



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

TUESDAY, 14 APRIL 2020

7:00 PM

TOWN HALL 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 Tuesday, 14 April 2020
at 7:00 PM
at the Town Hall Broadmeadows

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

ORDER OF BUSINESS

1. 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."

2. 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

3. APOLOGIES

4. 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.

5. CONDOLENCE MOTIONS**6. ASSEMBLIES OF COUNCIL**

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

6.1 RECORD OF ASSEMBLY OF COUNCILLORS – FRIENDS OF AILEU COMMUNITY COMMITTEE MEETING – 3 MARCH 2020**1. SUMMARY:**

An Assembly of Councillors was held on **Tuesday 3 March 2020** – Assembly generally known as Friends of Aileu Community Committee Meeting

2. RECOMMENDATION:

That Council notes the Records of an Assembly of Councillors, known as a Friends of Aileu Community Committee meeting, which was held on 3 March 2020.



Record of an

ASSEMBLY OF COUNCILLORS OF THE HUME CITY COUNCIL

Assembly generally known as: Friends of Aileu Community Committee

Date of Assembly: 3 March 2020 **Time of Assembly:** 6:30 pm

Place of Assembly: Meeting Room Bell 1 & 2, Moreland Civic Centre, Council Chambers

COUNCILLORS IN ATTENDANCE
Cr Joseph Haweil
Cr Karen Sherry

OFFICERS IN ATTENDANCE
Chris Adams
Julie Andrews

MATTERS CONSIDERED:

Description	Names of Councillors or Council staff members who disclosed conflict of interest	Did the Councillor or Council staff member leave the meeting?
1 Introduction	Nil	NA
2 Minutes of the Previous Meeting	Nil	NA
Cr Carli Hannan presented on Siobhan Hannan proposal to investigate food preservation project (Cr Carli Hannan then left the meeting)	Nil	NA
3 Finance Report	Nil	NA
4 Municipal Administrator's visit, 20 th Anniversary, Annual Report & Friendship Agreement	Nil	NA
5 Strategy Planning	Nil	NA
6 Project Updates	Nil	NA
7 Recent Activities	Nil	NA
8 Upcoming Events and Activities	Nil	NA
9 Other Business	Nil	NA

Assembly Closed at: 8:30 PM

RECORDED BY:

Name Chris Adams

Position Title Friends of Aileu Project Officer

**6.2 RECORD OF ASSEMBLY OF COUNCILLORS – HUME SUSTAINABILITY
TASKFORCE MEETING – 25 FEBRUARY 2020****1. SUMMARY**

An Assembly of Council was held on **Tuesday, 25 February 2020** – Assembly generally known as Hume Sustainability Taskforce

2. RECOMMENDATION:

That Council notes the Record of Assembly for the Hume Sustainability Taskforce held on Tuesday 25 February 2020.



Record of an

ASSEMBLY OF COUNCILLORS OF THE HUME CITY COUNCIL

Assembly generally known as: Hume Sustainability Taskforce

Date of Assembly: Tuesday 25 February

Time of Assembly: 6.15 – 8.30pm

Place of Assembly: Hume Global Learning Centre Broadmeadows,
Seminar Room 4, 1093 Pascoe Vale Rd,
Broadmeadows

COUNCILLORS IN ATTENDANCE
Cr Jodi Jackson
Cr Drew Jessop

OFFICERS IN ATTENDANCE
Bernadette Thomas (Manager, Sustainable Environment and Waste)
Liz Turner (Sustainability Engagement Officer)
Jason Summers (Manager, Parks)
Amanda Dodd (Coordinator, Environmental Planning)
Angela Ganley (Senior Sustainable Environment Officer)

TASKFORCE MEMBERS IN ATTENDANCE
Navjeet Kaur, Arjumand Khan, Leslie Kabulski, Julie Law, Helen Franks, David Hitzler, Graham McCusker, Ian Taylor, Belinda Barrie, Jo Russell, Denise Dogan, Yvonne Ching, Monyq San Tropez, John Blight, Michelle Savona.

MATTERS CONSIDERED:

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?
8	Urban Forest Principles	N/A	N/A
9	Draft Integrated Water Management Plan	N/A	N/A
11	Previously passed recommendation by Sustainability Taskforce re Australian Local Government Association motion on Climate Emergency Declaration		

Assembly Closed at: 8.35pm

Recorded By: Liz Turner, Sustainability Engagement Officer

7. CONFIRMATION OF COUNCIL MINUTES

Minutes of the Ordinary Council Meeting of 10 March 2020 and the Ordinary Council (Town Planning) Meeting of 23 March 2020, including Confidential Minutes.

RECOMMENDATION:

THAT the Minutes of the Ordinary Council Meeting of 10 March 2020 and the Ordinary Council (Town Planning) Meeting of 23 March 2020, including Confidential Minutes, be confirmed.

8. RECEIPT OF COUNCIL AND COMMUNITY COMMITTEE MINUTES AND RECOMMENDATIONS TO COUNCIL TO BE ADOPTED**8.1 MINUTES OF THE SUSTAINABILITY TASKFORCE MEETING OF THE HUME CITY COUNCIL HELD ON 25 FEBRUARY 2020****RECOMMENDATION:**

THAT the Minutes of the Sustainability Taskforce Meeting of the Hume City Council held on 25 February 2020 be noted.

8.2 MINUTES OF THE AUDIT COMMITTEE MEETING OF THE HUME CITY COUNCIL HELD ON 22 NOVEMBER 2019 AND 28 FEBRUARY 2020**RECOMMENDATION:**

THAT the Minutes of the Audit Committee Meeting of the Hume City Council held on 22 November 2019 and 28 February 2020 be noted.

