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|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>12.4</b>          | <b>Governance Report December 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Directorate</b>   | People, Partnerships and Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Director</b>      | Georgie Hill                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Manager</b>       | Danny Bilaver                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Attachment(s)</b> | <ol style="list-style-type: none"> <li>1. Record of Informal Meeting of Councillors [<b>12.4.1</b> - 22 pages]</li> <li>2. Delegates and Representatives Report [<b>12.4.2</b> - 4 pages]</li> <li>3. DRAFT Chief Executive Officer Employment Matters Committee - Terms of Reference - December 2024 [<b>12.4.3</b> - 3 pages]</li> <li>4. Proposed Council Meeting Dates for 2025 [<b>12.4.4</b> - 1 page]</li> <li>5. Audit and Risk Committee Charter 2023 [<b>12.4.5</b> - 9 pages]</li> <li>6. S11A Instruments of Appointment - Planning and Environment Act - December 2024 [<b>12.4.6</b> - 4 pages]</li> </ol> |

### Purpose

For Council to consider:

- A summary of recent Governance activity.
- Contracts entered into, and works orders approved in accordance with the S7 Instrument of Sub Delegation.
- Councillor Declarations of Representations by Members of Parliament.
- Updated Terms of Reference of the Chief Executive Officer Employment Matters Committee.
- Proposed Council Meeting Dates for 2025.
- Audit and Risk Committee Charter and membership.
- Appointment of authorised officers under the *Planning and Environment Act 1987*.

### Officer Recommendation

**That Council:**

- Notes the:**
  - Governance Report December 2024.**
  - Contracts entered into, and works orders approved, in accordance with S7 Instrument of Sub Delegation (24/3515Q; 25/3524; 25/3529; 25/3531; 25/3533; 25/3541Q; 25/3542; 25/3543Q; 25/3547; 25/3558; 25/3559; and 25/3562).**
  - Records of Informal Meetings of Councillors, at Attachment 1 to this report, for incorporation in the minutes of this meeting.**
  - Delegate's and Representative's Reports, at Attachment 2 to this report, for incorporation in the minutes of this meeting.**
  - Councillor Declarations of Representations by Members of Parliament.**
- Approves the updated Terms of Reference of the Chief Executive Officer Employment Matters Committee, at Attachment 3 to this report.**
- Approves the proposed Council Meeting dates for 2025, at Attachment 4 to this report, and gives notice of the dates in the Star Weekly newspaper and on Council's website.**

- d. **In relation the Audit and Risk Committee:**
- i. **Approves the updated Audit and Risk Committee Charter, at Attachment 5 to this report.**
  - ii. **Reappoints Audit and Risk Committee independent member, Jen Johanson, for a further three year period.**
  - iii. **Approves the extension of Geoff Harry as Chair of the Audit and Risk Committee until 31 March 2025, and as an independent member of the Audit and Risk Committee until 30 June 2025.**
  - iv. **Notes that a recruitment process for a new Independent Chair of the Audit and Risk Committee will be undertaken in early 2025.**
- e. **Appoints Ian Babore, Winny Enniss, Sunny Rehman and Glenda Roberts under section 147(4) of the *Planning and Environment Act 1987*, to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and under section 313 of the *Local Government Act 2020* authorises Ian Babore, Winny Enniss, Sunny Rehman and Glenda Roberts generally, to institute proceedings for offences against the Acts and regulations described in the instrument, at Attachment 6 to this report.**

## Background

The monthly governance report is a standing report to Council, in accordance with best practice and good governance principles, and to ensure compliance with the requirements of the *Local Government Act 2020 (the Act)* and the Model Councillor Code of Conduct 2024.

## Matters for Consideration

### Exercise of Delegated Authority

Council delegates powers, duties and functions to the Chief Executive Officer in order to support efficient operation and delivery of Council services. The Chief Executive Officer has sub-delegated some authority to Directors (and other Council officers). Significant decisions made, or actions undertaken exercising delegated authority, are reported to Council as a transparency and accountability measure.

The Chief Executive Officer has been delegated authority by Council to award contracts up to \$2,000,000 (exclusive of GST) through an Instrument of Delegation made on 23 April 2024 (S5 Instrument of Delegation to the Chief Executive Officer). The Chief Executive Officer has sub-delegated authority to Directors to award contracts up to \$200,000 (inclusive of GST) through an Instrument of Delegation made on 12 December 2023 (S7 Instrument of Sub-Delegation by the Chief Executive Officer).

### Contracts entered into, and works orders approved, in accordance with S7 Instrument of Sub-Delegation

| Contract No. | Description                                                         | Successful Tenderer        | Contract Amount (inc GST) | Date Awarded |
|--------------|---------------------------------------------------------------------|----------------------------|---------------------------|--------------|
| 24/3515Q     | Brimbank Aquatic and Wellness Centre Car Park Lighting Installation | Garnet Electrical Services | \$56,086                  | 28/09/2024   |
| 25/3524      | MAV Supply and Delivery of One Single Cab Park Tipper Truck         | Westar Truck Centre        | \$131,192.27              | 17/8/2024    |

|          |                                                         |                      |              |            |
|----------|---------------------------------------------------------|----------------------|--------------|------------|
| 25/3529  | Supply of Corporate and Workwear Uniforms               | Rodney Marks Pty Ltd | \$495,000    | 17/10/2024 |
| 25/3531  | PA Fleet Consumables                                    | Panel of Suppliers   | \$500,000    | 5/8/2024   |
| 25/3533  | Churchill Reserve Sportsground Upgrade                  | Global Turf Projects | \$686,691.17 | 25/9/2024  |
| 25/3541Q | Ralph Reserve Pavilion Refurbishment Change Room Design | Avor Architecture    | \$81,400     | 13/9/2024  |
| 25/3542  | Employee Assistance Program                             | Acacia Connections   | \$285,433.50 | 11/10/2024 |
| 25/3543Q | Keilor Tennis Club Fence Replacement                    | RMS Groundworks      | \$376,307    | 19/9/2024  |
| 25/3547  | Delahey Enclosed Off Leash Dog Park                     | Vine Civil           | \$295,095.30 | 18/11/2024 |
| 25/3558  | MAV Supply of Five Park Maintenance Tipper Trucks       | Westar Trucks Centre | \$804,547    | 17/10/2024 |
| 25/3559  | Jones Creek Footbridge St Albans                        | Heuron Screenline    | \$486,122    | 14/10/2024 |
| 25/3562  | MAV Supply of Two 7500kg GVM Tipper Trucks              | Westar Trucks Centre | \$370,045.58 | 8/10/2024  |

### Records of Informal Meetings of Councillors

An Informal Meeting of Councillors includes meetings that are:

- Scheduled or planned for the purpose of discussing the business of Council or briefing Councillors,
- Attended by at least one member of Council staff, and
- Not Council meetings, Delegated Committee meetings or Community Asset Committee meetings.

Written records of Informal Meetings of Councillors are kept and include the names of all Councillors and Council officers attending, the matters considered, any conflict of interest disclosures made, and whether a Councillor who has disclosed a conflict of interest leaves the meeting.

These records, as soon as practicable, will be reported at a Council Meeting, and incorporated in the minutes of that Council Meeting.

Records of Informal Meetings of Councillors (**Attachment 1**) were received for the following meetings:

| Date             | Event                                                     |
|------------------|-----------------------------------------------------------|
| 9 September 2024 | Social Justice Coalition – Strategic Implementation Group |
| 8 October 2024   | Council Meeting Briefing                                  |
| 14 November 2024 | Councillor Workshop 1 (including Briefing)                |
| 18 November 2024 | Councillor Induction Training 1 (including Briefing)      |
| 19 November 2024 | Councillor Orientation 2 (including Briefing)             |
| 21 November 2024 | Councillor Orientation 3 (including Briefing)             |
| 25 November 2024 | Briefing                                                  |
| 26 November 2024 | Finance Presentation and Corporate Services Overview      |
| 28 November 2024 | Councillor Workshop 3 (including Briefing)                |

|                 |                                                   |
|-----------------|---------------------------------------------------|
| 2 December 2024 | Councillor Training Workshop (including Briefing) |
| 3 December 2024 | Council Meeting Briefing                          |

### Delegate's and Representative's Reports

The participation on a range of local, specific issues, committees established by Council, peak body/sector associations, and local and regional forums, is an essential part of the representative role Council plays. Council nominates Councillors as delegates and representatives to these committees annually.

