



Victoria Country Commission Charter

Date: 1 January 2018

BASKETBALL VICTORIA INC

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1. INTRODUCTION

- 1.1 Under the Constitutions of Basketball Australia (BA) and Basketball Victoria Incorporated (BV), BV is established and recognised as the peak body for basketball in Victoria.
- 1.2 BV is governed by a Board of Directors (Board). The powers of the Board are established by the Constitution of BV (Constitution). The Board is responsible for the proper, efficient and effective performance of BV and its Commissions in the exercise of their respective functions and powers in seeking to achieve the objects of BV.
- 1.3 In accordance with the BV Constitution, the Victoria Country Commission Charter is a BV By-law.
- 1.4 The role of the Board includes providing proper direction to, and exercising proper control over, the Chief Executive Officer of BV (CEO), and any Commissions it establishes under Rule 29, to ensure those persons and/or entities are carrying out their functions in a fit and proper manner and in accordance with their terms of authority.
- 1.5 This Charter creates a Commission in respect of Victoria Country and sets out the duties and functions the Board delegates to that Commission.
- 1.6 The implementation of this Charter commences on the date as resolved by the Board.
- 1.7 This Charter is subject to, and is to be interpreted in accordance with, the Constitution.
- 1.8 Current operational By-laws and Rules of the Commission will, unless replaced by this Charter, continue in force and operation until changed by the Board in consultation with the Commission

2. OBJECTIVES

- 2.1 The Victoria Country Commission (Commission) will assist the Board in ensuring that basketball in Victoria Country operates effectively.
- 2.2 The Commission is directly responsible and accountable to the Board for the exercise of its duties and functions. In carrying out its duties and functions, the Commission recognises that at all times the Board has primary governance responsibility, and the CEO has primary management responsibility for Basketball in Victoria. The Commission recognises that the CEO has primary management responsibility for staff work practices, work culture, work conditions, staff entitlements, office resources and staff discipline. The Commission has the responsibility through the Country Manager for communicating and monitoring policy and the Rules of competition. The Victoria Country Manager is responsible to the CEO for communicating and monitoring the effectiveness of policies and the Rules of the Country Commission and reporting on those matters to the Commission.

- 2.3 In addition to conducting the duties and activities in this Charter, the Commission may make recommendations to the Board in respect to matters arising under this Charter.

3. BOARD'S EXPECTATIONS OF THE COMMISSION

- 3.1 In consideration of the delegation to the Commission, and via the powers delegated to the Committee in Section 8, the Board expects the Commission to:
- (a) Establish for the purpose of planning and monitoring, a Finance and Risk Management Sub-committee will be established. This Sub-committee shall forward its reports and recommendations to the Committee and the BV CEO for consideration / approval.
 - (b) Perform its responsibilities and ensure its activities are operating effectively.
 - (c) Be active in the development of the sport by setting and maintaining quality standards.
 - (d) Contribute positively and in a measurable manner to the achievement of the BV Strategic Plan.
 - (e) Conduct its duties and functions under this Charter on the Board's behalf and subject always to the Board's reasonable directions.
 - (f) Conduct its duties and functions under this Charter on the Board's behalf in a professional and financially viable manner and in such a way as to bring no discredit to BV and the Victorian Basketball community.
 - (g) Give advice to the Board on the needs of players, coaches, officials and others in programs/competitions the subject of this Charter.
 - (h) Develop and share knowledge, experience and best management practices in the conduct of programs/competitions the subject of this Charter.
 - (i) Canvas widely the views, opinions and stance of constituent Members of BV and ensure their opinions are taken into account and adequately addressed.
 - (j) Consider the implications of proposed recommendations to local programs and/or competitions, the various other programs and competitions that are conducted by BV and other Board commissions' activities.
 - (k) Balance the needs of Basketball to:
 - (i) Increase participation in all areas
 - (ii) Provide opportunities for participants to develop
 - (iii) Create and maintain effective programs and competitions

