



**ORDINARY COUNCIL MEETING OF
THE HUME CITY COUNCIL**

MONDAY, 8 JULY 2019

7:00 PM

**COUNCIL CHAMBER, HUME GLOBAL LEARNING CENTRE,
BROADMEADOWS**

OUR VISION:

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

This meeting of the Hume City Council will be recorded and published in accordance with Council's Audio Recordings of Council Meetings Policy.

HUME CITY COUNCIL

**Notice of an
ORDINARY COUNCIL MEETING OF THE HUME CITY COUNCIL**
to be held on Monday, 8 July 2019
at 7:00 PM
at the Council Chamber, Hume Global Learning Centre, Broadmeadows

To: a: Council	Cr Carly Moore Cr Naim Kurt Cr Joseph Haweil Cr Jodi Jackson Cr Drew Jessop, OAM Cr Leigh Johnson Cr Jack Medcraft Cr Geoff Porter Cr Ann Potter Cr Karen Sherry Cr Jana Taylor	Mayor Deputy Mayor
b: Officers	Mr Domenic Isola Ms Kylie Ezzy Mr Hector Gaston Mr Michael Sharp Mr Peter Waite Mr Daryl Whitfort	Chief Executive Officer Director Communications, Engagement and Advocacy Director Community Services Director Planning and Development Director Sustainable Infrastructure and Services Director Corporate Services

ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THIS LAND

"I would like to acknowledge that we are meeting on Gunung-Willam-Balluk land. The Gunung-Willam-Balluk of the Wurundjeri are the first and original people of this land. I would like to pay my respects to their Elders, past and present, and the Elders from other communities who may be here today."

ORDER OF BUSINESS

1. PRAYER

Almighty God, we humbly beseech Thee to vouchsafe Thy blessing upon this Council. Direct and prosper its deliberations to the advancement of Thy glory and the true welfare of the people of the Hume City.

Amen

2. APOLOGIES

3. DISCLOSURE OF INTEREST

Councillors' attention is drawn to the provisions of the Local Government Act 1989 in relation to the disclosure of conflicts of interests. Councillors are required to disclose any conflict of interest immediately before consideration or discussion of the relevant item. Councillors are then required to leave the Chamber during discussion and not vote on the relevant item.

4. CONDOLENCE MOTIONS**5. ASSEMBLIES OF COUNCIL**

In accordance with section 80A(2) of the Local Government Act 1989, the Chief Executive Officer is required to report, as soon as practicable, to an Ordinary Meeting of Council, a record of any assemblies of Councillors held.

There are no records of assemblies to report on this section of the Agenda.

6. CONFIRMATION OF COUNCIL MINUTES

Minutes of the Ordinary Council Meeting of 11 June 2019 and the Ordinary Council (Town Planning) Meeting of 24 June 2019, including Confidential Minutes.

RECOMMENDATION:

THAT the Minutes of the Ordinary Council Meeting of 11 June 2019 and the Ordinary Council (Town Planning) Meeting of 24 June 2019, including Confidential Minutes, be confirmed.

7. RECEIPT OF COUNCIL AND COMMUNITY COMMITTEE MINUTES AND RECOMMENDATIONS TO COUNCIL TO BE ADOPTED

7.1 Minutes of Meeting No. 76 of the Municipal Emergency Management Planning Committee held on 20 March 2019 and the Minutes of Meeting No. 17 of the Hume Municipal Fire Management Planning Committee held on 16 April 2019.

a) COMMITTEE RESOLUTIONS:

Minutes of Meeting No. 76 of the Municipal Emergency Management Planning Committee held on 20 March 2019 and the Minutes of Meeting No. 17 of the Hume Municipal Fire Management Planning Committee held on 16 April 2019.

b) RECOMMENDATION:

THAT the Minutes of Meeting No. 76 of the Municipal Emergency Management Planning Committee held on 20 March 2019 and the Minutes of Meeting No. 17 of the Hume Municipal Fire Management Planning Committee held on 16 April 2019 be noted.

7.2 Unconfirmed Minutes of the Gladstone Park Community Centre Committee of Management General Meeting held on 21 May 2019

A General Meeting of the Gladstone Park Community Centre Committee of Management (the Committee) was held on Tuesday 21 May 2019.

a) COMMITTEE RESOLUTIONS REQUIRING COUNCIL CONSIDERATION:

- i) That the date for the Committee meeting scheduled for Tuesday 19th February 2020 be amended to Tuesday 18th February 2020.
- ii) The date for maturity of Term Deposit 1 was amended to 7th August 2019 in lieu of 7th April 2019.

- iii) That \$45,000 be transferred from the Gladstone Park Community Centre Cheque account to Term Deposit 1. This will leave a balance of approximately \$27,000 in the cheque account for running expenses.

b) OFFICER'S COMMENTS:

- i) The Committee raised maintenance requests of Council, including:
 - a) That a wall assessment of the hall be conducted due to holes and cracks requiring attention prior to being painted;
 - b) That, following a user complaint, Council's maintenance department will strip back the floor varnish and revarnish in the July school holidays.
 - c) That signs be installed to deter vandalism
- ii) The Committee adjourned the meeting into the Confidential Section of the Agenda to discuss items pertaining to the Hume City Council Draft Budget 2019/2020 and Remuneration for Officer Bearers.

c) RECOMMENDATION:

THAT the Unconfirmed Minutes of the Gladstone Park Community Centre Committee of Management General Meeting held on 21 May 2019 be noted.

7.3 Minutes of the Audit Committee Meeting of the Hume City Council held on 31 May 2019

a) RECOMMENDATION:

THAT the Minutes of the Audit Committee Meeting of the Hume City Council held on 31 May 2019 be noted.

8. PRESENTATION OF AWARDS

8.1 Residents of the Month - Nominated by Cr Porter

Mr Frank Rivoli

Mr Gareth Hanlon

8.2 Certificate of Appreciation

Ms Marg Long

8.3 Presentation to Departing Director

Ms Kylie Ezzy, Director Communications, Engagement and Advocacy

9. NOTICES OF MOTION

Nil

10. PUBLIC QUESTION TIME

11. OFFICER'S REPORTS

The Mayor will ask the Councillors and gallery at the commencement of this section, which reports they wish to speak to. These reports will then be discussed in the order they appear on the notice paper. Reports not called will be dealt with in a block resolution at the end.

<u>Item No</u>	<u>Title</u>	<u>Page</u>
<u>CULTURE AND COMMUNITY</u>		
CC095	Sustainable Event Guidelines.....	25
CC096	Hume Global Learning Centre - Sunbury Project Update	37
CC097	Town Hall Broadmeadows Project Update	43
<u>GOVERNANCE AND ENGAGEMENT</u>		
GE353	Review of Code of Meeting Procedures.....	47

12. PETITIONS AND JOINT LETTERS

PJL285 Request to make changes to the Hume Council General Local Law 2013, and to provide penalties to those in breach of those laws.

A petition has been received containing 137 signatures requesting that Council makes changes to the General Local Law 2013, relating to the use of recreational vehicles in Hume's Green Wedge Land and areas of high conservation value, as well as making penalties for those in breach of those laws.

RECOMMENDATION:

That the petition be received, circulated to Councillors, and the first named signatory of the petition be advised that the matter has been referred to the Manager Governance.

13. DEPUTATIONS

DEP001 BROADMEADOWS PROGRESS ASSOCIATION - SEABROOK RESERVE

The Broadmeadows Progress Association is scheduled to present a Deputation to Council on Seabrook Reserve, and has nominated the following people to address Council regarding the item:

- Mr Sam El Masri
- Ms Shantelle-Ann Marquis
- Mrs Sonja Rutherford

14. URGENT BUSINESS

15. DELEGATES REPORTS**DEL091 ECONOMIC ENGAGEMENT WITH CHINA: NORTHLINK DELEGATION TO CHONGQING AND CHENGDU**

Cr Jana Taylor

1. SUMMARY OF REPORT

This delegate report will outline Hume City Council's participation in the economic development delegation led by NORTH Link to Chongqing and Chengdu, China held in May 2019. Participation in the trade delegation served the purpose of leveraging Hume City Council's commitment and expertise in supporting local food manufacturing businesses in their efforts to develop new international growth and export opportunities. Delegation participants included Cr Carly Moore - Mayor, Cr Jana Taylor - Economic Development Portfolio Councillor, Mr Michael Sharp – Hume Director of Planning and Development and two Hume food manufacturing business leaders, Chris James – NORTH Link CEO, a representative from the Melbourne Innovation Centre, La Trobe International and La Trobe MBA students. The delegation itinerary included formal meetings with local government and diplomatic dignitaries, business stakeholders and academics. The delegation was also shown trade centres, government service infrastructure, business incubators and innovation hubs, urban planning centres, manufacturing and retail spaces and education facilities. This report also includes trade and cooperation learnings and observations from the two food manufacturing businesses who participated in the delegation.

2. DELEGATION ATTENDEES

Delegation attendees included representatives from Hume City Council, NORTH Link CEO, two Hume food manufacturer business leaders, a representative from the Melbourne Innovation Centre, La Trobe MBA students and La Trobe International.

Hume food manufacturer businesses included:

- Super Sprout: 100% pure, real, non-GMO fruit and vegetable powders with no additives, preservatives or artificial colours.
- Naturally Good Products: Specialising in an extensive range of 'free from' – gluten, wheat, dairy, egg-free and vegan snacks, cookies and crispbreads.

2.1 ATTENDEES

Organisation/Business	Names
Hume City Council	Cr Carly Moore, Mayor Cr Jana Taylor, Economic Development Portfolio Councillor Mr Michael Sharp, Director Planning and Development
NORTH Link	Mr Chris James, CEO
Naturally Good Products	Ms Connie Manglaviti (Council supported business)
Super Sprout	Ms Kellie Hermasson (Council supported business)
Mr Sausage	Mr James Gamm
La Trobe International	Mr Hector Sun and Ms Carol Ba
La Trobe University	Seven MBA students, led by Associate Professor Geraldine Kennett, Director, MBA Program
Melbourne Innovation Centre	Ms Blanche Wang

3. DELEGATION ITINERARY

The delegation was hosted by Chongqing University and expertly supported by La Trobe International, particularly in country by Hector Sun and Carol Ba. The itinerary included formal meetings with local government and diplomatic dignitaries, business stakeholders and academics. The delegation was also shown trade centres, government service infrastructure, business incubators and innovation hubs, urban planning centres, manufacturing and retail spaces and education facilities. At various stages, opportunities were provided for Melbourne’s North businesses to showcase their products to local Chinese stakeholders.

3.1 DELEGATION ITINERARY OVERVIEW

Date	Itinerary
13 May 2019	<p>CHONGQING</p> <p>Opening Ceremony: 2nd Belt and Road Initiative – China Opportunity</p> <p>Speakers:</p> <p>Mr Wen Liangbing, General Manager of Chongqing International Trade Group Co., Ltd</p> <p>Mr Sam Bentley, Assistant Director – East Asian Affairs Department of Foreign Affairs and Trade</p> <p>Mr Chris James, NORTH Link CEO</p> <p>Ms Carly Moore, Mayor Hume City Council</p> <p>Seminar: <i>Economic Development of China and Chongqing</i>, Professor Pu Yongjian, Chongqing University</p> <p>Industry visit: Chongqing Foreign Trade and Economic Cooperation (State owned trading group).</p> <p>Industry Showcasing with local business stakeholders including: You E-Commerce, YUMAOTONG Supply Chain Management, and Chongqing Foreign Merchants Service.</p>
14 May 2019	<p>CHONGQING</p> <p>Industry visit: Tongnan District – National Agriculture Zone</p> <p>Visit: Chongqin Tongnan District, Chongqing Huida Lemon Technology Group (leader of the country’s nascent lemon processing business) and Huida’s national agricultural park.</p>
15 May 2019	<p>CHENGDU</p> <p>Visit: Chengdu Planning Exhibition Hall</p> <p>Official Meeting: The Management Committee of Chengdu Hi-Tech Industrial Development Zone</p> <p>Visit: Sino-Korea Innovation and Start-up Park</p> <p>Visit: Chengdu local retailers and supermarkets (to gain insight into the current market in Chengdu)</p>

Date	Itinerary
16 May 2019	CHENGDU Official Meeting: The Management Committee of Sichuan Tianfu New Area Planning Exhibition Hall Visit: Chengdu office – Victorian Government Trade and Investment
17 May 2019	CHONGQING Visit: Chongqing University Campus, the MAB Association and Chongqing International Maker Park <u>For Melbourne's North businesses:</u> Industry visit: Chongqing department store and supermarket group (retail chain) <u>For LaTrobe MBA students:</u> – Communication with MIB students at Chongqing University Visit: Chongqing Planning Exhibition Gallery Business networking with Chongqing local business representatives and CQU's and MBA alumni Business development: Showcasing of Australian products to local business stakeholders

4. BACKGROUND

Food and beverage have been identified as a manufacturing growth area within the economy of Melbourne's North. Development of this emerging sector has the potential to offset some of the effects of the decline in traditional manufacturing and the associated employment impacts.

In recognition of the sector's potential, *The Food and Beverage Growth Plan: Melbourne's North* (Appendix 1) was prepared by NORTH Link and launched by the Hon Lily D'Ambrosio MP in April 2015. The Report sets out a strategic growth plan for the food and beverage sector including a series of actions to grow the sector over the next 10 years, increasing turnover from \$2.6 billion turnover to \$5 billion and create 7000 new jobs.

A key recommendation of the plan was the creation of the Melbourne's North Food Group (MNFG), building on the foundation of the Plenty Food Group which was co-funded by Hume and Whittlesea councils. MNFG was created in February 2018 and is now funded by the Victorian Government and project partners, including Hume City Council. MNFG is managed by NORTH Link, the regional business network organisation of which Hume City Council is also a member.

Leveraging the global food opportunity is a recommendation of the plan which involves assisting the local food and beverage sector to grow exports of the premium foods it creates to a growing and increasingly sophisticated Asian middle class. As part of this

strategy NORTH Link has sought to build a relationship with the relatively untapped market of the Chinese City State of Chongqing.

In May 2018, NORTH Link hosted a visitation from the Chinese City of Chongqing. This included an MNFG Food and Beverage Expo involving Hume businesses and saw Chongqing Government officials and inbound buyers visiting Hume and Melbourne's North.

As a result, an invitation for an official outbound delegation was received earlier in the year by NORTH Link from the Chinese State of Chongqing. NORTH Link extended this invitation to Hume City Council as attendance by the Hume Mayor and Economic Development Portfolio Councillor were determined as key factors for relationship development in China. As such, Hume City Council also provided support for two local manufacturing business leaders to attend the delegation to showcase their premium food products.

Delegations to North Asia is a specialist undertaking and tailored country specific support is necessary to navigate the many challenges associated with culture, trade laws, documentation and in country support, etc. As such a professional partner for Council, providing support, strategies and practical advice every step of the way is critical. NORTH Link, through its partnership with La Trobe International (an arm of La Trobe University) has proven to provide this professional support.

Council determined participation in the delegation was consistent with the *Council Plan 2017-2021 (2018/19 Actions)* Theme 1. A Well Educated and Employed Community, Strategic Objective 1.2 Create conditions which support business growth and create local jobs for Hume residents, Action 1.2.2 Hume Businesses are supported to be prosperous and resilient to changes in the local economy. A key part of this process is building relationships with Chongqing Government officials (who visited in 2018) which was advanced through the reciprocal visit from local government representatives and food manufacturing business leaders from Melbourne's North.

Furthermore, in October 2018, Victorian Premier Daniel Andrews and Chinese Ambassador Cheng Jingye signed a Memorandum of Understanding between Victoria and China on China's ambitious Belt and Road Initiative. This agreement makes Victoria the only Australian state to reach an agreement on the Belt and Road Initiative with the Chinese Government. See Attachment 1: Victorian Government Media Release [More Jobs And Investment With New Victoria And China Deal.](#)

5. A TALE OF TWO CITIES**5.1 Chongqing**

Chongqing - affectionately known as the mountain city - is the largest municipality in southwest China boasting an area of 82,300 square kilometres and a population of approximately 32 million people, with more than eight million people within Chongqing City.

Chongqing is one of China's four municipalities including Beijing, Shanghai and Tianjin, that are under the direct administration of the Government.

Chongqing is a modern port city at the confluence of the Yangtze and Jialing rivers.

In ancient times, Chongqing was the only way for trade and commute between China's western and eastern regions, as Chongqing has the only deep-water port in the upper reaches of the Yangtze River.

5.2 Chengdu

Chengdu is also sizeable with a population of approximately 16 million and is considered a 'second tier' city.

Chengdu is further west and has been a planned city for 2300 years and today has wide boulevards and gardens in the centre of town.

Australian and Victorian Governments have placed their Trade offices in Chengdu along with ANZ who have established one of their major off shore offices within the City.

Both cities are trying to move into the high-tech space and develop stronger tourism industries.

However, Chongqing is overall more weighted towards heavy manufacturing industries such as automotive and ICT manufacturing.

Labour costs in western China are 50 per cent lower than eastern China and this is consistent with the central government's desire to develop western China to reduce income inequality.

6. ECONOMIC COMPARISONS BETWEEN CHONGQING AND MELBOURNE'S NORTH

The traditional pillar industries, including the automotive industries in both Chongqing and Melbourne's North which have supported a thriving local economy, have recently experienced a decline due to changes in drivers of the economy.

The economy of Chongqing dates back to the Ming dynasty (1364-1644) whereby workshops for spinning, weaving, silk reeling, and brewing were established. The foundations of Chongqing's modern industry were laid between 1938 and 1945, when factories were transplanted from the coastal provinces to begin industrial production, including coal mining and steel production.

In 2009, Chongqing's economic structure changed once more, and the electronic information industry rose rapidly. Hewlett-Packard (HP) settled in Chongqing, creating an electronic information industry cluster with it.

