With the exception of the City of Melbourne and the City of Greater Geelong, the LG Act does not provide for the statutory position of deputy mayor for councils. Councils may choose to elect one of the councillors to hold the position of deputy mayor, bearing in mind that the deputy mayor will not have any function or powers under the LG Act. If a council chooses to elect a deputy mayor, it will also need to determine the role of the deputy mayor."

Municipal Association of Victoria, New Councillor Resource Guide 2016

7. While the role of Deputy Mayor is not one that is prescribed in the Local Government Act, it is an established practice within the sector, with an increasing number of Councils appointing a Deputy Mayor. At the time of writing this report, 26 of Melbourne's 30 metropolitan Councils (excluding Melbourne) have appointed a Deputy Mayor (one of which has two deputies). This represents a take-up rate of 87%.
8. Section 73(3) of the Local Government Act 1989 provides that if there is a vacancy in the office of Mayor or the Mayor is absent, incapable of acting or refusing to act, the Council must appoint one of the Councillors to be the acting Mayor.
9. This report proposes to establish the position of Deputy Mayor so that if the Mayor is absent, incapable of acting or refusing to act, the Deputy Mayor would automatically assume the role of acting Mayor in accordance with section 73(3) of the Local Government Act 1989. In practice, this would apply only in the case of a Mayor being absent from a Council Meeting, where the Deputy Mayor would assume the chair without the need for a formal resolution to this effect.
10. In the event of a vacancy in the office of Mayor (such as after a resignation, disqualification or death), a Special Council Meeting would be required, as the Deputy Mayor would not automatically assume the role in these circumstances.

11. The only other role for the Deputy Mayor would be to act as a spokesperson for Council in the event that the Mayor is unavailable. In every other respect, the Deputy Mayor would have the same role as every other Councillor. No additional allowance is payable.

Options

12. Term of Office - Council may determine to elect a Mayor for a period of one year as recommended or may (by altering point one of the recommendation) elect a Mayor for a period of two years.
13. Deputy Mayor - Council may determine to establish the position of Deputy Mayor as recommended, or may (by omitting point 2 of the Recommendation) determine not to establish the role.

RECOMMENDATION

1. That Council elect a Mayor for a period of one year.
2. That Council establish the position of Deputy Mayor as follows:
 - (a) the Deputy Mayor be appointed under section 73(3) of the Local Government Act 1989 as the acting Mayor in the event that the Mayor is absent, incapable of acting or refusing to act;
 - (b) the Deputy Mayor shall act as spokesperson for the Council in the event that the Mayor is unavailable;
 - (c) the Deputy Mayor shall go out of office at the same time as the Mayor;
 - (d) the Deputy Mayor be elected following the election of the Mayor according to the provisions at Clauses 8 to 19 of the Yarra City Council Meeting Procedure Local Law 2011, as for the election of the Mayor; and
 - (e) for all purposes other than that outlined in (a) and (b) above, the Deputy Mayor shall have the role and responsibilities of a Councillor."

CONTACT OFFICER: Rhys Thomas
TITLE: Senior Governance Advisor
TEL: 9205 5302

Attachments

There are no attachments for this report.

3.5 Election of Mayor and Deputy Mayor

Trim Record Number: D17/157346

Responsible Officer: Chief Executive Officer

Purpose

1. To elect Councillors to the office of Mayor and Deputy Mayor of the Yarra City Council.

Background

2. Any Councillor is eligible for election (or re-election) to the office of Mayor or Deputy Mayor.
3. The Yarra City Council Meeting Procedures Local Law 2011 sets out the process for the receipt of nominations and the conduct of an election (if required).
4. The process for receipt of nominations provides:
 - (a) any number of Councillors may be nominated;
 - (b) no seconder is required;
 - (c) the nominee(s) must consent to their nomination; and
 - (d) if nominees are not present, the Acting Chairperson will require the immediate presentation of written notification.
5. The process for election of a Mayor or Deputy Mayor provides:
 - (a) once nominations have closed, no candidate can withdraw their candidacy;
 - (b) if only one candidate is nominated, that candidate is deemed to be duly elected;
 - (c) if more than one nomination is received, then an election is conducted;
 - (d) voting is by show of hands;
 - (e) Councillors shall be asked to raise their hands in support of each candidate;
 - (f) A candidate who receives an absolute majority of votes shall be deemed duly elected;
 - (g) if no candidate receives a majority in the first round, the candidate with the fewest votes is declared the defeated candidate;
 - (h) the process is repeated until such time as a candidate receives an absolute majority;
 - (i) in the event of three or more candidates having an equality of votes and one of them having to be declared a defeated candidate, the result will be determined by lot;
 - (j) the Acting Chairperson does not have a casting vote; and
 - (k) the CEO is responsible for conducting a lot.

CONTACT OFFICER: Ivan Gilbert
TITLE: Group Manager Chief Executive's Office
TEL: 9205 5110

Attachments

There are no attachments for this report.

3.6 Mayor, Deputy Mayor and Councillor Address

Trim Record Number: D17/157345
Responsible Officer: Chief Executive Officer

An opportunity will be provided for the newly elected Mayor to deliver an inaugural address.

Following the Mayor's address, an opportunity will be provided to the Deputy Mayor to address the meeting.

Following the Deputy Mayor's address, an opportunity will be provided to any Councillor who wishes to address the meeting.