- (iv) Succeed in the high performance area of our sport.
- (l) Provide regular reports to the Board as requested and provide an Annual Report in an agreed format to BV. The Annual Report shall contain information on the number of participants in basketball programs, the success or otherwise of basketball programs in terms of participation, financial information with respect to basketball programs, a comparison of that information with previous years' reports and any recommendations by the Commission on the future conduct of basketball programs.
- (m) Work with the CEO and management to prepare a draft annual budget for review and approval by the Board and to monitor and manage the budget as approved by the Board. The Board and management will work with the Committee to ensure resources are available to enable activities to be effectively conducted. The Committee shall report at least quarterly to the Board on actual financial performance against budget.
- (n) Not separately enter into any arrangement with any sponsor and shall work with the CEO and management in respect to obtaining and managing sponsorship for basketball.
- (o) At all times act in the best interest of basketball in Victoria.

4. FORMAL ESTABLISHMENT AND AUTHORITY

- 4.1 In accordance with Rule 29 of the Constitution the Board (i) establishes the Commission (ii) and delegates to the Commission the following duties, functions and oversight responsibilities:
- (a) The encouragement, promotion, development, support and conduct of basketball activities in Victoria Country as determined by the Board from time to time, and in collaboration with other BV Commissions and Departments where applicable, including;
 - (i) The oversight and conduct of Country based competitions.
 - (ii) Development programs.
 - (iii) High Performance resourcing, policy consultation and confirmation, within approved State HP Guidelines.
 - (iv) Participation programs.
 - (v) Act as the primary advocate for country participants and interests within the overall Basketball Victoria organisation.
 - (b) The settlement of any dispute involving affiliated Associations that are members of Victoria Country. Any appeal arising from a decision of the Committee will be determined in accordance with the BV Appeals Tribunal By-law;
 - (c) Deal with any other matter which the Commission deems to be in the best interests of basketball in Victoria Country; and

- (d) Actively oversee the development of players, officials and administrators involved in basketball in Victoria Country in conjunction with other Commissions where their responsibilities also include country basketball.
- 4.2 This delegation is for an initial term of three (3) years unless otherwise determined by the Board after consultation and agreement with the Commission. The operation of the Commission shall be reviewed every year with the review and any changes to be implemented as soon as practicable following completion of the review.
- 4.3 In accordance with Rule 29.6 of the Constitution the Board may amend or repeal any decision made by the Commission under this Charter. In the normal course of events the Board shall consult with the Committee prior to making changes to any Commission decision. Only in exceptional circumstances would the Board make any such decision without prior consultation and agreement with the Committee. In the event of any dispute, the process described in Clause 42 of the BV Constitution (Grievance Procedure) will apply.
- 4.4 The Country Commission and all intellectual property in it are assets of BV. All assets generated or produced by the Commission, including money, property and intellectual property, belong to BV. BV will continue to record the accumulated net surpluses arising from the conduct of the Country Commission and such other responsibilities as may be delegated to the Commission in the future.
- a) Historical surplus funds or reserves that have been generated by Commissions will continue to be designated as such in the BV balance sheet. Appropriations from these funds will be at the discretion of the Committee, and in accordance with sub-clause 3.1 (a).
 - b) Any future surpluses will also be designated as pertaining to the relevant Commission.
- 4.5 A BV Country office will be maintained in Country Victoria.
- 4.6 At all times the Commission shall act under the delegated authority of the Board and in accordance with this Charter and the Constitution. The Commission:
- (a) is not a separate legal entity to BV or the Board and shall not hold itself out to be a separate legal entity to any party it deals with in respect of the business of BV or any matter under this Charter;
 - (b) is not empowered nor authorised by BV, to enter into contracts “as agent for BV”, or to otherwise contract with third parties purportedly “for and on behalf of BV”, unless otherwise approved by the Board; and
 - (c) does not have the legal standing to hold assets or employ any person in any remunerated capacity. BV will be the designated employer of all staff and appointments, and performance reviews of Victoria Country related employees will be made after consultation with the Committee.

5. COMPOSITION OF THE COMMISSION

- 5.1 Each BV Association deemed to be affiliated within Country Victoria shall be a Member of the Victoria Country Commission and shall be entitled to attend any general meeting of the Commission, represented by a single named delegate.
- (a) Each member of the Commission will be entitled to the number of votes designated by the weighted voting schedule in section 20.2 of the BV Constitution.