The automotive industry also experienced rapid growth, with Changan Automobile production exceeding one million units for the first time, reaching 1.18 million units in 2009.

However, the decline in both of these industries in 2016 has caused an economic slow-down in Chongqing.

Despite the vast population of Chongqing, the recent downturn in economic growth has triggered a change in forward thinking by the Government.

In April 2019, the Government observed that Chongqing must focus on re-shaping its industries by:

1. Connecting the Belt and Road and the Yangtze River Economic Belt by opening a new channel for land and sea; and
2. Improving the industrial level of Chongqing by building a science city and protect the ecological environment in the upper reaches of the Yangtze River.

Comparatively, in Melbourne's North the decline in the traditional automotive manufacturing industry affected the City of Hume directly with the closure of Ford in Broadmeadows in 2016, which resulted in hundreds of job losses.

However, the strong local infrastructure and transport networks – including the proximity of Melbourne Airport - have attracted high quality food manufacturers to establish their businesses within Melbourne's North. Furthermore, an added layer of incentive for such businesses to operate in Melbourne's North is the expertise and enthusiasm of Hume City Council in supporting businesses to thrive and encourage the offering of local jobs for local people.

7. OTHER LEARNINGS AND OBSERVATIONS

The delegation itinerary also included the showcasing of the following notable organisations and locations. Indeed, these organisations and locations demonstrated a testament to the ambitions for the future of China's economy and creating jobs of the future.

Chongqing International Trade Group a subsidiary of Chongqing Foreign Trade and Economic Cooperation (CFTEC): Established in 1983 with the approval of the Government to serve Chongqing's open economy, CFTEC is a key Chongqing State-owned large-scale enterprise and the largest international multi-discipline business at provincial level in China. CFTEC is building up itself as a service platform, focusing on expanding its international trading, multinational contracting, supply-chain finance and cross-border investment, in efforts to make itself a modern service and cross-border investing platform. The company focuses on commodity import and export trade and industrial supply chain services for energy, chemicals, mineral resources, agricultural products and non-ferrous metals.

Tianfu New Area, Chengdu: In October 2014, the Government approved the establishment of the state-level new area Sichuan Tianfu Area, Chengdu. Spanning a total area of 1578 square kilometres and with the vision of being an essential node of the development of the Belt and Road and Yangtze River Economic Belt, Tianfu is being developed with an ecological focus. In July 2017, an academic attainment-based household registration policy was implemented, thus attracting talent in human resource and technology graduates to settle in this new area. The Tianfu International Fund Town has also been established for wealth management, venture capital financing, mass entrepreneurship, innovation, incubation and talent aggregation to shape a complete fund industry eco-system. At present, the Town has attracted 182 Chinese domestic and international fund institutions from Australia, Britain, France, Germany, Netherlands and Russia. A Tianfu Planning Exhibition Gallery has been built which houses a model of the city, highlighting the various economic zones and ecological features.

Chengdu Hi-Tech Zone (Youth): In June 2015, the Government approved the construction of the first national innovation demonstration zone in western China. This specialised zone has been developed to support the youth and university students in innovation and entrepreneurship ventures in the following:

- Electronic Information
 - Integrated circuit
 - New display device
 - Software and Intelligent Terminal
- Biology
 - Bio-medicine
 - Biomedical engineering
 - Biological service
 - Intelligent health

- New Economy
 - Precision medicine
 - Artificial Intelligence (AI)
 - Virtual Reality (VR)
 - Sensory Control
 - Additive manufacturing
 - Big data
 - Games and cartoons
 - High efficiency and energy conservation
 - Advanced environmental protection
 - Financial technology

- **PITSTOP:** Established as an “innovation and start-up home for foreigners” service centre in Chengdu. The centre provides services regarding foreign investment, foreign trade, foreign economy, foreign exchange for foreign innovation and start-up individuals and enterprises. Policies exist to encourage the pursuit of innovation and start-up enterprises specialising in next generation IT, bio-industry, high-end equipment, manufacturing, energy-saving and environmental protection.

- **Chongqing Huida Lemon Technology Group:** The Chongqing Huida Lemon Technology Group was established in March 2013. Located within Tongnan, southwest of Chongqing, the Chongqing Huida Lemon Technology Group operates in the Fruit and Vegetable Preserving and Specialty Food Manufacturing industry. The unique business operations of Huida is that all parts of the lemon are processed and utilised, rather than the lemon being sold as fresh produce. Heavy investment in Research and Development has facilitated the processing of lemons to produce food, beverages, cosmetics and health care products, ultimately leading to the success of the business model.

- **Business Incubators and Maker centres:** Visits to various Business Incubators and Maker centres highlighted the level of direct Government and business support provided to these centres to operate and to directly support and partner with start-ups and entrepreneurs to commercialise ideas and products. Preference is given to ideas and opportunities that have a direct link with the ideas and products supported with the economic strategy of the area. Potential to explore how this model may be applied on the north as part of an innovation ecosystem.

- **Regional Promotion:** There is clear Government and industry support to the promotion of the regions visited. Significant investment is made in showcasing the regions competitive advantage and future plans that create a case and platform for investment. Again, there is potential for Melbourne's North to explore how this approach could be applied here to better showcase the region now and in the future to prospective investors and employers.

8. **OUTCOMES: TRADE AND CO-OPERATION OPPORTUNITIES**

Opportunities for Australian businesses to access a small slice of the social and economic trade available by exporting Australian goods amongst the growing middle class in China were explored on this delegation.

The trust placed on Australia's food manufacturing production process is highly valued by Chinese businesses, both independent and State Owned.

The message conveyed by Chinese business leaders to the delegation was that products entering the Chinese market must be adapted to the tastes and familiarity of the existing Chinese palate.

Since the delegation to China, the learnings and business opportunities of the two food manufacturing business leaders have been noted as follows:

8.1 **OBSERVATIONS FROM A PRODUCT DEVELOPMENT PERSPECTIVE**

- Chinese supermarkets did not have designated health food sections like in Australia
- Feedback from business stakeholders who were also mothers, was a concern around high sugar and artificial additives in the food targeted at children
- Labelling for sugar is not identified separately on Chinese labelling as in Australia, but rather part of total energy value
- Cookies and biscuits are a very competitive category in supermarkets in Chongqing/Chengdu
- Not a wide selection of gluten free cookies – a potential future value proposition for the China market

8.2 **OBSERVATIONS FROM A TRADE ENGAGEMENT PERSPECTIVE**

E-commerce is a great opportunity for smaller brands however, the state owned enterprise was quite expensive to participate in at \$15000 per month (e.g.Momtime)

Is there an opportunity here to launch a Melbourne's North Food Supermarket/Shop E- Commerce site to bring a range of products together from the North?

Are there any barriers to doing business in China if the company is not part or fully owned by a Chinese resident or company?

There is a 'gap' that exists between how to convert the high-level platitudes and strategic intentions with business outcomes on the ground and bringing goods into China.

9. CONCLUDING COMMENTS FROM THE MAYOR

The Hume community continues to suffer the employment impacts associated with the decline in traditional manufacturing. Our residents are finding it harder and harder to find good, secure employment.

As part of Council's commitment to supporting business growth and local jobs for our local residents, Council accepted the invitation to play a key role in the return delegation to Chongqing and Chengdu in May 2019.

The food and beverage industry has been identified as a manufacturing growth area within the economy of Melbourne's North and our City has the key infrastructure and transport networks, as well as an experienced manufacturing workforce that we must promote in order to establish and grow this sector in Hume.

Council is willing to think outside the box and is looking for new ways to promote our City in order to harness new opportunities and ultimately support local job growth for our people.

We recognise that the relationship building is progressing in these early stages but Council remains hopeful and supportive of our local businesses pursuing opportunities for growth.

As the Mayor of our City, I am committed to working tirelessly to do whatever I can to ensure all of our people have the best opportunities to live their best life.

10. DELEGATION EXPERIENCE IMAGE GALLERY

The following images were taken or directed by Cr Jana Taylor during the trade delegation to China.



Cr Jana Taylor, Mayor – Cr Carly Moore, Chris James – CEO NORTH Link visiting Chongqing University.



Chinese Business Stakeholders and delegation



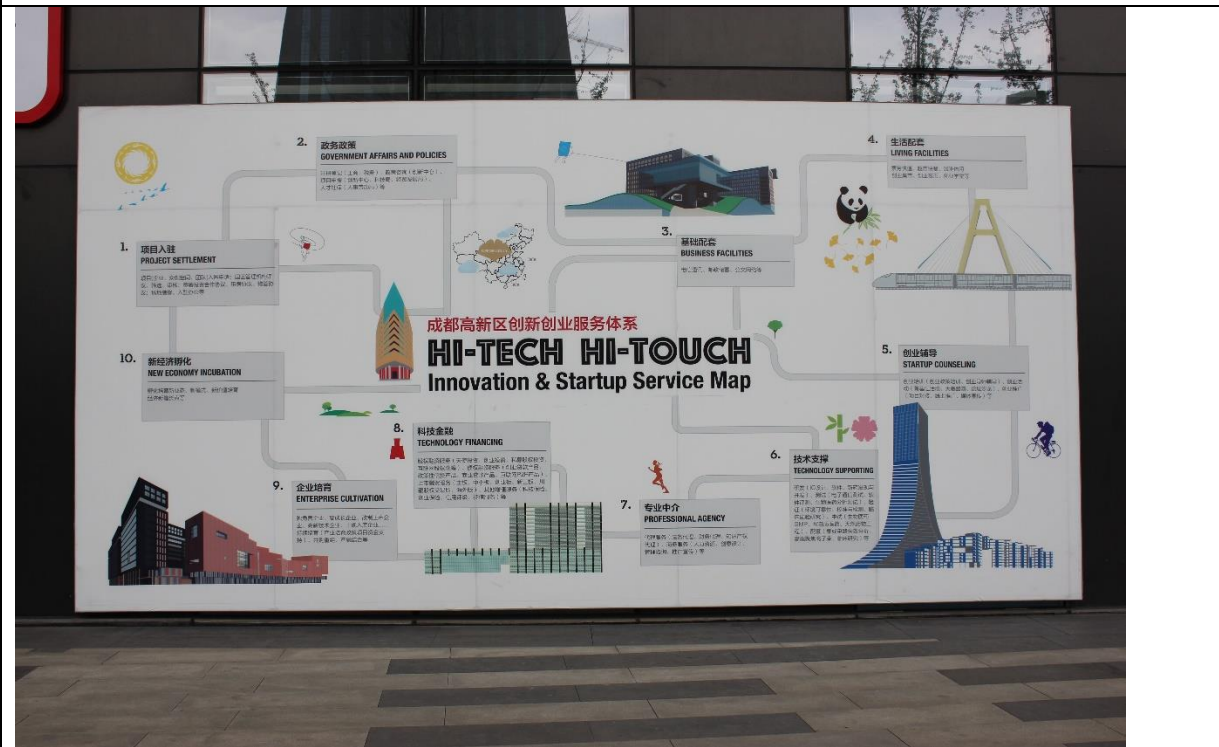
Photo features representatives from: La Trobe International, La Trobe University, Melbourne' North business leaders – Mr Sausage, Super Sprout, Naturally Good, Melbourne Innovation Centre, NORTH Link, Hume City Council and Tianfu New Area Planning Manager.



Mr Wen Liangbing - General Manager of Chongqing International Trade Group Co., Ltd, Chris James – CEO NORTH Link, Cr Carly Moore – Mayor, Sam Bentley, Assistant Director – East Asian Affairs Department of Foreign Affairs and Trade



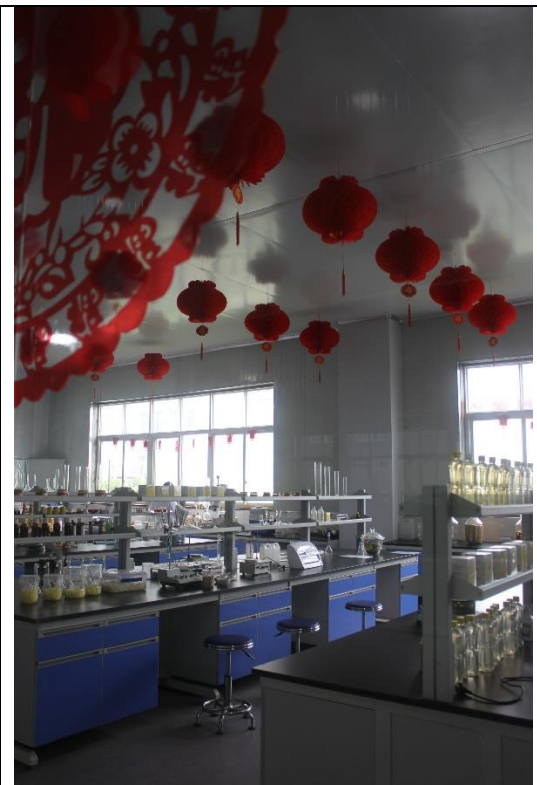
Michael Sharp - Hume Director of Planning and Development. Innovative product ordering system demonstration

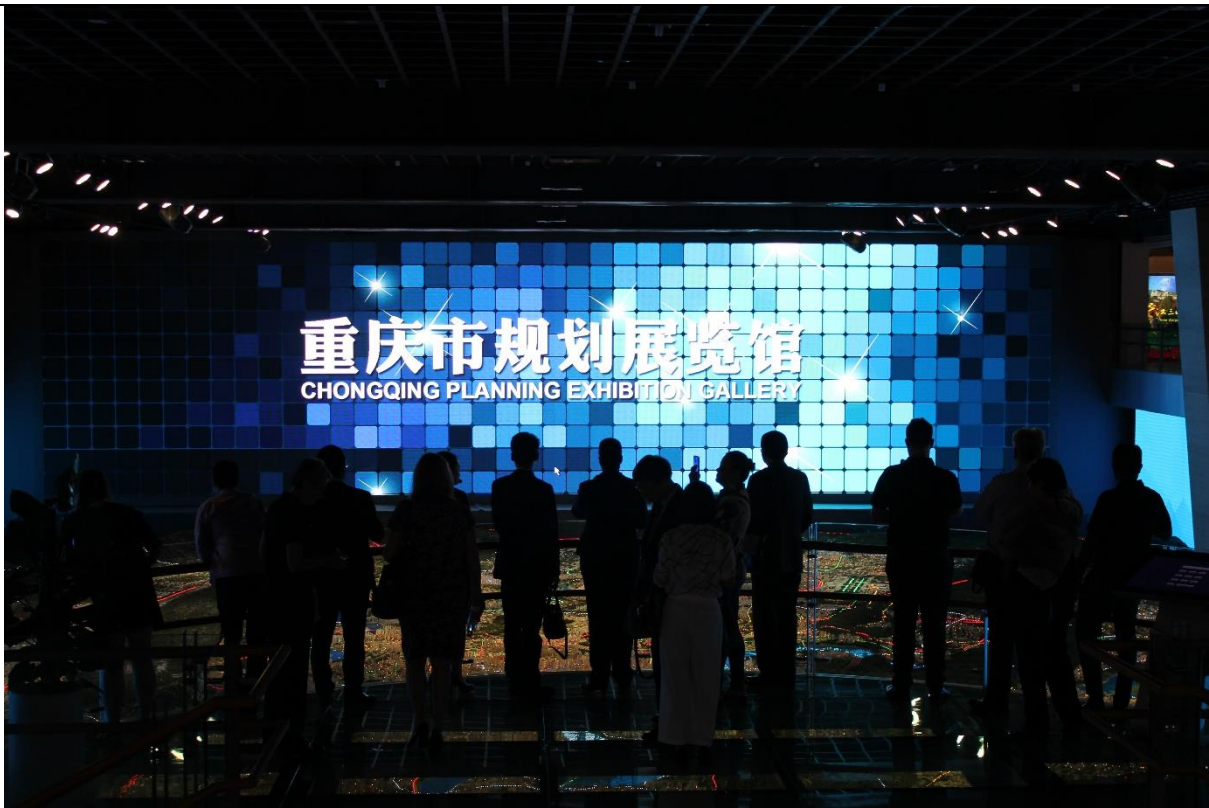


PITSTOP: An "innovation and start-up home for foreigners"



Huida Lemon Agriculture Zone





Chongqing Planning Exhibition Centre



Chongqing Guotai Arts Centre



Hongya Cave and Qianximen Bridge over the Jialing River

APPENDIX 1: FOOD AND BEVERAGE GROWTH PLAN: MELBOURNE'S NORTH

The Food and Beverage Growth Plan: Melbourne's North can be viewed here:

<http://melbournenorth.com.au/wp-content/uploads/2014/12/The-Food-and-Beverage-Growth-Plan-Melbournes-North-Report.pdf>

16. GENERAL BUSINESS**17. CONFIDENTIAL MATTERS**

The Meeting may be closed to members of the public to consider confidential matters.