CONTACT OFFICER: Ivan Gilbert
TITLE: Group Manager Chief Executive's Office
TEL: 9205 5110

Attachments

There are no attachments for this report.

3.7 Appointment of Delegates to Internal and External Bodies

Trim Record Number: D17/157343

Responsible Officer: Group Manager Chief Executive's Office

Purpose

1. To appoint Councillors and staff as delegates to Council's Special Committees, Advisory Committees and external bodies for the 2017/2018 Council year.

Background

2. In order to assist the Council to undertake its extensive range of functions, Council has:
 - (a) constituted two Special Committees with delegated powers and responsibilities;
 - (b) established 17 Advisory Committees, to which it appoints Councillors, Council officers and community representatives; and
 - (c) appointed delegates to represent it on a range of external organisations.
3. Details of each body requiring an appointment are set out in the Committee Overview 2017/2018 which can be found at **Attachment 1**.

Special Committees

4. Council has two Special Committees which are formally constituted under section 86 of the Local Government Act 1989. Each of these Committees has specific delegated powers set out in an Instrument of Delegation adopted by Council.
5. Council does not appoint a Chairperson to either of its Special Committees, and the Chairperson is appointed by the Committee itself.

Advisory Committees

6. The Advisory Committees are structures to facilitate community participation and input to policy and service development by Council, or to assist with facility, project and event management by the Council.
7. Advisory Committees typically comprise one or more Councillors, Council officers and a number of community representatives. The community representatives can be local residents or stakeholders appointed in their own right, or representatives of service authorities, support agencies or community organisations.
8. The progress, advice and recommendations of Advisory Committees is reported to Council through Delegate's reports by Councillors and progress reports from Council officers.

External Bodies

9. As a member of or stakeholder in a range of external bodies and organisations, Council has the opportunity to appoint a delegate to represent its interests on the Committee, Board of management or similar. The appointment of the delegate is made in accordance with the rules or procedures of the external organisation.

Process

10. Before considering the officer's recommendation, Council should seek nominations for the 2017/2018 vacancies. In the case of Special Committees and External Bodies, the number of appointments must match the number of vacancies. In the case of Advisory Committees (which are constituted by Council), it is open to Council to appoint a greater number of representatives than the number of vacancies.

11. Where the number of nominations exceeds the number of appointments Council intends to make, Council is required to conduct an election to determine which candidates shall be presented for ratification. The process for these elections is set out in clause 21 of Council's Meetings Procedures Local Law (Local Law No.1 of 2011) and is conducted using the procedure for electing the Mayor set out in clauses 10 to 19.
12. In summary, this process is as follows:
 - (a) any number of Councillors may be nominated for each vacancy;
 - (b) no seconder is required;
 - (c) the nominee must consent to their nomination;
 - (d) Councillors present shall vote by a show of hands;
 - (e) in the event that no candidate receives a majority, candidates shall be eliminated in accordance with the provisions of the Meetings Procedures Local Law; and
 - (f) in the event of an election being required for a Committee with multiple vacancies, an election shall be conducted for the first vacancy, then a further election for the second vacancy, and so on.
13. Following the conduct of any election or elections as required, Council then ratifies these outcomes (together with the appointment of representatives where the number of nominations matched the number of vacancies) in accordance with the officer's recommendation.

RECOMMENDATION

1. That Council ratify the following Special Committee appointments for the 2017/2018 Council year:

| Special Committee | Appointments for 2017/2018 Council Year |
|---|---|
| Inner Melbourne Action Plan Approvals Committee | Mayor Chief Executive Officer |
| Internal Development Approvals Committee | All Councillors, subject to the Chief Executive Officer, in consultation with Councillors, determining a quarterly attendance roster allocating three Councillors to each meeting, with the Committee membership for each meeting comprising those Councillors rostered to attend or their agreed substitute. |

2. That Council ratify the following Advisory Committee appointments for the 2017/2018 Council year:

| Advisory Committee | Appointments for 2017/2018 Council Year |
|----------------------------------|---|
| Aboriginal Advisory Group | Cr _____ |
| Active Ageing Advisory Committee | Cr _____ |
| Arts Advisory Committee | Cr _____ Cr _____ |
| Audit Committee | Cr _____ Cr _____ |
| Bicycle Advisory Committee | Cr _____ |
| Business Advisory Group | Cr _____ ... |
| Disability Advisory Committee | Cr _____ Cr _____ |
| Early Years Reference Group | Cr _____ |

| | |
|--|---------------------------------|
| Environment Advisory Committee | Cr _____ ... |
| Finance Committee | Mayor and all other Councillors |
| Heritage Advisory Committee | Cr _____ Cr _____ |
| Multicultural Advisory Group | Cr _____ |
| Performance Review Sub Committee | Mayor Cr _____ ... |
| Urban Agriculture (Community Gardens) Advisory Committee | Cr _____ |
| Yarra Health and Wellbeing Plan Advisory Committee | Cr _____ Cr _____ |
| Yarra Libraries Advisory Committee | Cr _____ Cr _____ |
| Youth Advisory Committee | Cr _____ Cr _____ |

