

COMMON TERMS OF REFERENCE for Council Advisory Committees

1. Establishment	Council may establish an Advisory Committee as part of its Governance Framework according to <i>Council's Governance Rules 2020 (page 52)</i>. An Advisory Committee can only be established by a Council resolution.
2. Purpose	Council has developed a Council Plan 2025-2029 (Council Plan) to guide its strategic focus during the Council term. The Council Plan outlines six strategic directions, which are: 1. Aboriginal Culture and Knowledge - <i>marri-gin (Progress Power Flow)</i> 2. Equity, Diversity and Inclusion - <i>karri-nun (Respect Politeness)</i> 3. Health and Wellbeing - <i>balit-bargoongagat (Strong People Linked Together)</i> 4. Climate Leadership and Response - <i>liwik (Leadership)</i> 5. Vibrant Places and Economy - <i>yalingbu (Welcoming Public Spaces)</i> 6. Decision-making, Community Engagement and Transparency - <i>boonde-mak ballett-ak (Unite Together)</i> The Council Plan was developed following extensive community consultation, ensuring it responds to the Darebin 2040 Community Vision. As part of Council's ongoing commitment to engage with our community, five Advisory Committees have been established to provide advice and feedback to Council throughout the life of the Plan, focussing on 1-5 of the strategic directions. (Noting that in relation to strategic direction 6, an Audit & Risk Committee operates as per the Local Government Act 2020).
3. Application of these Terms of Reference	These Terms of Reference apply to all five Advisory Committees. Specifics in relation to each individual Advisory Committee are provided in: Appendix 1: Darebin Aboriginal Advisory Committee (DAAC) Appendix 2: Equity, Diversity and Inclusion Advisory Committee Appendix 3: Health and Wellbeing Advisory Committee Appendix 4: Climate Leadership and Response Advisory Committee Appendix 5: Vibrant Places and Economy Advisory Committee Throughout this Terms of Reference, the word "Committee" refers to each of the five Advisory Committees.
4. Scope	Items that the Committee may consider in relation to the relevant Council Plan strategic direction are: - Draft Strategic Plans and Policies - Proposed Projects, Programs and Events - Community Engagement Planning - Advocacy Priorities - Any other items listed in the relevant Appendix.
5. Term	All Advisory Committees will end on 1 October in the year following the General Council election, or as determined by the Governance Rules whichever is the sooner. Council may at any time by resolution set a date or a milestone that when reached or completed causes the cessation of the Committee and the expiry of Committee Members' terms.
6. Committee limitations and indemnity	The Committee is to act in an advisory capacity to Council only and has no delegated authority, therefore Members are not indemnified, to make decisions or form policy on behalf of Council. The Committee is not responsible for expenditure, nor does it have an operational role, and neither it, nor its Members, may direct Council staff in the performance of their duties. Other Committee limitations will be detailed in the relevant Committee Appendix.