RECOMMENDATION:

THAT the Council close the meeting to the public pursuant to Section 89(2) (sub sections as listed), of the Local Government Act 1989 to consider the following items, which are confidential for the reasons indicated:

Report No.	Title	Reason for Confidential
17.1	Confidential Minutes of the Gladstone Park Community Centre Committee of Management Meeting held on 21 May 2019	(h) any other matter which the Council or special committee considers would prejudice the Council or any person
COHE042	Contract - Design, Manufacture and Installation of Prefabricated Modular Building - Bulla Tennis Pavilion	(d) contractual matters
COGE246	Assemblies of Councillors - June 2019	(h) any other matter which the Council or special committee considers would prejudice the Council or any person

18 CLOSURE OF MEETING

**DOMENIC ISOLA
CHIEF EXECUTIVE OFFICER**

3/07/2019

REPORT NO:	CC095
REPORT TITLE:	Sustainable Event Guidelines
SOURCE:	Louise McFarlane, Manager Communications and Events
DIVISION:	Communications, Engagement and Advocacy
FILE NO:	HCC09/193
POLICY:	-
STRATEGIC OBJECTIVE:	3.3 Strengthen community connections through local community events and the arts.
ATTACHMENT:	1. <i>Sustainable Event Guidelines Draft</i>

SUMMARY OF REPORT:

- 1.1 Hume City Council is both a provider and facilitator of local events that aim to strengthen community connections. A key aspect of planning an event or festival is the responsible management of any waste generated at the site.
- 1.2 Currently, Council's approach to waste management at events and festivals relies on the production of a Waste Management Plan. This plan proposes how rubbish will be managed and removed from site but does not emphasise the opportunities to reduce the impact of the event on the natural environment and/or to encourage environmental sustainability.
- 1.3 The draft *2019 Sustainable Event Guidelines* were developed to provide a better framework for ongoing improvements to sustainable practices when planning, approving, participating in or attending events and festivals within Hume City. The guidelines consider asset protection, waste and recycling, water management, packaging, transport and communications. The primary focus is on events and festivals managed or sponsored by Hume City Council or hosted on Council land.
- 1.4 It aims to ensure all external and internal event organisers develop an effective and achievable Sustainable Event Plan. Minimum requirements will be expected to be met that demonstrate a Reduce, Reuse and Recycle commitment, while a further commitment to implement sustainable event management practices will be favourably regarded.

2. RECOMMENDATION:

That Council:

- 2.1 **Endorses the draft *2019 Sustainable Event Guidelines* to be trialed over the next 12 months.**
- 2.2 **Note that following the 12 month trial, a report will be provided to Council in July 2020 with a review of the feedback and implementation.**

3. LEGISLATIVE POWERS:

Local Government Act 1989

4. FINANCIAL IMPLICATIONS:

- 4.1 Under the draft *2019 Sustainable Event Guidelines*, contractors and stallholders – especially food vendors and events hosted on council land – will be considered in terms of their commitment to sustainability.

REPORT NO: CC095 (cont.)

- 4.2 The guidelines are designed to not be cost prohibitive to event organisers, especially the community, but rather guide and encourage consideration of sustainable practices that are effective and achievable

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 The draft *2019 Sustainable Event Guidelines* will contribute to improved environmental outcomes at Council events including reduced waste to landfill (compostable containers), avoidance of unnecessary resource use (e.g. mobile water fountains to reduce plastic bottle use) and improved protection of biodiversity (e.g. avoidance of balloons).
- 5.2 Implementation of the guidelines will demonstrate consistency with Council's environmental commitments under the *Pathways to Sustainability Framework* and will engage stall holders and festival attendees in sustainable practices.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

The use of the mobile drinking fountain will have benefits for festival goers in hot conditions, and the *Heatwave Policy* and health and safety considerations will continue to be taken into consideration if extreme weather conditions are forecast for planned events.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

Hume City Council's draft *2019 Sustainable Event Guidelines* have been developed within consideration of the Hume City Council Social Justice Charter (2014) and the Charter of Human Rights and Responsibilities Act (2006).

8. COMMUNITY CONSULTATION:

- 8.1 The draft *2019 Sustainable Event Guidelines* will be trialed over the next 12 months as part of the planning and delivery of the events and festivals, and a report prepared for Council's consideration in July 2020.
- 8.2 A communications plan will also be implemented to promote the community consultation process and encourage comment from past festival vendors, community groups and festival attendees to bring about further awareness to the opportunities to improve sustainable practices when organising events in Hume City.

9. DISCUSSION:

- 9.1 Traditionally, as part of the planning of an event or festival on Council land, event organisers are responsible for the waste generated at their event and expected to leave the asset as found, otherwise they will incur costs.
- 9.2 A Waste Management Plan must be submitted before the event that details the number of bins for garbage, recycling and organics and their locations around the site and how waste will be removed from the event site. However, there is opportunity to further encourage and advise event organisers to reduce the impact of the event on the natural environment and encourage sustainable practices.
- 9.3 Over the last 12 months, the Communications and Events Department, in partnership with the Sustainable Environment Department, has explored opportunities to improve sustainable event practices, reviewed other local government sustainable events policies and tested whether sustainable events guidelines would be an impediment to involvement in Council's events and festivals, especially for stallholders.
- 9.4 Sustainable event practices that were tested over the 2018/19 Council events and festivals season included:
- Encouraging stallholders, especially those operating information stalls, not to use balloons at Council outdoor events;
 - Promoting public transport, cycling or walking options when going to an event or festival hosted by Hume City Council; and

REPORT NO: CC095 (cont.)

- Encouraging attendees, especially event staff, to bring along a re-usable water bottle and fill it at the mobile drinking fountain rather than use bottled water.
- 9.5 As a result, no normal or helium balloons were released at Council's major events and festivals, and the number of disposable plastic water bottles used was substantially reduced. Some 391 litres of water was consumed via the mobile drinking fountain at the 2019 Craigieburn Festival – the equivalent of 652 x 600ml plastic bottles. Further, 731 litres of water were consumed at the 2019 Broadmeadows Festival - the equivalent of 1,218 x 600ml plastic bottles.
- 9.6 Additionally, as part of the evaluation of the 2018-19 Major Events and Festivals, stallholders were asked to consider whether they would continue to support Hume City Council's events and festivals if it was to introduce sustainable event guidelines.
- 9.7 Key components of sustainable events guidelines that stallholders – particularly food vendors – were asked to consider were all food and beverage packaging to be 100% biodegradable; events to be plastic bag free; and balloons to be banned.
- 9.8 At the 2018 Carols by Candlelight, 21 stallholders responded and nearly all indicated they would continue to be involved with Council's events if sustainable event guidelines were developed and they would prefer to supply their own 100 per cent biodegradable packaging that meets specified Council standards.
- 9.9 Twenty-eight stallholders, who attended the 2019 Craigieburn Festival, completed the survey and more than 80 per cent of stallholders stated they would still be interested in participating in Hume Events if sustainable event guidelines were introduced.
- 9.10 Only 12 stallholders completed the survey for the 2019 Broadmeadows Street Festival and more than 75 per cent of stallholders stated they would still be interested in participating in Hume Events if sustainable event guidelines were introduced. A small minority (8.3%) of stallholders would be unwilling to attend Broadmeadows Street Festival in the future if these guidelines were put in place.
- 9.11 Given this feedback and the interest from stallholders in continuing to participate in Council's major events and festivals if the guidelines were introduced, the draft *2019 Sustainable Event Guidelines* are now proposed to be trialed over the next 12 months.
- 9.12 Event organisers will now be required to submit a Sustainable Event Plan, replacing the Waste Management Plan. A Sustainable Event Plan will offer a broader approach than the current Waste Management Plan as it details how organisers will consider environmental impact, dispose of all types of waste and demonstrate sustainable practices.
- 9.13 If the guidelines are successfully implemented, Council could revisit this document and re-draft it as a policy for adoption.

10. CONCLUSION:

- 10.1 Numerous events and festivals are hosted in Hume City every year – either organised by Council, businesses or community groups. From school fetes to carnivals, firework displays, and multi-cultural celebrations, events and festivals offer the opportunity for people of ages and interests to come together.
- 10.2 While the current approach to waste management aims to ensure that waste is removed and the event site is returned to its original condition, the draft *2019 Sustainable Event Guidelines* provides the opportunity to ensure protection of the natural environment and to encourage sustainable practices.
- 10.3 The guidelines are not intended to hinder event organisers, add costs or limit the number of events held locally, but rather, is intended to encourage ownership and implementation of sustainable practices when planning and hosting an event.

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2019 SUSTAINABLE EVENT GUIDELINES

Policy Reference	
No.	
File No.	
Strategic	
Objective	
Adopted by	
Council	
Re-Adopted	
Date for Review	
Responsible	Coordinator, Events and Festivals
Officer	
Department	Communications and Events

1. INTRODUCTION

- 1.1. Environmental sustainability relies on the combined efforts of individuals, organisations and groups – including community groups, businesses and Council – working together to ensure that the natural environment is protected, natural resource use is kept to a minimum, sustainable products and practices are promoted and demonstrated, and environmental impacts reduced.
- 1.2. Hume City Council is committed to integrating environmental considerations into all Council events, festivals and community activities, as outlined in its *Pathways to Sustainability Framework (2015-2019)*.
- 1.3. The *2019 Sustainable Event Guidelines* was developed to better support Hume City Council Internal and external event managers, employees, volunteers, contractors and residents who are planning, approving, participating in or attending events and festivals within the municipality to implement environmental sustainability.

2. PURPOSE

- 2.1. The guidelines request sustainable practices and products when planning, approving, participating in or attending events and festivals within Hume City. It includes requirements for asset protection and a waste and recycling plan and a non-conditional request for consideration of an environment plan that considers transport, water energy use and communications.
- 2.2. It aims to ensure all external and internal event organisers develop an effective and achievable Sustainable Event Plan. Minimum requirements will be expected to be met that demonstrate a Reduce, Reuse and Recycle commitment, while a further commitment to implement sustainable event management practices will be favourably regarded.
- 2.3. The guidelines are designed to not be cost prohibitive to event organisers, especially the community, but rather guide and encourage consideration of sustainable practices that are effective and achievable

3. SCOPE

- 3.1. The guidelines apply to events and festivals held within Hume City (see definitions). The primary focus will be on events and festivals hosted on council land or within council assets and managed, sponsored or financially supported by Hume City Council.
- 3.2. While the guidelines will not be enforceable if an event is on private land, event organisers will be strongly encouraged and advise offered to adopt sustainable practices and products as part of their consultation with Hume City Council.

4. OBJECTIVE

- 4.1. To minimise impact on the natural environment, reduce waste and use of natural resources through a commitment to Reduce, Reuse and Recycle;
- 4.2. To encourage responsibility in delivering low environmental impact events and festivals that promote recyclable products and demonstrate sustainable practices.

5. IMPLEMENTATION

- 5.1. Numerous celebrations, events and festivals are hosted in Hume City every year – either organised by Council, businesses or community groups. From school fetes to carnivals, firework displays, and multi-cultural celebrations, events and festivals which offer the opportunity for people of all ages and interests to come together.
- 5.2. Hume City Council is committed to working in partnership with community groups and businesses by providing advice to plan and deliver safe and enjoyable events as well as encourage responsible use of materials, management of waste and recycling to minimise the impact on the natural environment and encourage a waste free, low resource use events culture. This can both demonstrate Council's environmental commitment as well as inspire and support festival participants to adopt sustainable practices.
- 5.3. The guidelines provide information on the key elements to improve environmental sustainability when planning an event. Under the guidelines, event organisers are required to provide a Sustainable Event Plan that will be attached to the event application and will be one of the conditions expected to be met to gain approval for an event on Council land.
- 5.4. Event applications that are submitted without a Sustainable Event Plan may not be considered by Council officers.
- 5.5. To assist event organisers to develop their Sustainable Event Plan, a template is available (see attached). Minimum requirements will be expected to be met that demonstrate a Reduce, Reuse and Recycle commitment, while a further commitment to implement sustainable event management practices will be favourably regarded.
- 5.6. Any costs incurred to remove waste or implement the waste plan will be at the expense of the event organiser. The site condition will be inspected by Council officers pre and post event, and if applicable, costs will be deducted from the event bond paid prior to approval.
- 5.7. Minimum and additional requirements are set out below. If a minimum requirement cannot be met for any reason, it can be replaced by one or more additional requirements subject to discussions on the event application.

5.7.1. Minimum requirements of a Sustainable Event Plan include:

- Provide clearly marked waste disposal bins for recyclables, organic waste and waste to landfill
- Ensure that the event site is left litter free and the site is returned to pre-event condition
- Encourage through advertising, and where practical provide incentives for, attendees to bring their own drink bottles, reusable coffee cups and reusable bags
- Promote onsite water fountains and drinking taps to encourage refilled bottled water. Refill signage can be hired from council and fee refunded when signage returned.
- Avoid plastic single-use cutlery and accompanying plastic packaging
(Preference will be given to vendors who use recyclable/biodegradable packaging and utensils at Hume City Council events)
- Ensure vendor recyclable packaging is disposed of in recyclable area
- Commit to no plastic straws
- Commit to the use of ecofriendly toilet paper
- Avoid event material or decorations damaging trees or vegetation
- Commit to not distributing single use plastic bags
- Commit to no plastic packaging for promotional purposes
- Ensure balloons are not released at Council events and in Council managed reserve

5.7.2. Additional actions of a Sustainable Event Plan include:

- Re-use of event materials where possible (including event signage, promotional banners and flags)
- Avoid single-use decorations
- Avoid the use of stalls that promote single use novelty items
- Sustainable cleaning and food serving practices for events over one day; vendor cleaning stations with a removable silage for grey water to be available
- Where practicable, food vendors are encouraged to serve their meals on reusable crockery
- Use environmentally friendly cleaners and cleaning utensils
- Use an organics collection service for vendor perishables
- Promote Be Water Wise message
- Where drinking fountains are not available, consider hiring a mobile fountain – especially for events and festivals held during the warmer months
- Where possible, hold events at locations that enable sustainable and active transport options
- Encourage attendees to travel via public transport, cycling or walking
- Use Travel Smart Maps that show walking, cycling and public transport routes including locations for public transport ticketing in event promotions
- Where possible provide secure bicycle parking at key entrances to events, especially those events that are expected to attract more than 1000 people
- Promote car-pooling, cycling, use of public transport or shuttle buses
- Where practical, consider introducing a reduced-carbon event via use of solar power lights
- Encourage activities that educate and guide the event audience on plastic-wise practices including promoting re-usable bags and drink bottles
- Program roving performers, guest speakers, stall holders, prizes or incentives that encourage attendees to participate in and learn about sustainable practices
- Incorporate information about sustainability features into all key event promotional material

6. DEFINITIONS AND ABBREVIATIONS

There are many different types of events that could be considered under this policy. The following definitions are included to ensure clarity of implementation:

- 6.1. **Event** – a planned celebration, commemoration or other occasion that is expected to attract both an audience and participants. Events can be public, private, commercial or corporate. Crowd sizes can range from 1 – 100, 100 – 500 people (small event); 500 – 5000 people (large event) or more than 5000 people (major event).

Hume City Council's events are categorised, under its Events Strategy, as follows:

Category 1: Social Justice and Inclusion and Work of Council

Events in the category enhance community inclusion and social justice. They include events that fulfil the day-to-day work of Council, and are often organised by Council Staff

Category 2: Places, Spaces and Liveability

Events in this category express and celebrate cultural identity and spaces. They promote the liveability of growth areas, establish communities along with renewal locations. These events are often held for people within the local area.

Category 3: Promoting Hume

Events in this category showcase the economic and/or tourism aspects of the municipality. They have a business element, to market Hume City Council wider a field,

and are often events that attract high profile attendees such as Ministers and key developers.

- 6.2. **Festival** – a planned celebration that is held over several hours (or days) that offers a range of activities for participants. Can include a concert, an event with stallholders, hosting an out door movie, include carnival rides or displays.
- 6.3. **Activation** – a planned event whereby an idea, consultation, policy or program becomes operative or active.
- 6.4. **Launch** – the first opening of a new building, service or program
- 6.5. **Exhibition** - a collection of materials for public display and viewing (for example an art or photo exhibition)

7. RELATED DOCUMENTS

- *Pathways to Sustainability Framework 2015-2019*
- *Live Green Plan*
- *Land & Biodiversity Plan*
- *Sustainability Leadership Action Plan*
- *Integrated Water Management Plan*
- *Climate Change Adaptation Plan*
- *Greenhouse Action Plan*
- *Litter Management Strategy*
- *Waste Management Strategy*

8. ACKNOWLEDGEMENT

- 8.1. Council acknowledges that we are on Gunung-Willam-Balluk land. The Gunung-Willam-Balluk of the Wurundjeri were the first and original people of this land.

ATTACHMENT 1
Sustainable Event Plan Template

A Sustainable Event Plan is required as part of your event application and, in line with Council's *Sustainable Event Guidelines*, should demonstrate a commitment to minimise impact on the natural environment, reduce waste and use of natural resources through a commitment to Reduce, Reuse and Recycle.

This plan also aims to encourage responsibility in delivering low environmental impact events and festivals that promote recyclable products and demonstrate sustainable practices.

Please comment and indicate actions that will be undertaken relevant to your event:

Sustainable Event Plan – Minimum Requirements	No	Yes	Comments
Provide clearly marked waste disposal bins for recyclables, organic waste and waste to landfill			
Ensure that the event site is left litter free and the site is returned to pre-event condition			
Encourage through advertising, and where practical provide incentives for, attendees to bring their own drink bottles, reusable coffee cups and reusable bags			
Promote onsite water fountains and drinking taps to encourage refilled bottled water <i>(Refill signage can be hired from council and fee refunded when signage returned)</i>			
Avoid plastic single-use cutlery and accompanying plastic packaging <i>(Preference will be given to vendors who use recyclable/biodegradable packaging and utensils at Hume City Council events)</i>			
Ensure vendor recyclable packaging is disposed of in recyclable area			
Commit to no plastic straws			
Commit to the use of ecofriendly toilet paper			
Avoid event material or decorations damaging trees or vegetation			
Commit to not distributing single use plastic bags			
Commit to no plastic packaging for promotional purposes			
Ensure balloons are not released at Council events and in Council managed reserve			
Provide clearly marked waste disposal bins for recyclables, organic waste and waste to landfill			
Ensure that the event site is left litter free and the site is returned to pre-event condition			

Sustainable Event Plan – Additional Actions	No	Yes	Comments
Re-use of event materials where possible (<i>including event signage, promotional banners and flags</i>)			
Avoid single-use decorations			
Avoid the use of stalls that promote single use novelty items			
Sustainable cleaning and food serving practices for events over one day; vendor cleaning stations with a removable silage for grey water to be available			
Where practicable, food vendors are encouraged to serve their meals on reusable crockery			
Use environmentally friendly cleaners and cleaning utensils			
Use an organics collection service for vendor perishables			
Promote the 'Be Water Wise' message			
Where drinking fountains are not available, consider hiring a mobile fountain – especially for events and festivals held during the warmer months			
Where possible, hold events at locations that enable sustainable and active transport options			
Encourage attendees to travel via public transport, cycling or walking			
Use Travel Smart Maps that show walking, cycling and public transport routes including locations for public transport ticketing in event promotions			
Where possible, provide secure bicycle parking at key entrances to events (especially those events that are expected to attract more than 1000 people)			
Promote car-pooling, cycling and use of public transport or shuttle buses			
Where practical, consider introducing a reduced-carbon event via use of solar power lights			
Encourage activities that educate and guide the event audience on plastic-wise practices including promoting re-usable bags and drink bottles			
Program roving performers, guest speakers, stall holders, prizes or incentives that encourage attendees to participate in and learn about sustainable practices			
Incorporate information about sustainability features into all key event promotional material			

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REPORT NO:	CC096
REPORT TITLE:	Hume Global Learning Centre - Sunbury Project Update
SOURCE:	Kylie Ezzy, Director Communications, Engagement and Advocacy
DIVISION:	Communications, Engagement and Advocacy
FILE NO:	HCC16/491
POLICY:	-
STRATEGIC OBJECTIVE:	1.1 Support and enhance skill development and educational opportunities to reduce disadvantage, improve employment prospects and quality of life.
ATTACHMENT:	Nil

1. SUMMARY OF REPORT:

To provide Council with a progress report on the Hume Global Learning Centre Sunbury (HGLC-Sunbury) construction.