The role, as the Council delegate or Council representative on these committees, is to represent the position of Council, and report back to Council at a Council Meeting on the issues or progress of the committees, and any recommendations made by the committees.

Delegate's and Representative's Reports (**Attachment 2**) were received for the following meetings:

| Date             | Event                                                     | Councillor/s |
|------------------|-----------------------------------------------------------|--------------|
| 27 August 2024   | Disability Advisory Committee                             | Cr Borg      |
| 9 September 2024 | Social Justice Coalition – Strategic Implementation Group | Cr Borg      |

### Councillor Declarations of Representations by Members of Parliament

Councillors have a legitimate role in advocating on behalf of their communities. At times, this may include the receiving of representations by a Member of State or Federal Parliament, to Council or Councillors. Councillors will declare and record any representations made to a Councillor by a Member of Parliament or their staff representative.

Councillor Declarations of Representations by Members of Parliament were received for the following meetings.

| Date            | Councillor | Member of Parliament | Matter Discussed                                                                                                                                                                    |
|-----------------|------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 December 2024 | Cr Dang    | Natalie Suleyman MP  | St Albans Library<br>Errington Reserve<br>St Albans Welcome Project<br>Alfrieda Street Masterplan<br>Melbourne Airport Rail<br>Outdoor Pool / Splash Park at BAWC<br>Youth Services |

### Chief Executive Officer Employment Matters Committee

The Chief Executive Officer Employment Matters Committee coordinates employment related matters pertaining to the Chief Executive Officer, particularly Performance Review and Recruitment.

Due to changes in the electoral structure, a review of the Councillor Representative component of this committee is required. Accordingly, the committee's Terms of Reference have been updated and are presented to the Council for consideration (**Attachment 3**).

## **Proposed Council Meeting Dates for 2025**

Council's current meeting cycle model was introduced in March 2016. The model consists of a Planning Forum (with no decision making functions) held on the second Tuesday of the month, and a Council Meeting generally on the third Tuesday of the month. The election of the Mayor is to be held the Tuesday following the anniversary of the election of the Mayor. Additionally, two Tuesdays of the month are used to provide briefings to Councillors on upcoming matters likely to be presented to Council for consideration.

The proposed Council Meeting Dates for 2025 are at **Attachment 4**. It is recommended Council approve these dates and give notice in the Star Weekly newspaper and on Council's website.

## **Audit and Risk Committee Charter and Independent membership**

Council's Audit and Risk Committee (ARC) is governed by a Charter, most recently reviewed and adopted by Council on 19 September 2023.

The Charter outlines that there are to be three Independent ARC Members, one of which will act as the Independent Chair of the committee. Each Independent Member is elected to a term of three years, with the option of a three year extension based on performance.

Two Independent Members have terms concluding in the near future. Firstly, Independent Member Jen Johanson's first three year term comes to completion at the end of 2025. Ms Johanson's performance on Council's ARC has been assessed as satisfactory. It is recommended that Council notes the reappointment of independent member, Jen Johanson to the Audit and Risk Committee for an additional three-year term. This is based on mutual agreement and her satisfactory performance as per the Charter.

Secondly, the tenure of ARC's current Independent Chair, Geoff Harry, comes to an end in February 2025, which will be his second, and last, three year term. However, to support the transfer of the role to the new committee Chair and maintain the committee's independent membership requirement during the recruitment of the role, it is proposed that Mr Harry's role be extend until the end of June 2025.

Recruitment of a new Independent Chair will commence in early 2025.

To facilitate the above proposal, it is recommended that the Audit and Risk Committee Charter be amended to include under the Appointment section:

- o Section 3.13 - To support the smooth transfer of committee membership to newly appointed members, the Committee can extend an existing independent committee member beyond the three-year term plus additional three-year term, as approved by Council.

The amendment to the Charter is presented to Council for approval (**Attachment 5**).

## **Appointment of Authorised Officers under the *Planning and Environment Act 1987***

An Authorised Officer is an individual formally appointed by a council or Chief Executive Officer under the *Local Government Act 2020* or other relevant legislation to perform regulatory and enforcement functions. These officers ensure compliance with legislation and local laws, such as planning, animal management, public health, and environmental protection, and are empowered to investigate, issue fines or notices, and conduct inspections.

Their authority is granted through an official instrument of appointment that specifies their duties, and they operate under several legislative frameworks, including the *Planning and Environment Act 1987* and the *Domestic Animals Act 1994*.

Council has delegated the power to appoint authorised officers to the Chief Executive Officer in most instances in order to enforce provisions of various acts and local laws. However, Section 188(2)(c) of the *Planning and Environment Act 1987 (Planning Act)* precludes Council from delegating its power to appoint an authorised officer for the purposes of enforcing the *Planning Act*.

The Instruments of Delegation (**Attachment 6**), based on the template provided by the Maddocks Delegations and Authorisations Service, provide for Council to appoint an officer by resolution, pursuant to section 147 of the *Planning Act*. The Instruments also include the general appointment provision in section 313 of the *Local Government Act 2020* to commence proceedings on behalf of Council.

A Council resolution is therefore required to authorise officers under the *Planning Act*. As such, it is recommended that the following officers be appointed: Ian Babore, Winny Ennis, Sunny Rehman and Glenda Roberts.

### Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

**Regulatory:** legal, legislative or regulatory implications including the rights/obligations of stakeholders

- This report fulfils legislative governance obligations, to provide transparent and accountable reporting of governance activity.

There are no Community, Safety, Environmental or Financial risks identified.

### Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

**4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all**

- High Performing and Accountable - Our workforce strives to enhance services and liveability for the Brimbank community.

This report complies with the *Local Government Act 2020*, *Local Government (Governance and Integrity) Regulations 2020*, Council Plan 2021-2025, S5 Instrument of Delegation to the Chief Executive Officer, S7 Instrument of Sub-Delegation by the Chief Executive Officer, Model Councillor Code of Conduct 2024 and Procurement Policy.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



# Record of Informal Meeting of Councillors

## Meeting details

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                  |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| <b>Title:</b>                          | Social Justice Coalition - Strategic Implementation Group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                  |
| <b>Date:</b>                           | 9 September 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Time:</b> | 1:00pm to 2:00pm |
| <b>Location:</b>                       | Online (MS Teams)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                  |
| <b>Councillors in attendance:</b>      | <input checked="" type="checkbox"/> Cr Victoria Borg (chair)<br><input type="checkbox"/> Cr Sarah Branton<br><input type="checkbox"/> Cr Thuy Dang<br><input type="checkbox"/> Cr Sam David JP<br><input type="checkbox"/> Cr Maria Kerr<br><input type="checkbox"/> Cr Bruce Lancashire, Mayor<br><input type="checkbox"/> Cr Jasmine Nguyen<br><input type="checkbox"/> Cr Thomas O'Reilly<br><input type="checkbox"/> Cr Jae Papalia<br><input type="checkbox"/> Cr Ranka Rasic, Deputy Mayor<br><input type="checkbox"/> Cr Virginia Tachos |              |                  |
| <b>Council Officers in attendance:</b> | Anna Vu - Acting Social Policy Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |                  |
| <b>Other attendees:</b>                | Melbourne City Mission (1)<br>CommunityPlus (1)<br>Djerriwarrh (1)<br>Gen West (1)<br>Youth Junction (1)<br>cohealth (1)<br>Salvation Army (1)<br>Western Health (1)                                                                                                                                                                                                                                                                                                                                                                            |              |                  |

**Name of Council Officer completing Record of Informal Meeting:**

Anna Vu

**Issues considered** (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

| No. | Brief description of issue/agenda item                                                                                                                                                                                                                                                                               | Name of person(s) who disclosed a conflict of interest | Did the person(s) leave the meeting? |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------|
| 1.  | Welcome and introductions                                                                                                                                                                                                                                                                                            | Nil                                                    | <Select one>                         |
| 2.  | Working Dads Project                                                                                                                                                                                                                                                                                                 | Nil                                                    | <Select one>                         |
| 3.  | Inquiry into food security in Victoria – Council submission update (held over until next meeting)                                                                                                                                                                                                                    | Nil                                                    | <Select one>                         |
| 4.  | Brimbank Social Justice Charter review – update (held over until next meeting)                                                                                                                                                                                                                                       | Nil                                                    | <Select one>                         |
| 5.  | Social Inclusion Action Groups                                                                                                                                                                                                                                                                                       | Nil                                                    | <Select one>                         |
| 6.  | Member updates and discussion <ul style="list-style-type: none"> <li>What projects and programs have you been working on?</li> <li>What recent or upcoming initiatives may be of interest to the group?</li> <li>How can the SIG and its members support your work to promote social justice in Brimbank?</li> </ul> | Nil                                                    | <Select one>                         |
| 7.  | Other business                                                                                                                                                                                                                                                                                                       | Nil                                                    | <Select one>                         |

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.