9. PRESENTATION OF AWARDS

Nil.

10. NOTICES OF MOTION

Nil

11. PUBLIC QUESTION TIME**12. 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>		
CC110	2021 Community Grants Program	9
CC111	Friends of Aileu Annual Report 2019 and Friendship Agreement 2020.....	21
<u>GOVERNANCE AND ENGAGEMENT</u>		
GE418	Appointment of Independent Member of the Audit Committee	35
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GE420	Local Support and Stimulus Package - Part 2	41

13. PETITIONS AND JOINT LETTERS**14. DEPUTATIONS**

Nil.

15. URGENT BUSINESS**16. DELEGATES REPORTS****17. GENERAL BUSINESS****18. 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
COSU151	Power Purchase Agreement for Carbon Neutral Electricity	(d) contractual matters
COGE275	Assembly of Councillors - March 2020	(h) any other matter which the Council or special committee considers would prejudice the Council or any person

19 CLOSURE OF MEETING

**DOMENIC ISOLA
CHIEF EXECUTIVE OFFICER**

8/04/2020

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REPORT NO:	CC110
REPORT TITLE:	2021 Community Grants Program
SOURCE:	David Henry; Julie Andrews
DIVISION:	Community Services
FILE NO:	HCC20/209
POLICY:	-Social Justice Charter 2014
STRATEGIC OBJECTIVE:	3.1 Foster socially connected and supported communities.
ATTACHMENT:	1. <i>Community Grants Policy</i>

1. SUMMARY OF REPORT:

1.1 The following report presents:

- 1.1.1 2021 Community Grants program timelines and financial allocation for Annual and Year-Round grant categories.
- 1.1.2 The proposed COVID-19 Community Grants Program; a one-off program aimed to provide immediate community capacity building in relation to the emerging issues related to the COVID-19 pandemic.
- 1.1.3 Nominates Cr Jessop, Cr Potter, Cr Sherry to be part of the assessment and review panel for the COVID-19 Community Grant Program and Year-Round grant categories of the 2021 Community Grants Program
- 1.1.4 Nominates Cr Johnson, Cr Porter and Cr Jackson to be members of the Councillor Review Panel for the Annual Grant categories of the 2021 Community Grants Program.
- 1.1.5 The Community Grants Policy (2020) and related documents (Attachment 1)

2. RECOMMENDATION:

That Council:

- 2.1 notes the Annual Community Grant Program 2021 will be open for applications from 29 April 2020 to 3 June 2020.**
- 2.2 endorses the creation of a one-off \$450,000 COVID-19 Community Grant Program to support community responses to COVID-19. These categories would remain open until 28 August 2020 or would close earlier if funds are fully expended.**
- 2.3 nominates Cr Jessop, Cr Potter, Cr Sherry to assess applications for the COVID-19 Community Grant Program and the Year-Round grant categories of the 2021 Community Grant Program. Noting that in the event of a Conflict of Interest or absenteeism the Mayor will temporarily replace a Councillor as a member of the assessment panel.**
- 2.4 delegates to the Director Community Services the authority to award and approve grants and distribute funds under the approval and awarding of grants under the COVID-19 Community Grant Program and the Year-Round grant categories of the 2021 Community Grant Program.**
- 2.5 receives a tri-annual report on the grant recipients and projects awarded for the COVID-19 Community Grants awarded (until expended / concluded) and on the grant recipients and projects awarded in the Year-Round grant categories of the 2021 Community Grant Program.**

REPORT NO: CC110 (cont.)

- 2.6 nominates Cr Johnson, Cr Porter and Cr Jackson to be part of the Councillor assessment and review panel for the Annual Grant categories of the 2021 Community Grant Program.
- 2.7 notes that the total funding allocation required to deliver the one-off COVID-19 Community Grants program and the 2021 Community Grants program will be \$922,400 (including \$50,000 allocated through the Highlands Hotel Funding agreement).
- 2.8 adopts the Community Grants Policy (Attachment 1) to guide the delivery of the Community Grants Program.

3. LEGISLATIVE POWERS:

- 3.1 The provision of community grants is within Council's power under the Local Government Act, 1989.

4. FINANCIAL IMPLICATIONS:

- 4.1 To support community responses to the COVID-19 pandemic, it is recommended that a one-off grant program is created. The grant program will be called COVID-19 Community Grant Program and have a funding allocation of \$450,000.
- 4.2 Council's draft 2020/21 budget provides an allocation of \$422,400 for the Community Grants Program.
- 4.3 The inclusion of the 3064 Community Support Fund and Specialist Partnership Grant (Gambling) categories are funded by Highlands Hotel, Craigieburn community contributions for a total of \$50,000 per annum and adhere to a Victorian Commission for Gambling and Liquor Regulation decision.
- 4.4 The total budget for the delivery of all the grants programs outlined above is \$922,400.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 Programs dedicated to environmental sustainability are a target of the Community Grants program. Assessors will be informed of Council policies and frameworks related to environmental sustainability.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 Programs that address climate change adaptation will be included within the broader approach of encouraging programs dedicated to environmental sustainability (see 5.1).

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 The Community Grants Program is underpinned by Council's *Social Justice Charter 2014*, which ensures that a human rights-based approach is applied to Council's decision-making process. The Social Justice Charter recognises that every citizen has the right to a quality of life that allows them to freely realise their potential. The Social Justice Charter seeks to advance a fair and just society and to promote respect for every citizen, encourage community participation, strengthen community wellbeing and reduce the causes of disadvantage.

REPORT NO: CC110 (cont.)