7. Recruitment and induction of Community Members	All Community Members are appointed by Council resolution following a public Expression of Interest (EOI) process, for a term specified in the resolution. The EOI process must align with Darebin strategies, frameworks, policies, and relevant legislation: • Towards Equality Framework – Equity, Inclusion, and Human Rights Framework 2019-2029 • Legislative obligations, including positive duty obligations, under the Equal Opportunity Act 2010, Sex Discrimination Act 1984, Gender Equality Act 2020, and Charter of Human Rights and Responsibilities Act 2006. Committees comprise the following types of Members, unless specified otherwise in their relevant Appendix: • Councillor Members – appointed annually (non-voting) • Community Members - individual/professional (voting) Where vacancies occur ‘mid-term,’ a replacement Community Member may be appointed by Council’s CEO, subject to an EOI process. Members appointed because of a ‘mid-term’ vacancy will serve the balance of the former Member’s term. A position becomes vacant if a Committee member fails to attend 3 consecutive meetings without reasonable grounds or communication, on a case-by-case basis. Community Members may apply for, and be appointed, to multiple Committees concurrently. Prioritising diversity of membership will be considered in Members who are appointed. Gender Equity Gender equity will inform the recruitment and selection of Community Members (individuals and representatives of organisations) and Councillor Members for all Committees. Women must comprise at least 50% of overall membership. As directed by the Governance Rules 2020, any person appointed to an Advisory Committee that nominates for election to Council, State Parliament or Federal Parliament must take leave of absence from their member position from the time of declaring they have nominated (or intend to nominate). If elected, they will be deemed to have resigned from the Committee. Community Members (individuals and representatives of organisations) will be selected based on membership criteria in the relevant Appendix, in addition to the following considerations: Community Members (Individual): Council will seek to ensure diverse representation across the following identities and experiences, appointing members from these cohorts where possible, unless otherwise stipulated in the relevant Appendix. The significance of representation across these cohorts by more than one member is noted as an enabler for peer support and to strengthen cultural safety. • Aboriginal and/or Torres Strait Islander people • Gender, including men, women, trans, and gender diverse people • Diverse cultural and linguistic backgrounds • Migrants, refugees, and people seeking asylum • Diverse faith backgrounds • Young people (15-25 years)
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	• Older people (over 65 years) • LGBTIQA+ people • People with disability • Different employment status (employed and un-employed) • Education (University and no higher education) • Place-based (e.g. where people reside, work, or study in Darebin) with a focus on neighbourhoods that experience greater levels of socio-economic disadvantage according to the Australian Bureau of Statistics (ABS) Socio-Economic Indexes for Areas (SEIFA) Index of Relative Socio-economic Disadvantage (IRSD) Community Members (Professional): Some Members may represent an organisation, peak body, or agency, which has specialist knowledge relating to the strategic context and scope of the Committee. Where a Member is appointed to the Committee as a representative of a particular organisation a proxy may attend meeting on their behalf if the nominated person cannot attend. Organisations, peak bodies, and agencies represented must meet the following criteria; • Not for profit, public service, community service, social enterprise, faith organisation, Traditional Owner Corporation, Aboriginal Community Controlled Organisation (ACCO), or other structures that are not privately owned/for-profit, unless specified in the relevant Appendix. • Based in Darebin, or has a remit and focus that includes, and is applicable to, Darebin communities. Induction: Community Members must participate in an induction arranged by Council at the commencement of their term on the Committee. The induction will include an overview of the Council's role and functions as a Local Government Authority, the relationship of the Committee with Councillors and the community, governance protocols, and any other matters to ensure that members are well supported. Members may be required to participate in specified training relevant to the work of the Committee from time to time, or attend meetings, forums, or workshops with Members of other Committees, to share knowledge and for the collaborative provision of advice as appropriate.
8. Role and term of Chairperson (Councillor)	The Chairperson is responsible for the following, unless specified otherwise in the relevant Committee Appendix: • Attend and chair all meetings of the Committee, except where absence is unavoidable, in which case the Deputy Chairperson will temporarily assume the role. • Approve the meeting schedule and meeting agenda with the Committee Secretariat (Council Officer). • Ensure the Committee's business is conducted in a manner that upholds Aboriginal Cultural safety. • Ensure the Committee's business is conducted with zero tolerance for racism, ableism, sexism, homophobia, transphobia, or discrimination of any kind. • Ensure the Committee's business is conducted in an orderly manner in compliance with the Darebin's Governance Rules, including Conflict of Interest protocols. • Support and encourage participation from all Members present at the meeting by adapting their approach to meet differing styles and needs of attendees.

	• Direct any person to be excluded from a meeting or for any item of business, for example, on the grounds of confidentiality or a conflict of interest. • Ensure that advice and recommendations recorded by the Committee Secretariat (Council Officer) in the meeting represent the collective views of the Committee. • Report the Committee's advice and recommendations to Council with the administrative support of the Committee Secretariat (Council Officer). • Report the outcomes of the Council Meetings in relation to Committee advice at the following meeting. Upon appointment, all Councillor Members must undertake training (or demonstrate relevant recent training and proficiency) in running and participating in effective, inclusive, and culturally safe Committee meetings.
9. Role of Committee Secretariat and Executive Sponsor (Council Officers)	Committee Secretariat An appointed Council Officer will fulfill the role of Committee Secretariat. General responsibilities: • Support Committee meetings, including scheduling, agenda development, meeting minutes, records management, venue bookings, and catering arrangements. • Support good governance by providing procedural and policy advice to the Committee. • Develop and coordinate the Member recruitment and induction process. • Provide support to Members, including responding to email and telephone enquiries. • Maintain up to date information regarding Advisory Committees at Council (internal and external). • Prepare the Annual Committee Outcomes Report • Undertake essential training to ensure skills in Aboriginal Cultural Safety, disability inclusion, and awareness, LGBTIQA+ inclusion and awareness, and other appropriate areas relating to inclusion and equity. Agenda development: • The Committee Secretariat will draft the agenda in consultation with the Chairperson, Executive Sponsor, and where appropriate, relevant Council staff. • Members can request the Committee Secretariat to list items on the agenda. Such items will be included on the agenda subject to agreement of the Chairpersons and Executive Sponsor. • The Committee Secretariat will coordinate meeting attendance. Special guests / subject matter experts may be invited to the meeting at the combined discretion of the Chairperson, including the Deputy Chairperson and Committee Secretariat (Council Officer). • Committee agendas will be forwarded to Members by email no later than five working days before a scheduled meeting. • Minutes will be provided to the Chairperson no later than 10 working days after the meeting and will include a summary of discussions, details of any conflicts of interest disclosed, and any advice for Council consideration. • The Chairperson shall ratify the Committee minutes prior to their distribution via the meeting minutes of the next Ordinary Council meeting. • Committee minutes will be received at noted at the next practical Council meeting. Executive Sponsor The CEO will appoint a senior council officer (usually a member of the executive management team) as the Executive Sponsor of each