# Record of Informal Meeting of Councillors

## Meeting details

|                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                  |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| <b>Title:</b>                                                         | Council Meeting Briefing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |                  |
| <b>Date:</b>                                                          | 8 October 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Time:</b> | 6.00pm to 6.30pm |
| <b>Location:</b>                                                      | Online                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                  |
| <b>Councillors in attendance:</b>                                     | <input checked="" type="checkbox"/> Cr Victoria Borg<br><input type="checkbox"/> Cr Sarah Branton<br><input type="checkbox"/> Cr Thuy Dang<br><input checked="" type="checkbox"/> Cr Sam David JP<br><input type="checkbox"/> Cr Maria Kerr<br><input type="checkbox"/> Cr Bruce Lancashire<br><input checked="" type="checkbox"/> Cr Jasmine Nguyen<br><input checked="" type="checkbox"/> Cr Thomas O'Reilly<br><input type="checkbox"/> Cr Jae Papalia, Deputy Mayor<br><input checked="" type="checkbox"/> Cr Ranka Rasic, Mayor<br><input type="checkbox"/> Cr Virginia Tachos |              |                  |
| <b>Council Officers in attendance:</b>                                | Lynley Dumble, Acting Chief Executive Officer<br>Ashley Fleming, Acting Director Community Wellbeing<br>Georgie Hill, Director People Partnerships and Performance<br>Chris Leivers, Director Infrastructure and City Services<br>Mark Stoermer, Director Corporate Services<br>Kelvin Walsh, Director City Futures<br>Danny Bilaver, Manager Governance and Risk                                                                                                                                                                                                                   |              |                  |
| <b>Other attendees:</b>                                               | Municipal Monitors; Penny Holloway, Janet Dore                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                  |
| <b>Name of Council Officer completing Record of Informal Meeting:</b> | Georgie Hill, Director People Partnerships and Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |                  |

**Issues considered** (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

| No. | Brief description of issue/agenda item         | Name of person(s) who disclosed a conflict of interest | Did the person(s) leave the meeting? |
|-----|------------------------------------------------|--------------------------------------------------------|--------------------------------------|
| 1.  | Brimbank Council Draft Annual Report 2023-2024 | Cr Thomas O'Reilly                                     | Yes                                  |

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.

# Record of Informal Meeting of Councillors

## Meeting details

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                   |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|
| <b>Title:</b>                                                                        | Councillor Workshop 1 - Councillor Planning Day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                   |
| <b>Date:</b>                                                                         | 14 November 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Time:</b> | 10.00am to 4.00pm |
| <b>Location:</b>                                                                     | Mt Derrimut Golf and Community Club                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                   |
| <b>Councillors in attendance:</b>                                                    | <input checked="" type="checkbox"/> Cr Joh Bauch<br><input checked="" type="checkbox"/> Cr Victoria Borg<br><input checked="" type="checkbox"/> Cr Thuy Dang<br><input checked="" type="checkbox"/> Cr Maria Kerr<br><input checked="" type="checkbox"/> Cr Daniel Kruk<br><input checked="" type="checkbox"/> Cr Lucy Nguyen<br><input checked="" type="checkbox"/> Cr Katharine Nikolic<br><input checked="" type="checkbox"/> Cr Ranka Rasic<br><input checked="" type="checkbox"/> Cr Duyen Anh Pham<br><input checked="" type="checkbox"/> Cr Virginia Tachos<br><input checked="" type="checkbox"/> Cr Kim Thien Truong |              |                   |
| <b>Council Officers in attendance:</b>                                               | Fiona Blair, Chief Executive Officer<br>Lynley Dumble, Director Community Wellbeing<br>Georgie Hill, Director People, Performance and Partnership<br>Chris Leivers, Director Infrastructure and City Services<br>Mark Stoermer, Director Corporate Services<br>Kelvin Walsh, Director City Futures<br>Danny Bilaver, Manager Governance and Risk                                                                                                                                                                                                                                                                              |              |                   |
| <b>Other attendees:</b>                                                              | Janet Dore, Municipal Monitor<br>Penelope Holloway, Municipal Monitor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                   |
| <b>Name of Council Officer completing Record of Informal Meeting of Councillors:</b> | Georgie Hill, Director People, Performance and Partnership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                   |

**Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)**

| No. | Brief description of issue/agenda item | Name of person(s)<br>who disclosed a<br>conflict of interest | Did the person(s)<br>leave the meeting? |
|-----|----------------------------------------|--------------------------------------------------------------|-----------------------------------------|
| 1.  | Working Together Workshop              |                                                              | <Select one>                            |

# Record of Informal Meeting of Councillors

## Meeting details

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                  |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| <b>Title:</b>                          | Councillor Induction Training 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                  |
| <b>Date:</b>                           | 18 November 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Time:</b> | 6.00pm to 8.30pm |
| <b>Location:</b>                       | Council Chamber                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                  |
| <b>Councillors in attendance:</b>      | <input checked="" type="checkbox"/> Cr Joh Bauch (6.25pm)<br><input checked="" type="checkbox"/> Cr Victoria Borg<br><input checked="" type="checkbox"/> Cr Thuy Dang<br><input checked="" type="checkbox"/> Cr Maria Kerr (online)<br><input checked="" type="checkbox"/> Cr Daniel Kruk<br><input checked="" type="checkbox"/> Cr Lucy Nguyen<br><input checked="" type="checkbox"/> Cr Katharine Nikolic<br><input checked="" type="checkbox"/> Cr Ranka Rasic<br><input checked="" type="checkbox"/> Cr Duyen Anh Pham<br><input checked="" type="checkbox"/> Cr Virginia Tachos<br><input checked="" type="checkbox"/> Cr Kim Thien Truong |              |                  |
| <b>Council Officers in attendance:</b> | Fiona Blair, Chief Executive Officer<br>Lynley Dumble, Director Community Wellbeing<br>Georgie Hill, Director People, Performance and Partnership<br>Chris Leivers, Director Infrastructure and City Services<br>Mark Stoermer, Director Corporate Services<br>Kelvin Walsh, Director City Futures<br>Danny Bilaver, Manager Governance and Risk                                                                                                                                                                                                                                                                                                |              |                  |
| <b>Other attendees:</b>                | Janet Dore, Municipal Monitor<br>Penelope Holloway, Municipal Monitor<br>Mark Hayes, Maddocks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                  |

**Name of Council  
Officer completing  
Record of Informal  
Meeting of  
Councillors:**

Danny Bilaver, Manager Governance and Risk

**Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)**

| No. | Brief description of issue/agenda item                        | Name of person(s) who disclosed a conflict of interest | Did the person(s) leave the meeting? |
|-----|---------------------------------------------------------------|--------------------------------------------------------|--------------------------------------|
| 1.  | Overview of the Council and its Elected Roles                 | <Enter name(s)>                                        | <Select one>                         |
| 2.  | Local Government Fundamentals                                 | <Enter name(s)>                                        | <Select one>                         |
| 3.  | Overview of Non-Elected Roles                                 | <Enter name(s)>                                        | <Select one>                         |
| 4.  | Council Decision-Making and Good Governance                   | <Enter name(s)>                                        | <Select one>                         |
| 5.  | Councillor Conduct Obligations                                | <Enter name(s)>                                        | <Select one>                         |
| 6.  | Councillors Integrity Obligations                             | <Enter name(s)>                                        | <Select one>                         |
| 7.  | The Councillor Conduct Framework                              | <Enter name(s)>                                        | <Select one>                         |
| 8.  | Introduction to Key Integrity and Accountability Requirements | <Enter name(s)>                                        | <Select one>                         |