8. COMMUNITY CONSULTATION:

8.1 Community and stakeholder feedback from previous Community Grants Programs has informed the development of:

8.1.1 The 2021 Community Grants Program

8.1.2 The Community Grants Policy 2020

9. DISCUSSION:

9.1 COVID -19 Community Grant Program

9.1.1 With the recent declaration of the COVID-19 pandemic, recognising the significant economic and community impacts that this pandemic is having on the residents of Hume City, it is proposed that a new one-off grant program is established.

9.1.2 This program will have a funding allocation of \$450,000, distributed across four categories:

(a) **Arts Activation** (\$30,000 allocation with up to \$3,000 awarded per application).

Providing funding for practicing artists in the City of Hume to deliver new artworks (including digital and non-traditional works).

(b) **Community Connections and Partnerships** (funding allocation of \$220,000 with up to \$20,000 awarded per application).

Providing support for organisations to develop and deliver projects that address social isolation and service delivery during COVID-19. Noting that charitable organisations and Neighbourhood Houses will be eligible to apply under this category.

(c) **Community Adaptation and Participation** (funding allocation of \$100,000 with up to \$2,000 awarded per application).

Providing support to community groups to adapt their practices, utilise alternative technologies and different engagement approaches, which will enable them to facilitate ongoing community connections during the COVID-19 pandemic.

(d) **Technology Access and Support** (funding allocation of \$100,000 with up to \$1,000 awarded per application).

Recognising that some members of our community do not have access to technology in their homes that will allow them to access education opportunities virtually, or undertake re-training required to access new employment opportunities, if they have been stood down because of the COVID-19 pandemic.

This grant aims to provide the underpinning infrastructure (i.e. PC with camera / internet connection etc.) that will allow them to continue to participate in remote education opportunities without disadvantage.

9.1.3 To support consistency of process, the COVID-19 Community Grant Program will be implemented under the same assessment and delegation approach as the Year Round Grant categories of the Community Grant Program.

9.1.4 The COVID-19 Community Grant Program will remain open until 28 August 2020, unless funds for categories are expended before this time. All projects must be delivered by June 2021.

REPORT NO: CC110 (cont.)

9.2 Community Grants Program 2021

- 9.2.1 Each year, the Community Grants Program is evaluated to identify opportunities for continuous improvement. In addition to this, in late 2019 the Community Grants Policy 2014, which has previously been an internal document, was also reviewed to identify alignment with the Community Grants Program.
- 9.2.2 The review of the 2020 Community Grants Program resulted in revisions to categories, eligibility and application processes. These recommended amendments were presented to Council for discussion at the Strategy and Policy meeting on 2 December 2019 and 16 March 2020.
- 9.2.3 The 2021 program represents Council's commitment to continuous improvement by incorporating the agreed amendments with the aim of increasing the equitable access to funding support.
- 9.2.4 The 2021 Community Grants Annual program will be open for applications from 29 April 2020 to 3 June 2020 to ensure assessments and recommendations are completed prior to caretaker period.
- 9.2.5 As of 1 July 2020, the all Year-Round categories will reopen and commence receiving applications. These categories will remain open until 30 June 2021, or until funds are expended.

9.3 2021 Councilor Assessment Panels

- 9.3.1 Council nominates Cr Potter, Cr Porter and Cr Jackson to be part of the assessment and review process for the Annual Grant categories of the 2021 Community Grants Program.
- 9.3.2 Council nominates Cr Jessop, Cr Johnson and Cr Sherry to assess applications under the COVID-19 Community Grant program and the Year-Round Grant categories of the 2021 Community Grants Program.
- 9.3.3 It is noted that in the event of a Conflict of Interest or absenteeism the Mayor will temporarily replace a Councillor on the panel.

9.4 Community Grants Policy

- 9.4.1 Since 2014 the Community Grants Program has operated under an internal policy and procedure. The Policy provided guidance to the:
 - (a) Program governance
 - (b) Program management and role of Councilors and Officers
 - (c) Eligibility criteria for grant categories
 - (d) Application process
 - (e) Assessment process
- 9.4.2 Whilst previously an internal document, it was identified that as a publicly facing program, transparency could be improved by making this a Council adopted Policy.
- 9.4.3 The revised Community Grants Policy (Attachment 1) includes advice on:
 - (a) Application process
 - (b) Eligibility
 - (c) Governance
 - (d) Authority to distribute funds
 - (e) Guiding documents and review timelines

REPORT NO: CC110 (cont.)

- 9.4.4 The attachments included alongside this policy will be updated to reflect the resolutions of this Council Report.
- 9.4.5 This policy has been reviewed by Council's Governance team and is now presented for Council's consideration.
- 9.4.6 Timeline for review of the Community Grants Policy 2020 will be within 5 years of the adopted date.

10. CONCLUSION:

The Hume Community Grants Program provides an essential avenue through which Council supports the activities of community groups and larger organisations. The program revisions will enable the program to better meet the needs of the Hume community.

REPORT NO: CC110 (cont.)

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COMMUNITY GRANTS POLICY

Policy Reference No.	POL/282
File No.	HCC20/209
Strategic Objective	3.1.1 Social cohesion and community connectedness is strengthened by supporting and building the capacity of local community groups.
Adopted by Council	14/04/2020
Re-Adopted	
Date for Review	March 2025
Responsible Officer	Manager Community Strengthening
Department	Community Strengthening

COMMUNITY GRANTS POLICY

POLICY STATEMENT

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.

The Community Grants Program enables Council to partner with individuals, community groups and not for profit organisations to deliver on this vision, and support groups to advance social justice outcomes in Hume City.

1. PURPOSE

1.1 The purpose of this policy is to define the objective and parameters of the Community Grants program and to outline Council's expectations of the program's implementation.