3. That Council ratify the following external body appointments for the 2017/2018 Council year:

| Organisation or body | Appointments for 2017/2018 Council Year |
|--|---|
| Australian Local Government Women's Association | Cr _____ |
| Collingwood Children's Farm Management Committee | Cr _____ |
| Doncaster Rail Local Government Group | Cr _____ Cr _____ (optional) |
| Friends of Baucau | Cr _____ Cr _____ (substitute) |
| Inner South Metropolitan Mayor's Forum | Mayor |
| Mayors for Peace | Cr _____ |
| Metropolitan (Local Government) Waste Management Forum | Cr _____ Cr _____ (substitute) |
| Metropolitan Transport Forum | Cr _____ Cr _____ (substitute) |
| Municipal Association of Victoria | Cr _____ Cr _____ (substitute) |
| Northern Alliance for Greenhouse Action | Cr _____ |
| Victorian Local Governance Association | Cr _____ Cr _____ (substitute) |
| Yarra Energy Foundation | Cr _____ Cr _____ |

CONTACT OFFICER: Rhys Thomas
TITLE: Senior Governance Advisor
TEL: 9205 5302

Attachments

- 1 Committee Overview 2017-2018

Attachment 1 - Committee Overview 2017-2018



Committee overview 2017/2018

**Special Committees
Advisory Committees
External Bodies**

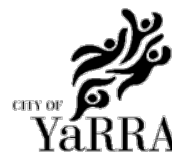


Special Committees

These Committees are constituted under section 86 of the Local Government Act 1989 and have delegated powers set out in an Instrument of Delegation adopted by Council.

Attachment 1 - Committee Overview 2017-2018

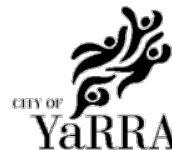
Inner Melbourne Action Plan Implementation Committee



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|----------------------------|---|
| Purpose | The Committee is a collaborative partnership between the Cities of Yarra, Melbourne, Port Phillip, Stonnington and Maribyrnong. These inner Melbourne councils work together to strengthen the liveability, attraction and prosperity of the region. |
| Membership | <p>The Cities of Melbourne, Port Phillip, Stonnington, Yarra and Maribyrnong have each set up identically constituted section 86 Special Committees, in accordance with the Local Government Act 1989</p> <p>The membership of the Committee comprises:</p> <ul style="list-style-type: none"> • Chair Future Melbourne (Planning) Committee, City of Melbourne • Mayor, City of Port Phillip • Mayor, City of Stonnington • Mayor, City of Yarra • Deputy Mayor, City of Maribyrnong • Director City Strategy and Place, City of Melbourne • Chief Executive Officer, City of Port Phillip • Chief Executive Officer, City of Stonnington • Chief Executive Officer, City of Yarra • Chief Executive Officer, City of Maribyrnong. |
| Meeting Frequency | The Committee meets quarterly. |
| Reporting | <p>The Mayor reports to the Yarra City Council on Committee activities through periodic Delegates Reports.</p> <p>As it is a Special Committee, agendas and minutes of meetings are published in accordance with the Local Government Act 1989 and are available to the public.</p> |
| Terms of reference | <p>The current Terms of Reference was adopted by Council on 4 August 2015.</p> <p>The current Instrument of Delegation was made by Council on 7 February 2017.</p> |
| Responsible officer | <p>Elissa McElroy</p> <p>IMAP Executive Officer, City of Stonnington</p> |

Attachment 1 - Committee Overview 2017-2018

Internal Development Approvals Committee



| | |
|----------------------------|---|
| Purpose | <p>The Internal Development Approvals Committee has the power to:</p> <ul style="list-style-type: none"> • consider planning applications which require formal consideration (and an opportunity for community consultation) but do not require referral to the Council; • consider planning applications where there is substantial non-compliance with Council policy and guidelines or involve planning applications which are subject to more than five objections,; and • determine on town planning applications received pursuant to the provisions of the Planning and Environment Act 1987. |
| Membership | All Councillors are appointed to the Internal Development Approval Committee, with membership for each meeting comprising three Councillors as rostered. |
| Meeting Frequency | The Committee meets approximately twice each month, according to an annual schedule adopted by Council. |
| Reporting | As it is a Special Committee, agendas and minutes of meetings are published in accordance with the Local Government Act 1989 and are available to the public. |
| Terms of reference | The current Instrument of Delegation (which incorporates the Terms of Reference) was made by Council on 9 November 2017. |
| Responsible officer | <p>Mary Osman Manager Statutory Planning</p> <p>Cindi Johnston Governance Officer</p> |

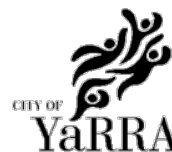


Advisory Committees

These Committees are advisory committees (as defined at section 3(1) of the Local Government Act 1989) and have been established by the Council to provide advice to the Council, a special committee or a member of Council staff.