# Record of Informal Meeting of Councillors

## Meeting details

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |                  |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| <b>Title:</b>                                                                        | Councillor Orientation 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                  |
| <b>Date:</b>                                                                         | 19 November 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Time:</b> | 6.30pm to 8.30pm |
| <b>Location:</b>                                                                     | Council Chamber                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |                  |
| <b>Councillors in attendance:</b>                                                    | <input checked="" type="checkbox"/> Cr Joh Bauch<br><input checked="" type="checkbox"/> Cr Victoria Borg<br><input checked="" type="checkbox"/> Cr Thuy Dang<br><input checked="" type="checkbox"/> Cr Maria Kerr (online)<br><input checked="" type="checkbox"/> Cr Daniel Kruk<br><input checked="" type="checkbox"/> Cr Lucy Nguyen<br><input checked="" type="checkbox"/> Cr Katharine Nikolic<br><input checked="" type="checkbox"/> Cr Ranka Rasic<br><input checked="" type="checkbox"/> Cr Duyen Anh Pham<br><input checked="" type="checkbox"/> Cr Virginia Tachos<br><input checked="" type="checkbox"/> Cr Kim Thien Truong |              |                  |
| <b>Council Officers in attendance:</b>                                               | <input checked="" type="checkbox"/> Fiona Blair, Chief Executive Officer<br><input checked="" type="checkbox"/> Lynley Dumble, Director Community Wellbeing<br><input type="checkbox"/> Georgie Hill, Director People, Performance and Partnership<br><input checked="" type="checkbox"/> Chris Leivers, Director Infrastructure and City Services<br><input type="checkbox"/> Mark Stoermer, Director Corporate Services<br><input checked="" type="checkbox"/> Kelvin Walsh, Director City Futures<br><input checked="" type="checkbox"/> Danny Bilaver, Manager Governance and Risk                                                 |              |                  |
| <b>Other attendees:</b>                                                              | <input checked="" type="checkbox"/> Janet Dore, Municipal Monitor<br><input checked="" type="checkbox"/> Penelope Holloway, Municipal Monitor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |                  |
| <b>Name of Council Officer completing Record of Informal Meeting of Councillors:</b> | Tony Vo, Coordinator Council Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |                  |

**Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)**

| No. | Brief description of issue/agenda item                                        | Name of person(s) who disclosed a conflict of interest | Did the person(s) leave the meeting? |
|-----|-------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------|
| 1.  | Outline approach to Council Meeting Cycle, Meeting Types, Agendas and Reports | <Enter name(s)>                                        | <Select one>                         |
| 2.  | Committee membership (specific focus on ARC and LeadWest)                     | <Enter name(s)>                                        | <Select one>                         |
| 3.  | Governance Rules and Meeting Procedures                                       | <Enter name(s)>                                        | <Select one>                         |
| 4.  | Election of Mayor/Deputy Mayor                                                | <Enter name(s)>                                        | <Select one>                         |
| 5.  | Briefing and Rehearsal of Statutory Council Meeting                           | <Enter name(s)>                                        | <Select one>                         |
| 6.  | Discussion of a confidential matter                                           | Cr Duyen Anh Pham                                      | Yes                                  |





# Record of Informal Meeting of Councillors

## Meeting details

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                  |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| <b>Title:</b>                                                                        | Councillor Orientation 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                  |
| <b>Date:</b>                                                                         | 21 November 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Time:</b> | 6.00pm to 8.35pm |
| <b>Location:</b>                                                                     | BCCC, Level 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                  |
| <b>Councillors in attendance:</b>                                                    | <input type="checkbox"/> Cr Joh Bauch<br><input checked="" type="checkbox"/> Cr Victoria Borg, Deputy Mayor<br><input checked="" type="checkbox"/> Cr Thuy Dang, Mayor<br><input type="checkbox"/> Cr Maria Kerr<br><input checked="" type="checkbox"/> Cr Daniel Kruk<br><input checked="" type="checkbox"/> Cr Lucy Nguyen<br><input checked="" type="checkbox"/> Cr Katharine Nikolic<br><input checked="" type="checkbox"/> Cr Ranka Rasic<br><input checked="" type="checkbox"/> Cr Duyen Anh Pham<br><input checked="" type="checkbox"/> Cr Virginia Tachos<br><input checked="" type="checkbox"/> Cr Kim Thien Truong |              |                  |
| <b>Council Officers in attendance:</b>                                               | <input checked="" type="checkbox"/> Fiona Blair, Chief Executive Officer<br><input checked="" type="checkbox"/> Lynley Dumble, Director Community Wellbeing<br><input checked="" type="checkbox"/> Georgie Hill, Director People, Performance and Partnership<br><input checked="" type="checkbox"/> Chris Leivers, Director Infrastructure and City Services<br><input type="checkbox"/> Mark Stoermer, Director Corporate Services<br><input checked="" type="checkbox"/> Kelvin Walsh, Director City Futures<br><input type="checkbox"/> Danny Bilaver, Manager Governance and Risk                                       |              |                  |
| <b>Other attendees:</b>                                                              | <input checked="" type="checkbox"/> Janet Dore, Municipal Monitor<br><input checked="" type="checkbox"/> Penelope Holloway, Municipal Monitor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                  |
| <b>Name of Council Officer completing Record of Informal Meeting of Councillors:</b> | Georgie Hill, Director, People, Partnership and Performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |                  |

**Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)**

| No. | Brief description of issue/agenda item | Name of person(s) who disclosed a conflict of interest | Did the person(s) leave the meeting? |
|-----|----------------------------------------|--------------------------------------------------------|--------------------------------------|
| 1.  | Discussion of a confidential matter    | Cr Pham                                                | Yes                                  |
| 2.  | Advocacy                               | <Enter name(s)>                                        | <Select one>                         |
| 3.  | People, Partnerships & Performance     | <Enter name(s)>                                        | <Select one>                         |
| 4.  | Community Wellbeing                    | <Enter name(s)>                                        | <Select one>                         |
| 5.  | Infrastructure & City Services         | <Enter name(s)>                                        | <Select one>                         |
| 6.  | City Futures                           | <Enter name(s)>                                        | <Select one>                         |

# Record of Informal Meeting of Councillors

## Meeting details

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                  |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| <b>Title:</b>                                                                        | Briefing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                  |
| <b>Date:</b>                                                                         | 25 November 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Time:</b> | 6.15pm to 7.00pm |
| <b>Location:</b>                                                                     | Online                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                  |
| <b>Councillors in attendance:</b>                                                    | <input type="checkbox"/> Cr Joh Bauch<br><input checked="" type="checkbox"/> Cr Victoria Borg, Deputy Mayor<br><input checked="" type="checkbox"/> Cr Thuy Dang, Mayor<br><input checked="" type="checkbox"/> Cr Maria Kerr<br><input checked="" type="checkbox"/> Cr Daniel Kruk<br><input checked="" type="checkbox"/> Cr Lucy Nguyen<br><input checked="" type="checkbox"/> Cr Katharine Nikolic<br><input checked="" type="checkbox"/> Cr Ranka Rasic<br><input type="checkbox"/> Cr Duyen Anh Pham<br><input checked="" type="checkbox"/> Cr Virginia Tachos<br><input checked="" type="checkbox"/> Cr Kim Thien Truong |              |                  |
| <b>Council Officers in attendance:</b>                                               | <input checked="" type="checkbox"/> Fiona Blair, Chief Executive Officer<br><input checked="" type="checkbox"/> Lynley Dumble, Director Community Wellbeing<br><input checked="" type="checkbox"/> Georgie Hill, Director People, Performance and Partnership<br><input checked="" type="checkbox"/> Chris Leivers, Director Infrastructure and City Services<br><input checked="" type="checkbox"/> Mark Stoermer, Director Corporate Services<br><input checked="" type="checkbox"/> Kelvin Walsh, Director City Futures<br><input type="checkbox"/> Danny Bilaver, Manager Governance and Risk                            |              |                  |
| <b>Other attendees:</b>                                                              | <input checked="" type="checkbox"/> Janet Dore, Municipal Monitor<br><input checked="" type="checkbox"/> Penelope Holloway, Municipal Monitor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                  |
| <b>Name of Council Officer completing Record of Informal Meeting of Councillors:</b> | Georgie Hill, Director People, Performance and Partnership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                  |

Issues considered (if no conflicts of interest were disclosed, enter “nil” in name column. Add and delete rows as required)

| No. | Brief description of issue/agenda item | Name of person(s) who disclosed a conflict of interest | Did the person(s) leave the meeting? |
|-----|----------------------------------------|--------------------------------------------------------|--------------------------------------|
| 1.  | Discussion of a confidential matter    |                                                        | <Select one>                         |