2. RECOMMENDATION:

That Council notes the progress report on the construction of the Hume Global Learning Centre – Sunbury.

3. LEGISLATIVE POWERS:

In accordance with the Victorian Local Government Act 1989, a function of Council is to plan for and provide services for the local community. The delivery of the HGLC-S project provides Council with an opportunity to strengthen its commitment to foster socially connected and supported communities.

4. FINANCIAL IMPLICATIONS:

Council allocated \$19.16 million for the HGLC-S project to be funded over a number of years through the capital works program with \$10 million spent on the project to date. In addition, Council also allocated funds within the 2018-2019 Capital Works Budget to build car parking at the HGLC-S site which is further outlined in 10.2.1. In the 2019/2020 Budget, Council also allocated \$1.1 million towards the project to complete a number of elements including IT and landscaping bringing the overall HGLC-S project to more than \$21.5 million.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

Environmentally sustainable design elements such as thermally efficient building materials, natural ventilation, high efficiency heating and cooling, solar gas boosted hot water service and an integrated building management system have been incorporated into the design of the building. The main works contain over 30 ESD design elements to minimize the facilities' carbon footprint and lower operating costs.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

6.1 The project takes into consideration Council's environmental sustainability responsibilities and will deliver outcomes to minimise Council's emission and subsequent impact on climate change.

6.2 The incorporation of water sensitive urban design, rainwater collection systems, sealed building envelopes, double glazing and other features, address climate change concerns as well as delivering environmentally sustainable outcomes.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

REPORT NO: CC096 (cont.)

The construction of the Hume Global Learning Centre in Sunbury supports Council's objectives for social justice and lifelong learning and as a result is aligned with Hume City's Social Justice Charter 2014, which includes Hume Citizens' Bill of Rights (incorporating the Charter of Human Rights and Responsibilities Act 2006 Vic) and in particular the right to learning throughout life.

8. BACKGROUND

8.1 The vision for the HGLC-Sunbury is for it to include a state-of-the-art library, business hub, visitor centre, community meeting & learning facilities & access to a range of council services through technology to create a globally connected community.

8.2 The HGLC-S will:

- a) Support business and boost economy
- b) Create employment opportunities (during and after construction)
 - During construction: 36 FTE direct jobs and 57.6 FTE indirect jobs; and
 - Opening: 17.3 FTE direct jobs and 19.0 FTE indirect jobs within the broader community.
- c) Improve access to Council services and information;
- d) Inform community about issues that are important to them;
- e) Improve community engagement;
- f) Strengthen and enhance local connections and within the region;
- g) Embrace and showcase current & new technology in a safe environment focussed on learning.

9. COMMUNITY CONSULTATION AND PROMOTION:

9.1 Throughout the planning, design and construction phases of the project, Council has undertaken a series of engagement activities to gain community feedback to help inform, guide and shape the planning of the HGLC-Sunbury including:

- a) Online surveys, pop-up information sessions at Sunbury Library and Sunbury Square Shopping Centre and information stalls at Sunbury StreetLife and Christmas on the Green events to build community awareness of the project and gain feedback throughout the planning and design stages.
- b) The establishment of, and ongoing engagement with the Community Advisory Group to guide and inform the development of the project. This has included providing opportunities for the group to meet with the architects and undertake tours of the facility to see its progress.
- c) On 22 October 2018, Council held a Foundation Stone unveiling to celebrate the construction of the HGLC-Sunbury. This also provided Councillors and the Member for Sunbury Mr Josh Bull, with an opportunity to see first-hand how the construction was progressing.
- d) A comprehensive communications plan to promote the HGLC-S as *yours to imagine, explore and discover* has been developed to engage the Sunbury and surrounding community in the lead up to and after the opening of the centre. Council is undertaking a range of communications and promotions activities to build community excitement about the project and promote the HGLC-S to the broader community. A Facebook site has been established <https://www.facebook.com/hglcsunbury/> which provides regular updates, images and video on progress. Since launching on 28 March 2019, the page has attracted 386 followers and momentum is growing. Posts have reached close to 10,500 people, with each post receiving an average of 118 engagements. The most popular posts have been construction updates, which Council will continue

REPORT NO: CC096 (cont.)

to share on Sunbury community Facebook pages, including the Sunbury Region Community page and Sunbury Community and News page, to increase engagement and followers.

- e) In addition, an e-newsletter has been created and distributed to subscribers as well as a dedicated page on Council's website and updates in Hume Pride, Council's quarterly newsletter.
- f) Planning is also underway for an event to celebrate the opening. It is proposed that the event will be similar to what was staged for the HGLC-Craigieburn with a large community day coinciding with the official opening.

10. DISCUSSION:

10.1 Building Construction Progress

10.1.1 In December 2017, Council approved the HGLC-S construction contract and appointed CICG PTY LTD as the builder for the project.

10.1.2 Croxon Ramsay are the architects for the project and have oversight over the construction of the project as well as managing the range of consultants that are required for the project for example audio visual, landscaping, engineering.

10.1.3 In addition, Prowse PTY LTD have been appointed as Council's Quantity Surveyor for the project.

10.1.4 Construction commenced as scheduled in March 2018 with practical completion scheduled for mid-late 2019. At this stage the project is on schedule with the following currently occurring:

- Waterproofing is nearing completion. Concrete works and structural steel installation is almost complete. Installation of façade brickwork is almost complete. Window and glazing install is progressing. Internal stud wall construction to all levels is nearing completion. Roofing and roof plumbing is nearing completion. Mechanical rough-in works are nearing completion on site.
- Plasterboard lining is progressing to all levels. Painting and Render works have commenced on site. Hydraulic Services are progressing on site. Electrical Services are progressing on site. Fire Services are progressing on site.

10.2 External

10.2.1 New car parking is being constructed which will include a total of 307 on site spaces. Of these, 142 are being built to service the HGLC-S.

10.2.2 The landscaping for the site will be undertaken once construction has been completed and provides a range of spaces (green and hard surfaces) for the community to gather and celebrate.

10.3 Internal Fitout

10.3.1 On 11 June 2019, Council awarded contract No. 30 18 2913 for the supply of furniture for the Hume Global Learning Centre-Sunbury and Town Hall Broadmeadows. The contract will supply the furniture and library shelving for the project. The Tender was combined for the supply of FFE with the Broadmeadows Town Hall redevelopment to achieve economies of scale.

REPORT NO: CC096 (cont.)

10.4 Sunbury Cultural Commissions Project (SCCP)

- 10.4.1 The SCCP is a two stage public art project, aiming to reflect the cultural expression, values and aspirations of the Sunbury community, and the strong creative capacity of the wider Hume community.
- 10.4.2 On 3 November 2018, Council released an expression of interest (EOI) for local artists to be involved in Stage 1, as well as a request for quote seeking the services of a suitable public art consultant(s) to act as a Public Art Mentor for Stage 1 of the SCCP. Stage 1 will result in 10 new artworks being developed for the inaugural exhibition of the HGLC-S. The works will be created through masterclasses with a Public Art mentor and will aim to engage and respond to particular objects, images or themes in the George Evans Museum Collection.
- 10.4.3 A range of creative masterclasses were held on 3 March, 31 March and 14 April with local Hume artists mentored by public art professionals Fiona Hillary and Heather Hesterman from RMIT's innovative Community Art and Social Transformation (CAST) – team.
- 10.4.1 The masterclasses are aimed at equipping participants with the knowledge and expertise to submit competitive proposals for Stage Two of the public art commission for the HGLC-S.
- 10.4.2 Stage 2 will involve the creation of a major permanent art work at the HGLC-S. This Stage will commence after the opening of the HGLC-S in 2019, to ensure provides a strong connection with the site, creating a sense of place for the HGLC-S into the future.
- 10.4.3 The SCC project will increase the value and understanding of public art in Hume; by building the skillset of the region's creative community, and through community engagement in the development of a new public artwork for the HGLC-S.

11. FUTURE ACTION

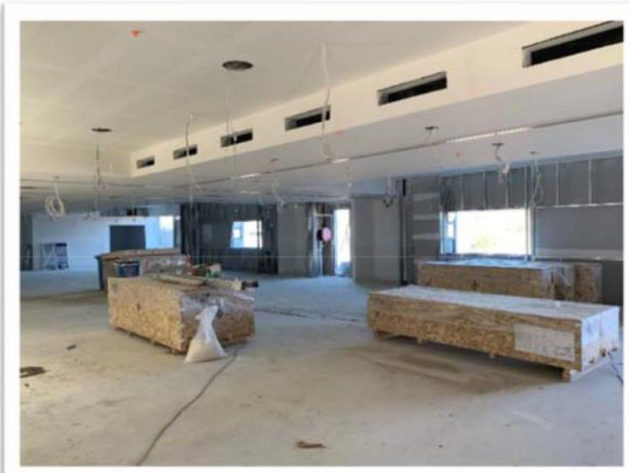
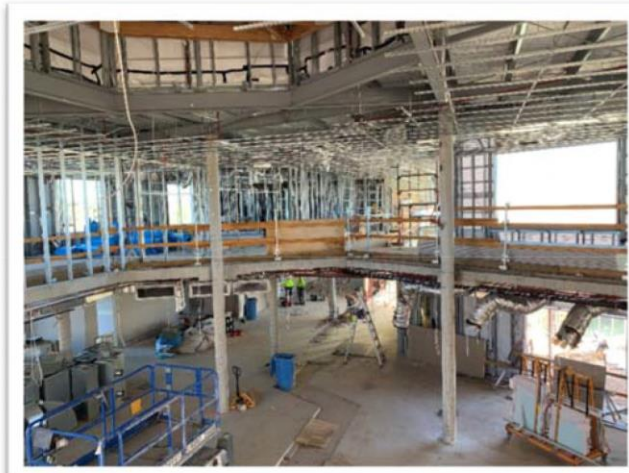
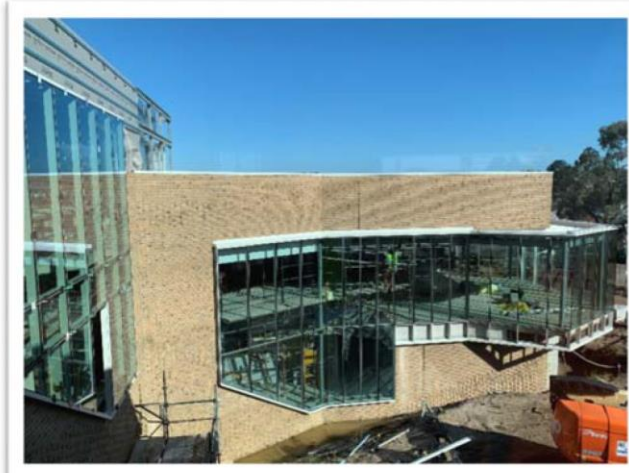
- 11.1 The practical completion is scheduled for late 2019.
- 11.2 Work is underway on a transitioning plan to move current services to the new facility when it opens, including staffing required to operate the new facility.
- 11.3 Ongoing marketing and communications activities will continue throughout the construction to ensure the community is engaged and well informed about all aspects of the project.
- 11.4 A further report will be provided to Council in the lead up to the completion of the project outlining Council's plans for the community opening day including timing and activities.

12. CONCLUSION:

- 12.1 The construction of the HGLC-Sunbury is progressing within agreed timelines and within budget.

REPORT NO: CC096 (cont.)

HGLC – Sunbury Images



REPORT NO: CC096 (cont.)

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REPORT NO:	CC097
REPORT TITLE:	Town Hall Broadmeadows Project Update
SOURCE:	Domenic Isola, Chief Executive Officer
DIVISION:	Chief Executive Officer
FILE NO:	HCC15/153
POLICY:	---
STRATEGIC OBJECTIVE:	3.3 Strengthen community connections through local community events and the arts.
ATTACHMENTS:	Nil

1. SUMMARY OF REPORT:

To provide Council with a progress report on the Broadmeadows Town Hall Redevelopment.

2. RECOMMENDATION:

2.1 That Council notes the progress on the construction and the activation of the Town Hall Broadmeadows.

2.2 That Council receives a further report on the progress of the Town Hall Broadmeadows project including details of the community events scheduled to celebrate its reopening.

3. LEGISLATIVE POWERS:

In accordance with the Victorian Local Government Act 1989, a function of Council is to plan for and provide services for the local community. The delivery of the Broadmeadows Town Hall Redevelopment project provides Council with an opportunity to strengthen its commitment to foster socially connected and supported communities.

4. FINANCIAL IMPLICATIONS:

Council has allocated \$25.175 million for the redevelopment of the Town Hall Broadmeadows. The latest financial report indicates the project budget will be met.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

The Contract includes the engagement of engineering and sustainability sub consultants to fully integrate best practice environmental sustainability based on sound first principles including; good passive solar design and thermal envelope; durable, responsible and long life materials; low risk, reliable and efficient plant and services; resource minimisation and waste avoidance.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

The Contract requires the principal consultant (architect) and sub consultants (including landscape architecture, engineering and sustainability) to develop a resilient facility, future-proofed to the challenges of climate change.

REPORT NO: CC097 (cont.)

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The charter has been reviewed in relation to this report and there are no issues to be considered in this regard.

8. BACKGROUND:

8.1 The Broadmeadows Town Hall Redevelopment is a major capital works project. It consists of the extensive refurbishment of the Town Hall itself and the addition of a three storey commercial office space – Building C.

8.2 The architects (Kerstin Thompson Architects – KTA) manage the entire project and have put together associated schedules (AV, furniture, kitchen fit-out and equipment, signage brief). KTA engage most of the sub consultants on the project. Hume City Council has engaged the quantity surveyor.

8.3 The plans and various schedules formed the building tender which Building Engineering Pty Ltd was awarded.

8.4 The redeveloped Town Hall will comprise of the following components:

- Entry/Foyer and Art Gallery.
- Coworking space named ‘Start North’.
- Town Hall Conference and Event space.
- Meeting rooms.
- Blue lounge and Gallery on the upper level.
- Office building to the rear.

9. COMMUNITY CONSULTATION:

The progress of the works is regularly updated on the Council website, social media pages and Hume Pride. Early consultation was done with the community on their memories of the Broadmeadows Town Hall and this will feature as part of the opening exhibition in the Gallery.

10. DISCUSSION:

10.1 Building Construction Progress

- Structural steel work is now complete.
- Masonry/brickwork/blockwork is almost complete.
- Concrete works are now complete.
- Roofing is now complete.
- Hard landscaping works have begun on site.
- Carpentry works are progressing on site.
- Internal wall tiling is nearing completion.
- Painting and render works are progressing.
- Kitchen fit out is progressing.
- Internal walls and ceilings are nearing completion.

REPORT NO: CC097 (cont.)

- Mechanical services are nearing completion.
- Electrical services fit off has begun on site.
- Hydraulic services and civil drainage works are nearing completion.
- Door and hardware installation is progressing on site.
- Lift install is nearing completion on site.

10.2 Entry/Foyer and Gallery

Building works have been completed with the external deck being finalized as part of the landscaping works. The floor has been finished and fittings are being finalised.

10.3 Coworking Space

The building works are complete, offices and spaces complete with painting finalised. Internal fittings are being finalized.

10.4 Town Hall

10.4.1 The building works are complete with the painting and lighting also being completed.

10.4.2 The floor is being worked on, kitchen fit-out being undertaken and bar/foyer area nearing completion.

10.4.3 The upper level flooring, gallery space, blue lounge area and meeting rooms are also nearing completion.

10.4.4 A great deal of work has progressed on the tender for catering services, purchase of alcohol, marketing, promotions and liquor licence.

10.4.5 In order for Council to operate the functions space, a number of matters needed to be resolved including:

- Permit for the use of area for liquor sales.
- Liquor licence.
- Catering supplier.

10.4.6 These matters were considered and dealt with by Council on 24 June 2019 with the liquor licence application being submitted post the approval of the permit by Council.

10.4.7 As these matters are progressing, it is also important for planning to begin on a range of community events to celebrate the reopening of the Town Hall Broadmeadows. These will include an official opening, a community open day and a Mayoral Charity Ball. As the timing and finalisation of the Town Hall proceed, it is expected that the events will occur in October 2019. A further report will be provided to outline these events and provide details of activities to be undertaken to celebrate the reopening of Town Hall Broadmeadows.