2. SCOPE

2.2 The policy applies to the administration, management and delivery of Council's Community Grants Program, delivered by the Community Strengthening department.

3. OBJECTIVE

3.1 To provide a transparent and rigorous process to the Community Grants Program, to support good governance and the appropriate distribution of public funds.

3.2 To partner with local community groups and not for profit incorporated organisations to support the delivery of Council's vision and key focus area as outlined in the current Council and Community Plans.

3.3 For individual development grants, the objective is to increase affordability for community members to attend recognised opportunities that further their development and demonstrate a broader outcome to their community

4. POLICY IMPLEMENTATION

4.1 Application process

Individuals, Community groups or not for profit organisations must complete and submit, within the relevant category, an application via Council's SmartyGrants online grant management system.

4.2 Eligibility

To be eligible for consideration of funding, applicants must:

Policy Reference No:	POL/282	Responsible Officer:	Manager Community Strengthening
Date of Re/Adoption:	14/04/2020	Department:	Community Strengthening
Review Date:	01/03/2025		

COMMUNITY GRANTS POLICY

4.2.1 Individual Development Grant Applicants

- Be Hume City residents
- Provide evidence of selection from relevant organisation
- Demonstrate strong commitment to their endeavour
- Apply prior to the date of their event
- Have no outstanding debts with Hume City Council

4.2.2 Annual and Year-Round Community Group Applicants

- Be based in or provide services to Hume City residents
- Must be incorporated or auspiced¹ by an incorporated not for profit organisation
- An incorporated organisation can auspice up to three community groups.
- Provide evidence of appropriate public liability insurance
- Have satisfactorily acquitted previous projects funded under the Hume City Council Community grants program
- Have no outstanding debts with Hume City Council

4.3 Governance

4.3.1 Applications are assessed in accordance with, and subject to, the established criteria of the Community Grants Program categories as detailed in the Community Grants Application Guidelines.

4.3.2 The process and framework of the Community Grants Program, along with the distribution of program funds is endorsed by Councillors, based on advice and recommendations from Council Officers.

4.3.3 Through a Council Resolution, Councillors may resolve to introduce new grant categories into the Community Grants program to meet identified community needs.

4.3.4 Successful applicants enter into a funding agreement and commit to adhering to the conditions of the written document/s for the duration of the agreement.

4.4 Authority to Distribute Funds

4.4.1 Council, consistent with its budget deliberations for the forthcoming financial year, allocates funds for the overall Community Grants Program, this does not preclude Council adding additional programs, or additional monies at any time to meet an identified community need, via a Council Resolution.

4.4.2 Where applicants have been approved for 'multi-year' projects and fail to meet the outcomes outlined in their Funding Agreements and project plan, the Manager Community Strengthening may refuse funding for subsequent years of the Funding Agreement and request the return of any unspent funds.

Policy Reference No:	POL/282	Responsible Officer:	Manager Community Strengthening
Date of Re/Adoption:	14/04/2020	Department:	Community Strengthening
Review Date:	01/03/2025		

COMMUNITY GRANTS POLICY

4.4.3 As part of the accountability process, Council reserves the right to audit any and all community grant recipients for the compliance with the grant conditions and expenditure of grant monies received.

4.4.4 Approval to distribute funds for the Community Grants Program Individual Development and Community Group Year-Round categories, is delegated to the Director of Community Services, as resolved on 8 April 2019 Council Report, 'Community Grants Program 2020'.

4.5 Community Grants Dispute Resolution Process

4.5.1 The decision to award grants is made by Hume City Council.

4.5.2 Council's decision is final and there is no review or appeal process.

4.5.3 Any disputes or complaints regarding the Community Grants program or process will be dealt with in accordance with Council's Customer Feedback and Complaints Handling Policy.

4.6 Community Grants Program – Guidance Documents

The delivery of the Community Grants Program is guided by a suite of documents (detailed in Table 1) to ensure the information provided by applicants supports a transparent and rigorous process to the assessment, allocation and distribution of public funds.

Table 1 – Community Grants Program Guiding Documents

Document Name	Document Purpose	Review Date
Community Grants Application Guidelines	<ul style="list-style-type: none"> Guide applicants to apply for the most relevant grant category; Ensure all information required is provided in the application; Inform of eligibility and number of grants a group or not for profit organisation can apply for. 	Annually
Assessment Panel Terms of Reference (TOR)	<ul style="list-style-type: none"> Define the purpose and structures of the grant program and details the level of authority in decision making for assessment committee, and Councillors. 	Biannually
Application and Assessment forms	<ul style="list-style-type: none"> Applications are assessed based on the information provided in the application form and the weighting allocated to each question. 	Annually

5. DEFINITIONS AND ABBREVIATIONS

5.1 Year-round categories – Categories that can be applied for at any time during the year, until funds are exhausted. These are designed to support the community when unforeseen opportunities or situations arise and are assessed as they are received.

Policy Reference No:	POL/282	Responsible Officer:	Manager Community Strengthening
Date of Re/Adoption:	14/04/2020	Department:	Community Strengthening
Review Date:	01/03/2025		

COMMUNITY GRANTS POLICY

- 5.2 Annual grant program – Categories that can only be applied for once a year, during a designated application period. Applications outside the designated period will not be accepted.
- 5.3 Auspice arrangement/Auspice agency¹ – An arrangement where an incorporated organisation provides support, sponsorship or guidance to an unincorporated group.
- 5.4 Funding agreement – a signed document between Council and external party detailing the conditions of the grant and use of funds.