# Record of Informal Meeting of Councillors

## Meeting details

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                  |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| <b>Title:</b>                                                                        | Finance Presentation and Corporate Services Overview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                  |
| <b>Date:</b>                                                                         | 26 November 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Time:</b> | 6.00pm to 8.30pm |
| <b>Location:</b>                                                                     | Level 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                  |
| <b>Councillors in attendance:</b>                                                    | <input type="checkbox"/> Cr Joh Bauch<br><input checked="" type="checkbox"/> Cr Victoria Borg, Deputy Mayor<br><input checked="" type="checkbox"/> Cr Thuy Dang, Mayor<br><input checked="" type="checkbox"/> Cr Maria Kerr<br><input checked="" type="checkbox"/> Cr Daniel Kruk<br><input checked="" type="checkbox"/> Cr Lucy Nguyen<br><input checked="" type="checkbox"/> Cr Katharine Nikolic<br><input checked="" type="checkbox"/> Cr Ranka Rasic<br><input type="checkbox"/> Cr Duyen Anh Pham<br><input checked="" type="checkbox"/> Cr Virginia Tachos<br><input checked="" type="checkbox"/> Cr Kim Thien Truong |              |                  |
| <b>Council Officers in attendance:</b>                                               | <input checked="" type="checkbox"/> Fiona Blair, Chief Executive Officer<br><input checked="" type="checkbox"/> Lynley Dumble, Director Community Wellbeing<br><input checked="" type="checkbox"/> Georgie Hill, Director People, Performance and Partnership<br><input checked="" type="checkbox"/> Chris Leivers, Director Infrastructure and City Services<br><input checked="" type="checkbox"/> Mark Stoermer, Director Corporate Services<br><input checked="" type="checkbox"/> Kelvin Walsh, Director City Futures<br><input type="checkbox"/> Danny Bilaver, Manager Governance and Risk                            |              |                  |
| <b>Other attendees:</b>                                                              | <input checked="" type="checkbox"/> Janet Dore, Municipal Monitor<br><input type="checkbox"/> Penelope Holloway, Municipal Monitor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                  |
| <b>Name of Council Officer completing Record of Informal Meeting of Councillors:</b> | Georgie Hill, Director People, Performance and Partnership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                  |

**Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)**

| No. | Brief description of issue/agenda item | Name of person(s) who disclosed a conflict of interest | Did the person(s) leave the meeting? |
|-----|----------------------------------------|--------------------------------------------------------|--------------------------------------|
| 1.  | Corporate Services                     | Nil                                                    | <Select one>                         |

# Record of Informal Meeting of Councillors

## Meeting details

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                   |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|
| <b>Title:</b>                                                                        | Councillor Workshop 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |                   |
| <b>Date:</b>                                                                         | 28 November 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Time:</b> | 10.00am to 5.00pm |
| <b>Location:</b>                                                                     | Lancemore Mansion Hotel, Werribee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |                   |
| <b>Councillors in attendance:</b>                                                    | <input type="checkbox"/> Cr Joh Bauch<br><input checked="" type="checkbox"/> Cr Victoria Borg, Deputy Mayor<br><input checked="" type="checkbox"/> Cr Thuy Dang, Mayor<br><input checked="" type="checkbox"/> Cr Maria Kerr<br><input checked="" type="checkbox"/> Cr Daniel Kruk<br><input checked="" type="checkbox"/> Cr Lucy Nguyen<br><input checked="" type="checkbox"/> Cr Katharine Nikolic<br><input type="checkbox"/> Cr Ranka Rasic<br><input checked="" type="checkbox"/> Cr Duyen Anh Pham<br><input checked="" type="checkbox"/> Cr Virginia Tachos<br><input type="checkbox"/> Cr Kim Thien Truong |              |                   |
| <b>Council Officers in attendance:</b>                                               | <input checked="" type="checkbox"/> Fiona Blair, Chief Executive Officer<br><input checked="" type="checkbox"/> Lynley Dumble, Director Community Wellbeing<br><input checked="" type="checkbox"/> Georgie Hill, Director People, Performance and Partnership<br><input checked="" type="checkbox"/> Chris Leivers, Director Infrastructure and City Services<br><input checked="" type="checkbox"/> Mark Stoermer, Director Corporate Services<br><input type="checkbox"/> Kelvin Walsh, Director City Futures<br><input type="checkbox"/> Danny Bilaver, Manager Governance and Risk                            |              |                   |
| <b>Other attendees:</b>                                                              | <input type="checkbox"/> Janet Dore, Municipal Monitor<br><input type="checkbox"/> Penelope Holloway, Municipal Monitor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                   |
| <b>Name of Council Officer completing Record of Informal Meeting of Councillors:</b> | Tony Vo, Coordinator Council Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |                   |

**Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)**

| <b>No.</b> | <b>Brief description of issue/agenda item</b>                                            | <b>Name of person(s) who disclosed a conflict of interest</b> | <b>Did the person(s) leave the meeting?</b> |
|------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------|
| 1.         | Overview of Integrated Planning and Reporting Framework and introduction to Council Plan | <Enter name(s)>                                               | <Select one>                                |
| 2.         | Brimbank community overview                                                              | <Enter name(s)>                                               | <Select one>                                |
| 3.         | Councillor priorities and aspirations                                                    | <Enter name(s)>                                               | <Select one>                                |
| 4.         | Vision and strategic pillars                                                             | <Enter name(s)>                                               | <Select one>                                |



# Record of Informal Meeting of Councillors

## Meeting details

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|
| <b>Title:</b>                          | Councillor Training Workshop - Statutory Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |                |
| <b>Date:</b>                           | 2 December 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Time:</b> | 6.00 to 8.00pm |
| <b>Location:</b>                       | Council Chamber                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |                |
| <b>Councillors in attendance:</b>      | <input type="checkbox"/> Cr Joh Bauch<br><input type="checkbox"/> Cr Victoria Borg, Deputy Mayor<br><input checked="" type="checkbox"/> Cr Thuy Dang, Mayor<br><input checked="" type="checkbox"/> Cr Maria Kerr (online)<br><input checked="" type="checkbox"/> Cr Daniel Kruk<br><input checked="" type="checkbox"/> Cr Lucy Nguyen<br><input checked="" type="checkbox"/> Cr Katharine Nikolic<br><input checked="" type="checkbox"/> Cr Ranka Rasic<br><input checked="" type="checkbox"/> Cr Duyen Anh Pham<br><input checked="" type="checkbox"/> Cr Virginia Tachos<br><input type="checkbox"/> Cr Kim Thien Truong                         |              |                |
| <b>Council Officers in attendance:</b> | <input checked="" type="checkbox"/> Fiona Blair, Chief Executive Officer<br><input type="checkbox"/> Lynley Dumble, Director Community Wellbeing<br><input type="checkbox"/> Georgie Hill, Director People, Performance and Partnership<br><input type="checkbox"/> Chris Leivers, Director Infrastructure and City Services<br><input type="checkbox"/> Mark Stoermer, Director Corporate Services<br><input checked="" type="checkbox"/> Kelvin Walsh, Director City Futures<br><input type="checkbox"/> Danny Bilaver, Manager Governance and Risk<br><input checked="" type="checkbox"/> Matt O'Mara, Acting Manager City Development Services |              |                |
| <b>Other attendees:</b>                | <input checked="" type="checkbox"/> Janet Dore, Municipal Monitor<br><input checked="" type="checkbox"/> Penelope Holloway, Municipal Monitor<br><input checked="" type="checkbox"/> John Keaney, Keaney Planning                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |                |

**Name of Council Officer completing Record of Informal Meeting of Councillors:**

Kelvin Walsh, Director, City Futures

**Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)**

| No. | Brief description of issue/agenda item | Name of person(s) who disclosed a conflict of interest | Did the person(s) leave the meeting? |
|-----|----------------------------------------|--------------------------------------------------------|--------------------------------------|
| 1.  | Statutory Planning Workshop            | NIL                                                    | <Select one>                         |