10.5 Signage

Internal and external signage has been designed and is being finalised. The tender for signage has been approved and signs will now be commissioned.

REPORT NO: CC097 (cont.)

11. CONCLUSION:

The redevelopment of the Town Hall Broadmeadows is an exciting project that is well underway. With much of the structural and building work completed, the community will become more engaged as the various areas within the building plan their activation.

REPORT NO:	GE353
REPORT TITLE:	Review of Code of Meeting Procedures
SOURCE:	Gavan O'Keefe, Manager Governance; Peter Faull, Coordinator Governance & Corporate Support
DIVISION:	Corporate Services
FILE NO:	HCC04/13
POLICY:	-
STRATEGIC OBJECTIVE:	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
ATTACHMENTS:	<ol style="list-style-type: none">1. <i>Code of Meeting Procedures</i>2. <i>Public Submissions Received During Consultation Period</i>3. <i>Summary of Suggestions Contained in Public Submissions</i>

1. SUMMARY OF REPORT:

- 1.1 Following a period of public consultation, this report presents Council with a revised Code of Meeting Procedures (the Code) for consideration and adoption.
- 1.2 The revised Code is provided as Attachment 1 to this report.

2. RECOMMENDATION:

- 2.1 **THAT Council adopts the revised Code of Meeting Procedures which is provided as Attachment 1 to this report.**
- 2.2 **THAT Council places a notice in the Government Gazette advising that its Code of Meeting Procedures has been amended, as per section 112(2) of the Local Government Act.**
- 2.3 **THAT Council notes that:**
 - (a) **the submissions received during the period of public consultation, which are provided as Attachment 2 to this report, were considered by Councillors at a Strategy and Policy Briefing Session which was held on 6 May 2019;**
 - (b) **Councillors provided their feedback to officers on these submissions at this briefing session.**
- 2.4 **THAT the Manager Governance writes to the individuals and organisations who made a submission during the public consultation period, responding to and thanking them for their submissions.**

3. LEGISLATIVE POWERS:

Local Government Act 1989

4. FINANCIAL IMPLICATIONS:

There are no financial implications that arise from the recommendations of this report.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

Environmental sustainability has been considered and the recommendations of this report give no rise to any matters.

REPORT NO: GE353 (cont.)

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

Climate Change Adaption has been considered and the recommendations of this report give no rise to any matters.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The Charter of Human Rights and Responsibilities protects an individual's right to take part in public life (for example, the right to vote or run for public office). By extension the right to participate in a Council meeting, which the Code provides for, can be viewed as supportive of this right. The recommendations of this report give no rise to any other matters.

8. COMMUNITY CONSULTATION:

8.1 At its meeting held on 22 October 2018, Council resolved that a revised Code of Meeting Procedures, which was included in that meeting's agenda and endorsed by Council, should be placed on public exhibition for a period of 28 days to allow for public comment. Council also resolved that all submissions received during the public exhibition period be included as attachments to the forthcoming Review of Code of Meeting Procedures Council report, with the names and addresses of submitters redacted so that the report can be considered in an open Council meeting.

8.2 Following this meeting the revised Code was placed on public exhibition, and four submissions were received during the community consultation period. These submissions are provided as Attachment 2 to this report.

9. DISCUSSION:

9.1 The revised Code, which is provided as Attachment 1 to this report, includes the following amendments, which were endorsed by Council at its meeting held on 22 October 2018:

- (a) Acknowledgement of the Traditional Custodians of this Land has been included as the first order of business for Council meetings (clauses 13.1 and 13.2);
- (b) Condolence motions have been added to the Order of Business for both the first Ordinary meeting of each month and the second Ordinary (Town Planning) meeting of each month. Condolence Motions must be moved, debated and voted on (clauses 13.1 and 13.2);
- (c) The recording of Council meetings, and the making of audio recordings of meetings available on Council's website within 48 hours of a meeting, has been incorporated into the Code, as per Council's Audio Recordings of Council Meetings Policy which was formally adopted by Council on 24 July 2017 (clause 43.1);
- (d) The Mayor may invite persons present at the meeting and/or Councillors to take photographs of parts of the Council meeting (in circumstances where permission has not already been given for persons at the meeting to take photographs of any part of the proceedings of the meeting) (clause 43.2);
- (e) Public questions can be submitted electronically on Council's website by 12 midday on the day of the first Ordinary Meeting of each month (Schedule 1 – Public Question Time);
- (f) Members of the public who wish to speak for or against items on the Council agenda can speak for up to 3 minutes, with the Mayor having no discretion to extend this time by an extra 1 minute (Schedule 2 – Public Comment to Officer Recommendation);

REPORT NO: GE353 (cont.)

- (g) Notices of Motion can only be rejected by the Mayor, in consultation with the Chief Executive Officer, if they are vague, or if they are defamatory or objectionable in nature (clause 14.5.4);
- (h) Five minutes of presentation time is allowed for an individual who wishes to speak in support of a submission to a Committee of the Whole Council meeting, with ten minutes being allowed if there are two or more speakers for the one submission (clause 42.1);
- (i) If Councillors are not capable of standing when speaking at a Council meeting then they are not required to do so (clause 23.1);
- (j) A Councillor can only move one amendment per item under discussion. Councillors can move amendments on subsequent items under debate (clause 21.6);
- (k) The definition of a special meeting has been updated to say that they are convened under section 84 of the *Local Government Act 1989* (definitions);
- (l) Clause 12.3, which previously appeared in the Code and which read '*If a Councillor requests a member of Council staff to prepare a report, that member of Council staff is not obliged to prepare a report unless the Chief Executive Officer supports the Councillor's request that a report be prepared*', has been removed from the Code;
- (m) Any public questions which have been disallowed will be provided to Councillors (Procedural Guidelines - Public Question Time clause 9);
- (n) Reference to the distribution of agendas via fax machine have been removed from the Code.

9.2 Council also resolved at its meeting on 22 October 2018 to note that the amendment recommended by Notice of Motion NOM394, being that Council provides countdown timers on the screens in the chamber to clearly convey speakers time allowances, was recommended for implementation outside of the revised Code of Meeting Procedures. A countdown clock will be implemented following the adoption of a revised Code.

Public Submissions Received During the Public Consultation Period

9.3 The submissions received during the public consultation period were considered by Councillors at a Strategy and Policy Briefing Session which was held on 6 May 2019, at which time Councillor feedback was provided to officers. This feedback was incorporated into the revised Code which is provided as Attachment 1 to this report.

9.4 A summary of the submissions received during the public consultation period is provided as Attachment 3 to this report.

9.5 This summary groups the suggestions made in the submissions into one of the categories listed below:

- (a) Suggestions Made and Not Supported;
- (b) Suggestions Made Not Applicable to the Code, Already Occurring or No Change Required to Code;
- (c) Other Suggestions Made.

9.6 The summary also provides an officer comment and recommendation (where appropriate) against each suggestion contained in the public submissions.

9.7 It is recommended that the Manager Governance writes to the individuals and organisations who made a submission during the public consultation period to thank them for making a submission.

REPORT NO: GE353 (cont.)

Incorporation by Reference of Code in the Governance Local Law 2013

9.8 As the Code is incorporated into the Governance Local Law 2013, section 112(2) of the Local Government Act 1989 requires that Council places a notice in the Government Gazette advising of its amendment. The amended Code will not be taken to have been amended until this notice is made.

10. CONCLUSION:

It is recommended that Council notes the submissions received during the public consultation period when a revised Code was placed on public exhibition, adopts the revised Code provided as Attachment 1 to this report, and that it places a notice in the Government Gazette advising that the Code has been amended.

CODE OF MEETING PROCEDURES

Attachment to Governance Local Law - 2013



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CODE OF MEETINGS PROCEDURE

DEFINITIONS OF WORDS USED IN THIS MEETINGS PROCEDURE

- 'Act' means the *Local Government Act 1989*;
- 'agenda' means the notice of a meeting setting out the business to be transacted at the meeting;
- 'Advisory Committee' means an advisory committee established by Council;
- 'Chairperson' means the Chairperson of a meeting and includes an acting, a temporary and a substitute Chairperson;
- 'Chief Executive Officer' means the Chief Executive Officer of Council, and includes a person acting as Chief Executive Officer;
- 'Clause' means a clause of this Code of Meetings Procedure;
- 'Committee' means an Advisory or Special Committee established by Council;
- 'common seal' means the common seal of Council;
- 'Council' means Hume City Council;
- 'Councillor' means a Councillor of Council;
- 'Council meeting' includes an Ordinary meeting and a Special meeting of Council;
- 'Deputy Mayor' means the Deputy Mayor as elected by Council;
- 'Gallery' means members of the public in the public seating area at a Council or other meeting;
- 'Mayor' means the Mayor of Council and any person acting as Mayor;
- 'minute book' means the collective record of proceedings of Council;
- 'notice of motion' means a notice setting out the text of a motion which is proposed to be moved at the next relevant meeting or such meeting as indicated on the notice;
- 'Ordinary meeting' means an Ordinary meeting of Council;
- 'Special Committee' means a special committee established by Council under section 86 of the Act;
- 'Special meeting' means a Special meeting of Council convened under section 84 of the Act;
- 'standing orders' means the procedures for meetings of the Council and its committees ;
- 'visitor' means any person (other than a Councillor, Committee member or member of Council staff) who is in attendance at a Council or Committee meeting; and
- 'written' includes duplicated, lithographed, photocopied, photographed, printed and typed, and extends to both hard copy and soft copy form.

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DIVISION 1 – THE COUNCIL

1. Procedure for election of Mayor

- 1.1 At a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- 1.2 The Mayor is to be elected at a Special meeting held:
 - 1.2.1 after the last Saturday in October but not later than 30 November in each year; or
 - 1.2.2 as soon as possible after any vacancy in the office of the Mayor occurs.
- 1.3 In fixing the date and time of the Special meeting the person or persons convening the meeting must have regard to the standards contained in clause 51 of this Code of Meetings Procedure.
- 1.4 Any Councillor is eligible for election or re-election to the office of Mayor.
- 1.5 The Chief Executive Officer will be the first temporary Chairperson of the Special meeting at which the election of Mayor is to be conducted.
- 1.6 The Chief Executive Officer shall invite nominations for a second temporary Chairperson, which nominations do not need to be seconded.
 - 1.6.1 If there is only one nomination, the candidate nominated shall be deemed to have been duly elected.
 - 1.6.2 If there is more than one nomination, the Councillors present at the meeting shall vote for one of the candidates by a show of hands (or by such other method as Council determines).
 - 1.6.3 In the event of a candidate receiving an absolute majority of the votes, that candidate shall be declared to have been duly elected.
 - 1.6.4 In the event of no candidate receiving an absolute majority of the votes, the candidate with the fewest number of votes shall be declared to be a defeated candidate. The Councillors present at the meeting shall then vote for one of the remaining candidates by a show of hands (or by such other method as Council determines).
 - 1.6.5 If one (1) of the remaining candidates receives an absolute majority of the votes, he or she shall be declared to have been duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates by a show of hands (or by such other method as Council determines) shall be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate shall be declared to have been duly elected.

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1.6.6 In the event of two (2) or more candidates having an equality of votes and one (1) of them having to be declared:

- (a) a defeated candidate; or
- (b) duly elected

the result will be determined by lot.

1.6.7 The Chief Executive Officer shall have the conduct of any lot.

1.7 The second temporary Chairperson shall then invite nominations for the office of Mayor, which nominations do not need to be seconded.

1.7.1 If there is only one nomination, the candidate nominated shall be deemed to have been duly elected.

1.7.2 If there is more than one nomination, the Councillors present at the meeting shall vote for one of the candidates by a show of hands (or by such other method as Council determines).

1.7.3 In the event of a candidate receiving an absolute majority of the votes, that candidate shall be declared to have been duly elected.

1.7.4 In the event of no candidate receiving an absolute majority of the votes, the candidate with the fewest number of votes shall be declared to be a defeated candidate. The Councillors present at the meeting shall then vote for one of the remaining candidates by a show of hands (or by such other method as Council determines).

1.7.5 If one (1) of the remaining candidates receives an absolute majority of the votes, he or she shall be declared to have been duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates by a show of hands (or by such other method as Council determines) shall be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate shall be declared to have been duly elected.

1.7.6 In the event of two (2) or more candidates having an equality of votes and one (1) of them having to be declared:

- (a) a defeated candidate; or
- (b) duly elected

the result will be determined by lot.

1.7.7 The Chief Executive Officer shall have the conduct of any lot.

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2. Election of Deputy Mayor

Any election for Deputy Mayor will be conducted in accordance with sub-clause 1.7 as if a reference to the second temporary Chairperson is a reference to Mayor and a reference to the Mayor is a reference to Deputy Mayor.

3. Mayor to take Chair

- 3.1 After the election of the Mayor is determined, the Mayor must take the Chair.
- 3.2 The Mayor must take the Chair at all Council meetings at which he or she is present.
- 3.3 If the Mayor is absent from a Council meeting the Deputy Mayor must take the Chair.
- 3.4 If the Mayor and Deputy Mayor are absent from a Council meeting, the Council must elect one of the Councillors as temporary Chairperson.
- 3.5 An election for temporary Chairperson is to be conducted in accordance with sub-clause 1.6 as if a reference to the second temporary Chairperson is a reference to temporary Chairperson.

DIVISION 2 – MEETING PROCEDURE

4. Quorum

The quorum for a Council meeting must be at least a majority of the members of the Council.

5. Failure to raise a quorum

If a quorum is not present within 30 minutes of the time appointed for the commencement of a Council meeting:

- 5.1 the meeting may be adjourned for not more than seven days by:
 - 5.1.1 a majority of the Councillors present; or
 - 5.1.2 in the absence of any Councillor, the Chief Executive Officer; and
- 5.2 the Chief Executive Officer must give all Councillors notice of the adjourned meeting.

6. Inability to maintain a quorum

If a quorum ceases to be present at any time during a Council meeting then no business can be legally transacted until a quorum is again formed.

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7. Inability to achieve or maintain a quorum due to interests or conflict of interest

If a quorum cannot be achieved or maintained during a Council meeting due to a majority of Councillors complying with section 79 of the Act:

- 7.1 the Chairperson may defer the item then under consideration;
- 7.2 the Chief Executive Officer may include the item then under consideration on an agenda for a future Council meeting; and
- 7.3 the meeting will resume, and consider the item next listed on the agenda for consideration.

8. When meeting lapses

If a quorum fails after a Council meeting has begun and cannot be formed within 30 minutes of the failure, the meeting lapses.

9. Business of a lapsed meeting

If a Council meeting lapses, the undisposed business must, unless it has already been disposed of at another meeting, be included in the agenda for the next appropriate Council meeting.

10. Date, time and place of meetings

- 10.1 The dates, times and places of Council meetings are within the discretion of Council.
- 10.2 Council may, by resolution, alter the day upon, and time and place at, which any Council meeting shall be held.

11. Notice of meeting

- 11.1 Council must at least 7 days before the holding of:
 - 11.1.1 an Ordinary meeting; or
 - 11.1.2 a Special meeting; or
 - 11.1.3 a meeting of a special committee comprised solely of Councillorsgive public notice of the meeting.
- 11.2 If urgent or extraordinary circumstances prevent a Council from complying with sub-clause 11.1, Council must:
 - 11.2.1 give such public notice as is practicable; and
 - 11.2.2 specify the urgent or extraordinary circumstances which prevented Council from complying with sub-clause 11.1 in the minutes of the meeting.
- 11.3 The Chief Executive Officer must ensure that the agenda for any Council meeting is sent to every Councillor at least 48 hours before the meeting.

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11.4 In performing the duty imposed by sub-clauses 11.1 and 11.2, the Chief Executive Officer must have regard to the standards defined clause 52 of this Code of Meetings Procedure.

11.5 In performing the duty imposed by sub-clause 11.3, the Chief Executive Officer must have regard to the standards defined in clauses 53 and 54 of this Code of Meetings Procedure

12. Agenda Items

12.1 No business can be dealt with at an Ordinary meeting of Council unless:

12.1.1 it is contained in the agenda; or

12.1.2 it is admitted as urgent business in accordance with sub-clause 14.9; or

12.1.3 it is submitted by a Councillor at the meeting as general business in accordance with sub-clause 14.10.

12.2 The Chief Executive Officer may include any matter on the agenda which he or she thinks should be considered at the meeting to which the agenda relates.

13. Order of business

13.1 The following order of business must be followed at the first Ordinary meeting of the month unless the Mayor or Chairperson determines otherwise:

13.1.1 Acknowledgement of the Traditional Custodians of this Land;

13.1.2 Prayer;

13.1.3 Apologies;

13.1.4 Disclosure of conflicts of interest;

13.1.5 Condolence motions (which must comply with clause 17 of this Code);

13.1.6 Confirmation of minutes of previous meetings;

13.1.7 Receipt of Council and Community Committee minutes and recommendations to Council to be adopted and other minutes for noting;

13.1.8 Presentation of awards;

13.1.9 Public question time;

13.1.10 Notices of motion;

13.1.11 Officer reports;

13.1.12 Petitions and joint letters;

13.1.13 Deputations;

13.1.14 Urgent business;

13.1.15 Delegates reports;

13.1.16 General business; and

13.1.17 Confidential matters.

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13.2 The following order of business must be followed at the second Ordinary (Town Planning) meeting of the month unless the Mayor or Chairperson determines otherwise:

- 13.2.1 Acknowledgement of the Traditional Custodians of this Land;
- 13.2.2 Prayer;
- 13.2.3 Apologies;
- 13.2.4 Disclosure of conflicts of interest;
- 13.2.5 Condolence motions (which must comply with clause 17 of this Code);
- 13.2.6 Officer reports; and
- 13.2.7 Confidential matters

14. Conduct of business

The items of business as listed on an agenda must be dealt with in the following manner:

14.1 Disclosure of conflicts of interest

The Mayor or Chairperson is to advise Councillors of the requirements of the Act in relation to the disclosure of conflicts of interest and will read out any “Statements of Disclosure of Conflict of Interest” he or she has received.