6. MOTIONS AND VOTING RIGHTS AT COMMISSION MEETINGS

- 6.1 A quorum for Commission meetings is as per the BV Constitution.
- 6.2 Commission members will vote on the following matters:
- (a) Election of the Committee;
- (b) Any matter the Committee choose to put to Commission members which is to be provided in writing at least 21 days prior to the meeting;
- (c) Any matter a Member Association asks to be put before an Annual Commission meeting which is to be provided in writing at least 21 days prior to the meeting;
- (d) Any matter a Committee Member asks to be put before a Commission meeting which is to be provided in writing at least 21 days prior to the meeting; and
- (e) Any urgent matters may be considered for adoption by the Committee at the Committee's discretion.
- 6.3 A motion shall be passed by a simple majority of votes cast in favour by delegates present and eligible to vote.
- (a) Delegates may only represent one (1) Association;
- (b) Voting shall be by showing of voting hands unless a secret ballot is called or required by a majority of votes by the delegates present and entitled to vote.
- (c) Voting by proxy is not permitted.

- 6.4 Meetings of the Commission will be conducted in such manner as is determined by the Committee and may be conducted electronically whereby each delegate is able to hear and be heard by all other delegates present. Delegates present in any such electronic meeting shall be deemed to be physically present for the meeting.

7 COMMITTEE

- 7.1 The Board will from time to time, in consultation with the Committee, determine eligibility requirements and qualifications for persons to be eligible for election or appointment to the Committee.

- 7.2 The Committee shall comprise seven (7) persons who shall be appointed/elected as follows:

Elected Committee Member

- (a) Up to five (5) persons nominated by members of the Commission shall be elected as Committee Members with three (3) being elected for a two (2) year term and two (2) being elected for a one (1) year term.

BV Appointed Committee

- (b) The Board, at its relevant meeting, shall appoint up to two (2) Appointed Committee Members with one (1) being appointed for a two (2) year term and one (1) being appointed for a one (1) year term.
- (c) In the event of a casual vacancy of an elected Committee Member the Committee may appoint another eligible person to serve the balance of the vacating Committee Members term.
- (d) In the event of a casual vacancy of an appointed Committee Member the Board may appoint another eligible person to serve the balance of the vacating Committee Members term.
- (e) Election of Committee Members shall occur prior to the Annual General Meeting of BV each year.
- (f) Nominations for election to the Committee must be:
- i. Called for 30 days prior to the Annual Commission Meeting.
 - ii. In writing on the prescribed form (if any);
 - iii. Signed by an authorised Member Association
 - iv. Certified by the nominee expressing their willingness to accept the position for which they are nominated; and
 - v. Delivered (to the CEO or his/her nominee) as required not less than 14 days prior to the Annual Commission Meeting.

- 7.4 The Board may, acting in good faith and reasonably, including for the purpose of protecting the reputation of basketball and Basketball Victoria, remove a Committee Member at any time by written notice to that person. In

such instances of removal the grievance procedure as per section (42) in the BV Constitution will apply.

- 7.5 At the first meeting of the Committee following appointments/ elections each year, the Committee Members shall elect the Chair of the Committee and the Chair of the Finance and Risk Sub-committee.
- 7.6 Meetings of the Committee may be conducted electronically whereby each member is able to hear and be heard by all other members present. Committee Members present in any such electronic meeting shall be deemed to be physically present for the meeting.
- 7.7 If the Chair is not present at a meeting of the Committee or the Commission, the Committee Members present shall elect a Chair for that meeting.
- 7.8 It is preferred that at least one (1), member of the Finance and Risk Sub-committee have a financial background.

8 POWERS OF THE COMMITTEE

- 8.1 Subject to the Constitution and this Charter, the Committee may from time to time in accordance with this Charter make such rules and decisions in respect of the Country Commission as the Committee may see fit. The Committee will advise the CEO of any such regulations and/or decisions made.
- 8.2 The Committee may set up Sub-committees and decide the basis on which they will be formed. The deliberations of any Sub-committee must be made available to the Committee and the CEO and may be amended or overturned by the Committee.