Attachment 1 - Committee Overview 2017-2018

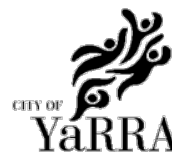
Aboriginal Advisory Group



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| Purpose | <p>The objectives of the Aboriginal Advisory Group are to:</p> <ul style="list-style-type: none"> • Provide a structure for on-going consultation between the Indigenous community and Yarra City Council across a broad range of issues such as health, housing, legal, sport and recreation, culture, heritage, environment, employment, training and childcare; • Provide Council with strategic advice regarding issues pertinent to the Wurundjeri people and issues pertaining to social justice for Indigenous Australians; and • Assist Council to identify its on-going role in regards to issues affecting local Indigenous Australians. |
| Membership | <p>The Aboriginal Advisory Group consists of representatives of City of Yarra located Indigenous Australian organisations and City of Yarra representatives including:</p> <ul style="list-style-type: none"> • Wurundjeri Elders • Aboriginal Affairs Victoria • Aboriginal Housing Board of Victoria • ATSIC Commonwealth/State Relations • Melbourne Aboriginal Sport and Recreation • Victorian Aboriginal Community Controlled Health Organisation • Victorian Aboriginal Community Services Association Ltd. • Victorian Aboriginal Education Association Inc. • Victorian Aboriginal Health Services Cooperative • Victorian Aboriginal Legal Service • Local Indigenous Australian artists • Other locally based Indigenous Australian organisations • One City of Yarra Councillor |
| Meeting Frequency | The Committee meets approximately every two months, with the actual meeting schedule determined by the membership. |
| Reporting | The Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 11 March 2003. |
| Responsible officer | <p>Colin Hunter Community Planner - Aboriginal Partnerships</p> <p>Aldo Malavisi Community Partnerships Unit Manager</p> |

Attachment 1 - Committee Overview 2017-2018

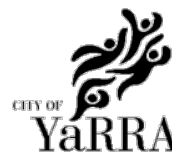
Active Ageing Advisory Group



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| Purpose | <p>The Active Ageing Advisory Group provides advice and support to Council regarding the following matters:</p> <ul style="list-style-type: none"> • Development of policy and programs impacting on the lives of older people in Yarra, by Council and non-government organisations; • The needs, interests and well-being of Yarra's older people; • The integration of Age Friendly planning into the core planning including social, infrastructure, corporate, recreation, leisure, physical, open space, asset management and statutory planning activities of Council; • Monitoring and guidance of the implementation of the River of Life Positive Ageing Action Plan; • Promotion of positive portrayals of older people and Yarra as an inclusive community. |
| Membership | The Active Ageing Advisory Group comprises one appointed a Councillor and up to eight older people. |
| Meeting Frequency | The Committee meets every two months. |
| Reporting | The Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 8 March 2016. |
| Responsible officer | Frances Moloney Coordinator Positive Ageing |

Attachment 1 - Committee Overview 2017-2018

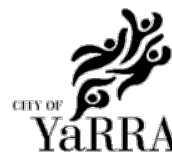
Arts Advisory Committee



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| Purpose | <p>The role of the Committee is to provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in arts and cultural planning and development.</p> <p>There are two subcommittees, the Visual Arts Panel (which provides advice on the management of the arts collection and public art) and the Room to Create Panel (which provides advice on Yarra's creative infrastructure).</p> |
| Membership | <p>The Committee is made up of nine members, comprising:</p> <ul style="list-style-type: none"> • Two Councillor representatives • Six ordinary members • Unit Manager Arts, Culture and Venues <p>The two subcommittees each include one Councillor, one ordinary member and a number of specialists.</p> |
| Meeting Frequency | The Committee meets quarterly, and each subcommittee meets twice per year. |
| Reporting | The Councillors appointed to the Committee report to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 21 October 2014. |
| Responsible officer | <p>Siu Chan</p> <p>Unit Manager Arts, Culture and Venues</p> |

Attachment 1 - Committee Overview 2017-2018

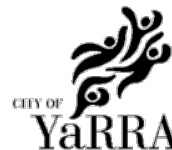
Audit Committee



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| Purpose | The role of the Audit Committee is to provide independent and objective assurance and assistance to the Yarra City Council and its Chief Executive Officer on Council's risk management, control and compliance framework, and its external financial and performance accountability and responsibilities. |
| Membership | The Audit Committee is made up of five members, comprising: <ul style="list-style-type: none"> • The Mayor or an appointed alternative Councillor; • One other Councillor; and • Three independent members. |
| Meeting Frequency | The Committee ordinarily meets five times per year, with four quarterly meetings and one meeting to consider the Annual Financial Statements. |
| Reporting | The Audit Committee Charter requires that the Committee: <ul style="list-style-type: none"> • Report annually to Council, describing the Audit Committee's responsibilities and how they were discharged during the period, and any other information considered pertinent or which is required by regulation. Additional updates may be appropriate should issues of concern arise. • Attend and report at Councillor Briefings, twice a year, on the proceedings and outcomes of the Committee's activities and provide an opportunity for discussion between the Committee, other Councillors and Executive Officers regarding the Committee's activities, roles and responsibilities. • After each meeting of the Audit Committee a brief report on 'business handled' will be prepared for Councillors and tabled under 'Confidential' business at the next Council Meeting. • As required, report to the Chief Executive Officer or Council any other matter that the Committee deems is of sufficient importance. • Monitor that open communication between the internal auditor, the external auditors, and Council occurs. |
| Terms of reference | The current Audit Committee Charter was adopted in September 2015. |
| Responsible officer | Kathy Duffy Manager Audit and Internal Controls |

Attachment 1 - Committee Overview 2017-2018

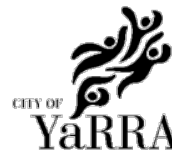
Bicycle Advisory Committee



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| Purpose | The Bicycle Advisory Committee provides the local community with an opportunity to provide regular input to Council on bicycle infrastructure and policy development in Yarra. |
| Membership | The Bicycle Advisory Committee comprises one appointed Councillor and membership is open to any member of the Yarra community interested in enhancing cycling in Yarra. |
| Meeting Frequency | The Committee meets every two months. |
| Reporting | The Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council in 2011. |
| Responsible officer | Simon Exon Strategic Transport Coordinator |