14.2 Confirmation of minutes of previous meetings

At every Council meeting the minutes of the preceding meeting(s) must be dealt with as follows:

- 14.2.1 No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned;
- 14.2.2 A copy of the minutes should be delivered or sent electronically to each Councillor no later than 48 hours before the next meeting;
- 14.2.3 If a copy of the minutes of the previous meeting has not been delivered to Councillors as required sub-clause 14.2.2, the Chief Executive Officer must read the minutes;
- 14.2.4 When the confirmation of the minutes is called on, the Chairperson must ask: “Is any item of the minutes opposed?”;
- 14.2.5 If no Councillor indicates opposition, the minutes must be declared to be confirmed;
- 14.2.6 If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) prepare a motion clearly setting out the alternative wording to amend the minutes;

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14.2.7 The Chairperson of the meeting at which the minutes are confirmed must initial each page of the minutes (except for the last page which must be signed);

14.2.8 The Chief Executive Officer is responsible for the keeping of the minutes and must have regard to the standards defined in clause 55 of this Code of Meetings Procedure.

14.3 Receipt of Council and Community Committee minutes and recommendations to Council to be adopted and other minutes for noting

14.3.1 Minutes of Committees must be distributed as soon as practical to Councillors and be listed for noting on the agenda for the next convenient meeting of Council.

14.3.2 Any recommendations to Council from a Committee, are to be separately identified on the agenda for the next convenient meeting of Council.

14.3.3 If a Councillor is dissatisfied with the wording of a recommendation contained in a Committee report, then he or she must:

- (a) state the recommendation with which he or she is dissatisfied; and
- (b) propose a motion clearly setting out alternative wording.

14.4 Public question time

14.4.1 At the first Ordinary meeting of the month there must be an opportunity for members of the public to submit questions to Council.

14.4.2 Public question time must be limited to 30 minutes in duration unless Council resolves to extend that time and answers to individual questions may be limited at the discretion of the Chairperson.

14.4.3 Schedule 1 to this Code of Meetings Procedure contains the procedural guidelines for Public Question Time.

14.5 Notices of motion

14.5.1 A Councillor must not move a notice of motion unless notice of such motion has been given in accordance with this Code of Meetings Procedure.

14.5.2 A notice of motion must be in writing signed by a Councillor, and lodged or sent via email to the Chief Executive Officer by 5pm on the third working day prior to the date of the Council meeting to enable the Chief Executive Officer to give at least 48 hours' notice to all Councillors.

14.5.3 If a notice of motion is submitted by email the Councillor must, by speaking in person (including by telephone) with the Chief Executive Officer or his/her delegate, confirm that the Councillor did transmit the notice of motion. The email address for lodgement of notices of motion shall be the official address and number of the organisation or as determined by the Chief Executive Officer.

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- 14.5.4 If the Mayor, after consultation with the Chief Executive Officer, regards a notice of motion as too vague because the general thrust of the motion is unclear the Mayor shall reject the notice of motion and not place it on the agenda. For example, a mere heading or a motion to the effect “that the matter be discussed” or similar wording, would be insufficient. A notice should therefore set out the text of the motion. A notice of motion must not be inconsistent with the requirements of this code.
- 14.5.5 The full text of any such notice of motion must be included on the agenda.
- 14.5.6 The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion book in the order in which they were received.
- 14.5.7 Except by leave of Council, notices of motion before any Council meeting must be considered in the order in which they were entered in the notice of motion book.
- 14.5.8 If a Councillor who has given a notice of motion:
 - (a) is absent from the Council meeting; or
 - (b) fails to move the motion when called upon by the Chairperson
 any other Councillor may himself or herself move the motion.
- 14.5.9 If a notice of motion is not moved and seconded at the Council meeting in which it was included on the agenda, it lapses.

14.6 Officer reports

- 14.6.1 The Chief Executive Officer will determine what inwards correspondence will be subject of a report to Council.
- 14.6.2 A report from a member of Council staff must not be read in full at any Council meeting unless the meeting resolves to the contrary.
- 14.6.3 The Chairperson may invite visitors in the gallery to speak for or against an officer recommendation which is before Council for consideration.
- 14.6.4 Schedule 2 to this Code of Meetings Procedure contains the procedural guidelines for members of the gallery speaking for or against an officer recommendation.
- 14.6.5 A person speaking for or against an officer recommendation must, unless otherwise determined by the Council or Committee, confine their comments to 3 minutes.

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14.7 Petitions and joint letters

- 14.7.1 A petition or joint letter must:
 - (a) be in legible and permanent writing, stating clearly the full name and address of each signatory and be signed by at least 5 people;
 - (b) not be defamatory, indecent, abusive or objectionable in language or content; and
 - (c) not relate to matters beyond the powers of Council.
- 14.7.2 Every page of a petition or joint letter must bear the whole of the petition or request.
- 14.7.3 Any signature appearing upon a page which does not bear the whole of the petition or request must not be considered by Council.
- 14.7.4 Every page of a petition or joint letter must be a single piece of paper and must not be pasted, stapled, pinned or otherwise affixed to any other document.
- 14.7.5 On receipt of a petition or joint letter, the Chief Executive Officer must note on the first page the total number of signatures.
- 14.7.6 A summary of the text of the petition or joint letter which has not already been presented to a Council meeting and which bears the note of the Chief Executive Officer in accordance with sub-clause 14.7.5 must be included on the agenda for the next Council meeting.
- 14.7.7 A petition or joint letter may nominate a person to whom a reply may be sent, but if no person is nominated Council may reply to the first or any person whose signature appears on the petition.
- 14.7.8 A petition or joint letter received by any Councillor personally which requires a decision of or a direction from Council must be tabled by the Councillor at the next relevant Council meeting or referred by the Councillor to the Chief Executive Officer.

14.8 Deputations

Deputation to make written request

- 14.8.1 A deputation wishing to be heard must make a written request to the Chief Executive Officer, clearly indicating the purpose for which the deputation is sought and the names of the speakers nominated and whom they represent.
- 14.8.2 A request to be heard must specify the name and address of a person authorised to be contacted by the Chief Executive Officer to receive notices on behalf of the deputation.
- 14.8.3 The Chief Executive Officer must inform the Mayor of the written request.

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Deputation listed for hearing

- 14.8.4 The Mayor will have discretion whether approval will be given for the deputation to be received and at which Council or Committee meeting the deputation will be heard.
- 14.8.5 If a deputation is listed for hearing, the Chief Executive Officer must give to the person specified in the request written notice of the time, date and place of the Council or Committee meeting at which the deputation will be heard.

Hearing a deputation

- 14.8.6 Not more than three speakers may address a Council or Committee meeting on behalf of the deputation unless otherwise resolved at the meeting. Council or the Committee is to be advised of the names of the speakers nominated and whom they represent.
- 14.8.7 If members of the deputation other than the appointed speakers attempt to address the Council or Committee meeting or interject, or any of the deputation acts in a disorderly way, the Chairperson may read sub-clause 14.8.8 to the deputation.
- 14.8.8 If there are any further interjections, disorderly conduct or attempts to address the Council or Committee meeting from the deputation after this clause has been read, the deputation will not be further heard and the Chairperson must call on the next business.
- 14.8.9 Despite sub-clauses 14.8.6 to 14.8.8, the Chairperson may allow another speaker to clarify a point if called upon to do so.

14.9 Urgent business

- 14.9.1 Council may determine that a report, of which no notice is included in the agenda, be classified as urgent business and be transacted at a meeting.
- 14.9.2 A report may be classified as urgent business if it:
 - (a) relates to a matter which has arisen since distribution of the agenda; or
 - (b) involves a matter of urgent community concern; or
 - (c) cannot be safely or conveniently deferred until the next Ordinary meeting.

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14.10 General Business

14.10.1 At the first Ordinary meeting each month a Councillor may raise an item of general business, by:

- (a) raising an item of general interest;
- (b) addressing a question to a member of Council staff;
- (c) requesting that a member of Council staff prepare a report; and
- (d) proposing or foreshadowing a motion for debate.

14.10.2 A Councillor must not raise more than three items of general business at any one Ordinary meeting without the approval of the Mayor.

14.10.3 An item of general business under sub-clause 14.10.1(d) must not:

- (a) substantially affect the levels of Council service;
- (b) commit Council to significant expenditure not included in the adopted Council Budget;
- (c) establish or amend Council policy;
- (d) commit Council to any contractual arrangement;
- (e) concern any litigation in respect of which Council is a party; or
- (f) require, pursuant to other policy determined by Council from time to time, the giving of prior notice.

14.10.4 The following provisions apply to a Councillor addressing a question to members of Council staff:

- (a) Questions may be asked with or without notice; and
- (b) A member of Council staff who elects to answer a question without notice by indicating that he or she requires further time to research his or her answer must be treated as having deferred the giving of an answer until the next convenient Council meeting. At such meeting, the question must be answered in the form of a report.

14.10.5 Council may of its own volition or upon the advice of a member of Council staff, resolve to close the meeting to members of the public in order that a question or an answer to a question relating to:

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property; or
- (h) any other matter which Council considers would prejudice it or any person

may be asked or given.

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14.10.6 An answer must only be given to the Council meeting if the Chairperson has determined that the relevant question:

- (a) is not a matter beyond the powers of Council;
- (b) is not defamatory, indecent, abusive or objectionable in language or substance;
- (c) is not repetitive of a question already answered (whether at the same or an earlier meeting);
- (d) is not asked to embarrass a member of Council staff or another Councillor; or
- (e) does not raise an issue which might more appropriately be dealt with by way of notice of motion.

14.10.7 Debate or discussion of questions or answers is not permitted and all questions and answers must be as brief as possible.

14.11 Confidential matters

The Chief Executive Officer must ensure that a report is designated as confidential if the Chief Executive Officer considers it has been prepared for consideration in respect of a matter which is expected to be the subject of a resolution under section 89(2) of the Act to close the Council meeting to the public while that report is discussed.

15. Time limit for meetings

15.1 A Council meeting must not continue beyond any time previously determined by Council unless a majority of Councillors present vote in favour of its continuance.

15.2 In the absence of such continuance, the Council meeting must stand adjourned to a time, date and place announced by the Chairperson.

15.3 The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the Council meeting stands adjourned and of the business remaining to be considered.

16. Form of motion

16.1 A motion or an amendment must:

- 16.1.1 be clear and unambiguous and relate to the powers or functions of Council;
- 16.1.2 be in writing upon the request of the Chairperson;
- 16.1.3 except in the case of general business or urgent business, be relevant to an item of business on the agenda; and
- 16.1.4 not be defamatory or objectionable in language or nature.

16.2 The Chairperson may refuse to accept any motion or amendment which contravenes sub-clause 16.1.

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16.3 Any person proposing or foreshadowing a motion, or addressing the Council meeting, must have regard to the standards defined in clauses 56 to 60 (inclusive) of this Code of Meetings Procedure.

17. Motion to be moved and seconded

The procedure upon any motion or amendment is:

17.1 the mover must state the nature of the motion or amendment, and then move it without speaking to it; and

17.2 the seconder must say –

“I second it”, or words to that effect.

18. Unopposed motion or amendment

If a motion or an amendment is seconded:

18.1 the Chairperson must ask:

“Is the motion opposed?”

or

“Is the amendment opposed?”

18.2 if no Councillor indicates opposition, it may be declared to be carried.

19. Lapsed motion or motion not to be withdrawn without leave

19.1 If a motion or amendment is not seconded it lapses.

19.2 A motion or amendment that has been seconded cannot be withdrawn without the consent of the Council meeting.

20. Course of debate of opposed motion

20.1 If any Councillor indicates opposition to a motion or an amendment which has been seconded:

20.1.1 the mover may address Council upon it;

20.1.2 the seconder may speak to it at that stage or reserve the right to speak at a later stage;

20.1.3 it is open to debate;

20.1.4 the mover must, except in the case of an amendment or a motion which has been amended, be given a right of reply; and

20.1.5 the Chairperson must then put it to the vote.

20.2 The Chairperson must, in presiding over a debate, have regard to the standards defined in clauses 56 to 60 (inclusive) of this Code of Meetings Procedure.

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21. Amendment

- 21.1 An amendment must not be the negative of, or substantially contrary to, the motion. If an amendment effectively negates the substance of the motion it is ruled to be an alternative motion and shall only be considered in the event that the motion is lost.
- 21.2 The mover and seconder of a motion cannot move or second an amendment to it.
- 21.3 The mover of an amendment has no right of reply.
- 21.4 A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of.
- 21.5 If an amendment is carried it becomes the substantive motion and debate on the motion continues. The substantive motion can be further amended.
- 21.6 A Councillor can only move one amendment per item under discussion.

22. Deferral Motion

- 22.1 A Councillor may move a motion than an item on the agenda be considered at a future meeting of the Council.
- 22.2 The mover of such a motion must give their reasons to Council as to why the item should not be considered at the meeting.
- 22.3 A seconder is required for the motion.
- 22.4 The motion must be voted on forthwith. There is to be no debate on the motion.

23. Councillors to stand when speaking

- 23.1 Councillors must stand when speaking at a Council meeting, unless they are not capable of doing so.
- 23.2 The Chairperson may remain seated when speaking at a meeting.

24. Interruptions, interjections and relevance

- 24.1 A Councillor must not be interrupted except by the Chairperson or upon a point of order or personal explanation.
- 24.2 If a Councillor is interrupted by the Chairperson or upon a point of order or personal explanation, he or she must remain silent until the Chairperson has ceased speaking, the point of order has been determined or the personal explanation has been given.
- 24.3 A Councillor must not digress from the subject matter of the motion or business under discussion.
- 24.4 The mover of a motion must not introduce fresh matter when exercising any right of reply.

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25. Priority of address

In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillors concerned will be heard.

26. Councillors not to speak twice to same motion or amendment

Except that the mover of an unamended motion has the right of reply and that any Councillor may call a point of order or offer a personal explanation, no Councillor may speak more than once to the same motion or amendment.

27. Chairperson may speak

27.1 The Chairperson may address a Council meeting upon any matter under discussion, and is not deemed to have left the Chair on such occasions.

27.2 The Chairperson may, if he or she so wishes, vacate the Chair for the duration of any item under discussion whereupon a temporary Chairperson elected by the meeting shall take the Chair until such item has been disposed of.

28. Resumption of adjourned debate

If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless he or she has already spoken to the motion or amendment.

29. Time limits

A Councillor must not speak longer than the time set out below, unless granted an extension by the Council meeting:

- 29.1 the mover of a motion or an amendment: 5 minutes
- 29.2 any other Councillor: 3 minutes
- 29.3 the mover of a motion exercising a right of reply: 2 minutes.

30. Rescission or alteration

30.1 A Councillor may propose a notice of motion to rescind or alter a previous resolution of Council.

30.2 The notice of rescission, signed by the Councillor:

30.2.1 must be signed by at least one other Councillor and given or sent electronically to the Chief Executive Officer by 5pm on the third working day prior to the date of the Council meeting to enable the Chief Executive Officer to give at least 48 hours' notice to all Councillors;

30.2.2 is deemed to have been withdrawn if not moved at the next Council meeting at which such business may be transacted;

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30.2.3 if it is a second or subsequent notice to revoke or alter an earlier resolution, must not be accepted by the Chief Executive Officer until a period of one month has elapsed since the date of the Council meeting at which the first or last motion or revocation or alteration was dealt with; and

30.2.4 cannot be proposed if the previous resolution has been acted upon or implemented.

30.3 A member of Council staff must not act or continue to act upon or implement a previous resolution if a notice of motion to rescind or alter it has been properly lodged.

31. Formal Motions

The procedure for, and effect of, formal motions is as follows:

Formal Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor	Any matter	(a) During the election of a Chairperson; (b) when another Councillor is speaking	Motion and amendments postponed to the stated time and/or date	Debate continues unaffected
Adjournment of meeting to later hour or date	That the meeting be adjourned to *am/pm and/or *date	Any Councillor	Any meeting	(a) During the election of a Chairperson; (b) when another Councillor is speaking	Meeting adjourns immediately until the stated time and/or date	Debate continues unaffected

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Formal Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
The closure	That the motion be now put	A Councillor who has not spoken to the motion or any amendment of it	Any matter	During nominations for Chairperson	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion	Debate continues unaffected

32. Points of order

32.1 A point of order must be called by stating:

32.1.1 the matter complained of; and

32.1.2 if a provision of this Code of Meetings Procedure is said to establish the point of order, the relevant provision.

32.2 A Councillor may call a point of order by drawing the attention of the Chairperson to:

32.2.1 the fact that a Councillor is out of order; or

32.2.2 an act of disorder;

despite the fact that the Chairperson or a Councillor is speaking at the time.

32.3 When called to order, a Councillor must cease speaking until the point of order is decided unless he or she is requested by the Chairperson to provide an explanation.

32.4 The Chairperson may take a point of order without it having been called by a Councillor.

33. Chairperson to decide point of order

33.1 The Chairperson may adjourn the Council meeting to consider a point of order but must otherwise rule upon it as soon as it is taken.

33.2 The Chairperson must, when ruling on a point of order, state the provision of this Code of Meetings Procedure or the rule, custom or practice which is relied on in support of the ruling.