9 COMMISSION MEETINGS

- 9.1 The Commission shall meet at least two times each year, in such manner and at such other times as may be determined by the Committee. Subject to this Charter the Committee shall in consultation with the CEO determine the business of and process(es) for Commission meetings.
 - (a) First meeting to be conducted prior to the BV AGM and main purpose is to report on previous years activity and financial performance and to conduct election.
 - (b) Second meeting can be part of the BV State Conference or be conducted as a separate meeting prior to the state conference.

10 COMMITTEE MEETINGS

- 10.1 The Committee will hold at least six (6) regular meetings per calendar year with such additional meetings as the Chair of the Committee considers appropriate in order to fulfil the duties and functions of the Commission.
- 10.2 The Committee shall meet as determined by the Chair after consultation with the CEO. In addition, the Chair of the Committee must call a meeting

of the Committee if requested to do so by at least three (3) Committee Member, the CEO or the Board.

- 10.3 Meetings may be held face-to-face or through any technological means by which Committee Members can participate in a discussion.
- 10.4 Each Committee Member will have one (1) vote. Voting by proxy is not permitted. In the event of a tied vote, the motion will be deemed to have failed. The Chair will not have a casting vote.
- 10.5 The agenda and papers for Committee meetings will be distributed five (5) business days prior to the meeting but may be distributed later for urgent matters.
- 10.6 Committee Meeting minutes will be included in the Board papers of the next Board meeting.

11 SECRETARIAT, ADMINISTRATIVE AND MANAGERIAL SUPPORT DUTIES

- 11.1 The CEO (or his/her nominee) shall provide secretarial and administrative support to the Committee and shall attend all meetings of the Committee or Commission.
- 11.2 The CEO (or his/her nominee) will be responsible, in conjunction with the Chair of the Committee, for drawing up the agenda (supported by explanatory documentation) and circulating it to Committee or Commission Members prior to each meeting.
- 11.3 The CEO (or his/her nominee) will ensure that there will be appropriate input and attendance of the manager responsible for the provision of services to the Committee and the Commission to achieve the outcomes of the Commission.
- 11.4 A Committee meeting schedule which will include meeting dates and standing agenda items will be agreed by the Committee in consultation with the CEO (or his/her nominee) prior to the beginning of each year.
- 11.5 The CEO (or his/her nominee) acting as Committee secretary will be responsible for keeping the minutes of meetings of the Committee and Commission.
- 11.6 The Committee secretary or nominee will prepare the minutes of each meeting, which will include an "Actions List" within seven (7) working days. After the Committee Chair has given preliminary approval, the draft minutes will be circulated to the Committee and will be tabled at the next meeting for review. Minutes of meetings shall be confirmed and signed at the next subsequent meeting of the Committee or Commission or earlier by circulation if required.

12 DISCLOSURE

- 12.1 All Committee Members are bound by the Constitution and in particular but not only Rule 27. Once a year all Committee Members will provide

written declarations to the Board or CEO (or his/her nominee) stating that they do not have any conflicts of interest that would preclude them from being Committee Members. These declarations are to be updated on an on going basis should any Committee Members circumstances change throughout the year.

- 12.2 The Committee Members, persons in attendance, and persons preparing materials for the Committee shall declare any material personal interest in any matter under consideration, or shall notify the Committee if aware that any other member or person in attendance has or may have a material personal interest in a matter under consideration
- 12.3 On such a declaration or notification, the other Committee Members shall determine whether the person may consider the matter and or remain present during discussion on the matter. That person will not be eligible to vote on the matter.
- 12.4 If a Committee Member is aware that the matter is to be considered at a meeting of the Committee at which the Committee Member does not intend to be present, the nature of the interest is to be disclosed to the Chair before the meeting is held.

13 QUORUM

- 13.1 A quorum of the Committee shall consist of a majority of the Committee Members, one (1) of whom must be the Chair. If the Chair is not present at the meeting then the members present may elect a Chair for that meeting.

14 ATTENDANCE

- 14.1 In addition to the Committee Members, such persons as the Chair of the Committee thinks fit may be invited to attend meetings. Parties invited to attend meetings will have no voting rights. Parties invited to attend meetings will have no speaking rights unless otherwise determined by the Chair.