Attachment 1 - Committee Overview 2017-2018

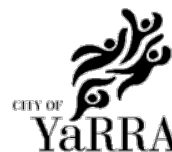
Business Advisory Group



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| Purpose | <p>Specific objectives of the Business Advisory Group include:</p> <ul style="list-style-type: none"> • Capitalising on the knowledge, experience and skill available in Yarra's large and dynamic local business community to assist Council with the implementation of the objectives in the Yarra Economic Development Strategy; • Raising the profile of the business community in Council activities and planning to support the significant contribution made to our local economy; • Ensuring that a key sector of the community is provided with an appropriate communication mechanism with Council; and • Providing strategic advice to Council on issues that affect the business community. |
| Membership | Membership of the Business Advisory Group comprises at least one appointed Councillor and 16 business representatives. |
| Meeting Frequency | The Committee meets quarterly. |
| Reporting | A Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 2 December 2014. |
| Responsible officer | Kim Swinson Coordinator Economic Development |

Attachment 1 - Committee Overview 2017-2018

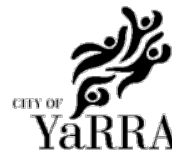
Disability Advisory Committee



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|----------------------------|--|
| Purpose | <p>The role of the Disability Advisory Committee (DAC) is to:</p> <ul style="list-style-type: none"> • Provide information, advice and guidance to Council at both a strategic and operational level on universal access and mainstream participation of people with disability; and • Provide ongoing support to Council in ensuring that disability rights are integrated into the core business of Council. |
| Membership | The Disability Advisory Committee comprises two appointed Councillors and up to 12 non-Council community members. |
| Meeting Frequency | The Committee meets ten times per year. |
| Reporting | A Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 31 October 2017. |
| Responsible officer | Cheryle Gray Coordinator Community Planning |

Attachment 1 - Committee Overview 2017-2018

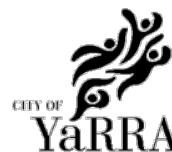
Early Years Reference Group



| | |
|----------------------------|---|
| Purpose | The Early Years Reference Group supports and promotes the needs and wants of children and families in Yarra, with a focus on those from at risk or disadvantaged backgrounds. |
| Membership | At least one Councillor |
| Meeting Frequency | The Committee meets every two months |
| Reporting | A Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 13 September 2005. |
| Responsible officer | Sarah O'Donnell Coordinator Children's Services |

Attachment 1 - Committee Overview 2017-2018

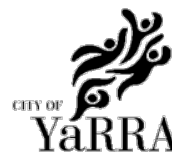
Environment Advisory Committee



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| Purpose | The Yarra Environment Advisory Committee is a community committee representing interests pertaining to climate change and other local environmental issues to provide advice to Council on action towards these issues by Council, including effective implementation of the Yarra Environment Strategy. |
| Membership | The Yarra Environment Advisory Committee will comprise one or more appointed Councillors plus 12 community members. |
| Meeting Frequency | The Committee meets every two months. |
| Reporting | A Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 18 December 2012 and updated by the Sustainability Unit Manager in September 2015. |
| Responsible officer | Michael Oke Sustainability Unit Manager |

Attachment 1 - Committee Overview 2017-2018

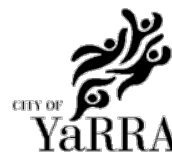
Finance Committee



| | |
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| Purpose | The Finance Committee is an information sharing committee to assist Councillors in carrying out their duties and to gather an understanding of Council's financial position on a monthly basis. The desired purpose of the Committee is to allow interested Councillors to have a greater understanding of the financial detail that constitutes the monthly accounts. |
| Membership | <p>The Audit Committee is made up of Councillor and management representatives, comprising:</p> <ul style="list-style-type: none"> • The Mayor • Any other Councillor who wishes to attend • Director, Corporate, Business and Finance (or delegate) • Manager Engineering and Asset Management (or delegate) • Chief Financial Officer (or delegate) • Manager Risk, Audit and Procurement (or delegate) |
| Meeting Frequency | The Committee meets monthly from February through to December. |
| Reporting | The Mayor or another Councillor reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 11 April 2017. |
| Responsible officer | Ange Marshall Chief Financial Officer |

Attachment 1 - Committee Overview 2017-2018

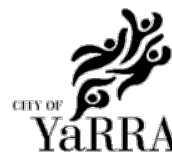
Heritage Advisory Committee



| | |
|----------------------------|---|
| Purpose | <p>The role of the Committee is to:</p> <ul style="list-style-type: none"> • provide advice to Council on strategic heritage matters. • support Council in the promotion of heritage matters. • raise awareness of existing and new heritage services available and to assist in the development of future heritage services. • facilitate the views of residents and heritage groups to Council on heritage matters. |
| Membership | <p>The membership of the Committee comprises:</p> <ul style="list-style-type: none"> • Two Councillors (from different wards) • Twelve community representatives • One representative from the National Trust • One staff member from the City Strategy branch of Council |
| Meeting Frequency | The Committee meets every two months. |
| Reporting | A Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 22 July 2014. |
| Responsible officer | Amanda Haycox Strategic Planner |