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34. Disagreeing with Chairperson’s ruling

- 34.1 A Councillor may move that the Council meeting disagree with the Chairperson’s ruling.
- 34.2 When a motion in accordance with this Clause is moved and seconded, the Chairperson must leave the Chair and the Deputy Mayor shall assume the Chair as the temporary Chairperson. If the Deputy Mayor is not present a temporary Chairperson is to be elected in accordance with sub-clause 3.5 and must take his or her place. The following procedure then applies:
 - 34.2.1 The temporary Chairperson must invite the mover to state the reasons for his or her dissent and the Chairperson may then reply.
 - 34.2.2 The temporary Chairperson then puts the motion in the following form:

“That the Chairperson’s ruling be upheld”.
 - 34.2.3 If the vote is in the affirmative, the Chairperson resumes the Chair and the meeting proceeds.
 - 34.2.4 If the vote is in the negative, the Chairperson resumes the Chair, reverses his or her previous ruling and then proceeds.
- 34.3 The defeat of the Chairperson’s ruling is in no way a vote of censure or no-confidence, and shall not so be regarded by the meeting.

35. Determining the vote

To determine a motion or amendment before the meeting, the Chairperson shall first call for those in favour and then those opposed, and then shall declare the result to the meeting.

36. Repeating motion

- 36.1 Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.
- 36.2 The Chairperson without being so requested may direct the Chief Executive Officer to read the question, motion or amendment to the Council meeting before the vote is taken.

37. Vote to be taken in silence

- 37.1 Except that a Councillor may call for a division, Councillors must remain seated in silence while a vote is being taken.
- 37.2 Unless Council otherwise determines, voting must be by a show of hands.

38. Recount of vote

The Chairperson may direct that the vote be recounted as often as may be necessary for him or her to satisfy himself or herself of the result.

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39. Division

- 39.1 Immediately after any motion, amendment or question is put to a Council meeting and before the next item of business has commenced, a Councillor may call for a division.
- 39.2 When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.
- 39.3 When a division is called for, the Chairperson must:
 - 39.3.1 first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer must record, the names of those Councillors voting in the affirmative;
 - 39.3.2 then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer must record, the names of those Councillors voting in the negative; and
 - 39.3.3 then ask each Councillor wishing to abstain from the vote to raise a hand and, upon such request being made, each Councillor wishing to abstain from the vote must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer must record, the names of those Councillors abstaining from the vote.
- 39.4 The Chairperson must declare the result of the division as soon as it is taken.

40. Resolution not to be discussed after it is carried

Except in the case of a motion of rescission or alteration, no resolution may be discussed after the vote upon it has been declared.

41. Gallery to be silent

- 41.1 The Chairperson may invite comments from the gallery, allowing visitors in the Gallery to speak for or against an officer recommendation prior to Council entering debate in accordance with Schedule 2 to this Code of Meetings Procedure.
- 41.2 In all other circumstances:
 - 41.2.1 Visitors must not interject or take part in the debate.
 - 41.2.2 Silence must be preserved in the gallery at all times.

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42. Public Submissions

- 42.1 Where Council has sought public submissions in accordance with section 223 of the Act and a person, or a representative specified in the submission has requested to be heard at a Council or Committee meeting in support of their submission, they shall comply with the requirement of Schedule 2 to this Code and confine their comments to five minutes, with ten minutes being allowed to speak to a submission if there are two or more speakers for the one submission.
- 42.2 The Chairperson may grant an extension to the time in sub-clause 42.1 of up to one minute to allow a speaker to conclude their submission.

43. Recording Proceedings

- 43.1 The Chief Executive Officer will record on suitable audio recording equipment all the proceedings of a Council meeting, except for confidential parts of a meeting. A copy of the audio recordings of Council meetings will be made available on Council’s website within 48 hours of a Council meeting, as per Council’s Audio Recordings of Council Meetings Policy.
- 43.2 Any other person must not take photographs, or make a visual recording of any part of the proceedings of a Council meeting, unless the Mayor has invited persons present at the meeting and/or Councillors to take photographs of parts of the Council meeting.
- 43.3 Council will, in exceptional circumstances, consider a request submitted prior to the commencement of the meeting, to make a visual recording of any part of the proceedings of a Council meeting. Where the consent of Council is granted, it may be revoked at any time during the course of the relevant meeting.
- 43.4 Where under sub-clause 43.3, consent has been granted for a Council meeting to be recorded, the Chairperson must advise visitors in the gallery at the commencement of the meeting.

44. Ejection of disorderly visitors

If any visitor is called to order by the Chairperson and thereafter again acts in breach of the Governance Local Law, the Chairperson may order him or her to be removed.

45. Ordering withdrawal of remark

- 45.1 The Chairperson may require a Councillor to withdraw any remark which is defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature.
- 45.2 A Councillor required to withdraw a remark must do so immediately without qualification or explanation.
- 45.3 If a Councillor refuses to withdraw a remark when called upon twice by the Chairperson to do so, the Councillor has committed an offence against the Governance Local Law.

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46. Suspensions

- 46.1 Council may, by resolution, suspend from a Council meeting, and for the balance of the Council meeting, any Councillor whose actions have disrupted the business of the meeting, and have impeded its orderly conduct.
- 46.2 A Councillor must not be suspended unless the Chairperson has warned the Councillor that his or her actions are disrupting the business of Council at the meeting and have impeded its orderly conduct.
- 46.3 A Councillor must immediately leave the Council meeting on suspension.
- 46.4 If a Councillor who has been suspended by the Council refuses to leave the meeting when called upon by the Chairperson, the Councillor has committed an offence under the Governance Local Law.

47. Chairperson may adjourn disorderly Council meeting

If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.

48. Removal from Council meeting

The Chairperson may ask any Authorised Officer or member of the Police Force to remove from the Council meeting any person who acts in breach of the Governance Local Law.

49. Procedure not provided in the Code of Meetings Procedure

In all cases not specifically provided for by this Code of Meetings Procedure, resort must be had to the rules, forms and usages of the Victorian Parliament (so far as the same are capable of being applied to Council, Special or Advisory Committee proceedings).

DIVISION 3 – SUSPENSION OF STANDING ORDERS

50. Suspension of standing orders

- 50.1 To expedite the business of a Council meeting, Council may suspend standing orders.
- 50.2 The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.
- 50.3 Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.
- 50.4 It should not be used purely to dispense with the processes and protocol of the government of Council. An appropriate motion would be:

“That standing orders be suspended to enable discussion on

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50.5 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

“That standing orders be resumed”.

DIVISION 4 – STANDARDS

51. Setting meeting time for election of Mayor

In determining the most appropriate time and date for any election of Mayor, Council or the Chief Executive Officer should take into account such things as:

- 51.1 the legislation;
- 51.2 the requirement to finalise any election;
- 51.3 the Council’s normal meeting schedule;
- 51.4 the availability of Councillors;
- 51.5 Council’s and community’s wishes; and
- 51.6 any other matter which the Chief Executive Officer considers appropriate.

52. Notice of meetings to the public

52.1 To enable notice of Council meetings to be given to the public, Council should prepare a schedule of meetings annually, twice yearly, quarterly or from time to time, and arrange publication in a newspaper generally circulating in the municipal district either:

- 52.1.1 at various times throughout the year; or
- 52.1.2 just prior to each meeting.

52.2 In addition, copies of any Council meeting schedule will be published on Council’s website.

52.3 Where Council meeting dates are changed as permitted by sub-clause 10.2, details will, when time permits, be published in the appointed newspapers. However, if time does not permit this to occur, then a notice setting out the details should be posted at Council’s customer service centres and on Council’s website to inform the public of the change.

53. Notice of Council meetings to Councillors

53.1 The agenda for any Council meeting must state the date, time and place of the meeting and the business to be dealt with and must be delivered or sent by post, facsimile or electronically (if applicable) to each Councillor’s place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor.

53.2 An agenda may be handed personally to a Councillor in any location within the time required, or may be delivered to another destination, provided a written authorisation by the relevant Councillor is held by the Chief Executive Officer.

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53.3 To enable the processes of government to be efficiently managed, Councillors should keep the Chief Executive Officer informed of their point(s) of contact from time to time.

54. Delivery of notices to Councillors

54.1 By Post

54.1.1 The notice should be delivered to the local post office in sufficient time to enable the notice to reach the Councillor's postal address at least 48 hours prior to the Council meeting, according to normal mail delivery.

54.1.2 If for any reason the reliability of the postal service is in question, attempts to contact the relevant Councillors by telephone should be made, if circumstances permit.

54.2 By Delivery

Delivery to the Councillor's place of residence or usual place of business (if applicable) at least 48 hours before the Council meeting will be sufficient to constitute delivery, whether the Councillor is in attendance or not.

54.3 By Electronic Transfer of Data

If applicable, transmission by email or other electronic transfer of data to the Councillor's Council allocated or advised email address at least 48 hours before the Council meeting.

55. Minutes

In keeping the minutes of any Council meeting, the Chief Executive Officer must record:

55.1 The names of Councillors and whether they are present, an apology or on leave of absence;

55.2 The arrival and departure of Councillors during the course of the meeting. It is a requirement that Councillors advise the Chairperson of their departure and subsequent return to the meeting;

55.3 Every motion and amendment moved, including the mover (and seconder) of any motion or amendment;

55.4 The outcome of every motion, that is, whether it was put to the vote and the result;

55.5 Procedural motions;

55.6 Where a valid division is called, the names of every Councillor and the way their vote was cast;

55.7 Details of any failure to achieve or maintain a quorum and any adjournment, whether as a result or otherwise;

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- 55.8 Details of any question directed or taken upon notice;
- 55.9 The time and reason for any adjournment of the meeting or suspension of standing orders;
- 55.10 Disclosure of a conflict of interest by a Councillor;
- 55.11 Closure of the meeting to members of the public and the reasons for the closure; and
- 55.12 Any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.

56. Addressing the Council meeting

At a Council meeting:

56.1 Any person addressing the Chair must refer to the Chairperson as:

- 56.1.1 Madam Mayor;
- 56.1.2 Mr Mayor;
- 56.1.3 Madam Acting Mayor;
- 56.1.4 Mr Acting Mayor;
- 56.1.5 Madam Chair; or
- 56.1.6 Mr Chair

as the case may be.

56.2 All Councillors, other than the Chairperson, must be addressed as Cr.....(name).....

56.3 All members of Council staff, should be addressed as Mr or Ms...(name)... as appropriate or by their official title.

57. Foreshadowing a motion

57.1 A motion foreshadowed may be prefaced with a statement that, in the event a particular motion before the Chair is resolved in a certain way, a Councillor intends to move an alternative or additional motion.

57.2 A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.

57.3 The Chief Executive Officer is not expected to record foreshadowed motions in the minutes until the foreshadowed motion is formally moved.

58. Separation of motions

Where a motion contains several parts or segments or is complicated, it may, at the discretion of the Chairperson, be separated to avoid difficulties, particularly if different Councillors have differing views about the several parts of the motion.

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HUME CITY COUNCIL

CODE OF MEETINGS PROCEDURE

59. Motions in writing

The Chairperson may wish to suspend the Council meeting while a motion is being written or may request Council to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

60. Sufficient debate

60.1 Adequate debate is required where a matter is contentious in nature. In such a case, every Councillor should be given an opportunity to speak.

60.2 A motion has not been sufficiently debated if opposing views (where they exist) have not been sufficiently put, not so much the number of those who have spoken, but whether all minority opposing views have been put, for instance:

60.2.1 It may be that several speakers have addressed the Council meeting, but their views may be similar. In this case, differing views should be sought by the Chairperson (if they exist).

60.2.2 On the other hand, if only a few speakers have addressed the Council meeting, their views may be representative of the other Councillors, in which case, the debate would be regarded as sufficient.

DIVISION 5 – APPLICATION TO OTHER MEETINGS

61. Advisory and Special Committees

Any provisions of this Code of Meetings Procedure shall, if Council so resolves, apply to any meeting of an Advisory Committee or a Special Committee with any necessary modification.

62. Public Meetings

62.1 Any provisions of this Code of Meetings Procedure shall, if Council so resolves, apply to any meetings conducted by, or on behalf of, Council with appropriate modifications.

62.2 Sub-clause 62.1 does not prevent any person from addressing a public meeting, conducted by, or on behalf of Council, if permitted to do so by the Chairperson.

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HUME CITY COUNCIL

CODE OF MEETINGS PROCEDURE

HUME CITY COUNCIL

CODE OF MEETINGS PROCEDURE
SCHEDULE 1 – PUBLIC QUESTION TIME

The Council has made provision in the business for each first Ordinary Meeting of the Council for the holding of a public question time.

Standing orders will be suspended for consideration of questions.

Questions must be submitted in writing on this form, or electronically on Council's website (www.hume.vic.gov.au). They must be signed and delivered or sent electronically to the Chief Executive Officer by 12:00 noon on the day of the meeting.

The person asking the question must be present in the gallery when the question is considered and may be asked for clarification by the Mayor or Chairperson.

Please refer to the back of this form for procedural guidelines.

QUESTION/S (to be as brief and concise as possible):

(Please print using BLOCK LETTERS)

NAME: _____ TELEPHONE NO. _____

ADDRESS: _____

E-MAIL: _____ NAME OF

ORGANISATION (IF ANY) REPRESENTED: _____

DATE OF ORDINARY COUNCIL MEETING: _____

SIGNATURE: _____

**QUESTIONS MUST BE SUBMITTED TO THE CHIEF EXECUTIVE OFFICER
BY 12:00 NOON ON THE DAY OF THE MEETING.**

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PROCEDURAL GUIDELINES - PUBLIC QUESTION TIME

1. A maximum of two questions are to be asked by any one person.
2. A person submitting a question must be present in the gallery at the time the question is considered.
3. The Mayor or Chairperson will nominate the appropriate person to respond to each question.
4. The Mayor or Chairperson may disallow any question which is considered:
 - To relate to a matter beyond the power or duties of Council;
 - To be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
 - To be repetitive of a question already answered (whether at the same or any earlier meeting);
 - To be aimed to embarrass a Councillor, or member of Council staff;
 - To be confidential in nature because it relates to:
 - personnel or industrial matters;
 - the personal hardship of any resident or ratepayer;
 - contractual, matters, proposed developments or legal advice;
 - matters affecting the security of Council property; or
 - any other matter which Council considers would prejudice the Council or any person.
5. The Mayor or Chairperson will ascertain that the person asking the question is present in the gallery and will read or direct that the question be read.
6. The Mayor or Chairperson has the discretion to seek clarification of the question if deemed necessary but otherwise the person asking the question is not permitted to enter into debate with or directly question Councillors or members of Council staff.
7. A Councillor or a member of Council staff may advise the meeting that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or member of Council staff will state briefly the reason why the reply should be so given and Council shall determine whether a resolution to close the meeting is required.
8. A Councillor responding to a question may seek additional information from a member of Council staff to assist in the answering of that question.
9. Any public questions which have been disallowed will be provided to Councillors.

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SCHEDULE 2 – PUBLIC COMMENT TO OFFICER RECOMMENDATION

1. Council has made provision in the business of Ordinary Meetings of the Council for the public to make statements in support or against an officer recommendation as printed on the Council agenda.
2. At the commencement of the Council meeting the Mayor or Chairperson will ask visitors in the gallery if there are any items on the agenda which has an officer recommendation they wish to make a statement of support or against. These items will then be dealt with at the commencement of the meeting following public question time.
3. Prior to Councillors debating the item on the agenda, visitors in the gallery will be permitted to speak for or against the recommendation as printed on the agenda. Each speaker is to state their name and address and whether they are speaking in support or against the officer recommendation. The statements are to be strictly limited to the officer recommendation before them.
4. Each speaker is to confine themselves to 3 (three) minutes each. The Mayor or Chairperson at any time may cease to hear comments from the gallery.
5. The object of the procedure is to allow the members of the public to have their concerns and comments conveyed to Councillors immediately prior to the matter being considered by Council. It is not intended that the same points or arguments be repeated by several speakers. If the point has been made then it shall not be repeated.
6. There is no right of reply or discussion allowed, and no questions can be sought of the Officers, Councillors or visitors in the gallery. The only statements that can be made are either directly related to supporting or opposing the officer’s recommendation.
7. The Mayor or Chairperson will nominate the appropriate person to speak for or against the recommendation.
8. In the case of competition for the right to speak, the Mayor or Chairperson must decide the order in which the visitors in the gallery will be heard.
9. Visitors in the gallery are not permitted to address Councillors or Officers at any time during the meeting. They must not interject or take any part in any debate. Silence must be preserved in the gallery at all times other than when directed by the Mayor or Chairperson.
- 10. The Mayor or Chairperson may require the person speaking to the recommendation to cease speaking if the Mayor or Chairperson considers any comment:**
 - To be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
 - To be repetitive of a statements or point already made; or
 - To be aimed or asked to embarrass a Councillor, or member of Council staff or any other person.

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Submission – Code of Meeting Procedures

I put forward this submission in relation to the Draft Hume City Council Code of Meeting Procedures:

1. As Council meetings are an integral part of local government democracy and the public affairs of local communities. To enable all members of the community the right to participate in public life regardless of their abilities and whether they are able to physically attend council meetings that live streaming be introduced to allow the public to watch council decision making live, also the introduction of hearing loops.
2. Agendas be made available to the public and Councillors at least five working days before a council meeting to allow sufficient time for reading, comprehension and preparing of questions or motions to speak to an item. Particularly in relations to planning matter as applicants will always know when at item is coming to council but the community may not and late notification puts the community at a disadvantage.
3. Whilst I support the extension of the public question time speaking time to 3 minutes I consider that the Mayor should retain the discretionary ability to provide additional time in the interest of fairness and equity and refer you to the following statement from the Victorian Ombudsman - Investigation into the transparency of local government decision making report December 2016 - *Councils need to take care regarding restrictions on question time as unreasonable restrictions have the potential to be incompatible with not only the right to participate in public life, but also the right to freedom of expression in section 15 of the Charter. Councils should also ensure that any restriction on the content of questions or submissions by members of the public at meetings which could be considered to limit their right to freedom of expression is appropriately balanced.*
4. That as council requires questions in writing prior to meetings, they put in place an avenue to ensure there is appropriate assistance available to those who may have difficulty placing their question in writing, this is particularly relevant for Hume the number of community members from CALD or disadvantaged backgrounds for whom writing questions maybe difficult.
5. That there is an option for members of the community to have a person speak on their behalf for submissions again this is of relevance where for those of our community where their English skills maybe limited.
6. I support the provision of a countdown timer being displayed
7. That councillor's have the opportunity to respond to public questions.
8. The community have the ability to present their own question during public question time and without prior written notice.
9. Recording of public questions and answers at council meetings in minutes or through audio or audio-visual recording and publication.
10. As per the recommendations of the Victorian Ombudsman - Investigation into the transparency of local government decision making Report December 2016 the following be adopted:

Requirements for the closure of meetings:

A public interest test similar to that in section 10B of the Local Government Act 1993(NSW)

The removal of any 'catchall' provision for meeting closures from section 89(2)

A requirement for more detailed reasons in relation to the closure of meetings to be specified in the minutes, similar to the requirements in section 90 of the Local Government Act 1999 (SA)

A requirement for councils to include a 'sunset' provision in relation to all items discussed in closed meetings, which specifies a date or event after which the information will no longer be confidential without a further resolution of council

That embarrassment to, or potential adverse criticism of, council are irrelevant considerations in deciding whether to close a meeting to the public, similar to that in section 10B of the Local Government Act 1993 (NSW) or section 90 of the Local Government Act 1999(SA).