15 HONORARIA AND EXPENSES

- 15.1 The Committee Members may make recommendations to the Board each year in regard to the payment of honoraria.
- 15.2 Any honoraria must be in compliance with the Constitution and relevant ATO Rules and Regulations.
- 15.3 Committee Members may upon presentation of appropriate receipts to the CEO, be reimbursed for reasonable out-of-pocket expenses incurred by them in relation to fulfilling their responsibilities as outlined in the Charter, and such additional operational matters as may be directed by the CEO. These will be one off payments and all additional payment must be endorsed by the Finance and Audit Committee and approved by the Committee.

APPENDIX 1 - DEFINITIONS AND INTERPRETATIONS IN THE CHARTER

NB: The Basketball Victoria Constitution contains definitions. In the event of any conflict between the definitions contained below and the definitions contained in the Constitution, those in the Constitution shall prevail.

1. Basketball means the sport of basketball.
2. Board means the body consisting of the Directors of Basketball Victoria
3. BV means Basketball Victoria Incorporated.
4. By-laws are By-laws endorsed by the BV Board
5. Chief Executive Officer means the Chief Executive Officer of BV (by this or such other title as may be designated by the Board from time to time) for the time being appointed under the BV Constitution.
6. Committee as established under this Charter.
7. Committee Members are elected at the general meeting as per rule 7.3 or appointed by the BV Board.
8. Constitution means Basketball Victoria Constitution as amended from time to time
9. Commission means Affiliated Associations designated country as referenced in table of this appendix.
10. Delegate means the natural person appointed from time to time by a Member Association of the Country Commission
11. Director means a member of the Board elected or appointed in accordance with Charter and includes Elected Directors and Appointed Directors.
12. Elected Director means a Director elected in accordance with Charter
13. Financial Member means a member who is currently meeting all financial obligations to BV and all Commissions or which has an approved payment arrangement in place.
14. Financial Year means the year ending 31st December in each year.
15. Intellectual Property means all rights subsisting in copyright, business names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the BV or any event, competition or basketball activity of or conducted, promoted or administered by the BV.
16. Member Association means any properly constituted incorporated body recognised by and admitted to membership of BV by the Board under Rules 6.1, 6.2 and 6.2 of the BV Constitution.
17. Object means the objects of BV in Rule 2.

18. President means the President of BV elected by the Board
19. Rules are the current Rules approved from time to time
20. "Country Victoria" shall refer to all those municipalities designated as "Country" in this Appendix
21. A basketball association affiliated with Basketball Victoria at the time of making this deed shall be deemed to be in Country Victoria if at that time it was affiliated with the Basketball Victoria as a country association, whether or not it is situated in Country Victoria
22. A basketball association affiliated with Basketball Victoria at the time of making this deed shall be deemed not to be in Country Victoria if at that time it was affiliated with Basketball Victoria as a metropolitan association, whether or not it is situated in Country Victoria
23. A basketball association seeking to be affiliated with Basketball Victoria after the making of these By-laws shall be deemed to be in Country Victoria if at that time its main stadium is situated in a municipality in Country Victoria
24. A basketball association seeking to be affiliated with Basketball Victoria after the making of these By-laws shall be deemed not to be in Country Victoria if at that time its main stadium is situated in a municipality not in Country Victoria
25. Notwithstanding anything in section 1 to 4, the Board of BV, in consultation with the Committee, may deem an association to be a country association or a metropolitan association
26. In making a decision under section 5, the Board shall take into account all of the following:
 - a) The views of the membership of the association, including the % of members who support the association being a country or metropolitan association;
 - b) Financial considerations of the association, Basketball Victoria and the commission;
 - c) Whether the site of the association's main stadium is regarded by the local community as being country or metropolitan; and
 - d) Such other considerations as the Board at the time believes are relevant.
27. If the Board makes a decision under 5 to change the status of an existing affiliated association it shall consider if it is appropriate in the interests of Basketball Victoria to make transitional provisions such as a phasing in of changed financial arrangements over a specified period of time.