# Record of Informal Meeting of Councillors

## Meeting details

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |                |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|
| <b>Title:</b>                                                                        | Council Meeting Briefing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |                |
| <b>Date:</b>                                                                         | 3 December 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Time:</b> | 6.00 to 7.03pm |
| <b>Location:</b>                                                                     | Online                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                |
| <b>Councillors in attendance:</b>                                                    | <input type="checkbox"/> Cr Joh Bauch<br><input checked="" type="checkbox"/> Cr Victoria Borg, Deputy Mayor<br><input checked="" type="checkbox"/> Cr Thuy Dang, Mayor<br><input type="checkbox"/> Cr Maria Kerr<br><input checked="" type="checkbox"/> Cr Daniel Kruk<br><input checked="" type="checkbox"/> Cr Lucy Nguyen<br><input checked="" type="checkbox"/> Cr Katharine Nikolic<br><input checked="" type="checkbox"/> Cr Ranka Rasic<br><input checked="" type="checkbox"/> Cr Duyen Anh Pham (6.50pm)<br><input checked="" type="checkbox"/> Cr Virginia Tachos (6.10pm)<br><input type="checkbox"/> Cr Kim Thien Truong |              |                |
| <b>Council Officers in attendance:</b>                                               | <input checked="" type="checkbox"/> Fiona Blair, Chief Executive Officer<br><input checked="" type="checkbox"/> Lynley Dumble, Director Community Wellbeing<br><input checked="" type="checkbox"/> Georgie Hill, Director People, Performance and Partnership<br><input checked="" type="checkbox"/> Chris Leivers, Director Infrastructure and City Services<br><input checked="" type="checkbox"/> Mark Stoermer, Director Corporate Services<br><input checked="" type="checkbox"/> Kelvin Walsh, Director City Futures<br><input checked="" type="checkbox"/> Danny Bilaver, Manager Governance and Risk                        |              |                |
| <b>Other attendees:</b>                                                              | <input type="checkbox"/> Janet Dore, Municipal Monitor<br><input checked="" type="checkbox"/> Penelope Holloway, Municipal Monitor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |                |
| <b>Name of Council Officer completing Record of Informal Meeting of Councillors:</b> | Danny Bilaver, Manager Governance and Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |                |

**Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)**

| <b>No.</b> | <b>Brief description of issue/agenda item</b>                                                         | <b>Name of person(s) who disclosed a conflict of interest</b> | <b>Did the person(s) leave the meeting?</b> |
|------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------|
| 1.         | Quarter 1 Budget Report (July/Aug/Sept) 2024                                                          | Nil                                                           | <Select one>                                |
| 2.         | Governance Report December 2024                                                                       | Nil                                                           | <Select one>                                |
| 3.         | Appointment to Committees                                                                             | Nil                                                           | <Select one>                                |
| 4.         | Quarterly Advocacy Update - December 2024                                                             | Nil                                                           | <Select one>                                |
| 5.         | Council Plan Action Plan Y4Q1 Report and Draft Council Report                                         | Nil                                                           | <Select one>                                |
| 6.         | Annual Brimbank Community Grants Program 2024/2025                                                    | Cr Thuy Dang<br>Cr Katharine Nikolic                          | Yes                                         |
| 7.         | Contract No: 25/3549 - 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 1 and Package 2) | Nil                                                           | <Select one>                                |
| 8.         | Quarterly Budget Report and Capital Works Report                                                      | Nil                                                           | <Select one>                                |
| 9.         | Refresh on meeting procedure                                                                          | Nil                                                           | <Select one>                                |

# Council Representative's Report

## Report details

|                          |                                                                         |
|--------------------------|-------------------------------------------------------------------------|
| <b>Representative/s:</b> | Councillor Victoria Borg                                                |
| <b>Committee/Event:</b>  | Brimbank Disability Advisory Committee                                  |
| <b>Meeting date:</b>     | 27 August 2024                                                          |
| <b>Report author:</b>    | Simone Shirkey - Senior Diversity, Equity, Access and Inclusion Officer |

## Report

Due to Council entering Caretake Period, the chairperson advised this would be the last meeting for 2024.

The Brimbank Disability Advisory Committee (DAC) was held in person and via Zoom to discuss the following:

### DAC and Disability Action Plan (DAP) Reflections:

- A presentation was delivered to DAC members reflecting on the achievements and contributions made by DAC members over the past 16 months.
- Acknowledged that there have been some significant changes during this time:
  - Two DAC members had passed away
  - Resignation of the Strategic Partnerships and Planning Officer
  - The appointment of the Senior Diversity, Equity, Access and Inclusion Officer position.

### Disability Action Plan (DAP) update

- Priorities for the coming year will include:
  - Employment and volunteering - support economic and social inclusion
  - Improved mental wellbeing
  - Deliver a range of initiatives that celebrate diversity and intercultural sharing
  - Continue to model a safe, healthy, accessible, diverse and equitable organisation.
- An overview of initiatives undertaken over the past 12 months will be presented to the September Council meeting for consideration.

#### Draft Accessible and Inclusive Events Guide update

- A presentation on the draft guide was made to show how the feedback from the DAC members has been captured and to inform on the next steps. The guide will support staff to deliver events that are accessible and inclusive to the whole community.

#### Update - Brimbank Disability Network Group

- Chair of BDNG gave an update on the 27 June meeting.
  - Inclusion Melbourne presentation
  - Co-design working group video
  - Brief overview of the BDNG survey
  - As part of the survey findings, a standard DAC agenda item has now been included in future meetings

#### Other Business

- International Day of People with Disability event 2024
- Community Listening Posts for 2025

## Recommendations

There were no matters to be considered by Council.

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|                      |               |
|----------------------|---------------|
| <b>Next meeting:</b> | <Select date> |
|----------------------|---------------|

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# Council Representative's Report

## Report details

**Representative/s:** Cr Victoria Borg

**Committee/Event:** Social Justice Coalition Strategic Implementation Group

**Meeting date:** 9 September 2024

**Report author:** Anna Vu

## Report

The Brimbank Social Justice Coalition's Strategic Implementation Group (SIG) meeting was held online via MS Teams video conference. The focus of the meeting was one external presentation and updates from Council staff.

**Working Dads Program:** GenWest gave a presentation on their 'Working Dads' program - they conducted research with fathers across Melbourne's west into the barriers to men taking parental leave, and promoted the report's launch in November 2024. Details of the report and launch will be distributed to the group.

Link to receive an invitation to the launch: <https://www.surveymonkey.com/r/D3MFKV3>

Link to the report: <https://genwest.org.au/resources/working-dads-towards-equal-care/>

**Inquiry into food security in Victoria - Council submission update:** This item was held over until the next meeting due to late apology from Coordinator Social Policy & Research.

**Brimbank Social Justice Coalition review – update:** This item was held over until the next meeting due to late apology from Coordinator Social Policy & Research.

**Social Inclusion Action Groups:** Acting Social Policy Officer gave a brief update on new funding from the State Government for the establishment of Social Inclusion Action Groups in Brimbank. More information on this program will be available in the coming months.

**Member updates:** Members were invited by the Chair to provide a brief update from their organisation in regards to any current projects or programs, recent or upcoming initiatives, and how the SIG can support their work. Updates were provided by representatives of the following organisations:

- **cohealth:** expanding outreach in Melbourne's west, inclusive of Brimbank, re AOD, mental health and/or homelessness concerns. This will be in the form of a bus with harm reduction workers. cohealth will provide more information to the group as it becomes available.

- **Salvation Army:** built an alliance group to build strong working relationships with family violence teams, including Melbourne City Mission, Gen West and Safe Steps. Also holding an artistic rainbow event, Unite and Embrace in 26 October at Sun Theatre in Yarraville, which has included input from Council.
- **Western Health:** presenting a paper at the International Social Work Conference on the issue of homelessness in Brimbank and Melton, as observed by social workers at inpatients units.
- **Melbourne City Mission:** provided update on the Hometime campaign that a number of organisations have been involved in, pushing government to seek more housing for young people. MCM is very appreciative of the efforts of those involved in this and encourages others to get involved: <https://www.hometime.org.au/>

## Recommendations

There were no matters to be considered by Council.

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|                      |                                                                  |
|----------------------|------------------------------------------------------------------|
| <b>Next meeting:</b> | TBC, will advise of arrangements for 2025 after Council election |
|----------------------|------------------------------------------------------------------|

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# Chief Executive Officer Employment Matters Committee Terms of Reference

December 2024

## **1. Purpose**

The purpose of the Terms of Reference for the Chief Executive Officer Employment Matters Committee is to coordinate employment related matters pertaining to the Chief Executive Officer, particularly:

- Performance Review
- Recruitment

## **2. Objectives**

The Committee's objectives are:

### Performance Review

- a. Develop annual key performance targets in accordance with Clause 12.1 of the Chief Executive Officer's contract.
- b. Conduct performance reviews of the Chief Executive Officer with the involvement of a mutually agreed, independent, suitably qualified Human Resources practitioner.
- c. Annually review the remuneration in accordance with the requirements of the Employment Contract.