	Committee. The Executive Sponsor will be responsible for determining frequency of any additional meetings in accordance with the needs of Council, agenda development and reviewing minutes before they are provided to the Chair.
10. Responsibilities, duties, and conduct of Members	In conducting its activities associated with its strategic context and scope the Committee will; • Conduct itself according to, and within, the Terms of Reference and any relevant Council resolution. • Inform itself of issues, opportunities, constraints, and urgent actions relating to the Committee. • Provide honest, considered, and constructive advice to Council that will improve Council decision making. • Provide advice on strategic and other planning work to help set short and longer-term direction and action. • Foster a culture that seeks to understand and explore diverse views of Members, which are reflected in advice to Council. • Participate in a manner that upholds cultural safety, with zero tolerance for racism, sexism, homophobia, transphobia, or discrimination of any kind. All Members will be given opportunity, encouragement, and support to put their views before the Committee to be considered by Council. During all Committee undertakings, Members must: • Prepare for, attend, and actively participate in meetings • Act honestly and treat others with respect by listening to one another and by allowing all Members to have a voice. • Exercise reasonable care and diligence. • Not make improper use of their position or make improper use of information acquired because of their position. • Respectful behaviour is inclusive of all Committee meetings, emails, correspondence, telephone calls, and online meetings. Members must work co-operatively with other Members, respect the authority of the Chair(s) and meeting procedures, and must not seek to dominate the meeting or insist or imply that their own views and ideas carry more weight than those of others.
11. Quorum	A quorum for meetings of the Committee will be: • Half of the voting Members plus one • At least one Councillor Member (Chairperson or Acting Chairperson) • At least one Council Officer to provide secretariat support. If a quorum is not met within a reasonable time of the scheduled meeting start time: • The meeting must be adjourned or rescheduled, at the discretion of the Chairperson.
12. Recommendations of the Committee to Council	Formal advice and recommendations of the Committee to Council will be determined by the Members and finalised by the Chairperson. Where agreement cannot be reached by the majority of Members, the minutes should reflect that a common view was not reached.
13. Conflict of interest, privacy, and confidentiality	The conflict of interest and confidentiality provisions in the Local Government Act 2020 apply to all Members. Councillor Members must disclose any conflict of interest in a matter being considered by the Committee in accordance with the Act and Council's Governance Rules 2020. A Community Member who has a personal interest in a matter being considered by the Committee must disclose that personal interest to the

	Committee and leave the room and not participate in any discussion and/or decision in relation to that matter. All committee members must respect confidential and sensitive handling of information as appropriate. Any disclosure made in accordance with this clause must be recorded in the minutes of the relevant Committee meeting by the Committee Secretariat (Council Officer).
14. Committee meetings, frequency, and arrangements	The Committee will meet quarterly. Meetings will: • Be held at an accessible and suitable Darebin venue or may be held virtually. • Offer a hybrid in-person and online option to attend. • Be held on a quarterly basis. • Usually commence at 6pm on a Monday, Wednesday, or Thursday, unless another day or time is required. • Commence on time and conclude by the stated completion time, not extending beyond a 120-minute duration. • Be scheduled and confirmed in advance. • Be recorded through minutes. • Notice of any additional Committee meetings will be provided 2 weeks in advance. • Be closed to the public.
15. Reporting requirements and transparency	Committee meeting minutes and recommendations will be submitted to the next practical scheduled Council Meeting. • A Councillor Member (Chairperson or Deputy Chairperson) will speak to the minutes if required. • After receiving Committee meeting minutes, a Councillor Member (Chairperson or Deputy Chairperson) will provide an update back to Members at the next Committee meeting. To maintain transparency of Committee operations and in alignment with Council's Governance Rules the following information is to be published on Council's website in respect of each Committee: • The Terms of Reference and Appendix for each Committee • The names of all Members • Minutes of Committees meetings in Ordinary Council Meeting Minutes <i>*Note that in some instances identifying details may be redacted to maintain safety for some Members, if required.</i> Annual Committee Outcomes Reporting: An annual report will be compiled to summarise the actions and outcomes of each committee. • Annual actions include committee membership, meeting attendance, and the number of meetings conducted. • Annual outcomes include agenda items considered as they relate to the purpose of the committee, summary of advice provided to Council, and outcomes of advice provided. The annual report will reflect the above approach, unless stipulated otherwise in the relevant Appendix.