Attachment 1 - Committee Overview 2017-2018

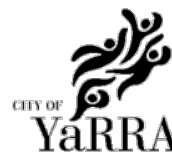
Multicultural Advisory Group



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| Purpose | The role of the Committee is to provide a structure for ongoing communication and consultation between multicultural communities and Yarra City Council across a broad range of issues impacting on those communities. |
| Membership | <p>Membership of the multicultural Advisory Group comprises one appointed Councillor and representation from:</p> <ul style="list-style-type: none"> • Any member of the culturally religiously and linguistically diverse community who lives in Yarra; • Council officers; • Residents; • Community organisations, agencies and service providers who have a focus on provision of services to multicultural communities in Yarra; • Community groups in Yarra. |
| Meeting Frequency | The Committee meets quarterly. |
| Reporting | The Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 10 November 2015. |
| Responsible officer | Aldo Malavisi Community Partnerships Unit Manager |

Attachment 1 - Committee Overview 2017-2018

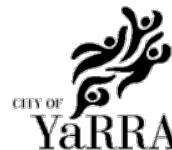
Performance Review Subcommittee



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| Purpose | The role of the Committee is to oversee the performance management process for the Chief Executive Officer and to present a report to Council to enable it to satisfy its obligation to conduct an annual review of the performance of its Chief Executive Officer in accordance with section 97A(1) of the Local Government Act 1989. |
| Membership | The Mayor is automatically a member of the Committee, with any number of other Councillors also able to be appointed by Council. |
| Meeting Frequency | The Committee meets approximately seven times per year. |
| Reporting | The Subcommittee provides a formal report to Council each year at the conclusion of the annual review of the Chief Executive Officer. |
| Terms of reference | The Performance Review Subcommittee does not have a Terms of Reference and operates under the provisions of the Yarra City Council Meeting Procedures Local Law. |
| Responsible officer | Ivan Gilbert Group Manager, Chief Executive's Office |

Attachment 1 - Committee Overview 2017-2018

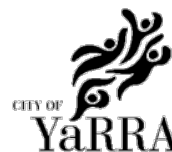
Urban Agriculture Advisory Committee



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| Purpose | The Urban Agriculture (Community Gardens) Advisory Committee offers the local community an opportunity to provide regular input to Council on urban agriculture opportunities, achievements and policy development in Yarra. |
| Membership | The Urban Agriculture (Community Gardens) Advisory Committee comprises one appointed Councillor and membership is open to any member of the Yarra community interested in enhancing urban agriculture in Yarra. |
| Meeting Frequency | The Committee meets four times each year. |
| Reporting | The Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 16 August 2011. |
| Responsible officer | Lisa Coffa Waste Minimisation and Agriculture Coordinator |

Attachment 1 - Committee Overview 2017-2018

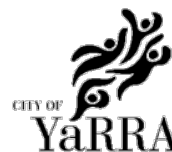
Yarra Health and Wellbeing Plan Advisory Committee



| | |
|----------------------------|---|
| Purpose | The role of the Committee is to oversee the development and monitoring of the Municipal Public Health Plan. |
| Membership | <p>Core membership includes:</p> <ul style="list-style-type: none"> • Two Councillors (from different wards) • Three community representatives • Australian Catholic University • Cohealth • Department of Health and Human Services • Access Health and Community • Inner North West Primary Care Partnership • North Western Melbourne Primary Health Network • North Richmond Community Health • Neighbourhood Houses and Learning Centres • Project Respect • Women's Health in the North • Yarra City Council officers including staff from the Social Policy and Research Unit and Community Wellbeing Division. |
| Meeting Frequency | The Committee meets quarterly. |
| Reporting | A Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 6 December 2016. |
| Responsible officer | Erika Russell Senior Planner (Community Health and Safety) |

Attachment 1 - Committee Overview 2017-2018

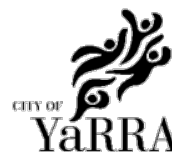
Yarra Libraries Advisory Committee



| | |
|----------------------------|--|
| Purpose | <p>The role of the Committee is to provide advice on issues relating to public library services across the City of Yarra including:</p> <ul style="list-style-type: none"> • To contribute the views of library users regarding the Library Service's role in meeting community needs • To contribute at an early stage, to review of services which will impact on library users • To contribute ideas and suggestions for the improvement and enhancement of Library Services in the City of Yarra • To provide a response from a user perspective to Library Service statistical reports and assessments of performance |
| Membership | The Yarra Libraries Advisory Committee will comprise two appointed Councillors plus six community members. |
| Meeting Frequency | The Committee meets quarterly. |
| Reporting | A Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 26 June 2012. |
| Responsible officer | Felicity Macchion Manager Yarra Libraries |

Attachment 1 - Committee Overview 2017-2018

Youth Advisory Committee



| | |
|----------------------------|--|
| Purpose | The role of the Committee is to provide a formal mechanism for Council to consult with and seek strategic advice from young people in matters affecting them, and to provide an opportunity for genuine youth participation in the planning, implementation and evaluation of the City of Yarra's youth programs and services. |
| Membership | <p>The committee comprises:</p> <ul style="list-style-type: none"> • Two Councillors • Up to 15 youth representatives • Relevant council officers, including the Manager, Family, Youth and Children's Services and the Coordinator, Youth and Middle Years. |
| Meeting Frequency | The Committee meets every two months. |
| Reporting | A Councillor appointed to the Committee reports to the Yarra City Council on Committee activities through periodic Delegates Reports. |
| Terms of reference | The current Terms of Reference was adopted by Council on 19 July 2016. |
| Responsible officer | Chris Cogger Coordinator Youth and Middle Years |

Attachment 1 - Committee Overview 2017-2018



External Bodies

These organisations and committees require the appointment of a City of Yarra representative.