6. RELATED DOCUMENTS

- 6.1 Where appropriate, list the related documents and attach to the policy. These may include:
 - 6.1.1 Community Grants Application Guidelines
 - 6.1.2 Assessment Panel Terms of Reference

Date Adopted	14/04/2020
Date Re-Adopted	
Review Date	01/03/2025

¹ When using an auspice arrangement, the ‘auspicee’ will carry out the project ‘under the auspices of’ the incorporated organisation (the ‘auspice agency’). The auspice agency receives funding and enters into a relevant agreement with the ‘auspicee’.

Policy Reference No:	POL/282	Responsible Officer:	Manager Community Strengthening
Date of Re/Adoption:	14/04/2020	Department:	Community Strengthening
Review Date:	01/03/2025		

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REPORT NO:	CC111
REPORT TITLE:	Friends of Aileu Annual Report 2019 and Friendship Agreement 2020
SOURCE:	Chris Adams, Friends of Aileu Project Officer
DIVISION:	Community Services
FILE NO:	HCC05/29-06
POLICY:	Social Justice Charter 2014
STRATEGIC OBJECTIVE:	3.1 Foster socially connected and supported communities.
ATTACHMENTS:	1. <i>Friends of Aileu Summary Annual Report 2019</i> 2. <i>Friendship Agreement 2020</i>

1. SUMMARY OF REPORT:

- 1.1 This report submits for Council's information, a summary of the Friends of Aileu Annual Report 2019 (Attachment 1), documenting the activities and programs undertaken by the Friends of Aileu throughout the 2019 calendar year.
- 1.2 Also provided for Council's approval is the Friendship Agreement 2020 (Attachment 2). This agreement will serve as the overall framework for continuing the Friendship Relationship with Aileu.

2. RECOMMENDATION:

THAT Council:

- 2.1 notes the Summary Annual Report 2019 (Attachment 1);**
- 2.2 approves the Friendship Agreement 2020 (Attachment 2) as a basis for continuing the Friendship Relationship with Aileu.**

3. LEGISLATIVE POWERS:

- 3.1 The primary purpose of Local Government under the Local Government Act (1989) is to ensure 'peace, order and good government'. It was in this context that friendship relationships linking various Local Governments and communities in Australia with the former District Administrations (now Municipal Administrations) and communities in Timor-Leste, commencing in 2000.
- 3.2 The East Timor Partnership Project and the Friendship Agreement between Hume and Moreland City Councils and Aileu were initiated in May 2000 and most recently renewed in 2016. The Friendship Agreement has been implemented in accordance with the Friends of Aileu Strategy and Action Plan 2016-2020.
- 3.3 It is timely to once again renew the Friendship Agreement, in conjunction with the 20 anniversary commemorations.
- 3.4 In 2016 Hume and Moreland City Councils also entered into complementary Municipal Cooperation Agreements with the Government of Timor-Leste to support Aileu in the development of its local government capacities, consistent with the MOU between the Victorian Government and the Government of Timor-Leste.
- 3.5 The Municipal Cooperation Agreement is still current with no proposal to renew it at the present time.

REPORT NO: CC111 (cont.)

4. FINANCIAL IMPLICATIONS:

- 4.1 Hume City Council allocated \$62,200 in the 2019/20 operational budget to support the delivery of the Friends of Aileu Partnership Program, with Moreland City Council allocating a matching amount.
- 4.2 Through signing the agreement for another five years this operational requirement will be ongoing until 2024/25, and subject to annual increment increases. This is estimated to cost approximately \$310,000 over the life of the agreement.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 The projects and activities included in this report were undertaken in support of the Friendship Agreement, which includes a commitment to assisting the Municipality of Aileu and its people to build a sustainable future.
- 5.2 The need for sustainable development is recognised in the supporting MOU's between Hume and Moreland Councils and the following Friends of Aileu partner organisations; Campaspe Shire Council and Campaspe East Timor Association in Friendship (CETAF), Merri Health, Centre for Education and Research in Environmental Strategies (CERES), and Renew (formerly Alternative Technology Association).
- 5.3 Positive impacts on environmental sustainability in Aileu are a consideration for all projects and activities supported by these and other partner organisations.

6. CHARTER OF HUMAN RIGHTS APPLICATION:

- 6.1 Human Rights, as enshrined in the *Victorian Charter of Human Rights and Responsibilities Act. (Vic 2006)*, have been considered in the design of the East Timor Partnership Project. The Project is delivered within the policy context of these rights and of the Hume Social Justice Charter.
- 6.2 The right to life and the right to participate in public life have been applied as follows:
 - 6.2.1 The East Timor Partnership Project has been designed to identify and deliver programs and projects in conjunction with Aileu partners that address their local priorities, and which improve the health and well-being, education, economic and environmental outcomes for the people of Aileu.
 - 6.2.2 Ongoing support and has been provided to the Aileu Municipal Administration and the Aileu Relationship Commission as Aileu continues its transition to elected responsible local government.

7. COMMUNITY CONSULTATION:

The Friends of Aileu Community Committee (FACC) was consulted in relation to the preparation and content of the Friends of Aileu Annual Report 2019 and the Friendship Agreement 2020. The Committee commends both documents to Council for its consideration.

8. DISCUSSION:

2019 Annual Report

- 8.1 During 2019 the Friends of Aileu continued its engagements with Australian and Timor-Leste communities and partner organisations in the following areas:
 - 8.1.1 Strengthening Community Networks and Partnerships
 - 8.1.2 Municipal Cooperation: Supporting Local Government in Timor-Leste
 - 8.1.3 Working Together in Friendship for a Sustainable Future.

REPORT NO: CC111 (cont.)