16. Member support	Council will provide a range of support and reasonable adjustments to enable Member participation, if required. Examples include; • Wellbeing support and debrief arrangements for sensitive discussions, particularly in the context of Aboriginal Cultural Safety. • Access supports and reasonable adjustments. • Language support, including translation and literacy support.
17. Honorariums, sitting fees and meeting expenses	Community Members (Individual) will be paid an honorarium for each Committee Meeting they attend unless otherwise specified in the relevant appendices. . Some meeting expenses for Members will be covered by Council as per the relevant Committee Appendix, e.g. transport costs. Expenses that relate to the access needs of Members to attend meetings and participate in the Committee will be covered by Council, e.g. Auslan interpreter. Council will cover the cost of interpreters and other language supports required by culturally and linguistically diverse Members to attend meetings and participate in the Committee. Venue and catering costs for meetings will be covered by Council. Catering provided will meet the cultural and dietary requirements of all meeting attendees.
18. Out of scope (Groups, Taskforces, Networks, Alliances, Panels Delegated Committees, and External Groups)	On occasion, Council may also form groups, committees, and other bodies during the delivery of operational projects, programs, and services that are not considered Advisory Committees and are not covered by this Terms of Reference. Formation of these groups will be in line with Council Community Engagement Frameworks and Policies and project management protocols. Examples include: • Community Reference Group • Working Group or Taskforce • Network • Alliance. • Panel • Delegated Committees External (Non-Council) Groups: Councillors and Officers may have a role to play in groups established by other organisations, including other local government authorities, which are not covered by this Terms of Reference. Councillors may be appointed as representatives of Council, or Officers may be members of these external groups. when they strategically align to Council priorities.
19. Other relevant information	Media and Publicity: • Council may feature photographic or videographic content or names of Members through their communications channels to promote the work of the Committee. • Members' contact details will not be shared publicly. • Members must not speak to the media, or make posts or comments on social media, on behalf of the Committee unless Council provides written authorisation. Any unauthorised contact with the media may result in a review of the person's membership and may result in suspension or removal. <i>*Note that in some instances identifying details may be redacted to maintain safety for some Members, if required.</i>

20. Committee contact details	The appointed Committee Secretariat (Council Officer) detailed in the relevant Appendix will be the contact point for enquiries relating to the Committee.
21. Date of Council adoption of Terms of Reference	25 August 2026
22. Review of Terms of Reference	These Terms of Reference current until the Committee term ends but may be reviewed by Council resolution at any time. Members will review and provide advice to Council on the relevant Committee Appendix at the first meeting and then annually.

Appendix 1

1. Name	Darebin Aboriginal Advisory Committee (DAAC) <i>This document is an Appendix to the Common Terms of Reference (ToR) for Council Advisory Committees. The ToR and this Appendix guide the operations of this Committee, and both should be referred to.</i>
2. Strategic context 	Strategic Direction: Aboriginal Culture and Knowledge Council Plan 2025-2029 Strategic Objective: ➤ “a city that celebrates Aboriginal and Torres Strait Islander culture, values, knowledge and traditions, respects the right for self-determination and takes deliberate action toward Truth-telling.” Council Plan Strategies: • Commit to a journey of self-determination with Wurundjeri Woi-wurrung people and Aboriginal and Torres Strait Islander communities. • Preserve, celebrate, and educate the Darebin community about Aboriginal heritage and living culture. • Build a culturally safe Council and organisation to deliver inclusive and culturally safe spaces and services.
3. Scope	In addition to the items specified in clause 4 of the Terms of Reference, the committee may also consider any other matters listed below: • Cultural safety • Support cultural governance to embed Aboriginal cultural knowledge, protocols, and perspectives. • Strategic advice on issues, opportunities, and community priorities (health, housing, wellbeing, culture, arts, youth, social justice) • Implementation and monitoring of Council’s Aboriginal and Torres Strait Islander Action Plan - balit-marra, Employment Strategy and other commitments. • Provide advice aligned with Closing the Gap, community priorities, and Treaty and Truth-telling processes. • Support Council to build strong, respectful, relationships with Traditional Owners, ACCOs, Elders, youth, and community.
4. Committee engagement and self-determination	In line with Council’s strategic objective, the self-determination and cultural authority of this Committee will be enabled and respected by applying the following engagement approach when conducting meetings, developing meeting agendas, and providing Committee advice, recommendations, and endorsement to Council. This approach acknowledges that the involvement of the Committee increases with cultural significance and community impact. Committee Engagement Approach: INFORM — Minimum requirement Council provides early, transparent updates on Aboriginal strategies, policies, community-impacting initiatives, and cultural risks. The Committee may ask questions, flag concerns, and identify items for deeper engagement. CONSULT — Meaningful input Council seeks Committee advice before making decisions. Used for: early policy design, community engagement approaches, cultural protocols, planning matters, youth/Elder/queer/clan-inclusive priorities. Council must demonstrate: “You said → We did” through the process outlined in clause 15 of the Terms of Reference. RECOMMEND — Significant cultural impact The Committee provides formal recommendations on major strategies and cultural matters, including: • Aboriginal Action Plan – balit-marra