Attachment 1 - Committee Overview 2017-2018

Australian Local Government Women's Association



| | |
|----------------------------|--|
| Purpose | To promote participation and representation by women in Local Government |
| Nominees Required | One Councillor |
| Meetings | The Committee meets occasionally on an as needs basis |
| Responsible officer | Ivan Gilbert Group Manager Chief Executive's Office |

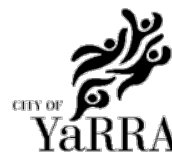
Collingwood Children's Farm Management Committee



| | |
|----------------------------|---|
| Purpose | To oversee management of the Collingwood Children's Farm. |
| Nominees Required | One Councillor |
| Meeting Frequency | The Committee meets monthly |
| Responsible officer | Aldo Malavisi Community Partnerships Unit Manager |

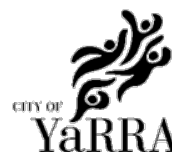
Attachment 1 - Committee Overview 2017-2018

Doncaster Rail Local Government Group



| | |
|----------------------------|--|
| Purpose | To advocate for the delivery of Doncaster Rail. |
| Nominees Required | Up to two Councillors |
| Meeting Frequency | The Committee meets only occasionally |
| Responsible officer | Jane Waldock Assistant Director Planning and Place Making |

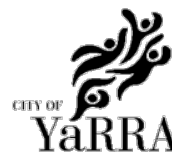
Friends of Baucau



| | |
|----------------------------|---|
| Purpose | To promote governance and friendship to the city of Baucau in East Timor. |
| Nominees Required | One Councillor plus one substitute Councillor |
| Meeting Frequency | The Committee meets monthly |
| Responsible officer | Ivan Gilbert Group Manager Chief Executive's Office |

Attachment 1 - Committee Overview 2017-2018

Inner South Metropolitan Mayors' Forum

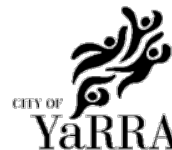


| | |
|----------------------------|---|
| Purpose | An alliance of Melbourne's inner south municipalities working together to promote key transport priorities. Membership comprises Melbourne, Stonnington, Port Phillips, Bayside, Kingston, Boroondara, Glen Eira and Yarra. |
| Nominees Required | The Mayor |
| Meeting Frequency | The Committee meets every two months |
| Responsible officer | Ivan Gilbert Group Manager Chief Executive's Office |

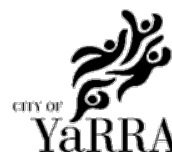
Mayors for Peace



| | |
|----------------------------|--|
| Purpose | An international organisation of cities dedicated to the promotion of peace. |
| Nominees Required | One Councillor (usually the Mayor, but not necessary). |
| Meeting Frequency | The group does not meet |
| Responsible officer | Ivan Gilbert Group Manager Chief Executive's Office |

Attachment 1 - Committee Overview 2017-2018**Metropolitan (Local Government) Waste Management Forum**

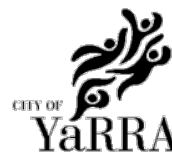
| | |
|----------------------------|---|
| Purpose | To develop, support and promote waste reduction and recycling programs. |
| Nominees Required | One Councillor plus one substitute Councillor |
| Meeting Frequency | The Committee meets monthly |
| Responsible officer | Kim O'Connor Manager Building and Asset Management |

Metropolitan Transport Forum

| | |
|----------------------------|--|
| Purpose | To develop recommendations pertaining to transport in Melbourne, with particular emphasis on advocating for improved public transport. |
| Nominees Required | One Councillor plus one substitute Councillor |
| Meeting Frequency | The Committee meets monthly |
| Responsible officer | Jane Waldock Assistant Director Planning and Place Making |

Attachment 1 - Committee Overview 2017-2018

Municipal Association of Victoria



| | |
|----------------------------|--|
| Purpose | A peak representative and lobbying body for Victorian Councils which provides leadership to Councils by supporting them to achieve the highest levels of respect and recognition through improved performance. |
| Nominees Required | One Councillor plus one substitute Councillor |
| Meeting Frequency | The MAV State Councils are held in May and October |
| Responsible officer | Ivan Gilbert Group Manager Chief Executive's Office |

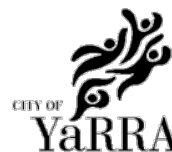
Northern Alliance for Greenhouse Action



| | |
|----------------------------|--|
| Purpose | To promote community understanding and support for Greenhouse actions. |
| Nominees Required | One Councillor |
| Meeting Frequency | The Alliance meets quarterly |
| Responsible officer | Michael Oke Sustainability Unit Manager |

Attachment 1 - Committee Overview 2017-2018

Victorian Local Governance Association



| | |
|----------------------------|--|
| Purpose | A peak local government body which aims to promote good governance and sustainability by supporting local governments through programs of advocacy, training, information provision and support. |
| Nominees Required | One Councillor plus one substitute Councillor |
| Meeting Frequency | The Committee meets monthly |
| Responsible officer | Ivan Gilbert Group Manager Chief Executive's Office |