Appropriate conflict of interest requirements to extend to members of advisory committees

A requirement for councils to maintain an up to date list of advisory committees, special committees and members of those committees on their website.

En bloc voting should only occur in clearly defined circumstances including:

En bloc voting should not be used to decide planning matters or other matters where the interests of third parties are involved

Every resolution made at a council meeting, including a resolution to pass a number of matters en bloc should be clearly recorded in the minutes of the meeting.

Audio recording wherever practicable of both open and closed council meetings, and posting of audio recordings of open meetings on council websites.

Amend the Freedom of Information Act 1982 to ensure documents relating to closed meetings are not classified as 'exempt documents', in order to encourage consideration of the contents of individual documents on a case by case basis.

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Submission

Regarding

Hume City Council Review of Code of Meeting Procedures

(Page 155 of Council Meeting on 22nd October, 2018)

9.3 (f) Members of the public who wish to speak.

Amendment 2.2.1 Speaking allowed for 3 minutes

Should add with the Mayor having discretion to extend this time by an extra 1 minute.

Time to start when person is at the microphone. If person has a disability or is elderly, it will take them more time to get to the microphone.

Another person can speak on the speaker behalf. English maybe a second language, have a disability, or is unwell on the night.

9.3 (h) Five minutes of presentation time to speak in support of a submission to a committee.

Should be able to speak **against** a submission.

9.3 (n) Reference to the distribution of agenda

Should be able to be email out to everyone who request one and or put it on council website as well.

2.3.1 NOM393 that council allow members of the public to ask/read their own questions during public question time (which was **not incorporated** into the revised code of meeting procedures

Should be allowed and incorporated.

██████████
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██████████
██████████



I write to address the proposed changes to the Hume City Council Code of Meeting Procedure.

Below I will outline the specific Clauses that I wish to comment on, highlighting specific sections in red text, followed in bold italics by my comments on these Clauses.

NEW CLAUSE

12. Agenda Items

12.1 No business can be dealt with at an Ordinary meeting of Council unless:

12.1.1 it is contained in the agenda; or

12.1.2 it is admitted as urgent business in accordance with sub-clause 14.9;
or

12.1.3 it is submitted by a Councillor at the meeting as general business in accordance with sub-clause 14.10.

12.2 The Chief Executive Officer may include any matter on the agenda which he or she thinks should be considered at the meeting to which the agenda relates.

This would seem to give the CEO too much leeway on what can and can't be included on the Agenda. It could effectively be used by the CEO to run the Agenda of the Council by deciding what items will be dealt with, and which won't see the light of day.

WORDING CHANGE

14.7.6 A **summary** (changed from **copy**) of the text of the petition or joint letter which has not already been presented to a Council meeting and which bears the note of the Chief Executive Officer in accordance with sub-clause 14.7.5 must be included on the agenda for the next Council meeting.

This may result in the original intent of a petition or joint letter to be lost, due to an inaccurate summary of the petition of joint letter. I would ask that the word 'copy' is reinstated.

NEW CLAUSE

14.10.3 An item of general business under sub-clause 14.10.1(d) must not:

- (a) substantially affect the levels of Council service;
- (b) commit Council to significant expenditure not included in the adopted Council Budget;
- (c) establish or amend Council policy;
- (d) commit Council to any contractual arrangement;
- (e) concern any litigation in respect of which Council is a party; or
- (f) require, pursuant to other policy determined by Council from time to time, the giving of prior notice.

Quite regularly Councillors and Residents, through their Councillors, raise items in General Business which lead to changes in Council Policy. It seems to me that if this new clause was introduced, Residents will lose the opportunity to suggest amendments or changes to Council Policy. I ask that this change is removed.

SUGGESTED CHANGE

Time limit for meetings

15.1 A Council meeting must not *reasonably* continue beyond any time previously determined by Council unless a majority of Councillors present vote in favour of its continuance.

Add the word “reasonably”, to allow for a reasonable extension of time, rather than a hard and fast end time. Without the suggested change, this clause could be used to shut down a matter due to the nominated end time being reached, even though the matter would have been resolved shortly after.

SUPPORT CHANGE

55.6 Where a valid division is called, the names of every Councillor and the way their vote was cast;

This is a great change, and will enable Residents to keep track of how their Councillors are voting.

I thank you for the opportunity to provide feedback, and I hope that this feedback is taken on board.

Regards,



Sunbury



Broadmeadows Progress Association

Hume / Moreland

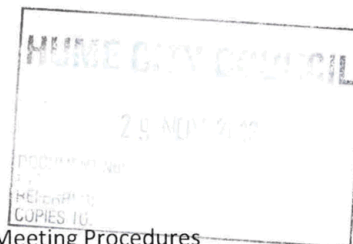
President;
Mrs. E Kosanovic

Secretary;
Mr. J. Rutherford



November 23rd, 2018

Chief Executive Officer
Hume City Council
PO Box 119 Dallas
Victoria 3047



Re Hume City Council Review of Code of Meeting Procedures

Dear Sir,

The matter of the Hume City Council review of Code of Meeting Procedures was discussed at a recent meeting of the Association.

Following discussion on the matter the meeting resolved that the following points be considered in the review.

That the question of people's active involvement in the public life of their community is a fundamental human right.

This right is set out in some detail in the Hume Council Social Justice Charter . An essential aspect of the Charter is "transparency" and a commitment to Community participation and involvement in Hume Council's decision-making procedures.

Accordingly, the Association supports Cr. Jackson's Notice of motion at the Council Meeting of August 13th,2018 with the following additions and comments.

- Motion 1
That the time allowance for members of the Public speaking to an officer's report be extended from two to three minutes.
With the additional proviso that would allow;
 - The Mayor to extend this time according to circumstances.
For example, the speaker's need for an interpreter, having speech difficulties, ill health or other issues the Mayor may need to take into account.
 - That there be a time allowance for Councillors to ask the speaker questions of clarity.
 - That in addition to being able to speak to Officers Reports that members of the public be able to address reports and recommendations of Councillors.

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- Motion 2
That Council allows members of the Public to ask /read their own questions during public question time.
This provides the person with a sense of involvement, actually speaking to Councillors rather than just being part of an impersonal clerical exercise.

- Motion 3
That Council provides countdown timers on the screens in the chamber to clearly convey speakers time allowances.
 - *That these timers should not start until the speaker is settled and ready to commence their address.*

In addition to the above it is requested that;

- **there be provision for members of the public to present submissions and/or petitions to the whole of Council.**
- **That on request a hard copy of the Council agenda be made available to the public on the Friday prior to a Monday Council Meeting.**

Trusting that this submission will be given favourable consideration.

Your sincerely

A. G. G. G.
[Redacted signature block]

Table 1 – Suggestions Made and Not Supported

	Suggestion	Officer Comment	Recommendation
1A	<p>Requirements for the closure of meetings: A public interest test similar to that in section 10B of the Local Government Act 1993(NSW). The removal of any 'catchall' provision for meeting closures from section 89(2). A requirement for more detailed reasons in relation to the closure of meetings to be specified in the minutes, similar to the requirements in section 90 of the Local Government Act 1999 (SA). A requirement for councils to include a 'sunset' provision in relation to all items discussed in closed meetings, which specifies a date or event after which the information will no longer be confidential without a further resolution of council. That embarrassment to, or potential adverse criticism of, council are irrelevant considerations in deciding whether to close a meeting to the public, similar to that in section 10B of the Local Government Act 1993 (NSW) or section 90 of the Local Government Act 1999(SA).</p>	<p>Council is entitled to hear matters in a closed section of a Council meeting if the matters discussed meet the criteria as set out in section 89(2) of the Local Government Act 1989. Other State legislation is irrelevant: Council must comply with Victoria legislation. Several years ago, a change was made to the meeting agenda whereby the names of reports listed for confidential discussion were listed in the open section of the agenda, which increased the transparency of items being discussed in the closed sections of Council meetings. No further changes to how Council hears or categorises confidential items is recommended, including the provision of a 'sunset' clause which would lift the confidentiality of matters heard in closed the closed section of a Council meeting. A sunset clause by itself, without consideration of the actual matter that had been designated as confidential, would serve no purpose.</p>	Not supported
1B	<p>A requirement for councils to maintain an up to date list of advisory committees, special committees and members of those committees on their website.</p>	<p>This is already done for special committees and other significant advisory committees that report to Council.</p>	Not supported
1C	<p>En bloc voting should only occur in clearly defined circumstances including: En bloc voting should not be used to decide planning matters or other matters where the interests of third parties are involved.</p>	<p>Council will consider any report individually where a member of the public is present at the meeting and speaks to the recommendation. Council is entitled to vote on items in block motions, and no change to this practice is recommended.</p>	Not supported

	Suggestion	Officer Comment	Recommendation
1D	<p>People should be able to speak against a submission made to a Committee of the Whole Council (people who have made the submission are given 5 minutes to speak)</p>	<p>Addressing a Committee of the Whole Council meeting in support of their own submissions is a right that individuals have under the Local Government Act 1989. There is no such right given to individuals who wish to speak against a submission. Committee of the Whole Councils are only hearing submission, not making any decisions. Individuals who wish to speak to Council regarding any content from a submission that is then included in a Council report have the right to do this by speaking to Council either in support or against an officer recommendation prior to Councilors debating an item on the agenda.</p>	<p>Not supported</p>
1E	<p>That Council meeting agendas should be e-mailed to individuals on request as well as being put on the Council website.</p>	<p>Because of its size as an electronic document, Council meeting agendas are too large to e-mail. Provision of an electronic copy of Council meeting agendas on Council's website is considered an appropriate means in which to make this document available electronically.</p>	<p>Not supported</p>
1F	<p>That members of the public should be allowed to read their own questions during public question time.</p>	<p>Councilors have previously considered whether members of the public can present their own questions at Council meetings, and at that time this was not supported by Councilors.</p>	<p>Not supported</p>
1G	<p>In reference to the following clause - The Chief Executive Officer may include any matter on the agenda which he or she thinks should be considered at the meeting to which the agenda relates – the following comment has been made: 'This would seem to give the CEO too much leeway on what can and can't be included on the Agenda. It could effectively be used by the CEO to run the Agenda of the Council by deciding what items will be dealt with, and which won't see the light of day.'</p>	<p>The ability for the CEO to include items on the agenda does not prohibit Council from requesting reports be prepared and presented at a Council meeting on any specific topic. No changes to the Chief Executive Officer's ability to include matters on the agenda are therefore recommended in response to this suggestion.</p>	<p>Not supported</p>

	Suggestion	Officer Comment	Recommendation
1H	<p>That the word summary is changed to copy in the following clause: A <i>summary</i> of the text of the petition or joint letter which has not already been presented to a Council meeting and which bears the note of the Chief Executive Officer in accordance with sub-clause 14.7.5 must be included on the agenda for the next Council meeting.</p>	<p>It is not unreasonable that a summary of a petition is included in the Council agenda, because a summary still accurately and succinctly conveys the intent of the petition. For example, below is the summary of a petition included in the agenda from the Council meeting of 16 April 2018: 'A petition has been received containing 18 signatures, objecting to the proposed car park entrance to a Medical Centre on Benston Street, Craigieburn.'</p>	<p>Not supported</p>
1I	<p>Currently an item of general business must not establish or amend Council policy. The submitter believes this to be a new amendment and they make the following comment: 'Quite regularly Councilors and Residents, through their Councilors, raise items in General Business which lead to changes in Council Policy. It seems to me that if this new clause was introduced, Residents will lose the opportunity to suggest amendments or changes to Council Policy. I ask that this change is removed'.</p>	<p>This is the existing clause in the Code of Meetings Procedure and no changes were made to it in the endorsed draft of the revised Code of Meeting Procedures. It is not recommended that this clause is removed from the code.</p>	<p>Not supported</p>
1J	<p>In reference to the following clause - A Council meeting must not continue beyond any time previously determined by Council unless a majority of Councilors present vote in favour of its continuance – the submitter suggests that the word reasonably is included so that the clause reads: 'A Council meeting must not <i>reasonably</i> continue beyond any time previously determined by Council unless a majority of Councilors present vote in favour of its continuance'.</p> <p>In support of this suggestion the submitter has made the following comment: Add the word "reasonably", to allow for a reasonable extension of time, rather than a hard and fast end time. Without the suggested change, this clause could be used to shut down a matter due to the nominated end time being reached, even though the matter would have been resolved shortly after.</p>	<p>Current practice is that Council meeting agendas do not currently stipulate a finish time for meetings, and as this suggested change would only apply to a meeting continuing beyond any time previously determined by Council, it is not viewed as being a necessary change.</p>	<p>Not supported</p>

Table 2 – Suggestions Made Not Applicable to the Code, Already Occurring or No Change Required to Code

	Suggestion	Officer Comment	Recommendation
2A	That as council requires questions in writing prior to meetings, they put in place an avenue to ensure there is appropriate assistance available to those who may have difficulty placing their question in writing.	There are several options available for individuals who may require assistance when contacting Council, including: - TIS (Translating Interpreting Service) - 131 450 - TTY Phone (Teletypewriter) - 1800 555 677 - National Relay Service - NRS 133 677 HumeLink - Council's multilingual telephone information service. Officers within Council's Governance Team are available to assist members of the public with public questions, and they often do.	Not applicable – support to members of the public is already available - no change required to Code
2B	That there is an option for members of the community to have a person speak on their behalf (at Council meetings).	The Code of Meetings Procedure allows for any visitors in the gallery to make statements in support or against an officer recommendation prior to Councilors debating an item on the agenda. This allows for any visitor to address Council, including those that are present on behalf of someone else. However, one individual cannot speak twice on the same item.	Already allowed - no change required to Code
2C	Recording of public questions and answers at council meetings in minutes or through audio or audio-visual recording and publication.	Audio recordings of Hume City Council meetings are uploaded to Council's website within 48 hours of a meeting being held, and minutes of meetings are available on Council's website on the Friday following a meeting. Public questions and answers can be accessed via either of these methods.	Already occurring - no change required to Code
2D	Appropriate conflict of interest requirements to extend to members of advisory committees.	Conflict of interest requirements already apply to members of Council committees.	Not applicable - no change required to Code
2E	Every resolution made at a council meeting, including a resolution to pass a number of matters en bloc should be clearly recorded in the minutes of the meeting.	All resolutions made at Council meetings including items voted on in block motions are already recorded in the minutes of Council meetings.	Already occurring - no change required to Code
2F	Audio recording wherever practicable of both open and closed council meetings and posting of audio recordings of open meetings on council websites.	Audio recordings of open Council meetings are uploaded to Council's website within 48 hours of the meeting. Audio recordings or closed meetings are not made, and it is not recommended that Council changes its policy to do so.	Already occurring - recordings of open Council meetings are already made – no change required to the Code (<i>audio recordings are not made of closed Council meetings</i>)

	Suggestion	Officer Comment	Recommendation
2G	Amend the Freedom of Information Act 1982 to ensure documents relating to closed meetings are not classified as 'exempt documents', in order to encourage consideration of the contents of individual documents on a case by case basis.	Council does not have the power to amend State legislation.	Not applicable - no change required to Code
2H	In reference to the following clause - Where a valid division is called, the names of every Councillor and the way their vote was cast – the following comment was made: 'This is a great change and will enable Residents to keep track of how their Councillors are voting.'	This is the existing clause in the Code of Meetings Procedure and no changes were made to it in the endorsed draft of the revised Code of Meeting Procedures.	Already occurring - no change required to Code
2I	There be a provision for members of the public to present submissions and/or petitions to the whole of the Council.	This can be done via a deputation to Council.	Already possible - no change required to Code.

Table 3 – Other Suggestions Made

	Suggestion	Officer Comment	Recommendation
3A	The introduction of hearing loops.	The only Council meeting venue that currently has hearing loops available is the Craigieburn Global Learning Centre.	Supported – hearing loops should be available at all Council meeting venues. They are currently only available at the Craigieburn Global Learning Centre. This will be referred to the appropriate departmental Manager for investigation and implementation.
3B	That in addition to being able to speak to Officers Reports that members of the public be able to address reports and recommendations of Councillors.	Members of the public cannot currently address Council before they consider a Notice of Motion or General Business item. It is an option to allow members of the public to address Council before they consider a Notice of Motion because prior notice of the recommendation has been given in the agenda. It is not considered appropriate for members of the public to address Council before they consider a general business item because no notice would have been given of the item, and also because this would then delay Councillors in being able to immediately debate the item, which is not desirable.	Not supported. Public comment on General Business items is not supported. Public comment on a Notice of Motion is also not supported, because Council may not accept the matter to be considered.