	• Treaty and Truth-telling work • Budget priorities impacting Aboriginal communities • Cultural safety frameworks • ACCO partnerships Council must respond formally, with rationale for decisions, through the process outlined in clause 15 of the Terms of Reference. ENDORSE — Highest cultural significance. On matters of the highest cultural significance, the Committee and Council may, by agreement of both entities, jointly endorse positions and statements that relate to matters of the highest cultural significance, including: • Cultural protocols and identity representations • Major public statements • Treaty alignment • Truth-telling commitments • 26 January and other sensitive issues It is noted that as the Committee is an advisory committee with no delegated power, 'co-endorsement' is intended to demonstrate solidarity where there is alignment between the Committee and Council on matters of the highest cultural significance. DELEGATED DECISION MAKING From time-to-time Council may by resolution in accordance with section 63 of the Local Government Act 2020 delegate specific, defined decision-matters powers to the committee on matters relating the <i>Aboriginal Culture and Knowledge</i> strategic direction.
5. Committee limitations	Community Members do not represent all Aboriginal people and do not act as the exclusive voice of Aboriginal communities. Committee advice is only one mechanism by which Council decisions are informed and is complemented by other community engagement activities undertaken in line with Council's Community Engagement Policy.
6. Membership and term of membership	The Committee will consist of: • Two Councillor Members: ○ One Chairperson ○ One Councillor Member (can be the Acting Chairperson to cover absence of the Councillor Chairperson) ○ Appointed annually by Council resolution. • Up to fifteen (15) Aboriginal or Torres Strait Islander Community Members – Individual ○ Professional members formally representing organisations will not be considered for this Committee. ○ One Co-Chairperson: Community Member (2-year term; no consecutive terms unless endorsed by Committee vote). ○ The Community Co-Chairperson will lead community authority in meetings, ensure cultural protocols are embedded in meeting proceedings, and advise the Chairperson on agenda items. ○ At least one Wurundjeri Woi-Wurrung representative. ○ Applications will be received through a publicly advertised Expression of Interest (EOI) process. ○ Members will be appointed by Council resolution for a two-year term. ○ If a Community Member successfully applies for a second term, the maximum cumulative term they can undertake is 4 years (e.g. 2 x 2-year terms).

	Community Members should meet at least one of the following criteria to be an eligible applicant: • Aboriginal or Torres Strait Islander people who live (primary or secondary residence), work, or study in the Darebin community. • Wurundjeri Woi-wurrung members are not required to live, work, or study in the Darebin community, acknowledging that Wurundjeri Country extends beyond Darebin. In addition, Community Members should meet one or more of the following criteria, which will be evaluated when selecting successful applicants in the Expression of Interest (EOI) process: • Involvement in the wider community with strong community networks and connections, leadership, engagement, or advocacy experience • Good knowledge and understanding of local issues relevant to the Committee's focus. • Knowledge of relevant organisations and potential partnerships, particularly with Aboriginal Community Controlled Organisations (ACCOs) • Willingness to contribute positively to meetings in a fair and respectful manner. In addition to the factors listed in clause 7 of the Terms of Reference, recruitment of members will prioritise representation and inclusion of: • Aboriginal and Torres Strait Islander Elders • Different Clan groups Council (by resolution) may elect to cease a member's participation earlier than the term of appointment for reasons such as: • The member no longer meets the criteria of membership. • The member breaches the Terms of Reference. A Community Member may choose to cease their membership at any time. Members may be required to hold a valid Working with Children Check to ensure compliance with Council's Child Safe obligations.
7. Sitting fees and meeting expenses	Sitting Fees: • \$200 per meeting Community Co-Chair • \$150 per meeting individual community members Council will review sitting fees during the annual review of the relevant Appendix as per clause 21 in the Terms of Reference.