- 8.2 Highlights and outcomes of the Friends of Aileu partnerships for 2019 include:
- 8.2.1 The ongoing success of the Community Committee and partner organisations, working with the broader community and local businesses, to raise funds and keep the community aware of the opportunities and value associated with involvement in the Friendship relationship
 - 8.2.2 The information and knowledge sharing between partners as a result of visits by key stakeholders to and from Aileu, including:
 - (a) Hosting the Aileu Municipal Secretary for a two-week study and friendship tour in Hume and Moreland in June 2019
 - (b) A Council/Friends of Aileu delegation, including Hume Councillors Haweill and Sherry, visiting Aileu and Dili over one week in July 2019
 - 8.2.3 Activities offered through the partnership with CERES to share knowledge and resources to support school and community gardens in Aileu, including continuing the CERES Global engagements with a two-week visit to Aileu and Atauro in June-July 2019, focussing on sharing experiences relating to sustainable local agriculture, school and community gardens
 - 8.2.4 A range of community health programs and projects delivered in Aileu, supported by Merri Health.
 - 8.2.5 Activities supporting education in Aileu include:
 - (a) Supporting the study fees at the Baucau Teachers College for two Aileu students, Abilio Sarmiento (second year) and Maria Imaculada (first year), during their three-year Diploma courses, with funds raised by Friends of Aileu.
 - (b) The following school education activities (with the 2018/19 funding of \$5,140 from Hume City Council and \$2,924 from other funds raised by Friends of Aileu):
 - (i) Continuation of the extra-curriculum biology and healthy living course and teacher training program for senior high school students and its expansion to a third school, with extended access to laboratory equipment including conventional and camera equipped microscopes (\$1,564)
 - (ii) The annual Aileu Science, Mathematics and Reading Contest, to inform education authorities on progress with teaching methods and student attainment (\$6,500)
 - 8.2.6 Networking and collaborative activities undertaken with the Melbourne's East Timorese community, Timor-Leste students in Melbourne and other friendship groups and related organisations.
- 8.3 We also note with sadness the passing in July 2019 of Gary Jungwirth, former Hume Councillor and Mayor, who was instrumental in establishing the East Timor Partnership Project in 2000, and who served as an active member of the Friends of Aileu Community Committee from its inception until this year.
- 8.4 The attached Friends of Aileu Summary Annual Report 2019 will be adapted for publication in collaboration with Council's Communications and subsequent distribution to key stakeholders and community members.
- 8.5 A copy of the full Annual Report 2019 will be available on Council's website for community and stakeholders to download.

REPORT NO: CC111 (cont.)

Draft Friendship Agreement 2020

- 8.6 The 2020 Friendship Agreement (Attachment 2), has been developed by making minor amendments to the 2016 Friendship Agreement, to bring it more into line with the evolving nature of the Friendship Relationship. The 2020 document reflects a greater degree of mutual, sharing, exchange and learning, with a lesser emphasis on aid and assistance type activities.
- 8.7 Renewing the Friendship Agreement will provide a more up to date framework for continuing the Friendship Relationship but will not create any additional commitment for Council.
- 8.8 Renewing the Friendship Agreement will also establish a sound basis for the Friends of Aileu Community Committee to provide input to an updated Friends of Aileu Strategy and Communications Plan. The planning work will be a priority task for the Committee during the second half of 2020.
- 8.9 Whilst the Friendship Agreement has no sunset date, it is anticipated that it will be reviewed in 2025 to identify if amendments are required.

9. CONCLUSION:

- 9.1 The Friends of Aileu Annual Report 2019 highlights the partnership achievements in assisting the community of Aileu to develop a range of education and community programs for a more sustainable future in line with the Friendship Agreement and the Municipal Cooperation Agreement.

Friends of Aileu

A partnership established in 2000

BUILDING STRONG COMMUNITIES IN TIMOR-LESTE AND AUSTRALIA



Friends of Aileu Summary Annual Report 2019

Activities and Achievements in 2019 and an Outlook for 2020

Prepared by Chris Adams, Project Officer East Timor





Guests at Annual Dinner and Forum, Hume Global Learning Centre, Broadmeadows, where Pat Walsh and Glenyys Romanes spoke on the roles of activism and friendship 1975 to present day, and in relation to the 1999 Popular Consultation in East Timor



CERES Global Timor 2019 participants with Suku Liurai community members inspecting in-stream weir, Dom Baumeta school and village water supply project

Summary: Highlights of 2019 and Outlook for 2020

Community Events and Activities: Strengthening local networks and partnerships

During 2019, Friends of Aileu again undertook a wide range of activities to maintain and develop the community connections which are the foundation of the friendship relationship. Most of these activities were achieved in partnership with community organisations and local businesses,

Friends of Aileu worked with Australian partner organisations include Campaspe Shire Council and Campaspe East Timorese Association in Friendship, CERES, Grassroots Gathering, Merri Health, Dental Health Services Victoria, North Richmond Community Health, Moreland Community Gardening PrimeSci! (Swinburne University), Rotary Club of Greenvale, TimorLink and Wild Timor Coffee.

Friends of Aileu also collaborated with community organisations including Melbourne East Timorese Activity Centre and the East Timorese Students Association Victoria, Australia East Timor Association and Victoria University and maintained relationships with Renew (formerly ATA) and the Kangaroo Valley Remexio Partnership and Sandringham Sacred Heart Parish Social Justice Group

Major Friends of Aileu events in 2019 included the third annual Grassroots Gathering-CERES music fundraiser, the annual Dinner and Forum, the annual Trivia Night fundraiser and a film night fundraiser at Cinema Nova, Carlton. Friends of Aileu also participated in several of Moreland and Hume City Council’s community festivals.