Municipality	Country or Metropolitan
<u>Alpine Shire Council</u>	Country
<u>Ararat Rural City Council</u>	Country
<u>Ballarat City Council</u>	Country
<u>Banyule City Council</u>	Metropolitan
<u>Bass Coast Shire Council</u>	Country
<u>Baw Baw Shire Council</u>	Country
<u>Bayside City Council</u>	Metropolitan
<u>Benalla Rural City Council</u>	Country
<u>Boroondara City Council</u>	Metropolitan
<u>Brimbank City Council</u>	Metropolitan
<u>Buloke Shire Council</u>	Country
<u>Campaspe Shire Council</u>	Country
<u>Cardinia Shire Council</u>	Country
<u>Casey City Council</u>	Metropolitan
<u>Central Goldfields Shire Council</u>	Country
<u>Colac Otway Shire Council</u>	Country
<u>Corangamite Shire Council</u>	Country
<u>Darebin City Council</u>	Metropolitan
<u>East Gippsland Shire Council</u>	Country
<u>Frankston City Council</u>	Metropolitan
<u>Gannawarra Shire Council</u>	Country
<u>Glen Eira City Council</u>	Metropolitan
<u>Glenelg Shire Council</u>	Country
<u>Golden Plains Shire Council</u>	Country
<u>Greater Bendigo City Council</u>	Country
<u>Greater Dandenong City Council</u>	Metropolitan
<u>Greater Geelong City Council</u>	Country
<u>Greater Shepparton City Council</u>	Country
<u>Hepburn Shire Council</u>	Country
<u>Hindmarsh Shire Council</u>	Country
<u>Hobsons Bay City Council</u>	Metropolitan
<u>Horsham Rural City Council</u>	Country
<u>Hume City Council</u>	Metropolitan
<u>Indigo Shire Council</u>	Country
<u>Kingston City Council</u>	Metropolitan
<u>Knox City Council</u>	Metropolitan
<u>Latrobe City Council</u>	Country
<u>Loddon Shire Council</u>	Country
<u>Macedon Ranges Shire Council</u>	Country
<u>Manningham City Council</u>	Metropolitan
<u>Mansfield Shire Council</u>	Country
<u>Maribyrnong City Council</u>	Metropolitan
<u>Maroondah City Council</u>	Metropolitan
<u>Melbourne City Council</u>	Metropolitan

<u>Melton City Council</u>	Metropolitan
<u>Mildura Rural City Council</u>	Country
<u>Mitchell Shire Council</u>	Country
<u>Moira Shire Council</u>	Country
<u>Monash City Council</u>	Metropolitan
<u>Moonee Valley City Council</u>	Metropolitan
<u>Moorabool Shire Council</u>	Country
<u>Moreland City Council</u>	Metropolitan
<u>Mornington Peninsula Shire Council</u>	Metropolitan
<u>Mount Alexander Shire Council</u>	Country
<u>Moyne Shire Council</u>	Country
<u>Murrindindi Shire Council</u>	Country
<u>Nillumbik Shire Council</u>	Metropolitan
<u>Northern Grampians Shire Council</u>	Country
<u>Port Phillip City Council</u>	Metropolitan
<u>Pyrenees Shire Council</u>	Country
<u>Borough of Queenscliffe</u>	Country
<u>South Gippsland Shire Council</u>	Country
<u>Southern Grampians Shire Council</u>	Country
<u>Stonnington City Council</u>	Metropolitan
<u>Strathbogie Shire Council</u>	Country
<u>Surf Coast Shire Council</u>	Country
<u>Swan Hill Rural City Council</u>	Country
<u>Towong Shire Council</u>	Country
<u>Wangaratta Rural City Council</u>	Country
<u>Warrnambool City Council</u>	Country
<u>Wellington Shire Council</u>	Country
<u>West Wimmera Shire Council</u>	Country
<u>Whitehorse City Council</u>	Metropolitan
<u>Whittlesea City Council</u>	Metropolitan
<u>Wodonga City Council</u>	Country
<u>Wyndham City Council</u>	Metropolitan
<u>Yarra City Council</u>	Metropolitan
<u>Yarra Ranges Shire Council</u>	Metropolitan
<u>Yarriambiack Shire Council</u>	Country