1. Name	Equity, Diversity, and Inclusion Advisory Committee <i>This document is an Appendix to the Common Terms of Reference (ToR) for Council Advisory Committees. The ToR and this Appendix guide the operations of this Committee, and both should be referred to.</i>
2. Strategic context 	Council Plan 2025-2029 Strategic Objective: ➤ “a city where our rich diversity is celebrated, everyone can thrive and belong, and our services, programs, places and spaces are equitable, responsive, inclusive and accessible to all.” Council Plan Strategies: • Plan and establish Council’s strategic response to build equity, inclusion, and human rights for our community. • Develop and deliver equitable services, programs, and places. • Create an approach to supporting the community that recognises life stages, life changes and events that shape people and their needs.
3. Scope	In addition to the items specified in clause 4 of the Terms of Reference, the committee may also consider any other matters listed below: • Implementation of Council action plans and strategies relevant to the strategic context of the Committee.
4. Committee limitations	Committee advice is only one mechanism by which Council decisions are informed and is complemented by other community engagement activities undertaken in line with Council’s Community Engagement Policy.
5. Honorarium	Community Members (Individual) will be paid a \$50.00 honorarium for each Committee Meeting they attend.
6. Membership and term of membership	The Committee will consist of: • Two Councillor Members: ◦ One Chairperson and one Deputy Chairperson ◦ Appointed annually by Council resolution • Up to fifteen (15) Community Members, comprising both individual and professional members: ◦ Applications received through a publicly advertised Expression of Interest (EOI) process. ◦ Appointed by Council resolution for a two-year term. ◦ If a Community Member successfully applies for a second term, the maximum cumulative term they can undertake is 4 years (e.g. 2 x 2-year terms). Community Members (Individual) must live (primary or secondary residence), work, or study in the Darebin community. In addition, Community Members should meet one or more of the following criteria, which will be evaluated when selecting successful applicants in the Expression of Interest (EOI) process: • Involvement in the wider community with strong community networks and connections, leadership, engagement, or advocacy experience. • Good knowledge and understanding of local issues relevant to the Committee’s focus. • Willingness to contribute positively to meetings in a fair and respectful manner. • Have lived experience(s) that relate one or more of the following: ◦ People with disability

	○ Culturally and linguistically diverse people and communities ○ Migrants, refugees, and people seeking asylum ○ LGBTIQ+ people and communities ○ Gender equality and the prevention of gender-based violence. ○ People from faith communities ○ Services, programs, places in Darebin ○ Families, Youth and Children ○ Older adults (65 years and over), particularly those who have experience receiving aged care services ○ Housing insecurity, sleeping rough, or homelessness. Community Members (Professional) are appointed to represent an organisation, which should meet one or more of the following criteria in addition to the criteria listed in clause 7 of the Terms of Reference: • An organisation, agency, or service that focuses on and supports people and communities that relate to the lived experiences listed above. Council (by resolution) may elect to cease a member's participation earlier than the term of appointment for reasons such as: • The Member no longer meets the criteria of membership • The Member breaches the Terms of Reference. A Community Member may choose to cease their membership at any time. Members may be required to hold a valid Working with Children Check to ensure compliance with Council's Child Safe obligations.
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Appendix 3:

1. Name	Health and Wellbeing Advisory Committee <i>This document is an Appendix to the Common Terms of Reference (ToR) for Council Advisory Committees. The ToR and this Appendix guide the operations of this Committee, and both should be referred to.</i>
2. Strategic context 	Council Plan 2025-2029 Strategic Objective: ➤ “a city where everyone in the community can access the opportunities, infrastructure and services they need to be physically and mentally safe and healthy.” Council Plan Strategies: • Collaborate and partner with health organisations to deliver positive health and wellbeing opportunities. • Create an enabling environment for positive mental health. • Foster a safe and respectful community environment. • Maintain and improve community facilities, parks, and open spaces to support people to stay healthy and active.
3. Scope	In addition to the items specified in clause 4 of the Terms of Reference, the committee may also consider any other matters listed below: • Implementation of Council action plans and strategies relevant to the strategic context of the Committee.
4. Committee limitations	Committee advice is only one mechanism by which Council decisions are informed and is complemented by other community engagement activities undertaken in line with Council's Community Engagement Policy.
5. Honorarium	Community Members (Individual) will be paid a \$50.00 honorarium for each Committee Meeting they attend.
6. Membership and term of membership	The Committee will consist of: • Two Councillor Members: ◦ One Chairperson and one Deputy Chairperson ◦ Appointed annually by Council resolution • Up to fifteen (15) Community Members, comprising both community and professional Members: ◦ Applications received through a publicly advertised Expression of Interest (EOI) process. ◦ Appointed by Council resolution for a two-year term. ◦ If a Community Member successfully applies for a second term, the maximum cumulative term they can undertake is 4 years (e.g. 2 x 2-year terms) Community Members (Individual) must live (primary or secondary residence), work, or study in the Darebin community. In addition, Community Members should meet one or more of the following criteria, which will be evaluated when selecting successful applicants in the Expression of Interest (EOI) process: • Involvement in the wider community with strong community networks and connections, leadership, engagement, or advocacy experience. • Good knowledge and understanding of local issues relevant to health and wellbeing, including mental wellbeing, gender equality, and the prevention of gender-based violence, and modifiable health risks. • Knowledge of the impacts of social connection, isolation, and loneliness on health and wellbeing. • Knowledge of local Darebin spaces and places relevant to health and wellbeing, including sport and recreation facilities/sites.