Yarra Energy Foundation



| | |
|----------------------------|--|
| Purpose | To promote and implement energy sustainability. |
| Nominees Required | Two Councillors |
| Meeting Frequency | The Foundation meets monthly |
| Responsible officer | Ivan Gilbert Group Manager Chief Executive's Office |

3.8 Council Meeting Schedule 2018

Trim Record Number: D17/157339

Responsible Officer: Group Manager Chief Executive's Office

Purpose

1. To formally adopt the meeting schedule for the 2018 calendar year.

Background

2. The proposed meeting cycle follows the same frequency as was used in 2017 and prior years. Some minor adjustments have been required to accommodate public holidays. The times and dates have been established as follows:
 - (a) Council Meetings commence at 6.30pm for closed sessions and 7.00 pm for public sessions on two Tuesdays of each Month, with the exception of January (where no meetings are proposed), October (where three meetings are proposed) and November (where one meeting is proposed); and
 - (b) Internal Development Approvals Committee Meetings commence at 6.30pm two Wednesdays each month, with the exception of May (three meetings) and August (three meetings).
3. Council Meetings have traditionally been held at both Richmond and Fitzroy Town Halls. For operational reasons, meetings of the Internal Development Approvals Committee are held at Richmond Town Hall. It is proposed that in 2018, the meeting locations follow the same pattern as was followed in 2017, namely:
 - (a) Council Meetings be held at Fitzroy Town Hall in the months of February, March, November and December 2018 and at Richmond Town Hall in the months of April, May, June, July, August, September and October 2018; and
 - (b) Internal Development Approvals Committee meetings be held at Richmond Town Hall from January to December 2018.
4. It is further proposed that the Chief Executive Officer be provided with the delegated authority to relocate any meeting without the need for a further Council resolution in the event that the proposed venue is unavailable or unsuitable. This power is subject to compliance with public notification requirements of the Local Government Act.
5. Additional Special Council Meetings may also be called during the 2018 year as the need arises, and appropriate notice will be provided as per legislative requirements.

Legal Implications

6. Section 89 (4) of the Local Government Act 1989, generally provides that a Council must give at least 7 days' notice when holding an Ordinary or Special Council Meeting or a Special Committee comprising solely of Councillors (such as the Internal Development Approvals Committee). Where urgent or extraordinary circumstances prevent Council from complying with section 89(4), Council is required to give such public notice as is practicable and specify the urgent or extraordinary circumstances which prevented normal notice in the Minutes.
7. Further, Clause 36 of Council's Meeting Procedures Local Law 2011, provides that – "the date, time and place for all Ordinary Meetings and Special Committee Meetings shall be fixed by the Council from time to time".

RECOMMENDATION

1. That Council:
 - (a) adopt the following Meeting Schedule for 2018:
 - (i) Ordinary Council (6.30pm for closed sessions and 7.00pm for public sessions):
 - a. 6 & 20 February 2018 (Fitzroy Town Hall);
 - b. 6 & 20 March 2018 (Fitzroy Town Hall);
 - c. 10 & 24 April 2018 (Richmond Town Hall);
 - d. 8 & 22 May 2018 (Richmond Town Hall);
 - e. 5 & 19 June 2018 (Richmond Town Hall);
 - f. 3 & 17 July 2018 (Richmond Town Hall);
 - g. 7 & 21 August 2018 (Richmond Town Hall);
 - h. 4 & 18 September 2018 (Richmond Town Hall);
 - i. 2 & 16 & 30 October 2018 (Richmond Town Hall);
 - j. 13 November 2018 (Fitzroy Town Hall); and
 - k. 4 & 18 December 2018 (Fitzroy Town Hall).
 - (ii) Internal Development Approvals Committee (6.30pm):
 - a. 17 & 31 January 2018 (Richmond Town Hall);
 - b. 14 & 28 February 2018 (Richmond Town Hall);
 - c. 14 & 28 March 2018 (Richmond Town Hall);
 - d. 4, 18 & 25 April 2018 (Richmond Town Hall);
 - e. 2, 16 & 30 May 2018 (Richmond Town Hall);
 - f. 13 & 27 June 2018 (Richmond Town Hall);
 - g. 11 & 25 July 2018 (Richmond Town Hall);
 - h. 1, 15 & 29 August 2018 (Richmond Town Hall);
 - i. 12 & 26 September 2018 (Richmond Town Hall);
 - j. 10 & 24 October 2018 (Richmond Town Hall);
 - k. 7 & 21 November 2018 (Richmond Town Hall); and
 - l. 12 December 2018 (Richmond Town Hall)
 - (b) authorise the Chief Executive Officer to alter the location of Ordinary Meetings of Council and the Internal Development Approvals Committee (IDAC) under clause 36 of the Yarra City Council Meeting Procedures Local Law 2011 if required, subject to public notification in accordance with the Local Government Act 1989; and
 - (c) request the Chief Executive Officer to ensure that the adopted Council Meeting Schedule and IDAC meeting schedule and Special Meeting details are posted on the Council website and advertised appropriately.

CONTACT OFFICER: Rhys Thomas
TITLE: Senior Governance Advisor
TEL: 9205 5302

Attachments

There are no attachments for this report.

3.9 Conclusion

Trim Record Number: D17/157336
Responsible Officer: Chief Executive Officer

CONTACT OFFICER: Ivan Gilbert
TITLE: Group Manager Chief Executive's Office
TEL: 9205 5110

Attachments

There are no attachments for this report.