The Committee's focus will be on the Chief Executive's Officer achievement of the Council's performance expectations, having regard to the statutory responsibilities of the Chief Executive Officer, the contract requirements and annual performance targets.

### Recruitment

- a. Select an Executive Recruitment agency to undertake the recruitment process for a Chief Executive Officer for Brimbank City Council;
- b. Select an independent advisor to provide expert advice to the Committee throughout the recruitment process, including in relation to probity and employment practices;
- c. Seek agreement with the full Council on the selection and recruitment process;
- d. Approve a shortlist of candidates;

- e. Conduct the interview process for shortlisted candidates; and
- f. Make a recommendation to Council of a preferred applicant for the permanent position of Chief Executive Officer of Brimbank City Council.

### 3. Extent of Authority

- a. The Committee acts in an advisory capacity to Council.
- b. The Committee has no power to commit Council to any decision or action, or to direct Council officers in their duties.

### 4. Code of Conduct

- a. The Committee will be guided by Council's values and behaviours:
  - We ~~show~~ Respectare respectful
  - We find better ways
  - We act with Integrity
  - We work Together
  - ~~We Communicate openly~~
  - ~~We strive for Excellence~~ Safety is our foundation
- b. Committee members will comply with the ~~Brimbank City Council Councillor's Model~~ Code of Conduct while performing duties as committee members.

### 5. Conflicts of Interest

- a. Committee members must disclose any potential or perceived conflicts of interest prior to their appointment to the Committee, and on an ongoing basis.
- b. Committee members will be asked to disclose conflicts of interest at the commencement of each meeting.
- c. Committee members will comply with the conflict of interest provisions of the Local Government Act 2020.

### 6. Membership

- a. The Committee comprises of ~~at least~~ four (4) Councillors ~~(with one Councillor from each ward and includes the Mayor and the immediate past Mayor (if available))~~ (including the Mayor of the day).
- b. An Independent Advisor (non-voting member)
- b.c. \_\_\_\_\_ The Independent Advisor ~~Director Corporate and Community Relations~~ will take minutes of the meeting and provide to the Mayor to distribute.

### 7. Recruitment

- a. Council will appoint Councillor representative/s to the Committee.
- b. Appointments will be reviewed annually, or as needed.

### 8. Procedures

The Committee will be led by the Mayor, whose role is to:

Attachment 12.4.3

## Terms of Reference

- Ensure meetings are scheduled and committee members are notified.
- Invite specialists to attend meetings as required.
- Guide the meeting according to the agenda and time available.
- Ensure all discussion items end with a decision, action or definite outcome.
- Review and approve the agenda and draft minutes before distribution.

The Mayor will be assisted by the Independent Advisor in undertaking the above processes.

## 9. Meetings

1. The Chief Executive Officer must notify the Committee of, and schedule, the annual performance review with at least four (4) weeks' notice of the performance review no later than 30 September each year.
2. By agreement the Committee can meet a minimum of three times a year. Only one (1) of these meetings (as above) shall be the annual performance review with the other meetings tracking progress against the annual performance plan.
  - a. Minutes and Agendas
    - i. Agendas will be distributed one week prior to the meeting.
    - ii. Minutes will be distributed within one week of the meeting being held.
    - iii. The Committee will be required to endorse the minutes as a true and accurate record at the commencement of the next meeting.
  - b. Quorum
    - i. A quorum of 3 members is required.
  - c. Absences
    - i. If a Committee member is absent for three consecutive meetings without notice or justifiable reason, the Chair, in consultation with the Committee, will review and may cancel their membership.
  - d. Attendance by non-members
    - i. Meetings are not open to the public.

## 10. Confidentiality

All Committee members are expected to be aware of their responsibilities with regard to the confidentiality of information about Council's affairs pursuant to the Local Government Act 2020 and the Councillor's Model Councillor Code of Conduct.

## 11. Review

The Terms of Reference will be adopted by Council.



### Council Meeting Dates 2025

| Date                                   | Time | Venue (if in person)*                         |
|----------------------------------------|------|-----------------------------------------------|
| 18 February 2025                       | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 18 March 2025                          | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 15 April 2025                          | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 20 May 2025                            | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 17 June 2025                           | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 15 July 2025                           | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 19 August 2025                         | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 16 September 2025                      | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 21 October 2025                        | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 18 November 2025                       | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 25 November 2025<br>(Mayoral Election) | 6pm  | Council Chamber, 301 Hampshire Road, Sunshine |
| 9 December 2025                        | 7pm  | Council Chamber, 301 Hampshire Road, Sunshine |

\*Note: In accordance with Governance Rule 75.1, notice for each meeting listed above will indicate whether the meeting is to be conducted:

1. wholly in person;
2. wholly by electronic means; or
3. partially in person and partially by electronic means.



# Brimbank City Council

## Audit and Risk Committee

### Charter

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|                   |                   |            |                  |
|-------------------|-------------------|------------|------------------|
| Owner             | Governance & Risk | Record no. | 23/317715        |
| Endorsement       | ARC               | date:      | 1 September 2023 |
| Adopted by:       | Council           | date:      | 19 Sep 2023      |
| Version           | H                 |            |                  |
| Next review date: | September 2025    |            |                  |

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## Appendices

### A. Committee Member Regulatory Obligations – Guidance to Members

## 1. Purpose

Brimbank City Council has established an Audit & Risk Committee (the Committee) pursuant to Section 53 of the Local Government Act 2020 (the Act) to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements. The Committee acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee as outlined in this Charter enables the Committee to provide advice to Council on matters related to its responsibilities.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

## 2. Authority

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority shall be temporary and may only relate to specific matters as directed by Council.

The Committee has the authority to:

- Endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a sound internal control environment;
- Approve internal and external audit plans, including internal audit plans with an outlook of greater than one year;
- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Conduct enquiries or authorise investigations into any matters within its scope of responsibility or as otherwise referred by Council;
- Subject to consultation with, and approval of, the Chief Executive Officer (CEO), retain appropriate independent specialists to advise the Committee or assist in the conduct of an investigation;
- Seek any relevant information it requires from Council, Council Officers and external parties;
- Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

## 3. Membership, Tenure and Appointment

The Committee will consist of five members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee.

Details of membership and tenure are set out below:

### *Independent Members*

- 3.1 Independent members will be appointed for three year terms;
- 3.2 Independent members may be reappointed for one additional three-year term subject to mutual agreement and satisfactory performance;

- 3.3 Independent members must collectively have expertise in financial management and reporting and risk management and also have experience in public sector management;
- 3.4 Independent members terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership;
- 3.5 Remuneration will be paid to independent members as approved by Council from time to time.

#### *Councillor Members*

- 3.6 Councillor members will be appointed to the Committee by Council annually;
- 3.7 Council may also appoint two substitute Councillor Members who will attend meetings in place of a Councillor Members who are unable to attend a meeting.

#### *Chairperson*

- 3.8 The Chairperson of the Committee must be an Independent Member;
- 3.9 Council will appoint the Chairperson of the Committee;
- 3.10 If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending members;

#### *Appointment*

- 3.11 On the retirement or resignation of an Independent Member, Council will establish an appropriate process to appoint a new Independent Member;
- 3.12 A panel comprising the Chair of the Committee, one Councillor Member and the CEO (or delegate) will be convened to interview candidates (if required) and to make a recommendation to Council about the appointment of a new Independent Member.

### **4. Role of the Chair**

The Chair of the Committee will:

- 4.1 In consultation with the CEO (or delegate) set the matters to be included on the agenda for each meeting of the Committee;
- 4.2 Chair all meetings of the Committee;
- 4.3 Be responsible for ensuring that meetings are conducted in an appropriate manner;
- 4.4 Participate in the appointment of Council's internal audit service provider;
- 4.5 Report to Council on the Committee's audit and risk activities twice per annum based on timing agreed with Council;
- 4.6 Lead the annual evaluation of the Committee's performance and report on the outcomes to Council.