Trivia Night fundraiser, Coburg Town Hall



Arte Mambai Rai Husar exhibition at Aileu Expo

These events, donations and other activities, including the sale of Wild Timor Coffee and Kor Timor products, raised funds to support the work of our Aileu partners, including the Aileu Municipal Administration and government departments, Aileu Resource and Training Centre, Uma Ita Nian Parish Clinic, Aileu Anan Association, Rotaract Club of Aileu, Aileu Municipal Youth Centre and Arte Mambai Rai Husar.

Thank you to the many community members, performers including Mystic Trio, Damian Cowell and Tony Martin, and local community organisations and businesses, who generously donated their time, goods, services and other resources for these events.

Municipal Cooperation Activities: Supporting the development of local government in Timor-Leste

Moreland City Council and Hume City Council again participated in the Local Government Timor-Leste Network, convened by DELWP-Local Government Victoria for the Victorian Government.



**Mrs Victoria Mesquita do Rego, Aileu Municipal Secretary:
at CERES, East Brunswick and at West Brunswick Community Garden**

A highlight of this year was a study tour and friendship visit by the Mrs Victoria Mesquita do Rego, Aileu Municipal Secretary, who spent two weeks in June getting to know more about Melbourne, Friends of Aileu and partner organisations and Moreland and Hume City Councils, including municipal and community approaches to waste management.

Friendship Activities: Working together for a more sustainable future

In 2019 Friends of Aileu again provided a range of opportunities for the people of Moreland, Hume and Aileu to share perspectives, skills and resources in support of a range of friendship and community development activities.

Council / Friends of Aileu Delegation to Timor-Leste

A Council / Friends of Aileu delegation, comprised of Cr Mark Riley, Deputy Mayor of Moreland, Cr Karen Sherry and Cr Joseph Haweill, Hume City Council representatives on the Friends of Aileu Community Committee, and the Project Officer visited Dili and Aileu for one week in June-July to maintain connections with Friendship and Municipal Cooperation partners, gain a better understanding of conditions and changes in Timor-Leste and Aileu, assess progress with current activities and identify priorities for consideration for the future.



**Council – Friends of Aileu Delegation:
At Ministry for State Administration and at Aileu Municipal Youth Centre**

CERES Global trip: Permaculture, Sustainable Agriculture, School and Community Garden

The Project Officer spent a further week following up on the business of the delegation and co-facilitating the second week of the two-week CERES Global permaculture, sustainable agriculture, school gardens and community gardens engagement in Aileu, working with the Aileu Resource and Training Centre and PERMATIL and visiting several local schools.

The first week of the CERES Global visit was spent with NGO NaTerra at Atekru on Atauro island. This visit continued the relationship and the sharing of perspectives, knowledge and resources, that has been established over the last few years with these local organisations and communities.



CERES Global participants:

Contributing to Kadalak Dame garden project and Discussing composting & mulching with local farmers

Community Health and Sustainable Agriculture Projects

With a donation from Merri Health, Friends of Aileu was able to support a range of community health related initiatives of the Aileu community, including:

- The Uma Ita Nian Clinic's community-based rehabilitation and nutrition program in remote villages, and the work of the St Francis Assisi Disability Workshop
- The Aileu Resource and Training Centre's Kadalak Dame community garden and Manu Casa reforestation programs, to which Campaspe East Timor Association in Friendship also contributed
- Completion of the second and final stage of a project to rehabilitate the water supply system for the Dom Baumeta school and two nearby sub-villages in Suku Liurai village, Aileu, coordinated for Friends of Aileu by Domingos de Jesus Sarmiento, a past president of Aileu Rotaract, following his professional development placement with Friends of Aileu in 2018.



Uma Ita Nian Clinic's St Francis disability workshop



Manu Casa reforestation project

Friends of Aileu, assisted by Domingos Saremnto, also supported the deployment of some donated medical equipment, sourced by Cherylynn McGurgan of Royal Melbourne Hospital, with associated training provided at the Aileu Hospital by Aileu-born Dr Gustodio Alves from the Emergency Management at the National Hospital in Dili.



Dr Gustodio Alves and Domingos Sarmento conducting training with Mr Rogerio and Aileu Hospital staff

The Aileu Oral Health Education Project, coordinated by Professor Martin Hall, LaTrobe University and Dental Health Services Victoria, in collaboration with Dr Bradley Christian, LaTrobe University, Bendigo, Professor Hanny Calache, Deakin University, Geelong, and North Richmond Community Health, continued at the six pilot schools in remote rural areas of Aileu municipality. A baseline and initial outcomes evaluation report was presented to the principal donor, Borrow Foundation (UK), and at the 2019 International Association of Dental Research conference in Vancouver, and in an original research paper accepted by the academic journal *Rural and Remote Health*.

Youth, Education, Training and Professional Development Projects

During 2019 Friends of Aileu and partners made funding contributions to:

- The Aileu Municipal Youth Centre, for a sports program held in June-July to celebrate friendship between communities of Aileu, Moreland and Hume
- Arte Mambai Rai Husar, for art training and an exhibition of art made from recycled materials for the Aileu Expo
- The Rotaract Club of Aileu, for construction of a waste separation bin at the Aileu Technical and Vocational School
- Supporting two Aileu students, Abilio Sarmento and Maria Imaculada, at the Baucau Teachers College
- The Aileu Resource and Training Centre (ARTC) Staff Development Program and the annual Aileu Expo
- A study-tour visit to Melbourne by Mrs Victoria Mesquita do Rego, Aileu Municipal Secretary.