	• Participation in local sport and recreation, including clubs, groups, or associations. • Willingness to contribute positively to meetings in a fair and respectful manner. • Have lived experience that relates to the following: ○ Mental health condition(s) ○ Disability and/or chronic health condition(s) ○ Health and wellbeing of culturally and linguistically diverse people and communities ○ Health and wellbeing of migrants, refugees, and people seeking asylum ○ Health and wellbeing of LGBTIQA+ people and communities. ○ Health and wellbeing of people of different genders, including men, women, transgender, and gender diverse people. ○ Health and wellbeing needs throughout the lifespan – children, youth, families, and older adults (65 years and over) ○ The impact and harm associated with gambling. ○ Housing insecurity, sleeping rough, or homelessness ○ People with experience as a carer ○ Veterans Community Members (Professional) are appointed to represent an organisation, which should meet one or more of the following criteria in addition to the criteria listed in clause 7 of the Terms of Reference: • Health agencies and organisations, including culturally specific organisations (Aboriginal Community Controlled organisations and others). • Disability support, advocacy, and service providers. • Housing and homelessness agencies, organisations, and services. • Neighbourhood Houses that provide services and support that relate to health and wellbeing. • Mental health services, organisations, and agencies. • Health promotion and primary prevention organisations, particularly the prevention of family violence and gender-based violence against women, trans, and gender diverse people. • LGBTIQA+ focussed health agencies, services, and organisations. • Health agencies, services, and organisations supporting culturally and linguistically diverse people and communities. • Service providers, agencies, and organisations that specifically support people living with disability, older adults, young people, children, and families. Council (by resolution) may elect to cease a member's participation earlier than the term of appointment for reasons such as: • The Member no longer meets the criteria of membership • The Member breaches the Terms of Reference. A Community Member may choose to cease their membership at any time. Members may be required to hold a valid Working with Children Check to ensure compliance with Council's Child Safe obligations.
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Appendix 4:

1. Name	Climate Leadership and Response Advisory Committee <i>This document is an Appendix to the Common Terms of Reference (ToR) for Council Advisory Committees. The ToR and this Appendix guide the operations of this Committee, and both should be referred to.</i>
2. Strategic context 	Council Plan 2025-2029 Strategic Objective: ➤ “a city that is a climate leader, drives opportunities for achieving zero emissions, adapts by transforming how we provide services, open spaces and infrastructure, and works with our community to build ongoing resilience.” Council Plan Strategies: • Work alongside Wurundjeri Woi-wurrung and all Aboriginal and Torres Strait Islander people to support them to maintain and share their culture and knowledge to protect, preserve, revitalise, and heal Country to support self-determination and maintain a thriving, resilient natural environment. • Work towards zero emissions by pursuing ambitious energy efficiency and renewable energy opportunities for Council operations and buildings, and for Darebin homes, businesses, organisations, and transport. • Adapt Council services, assets, and infrastructure to respond to climate change projections. • Support the community and businesses to successfully adapt to and cope with the impacts of climate change.
3. Scope	In addition to the items specified in clause 4 of the Terms of Reference, the committee may also consider any other matters listed below: • Implementation of the Darebin Climate Emergency Plan 2024-2030 and other action plans and strategies relevant to the strategic context of the Committee.
4. Committee limitations	Committee advice is only one mechanism by which Council decisions are informed and is complemented by other community engagement activities undertaken in line with Council's Community Engagement Policy.
5. Honorarium	Community Members (Individual) will be paid a \$50.00 honorarium for each Committee Meeting they attend.
6. Membership and term of membership	The Committee will consist of: • Two Councillor Members: ◦ One Chairperson and one Deputy Chairperson ◦ Appointed annually by Council resolution • Up to fifteen (15) Community Members, comprising both individual and professional members: ◦ Applications received through a publicly advertised Expression of Interest (EOI) process. ◦ Appointed by Council resolution for a two-year term. ◦ If a Community Member successfully applies for a second term, the maximum cumulative term they can undertake is 4 years (e.g. 2 x 2-year terms) Community Members (Individual) must live (primary or secondary residence), work, or study in the Darebin community. In addition, Community Members should meet one or more of the following criteria, which will be evaluated when selecting successful applicants in the Expression of Interest (EOI) process:

	• Involvement in the wider community with strong community networks and connections, leadership, engagement, or advocacy experience. • Good knowledge and understanding of local issues relevant to the Committee's focus. • Willingness to contribute positively to meetings in a fair and respectful manner. • Have lived experience in addition to the criteria outlined in clause 7 of the Terms of Reference that relates to the following: ○ Aboriginal and Torres Strait Islander people, with a focus on Wurundjeri Woi-wurrung Traditional Owners. ○ Specialist climate expertise, technical or other, including conservation and land management, integrated catchment and stormwater management, biodiversity, and climate adaptation. ○ Expertise in sustainability, waste, and circular economy. ○ Understanding of local community concerns and sentiments around biodiversity issues and opportunities. Community Members (Professional) are appointed to represent an organisation, which should meet one or more of the following criteria in addition to the criteria listed in clause 7 of the Terms of Reference: • Specialist climate expertise, including conservation and land management, integrated catchment and stormwater management, biodiversity, and climate adaptation. Council (by resolution) may elect to cease a member's participation earlier than the term of appointment for reasons such as: • The member no longer meets the criteria of membership. • The member breaches the Terms of Reference. A Community Member may choose to cease their membership at any time. Members may be required to hold a valid Working with Children Check to ensure compliance with Council's Child Safe obligations.
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Appendix 5:

1. Name	Vibrant Places and Economy Advisory Committee <i>This document is an Appendix to the Common Terms of Reference (ToR) for Council Advisory Committees. The ToR and this Appendix guide the operations of this Committee, and both should be referred to.</i>
1. Strategic context 	Council Plan 2025-2029 Strategic Objective: ➤ “a city that is liveable with vibrant places and spaces, safe streets and a thriving local economy.” Council Plan Strategies: • Plan for housing growth and development that meets the needs of our diverse community. • Manage Darebin’s transport network to increase safety, accessibility, and sustainability. • Support social and economic revitalisation to help Darebin become a great place to visit and do business. • Enrich, diversify, and grow Darebin’s creative economy and cultural ecology by delivering events, festivals, arts centres, arts programming, and curation that reflect and connect with local communities. • Enhance and maintain public spaces and infrastructure to improve amenity (Basic Services).
2. Scope	In addition to the items specified in clause 4 of the Terms of Reference, the Committee may also consider any other matters listed below: • Implementation of Council action plans and strategies relevant to the strategic context of the Committee.
3. Committee limitations	Committee advice is only one mechanism by which Council decisions are informed and is complemented by other community engagement activities undertaken in line with Council’s Community Engagement Policy.
4. Honorarium	Community Members (Individual) will be paid a \$50.00 honorarium for each Committee Meeting they attend.
5. Membership and term of membership	The Committee will consist of: • Two Councillor Members: ◦ One Chairperson and one Deputy Chairperson ◦ Appointed annually by Council resolution • Up to fifteen (15) Community Members, comprising both individual and professional members: ◦ Applications received through a publicly advertised Expression of Interest (EOI) process. ◦ Appointed by Council resolution for a two-year term. ◦ If a Community Member successfully applies for a second term, the maximum cumulative term they can undertake is 4 years (e.g. 2 x 2-year terms). Community Members must live (primary or secondary residence), work, or study in the Darebin community. In addition, Community Members should meet one or more of the following criteria, which will be evaluated when selecting successful applicants in the Expression of Interest (EOI) process: • Involvement in the wider community with strong community networks and connections, leadership, engagement, or advocacy experience • Good knowledge and understanding of local issues relevant to the Committee’s focus.

	• Willingness to contribute positively to meetings in a fair and respectful manner. • Have lived experience that relates to the following: ○ Housing insecurity, sleeping rough, or homelessness. ○ Experiences and perceptions of safety in public spaces in Darebin. ○ Transport opportunities and barriers in Darebin, including walking, cycling, public transport, and private transport, ○ Place-based knowledge relevant to the strategic context of the Committee. ○ Performing artists, arts workers, designers, filmmakers, photographers, visual and digital artists, and social and cultural entrepreneurs. ○ Musicians, composers, promoters, producers, tour managers, and music venues. ○ Local Traders and Business Owners. Community Members (Professional) are appointed to represent an organisation, which should meet one or more of the following criteria in addition to the criteria listed in clause 7 of the Terms of Reference: • Arts organisations, collectives, galleries, and arts access organisations. • Musicians, composers, promoters, recording and production studios, touring companies, and music venues. • Local Traders and Business Owners based in Darebin (private, for-profit commercial enterprise). • Traders Association or registered local Business Network. • Organisations providing support and services relating to housing and homelessness. • Organisations related to transport planning, including sustainable transport. Council (by resolution) may elect to cease a Member's participation earlier than the term of appointment for reasons such as: • The member no longer meets the criteria of membership. • The member breaches the Terms of Reference. A Community Member may choose to cease their membership at any time. Members may be required to hold a valid Working with Children Check to ensure compliance with Council's Child Safe obligations.
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