### **5. Meetings and Attendance**

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require;

- 5.1 A quorum shall comprise at least one Councillor Member and two Independent Members;
- 5.2 Councillors who are not the appointed Councillor Members of the Committee may attend meetings of the Committee by agreement with the Chair, but will have no voting rights on Committee decisions and will not be counted as part of the quorum for any meeting;
- 5.3 A schedule of meetings will be developed annually and agreed by members;
- 5.4 All Committee members are expected to attend each meeting in person, although in special circumstances members can attend through electronic means;
- 5.5 The Committee will invite members of Council's management team, the internal and external auditors and other personnel as appropriate to attend meetings. The Chief



- Executive Officer, Director People, Partnerships and Performance, and Manager Governance and Risk are expected to attend all meetings, except for confidential matters;
- 5.6 Committee members and the internal and external auditors can request the Chair to convene additional meetings if they feel that is justified to address unexpected matters that may have arisen;
  - 5.7 Meeting agendas and appropriate briefing materials will be provided to members at least one week before each meeting;
  - 5.8 Minutes will be prepared for all meetings and after approval from the Chair, may be distributed as required.

## **6. CEO Responsibilities**

The CEO is expected to attend all meetings of the Committee and will be responsible for ensuring that the Committee is adequately resourced to enable it to discharge its responsibilities effectively and efficiently. Specifically, the CEO will ensure (either directly or through a delegate) that:

- 6.1 Agendas, briefing papers, minutes and reports to Council are prepared on a timely basis;
- 6.2 Actions arising from meetings are recorded and appropriately actioned by Council;
- 6.3 Reports to Council required to be prepared by the Committee are provided to Council on a timely basis;

## **7 Committee Responsibilities**

The Committee will prepare an annual work plan to discharge the following responsibilities:

### ***7.1 Financial and Performance Reporting***

- a) At least annually review significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;
- b) At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators;
- c) Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;
- d) Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;
- e) Recommend the adoption of the annual financial report and annual performance statement to Council;
- f) Review the Report of Operations in the Annual Report, including the Governance and Management Checklist, the Report on the Committee activities for the year and any related regulatory filings before they are released to ensure that the content is consistent with the Committee's understanding of these matters and that they are accurate and complete in the context of the annual financial report and the annual performance statement; and
- g) Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

**7.2 Internal Control Environment**

- a) Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This will be done on a rotational basis over a three to four year period;
- b) Monitor Councils cyclical review and updates of internal systems and controls;
- c) Monitor significant changes to systems and controls to assess whether those changes significantly impact Councils risk profile;
- d) Ensure that a programme is in place to test compliance with systems and controls;
- e) Assess whether Councils key policies and procedures are consistent with the Governance Principles.

**7.3 Risk Management**

- a) Review annually the effectiveness of Council's risk management framework;
- b) Review Council's risk appetite statement and the degree of alignment with Council's risk profile;
- c) Review Council's risk profile and the changes occurring in the profile from meeting to meeting;
- d) Review Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- e) Review the insurance programme annually prior to renewal; and
- f) Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

**7.4 Fraud Prevention Systems and Controls**

- a) Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes at least very two years;
- b) Receive reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and
- c) Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

**7.5 Internal Audit**

- a) Review and approve the three year strategic internal audit plan, the annual internal audit plan and any significant changes to them;
- b) Review progress on delivery of annual internal audit plan;
- c) Review and approve proposed scopes for each review in the annual internal audit plan;
- d) Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;
- e) Meet with the leader of the internal audit function at least annually in the absence of management;
- f) Monitor action by management on internal audit findings and recommendations;
- g) Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;
- h) Ensure that the Committee is aware of and appropriately represented with regard to any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change;

**7.6 External Audit**

- a) Annually review and approve the external audit scope and plan proposed by the external auditor;

- b) Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;
- c) Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner;
- d) Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views;
- e) Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them; and
- f) Meet with the external auditor at least annually in the absence of management.

### **7.7 Compliance Management**

- a) Review the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance;
- b) Obtain briefings on any significant compliance matters; and
- c) Receive reports from management on the findings of any examinations by regulatory or integrity agencies, such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses.

## **8 Reporting to Council**

- 8.1 Minutes of Committee meetings will be provided to Council at the first available opportunity after being reviewed by the Committee Chair following each Committee meeting;
- 8.2 The Chair will prepare an audit and risk report twice per annum that describes the activities of the Committee including its findings and recommendations, and provide a copy to the Chief Executive Officer for tabling at the next Council meeting;

## **9 Performance Evaluation**

The Committee shall undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council, including recommendations for improvement. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

## **10 Review of the Charter**

The Committee shall review and assess the adequacy of the Charter every two years or earlier if necessary and submit requests for revisions and improvements to Council for approval.

## **11 Committee Member Regulatory Obligations**

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), confidential information (Section 125) and conflicts of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.

- 11.1 Any conflict of interest must be declared at the commencement of the meeting and prior to the consideration of the matter. The member who has declared a conflict of interest must vacate the meeting while the item is being considered by the Committee. Independent public members are required to complete Personal Interests Returns every six (6) months.

**Schedule of amendments**

| <b>Revision #</b> | <b>Reviewed Date</b> | <b>Reason for Amendment</b>                                                                          |
|-------------------|----------------------|------------------------------------------------------------------------------------------------------|
| A                 | 27 July 2013         | Annual Review                                                                                        |
| B                 | 7 November 2014      | Annual Review/New Format                                                                             |
| C                 | 28 August 2015       | Annual review/ARC endorsed                                                                           |
| D                 | 1 September 2016     | Annual review/ARC endorsed – no changes                                                              |
| E                 | 4 September 2017     | Annual review/Proposed change                                                                        |
| F                 | 7 September 2018     | Annual review/ Proposed changes                                                                      |
| G                 | 6 September 2019     | Annual review/ Proposed changes                                                                      |
| H                 | 1 September 2023     | Annual review/org structure realignment/additional sub Councillor and the Public Interest Disclosure |
|                   |                      |                                                                                                      |

**Date Adopted by Council – 19/9/2023**

## Appendix A Committee Member Regulatory Obligations

### Guidance to Members

| LGA Section                                                                                                                                                                                                                                                                                                                                                                                  | LGA Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Misuse of Position</b>                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 123(1)                                                                                                                                                                                                                                                                                                                                                                                       | A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> <li>a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or</li> <li>b) Cause, or attempt to cause, detriment to the Council or another person</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 123(3)                                                                                                                                                                                                                                                                                                                                                                                       | Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> <li>a) Making improper use of information acquired as a result of being a member of the Committee; or</li> <li>b) Disclosing information that is confidential information; or</li> <li>c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or</li> <li>d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or</li> <li>e) Using public funds or resources in a manner that is improper or unauthorised; or</li> <li>f) Participating in a decision on a matter in which the member has a conflict of interest.</li> </ul> |
| <b>Confidential Information</b>                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 125                                                                                                                                                                                                                                                                                                                                                                                          | A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Conflicts of Interest</b>                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 126                                                                                                                                                                                                                                                                                                                                                                                          | A member of the Committee has a conflict of interest if the member has: <ul style="list-style-type: none"> <li>a) A general conflict of interest as described in Section 127; or</li> <li>b) A material conflict of interest as described in Section 128.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 127                                                                                                                                                                                                                                                                                                                                                                                          | A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 128                                                                                                                                                                                                                                                                                                                                                                                          | A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p style="text-align: center;"><b>Please Note</b></p> <p><i>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</i></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

**Ian Babore**

**By this instrument of appointment and authorisation** Brimbank City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked; or until the officer ceases employment with Council

This instrument is authorised by a resolution of the Brimbank City Council on **10 December 2024**.

**Signed** by the Chief Executive Officer of Council     )  
in the presence of:                                                     )

.....  
Witness

Date: .....

## Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

**Winnie Ennis**

**By this instrument of appointment and authorisation** Brimbank City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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- comes into force immediately upon its execution;
- remains in force until varied or revoked; or until the officer ceases employment with Council

This instrument is authorised by a resolution of the Brimbank City Council on **10 December 2024**.

**Signed** by the Chief Executive Officer of Council     )  
in the presence of:                                                     )

.....  
Witness

Date: .....

## Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

**Sunny Khan Rehman**

**By this instrument of appointment and authorisation** Brimbank City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked; or until the officer ceases employment with Council

This instrument is authorised by a resolution of the Brimbank City Council on **10 December 2024**.

**Signed** by the Chief Executive Officer of Council     )  
in the presence of:                                                     )

.....  
Witness

Date: .....



## Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

In this instrument "**officer**" means -

**Glenda Roberts**

**By this instrument of appointment and authorisation** Brimbank City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

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This instrument is authorised by a resolution of the Brimbank City Council on **10 December 2024**.

**Signed** by the Chief Executive Officer of Council     )  
in the presence of:                                                     )

.....  
Witness

Date: .....