Rotaract President Olga with School Principal - Friendship Games - Aileu Administrator opening the Expo

Using funds including the \$5,140 provided by Hume City Council for education purposes in Aileu, Friends of Aileu was also able to provide financial support for:

- The annual Science, Mathematics and Reading Contest, organised by the ARTC, the results of which are being used by the Aileu Education authorities to assess and improve school, teacher and student performance
- Further development of the biology laboratory and Vida Saudavel (Healthy Living) study program for Year 12 students, with an associated teacher training program and deployment of microscopes to three schools, an activity that Aileu’s Maryknoll Sisters coordinated with local catholic and government schools.

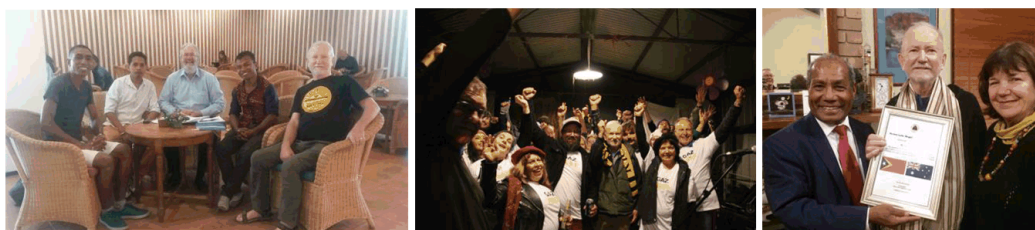


Aileu Science, Maths and Reading Contest Vida Saudavel students and teachers with new microscopes

The Aileu Anan Association completed its report on the interview survey of past beneficiaries of the Aileu University Scholarship Program, for which funds were provided in 2018, presenting the results to a local government and community forum in April and publishing the final report in October.

Vale Gary Jungwirth (16 August 1951 - 13 July 2019)

Gary Jungwirth, former Hume Councillor and Mayor, was dedicated to family, human rights, social justice, lifelong learning and his mighty Tigers. He was instrumental in establishing the East Timor partnership between Hume and Moreland City Councils in 2000 and was active with the Friends of Aileu from its inception until he passed away in July. Over the recent years he forged strong links with the Rotaract Club of Aileu, continuing his support for the development of Aileu’s younger generations.



Gary Jungwirth with Aileu Rotaract members 2016, family & friends at Gaz Fest 2019 and Abel Guterres and Anne Jungwirth in June

In June The Timor-Leste Ambassador to Australia, Mr Abel Guterres, one of Gary’s many good Timorese friends, presented Gary with a certificate of recognition of his services to Timor-Leste.

Prior to his 11 years on Hume City Council (1997-2008) including two years as Mayor, Gary also served on Preston Council for seven years including as Mayor. As a Hume City Councillor, Gary drove the establishment of the Social Justice Strategy and Bill of Rights, the first in Local Government in Australia, and the development of the Hume Global Learning Centre.

Gary worked in Victorian Government planning and public policy positions for many years, as an Adviser to several Labor Ministers in Federal and Victorian Governments, and as East Timor Project Officer with the Victorian Local Governance Association.

Involved in community all his adult life, Gary served on the Board of Orana Family services, including eight years as Chair, and 11 years as Chairman of Sunshine and Broadmeadows Uniting Care. He was Awarded an Australian Centenary Medal for services to local government and the community.

Gary joined Greenvale Rotary in 2013, serving on the Board from 2014-2019 and as President in 2017/18 and a District 7970 Assistant Governor in 2018/19. Particularly committed to local community and international projects in East Timor, he was awarded a Paul Harris Fellowship in 2019.

Gary will be greatly missed by the Friends of Aileu and all his many East Timorese friends.

Outlook for 2020

May 2020 is a significant milestone, being the 20th anniversary of the establishment of the East Timor Partnership Project between Hume and Moreland City Councils, the Friendship Relationship with Aileu and the Friends of Aileu, as a Citizens Committee of Moreland City Council, also serving to advise Hume City Council.

May 2020 is also the 20th anniversary of the signing of the *Statement of Principles for Victorian Local Governments Working in East Timor*, which provided a guiding framework for friendship relationships between many Victorian Councils and communities and their Timor-Leste counterparts.

The signing of these agreements took place in conjunction with delivery of the 13th Maurice Blackburn Oration on *The Importance of Community Alliances in the Re-Building of East Timor*, by Xanana Gusmão (then President of the National Council for Timorese Resistance) at Coburg Town Hall on 4 May 2000.



Seloi lake and agricultural area - Newly reconstructed highway through Aileu - Lequidoe drier highlands

During 2020 Friends of Aileu plans to:

- Celebrate its 20th anniversary, including with an invitation to Mr Joao Tilman do Rego, Aileu Municipal Administrator, to make a study tour visit in May
- Renew its Strategy and Action Plan and Communications Plan for the period 2020-2025, providing the opportunity for a renewal of the Friendship Agreement for a similar period
- Continue its support for youth, education, training and professional development activities in Aileu, including the Aileu University Scholarship Program, with funding from the annual Trivia Night, Hume City Council and other fundraising and donations, including those in lieu of travel benefits made by Moreland City Council on behalf of Cr Natalie Abboud (Mayor 2018-19) and Cr Lambros Tapinos (Mayor 2019-20)
- Continue its support for Community Health and Sustainable Agriculture activities in Aileu, with funding from Merri Health and other fundraising and donations, and through the further development Aileu Oral Health Education Project
- Develop plans for an audit of health equipment and an assessment of equipment and training needs for the Aileu Municipal Health Centre and Hospital, with support from Dr Gustodio Alves and Melbourne nurse Cherylynn McGurgan and colleagues.

For more detail please refer to the full Friends of Aileu Annual Report 2019 available on the Councils' websites

**Friendship Agreement (2020) between the Municipality of Aileu, Timor-Leste,
Hume City Council and Moreland City Council, Victoria, Australia,**

Recognising the aspiration of the people of East Timor and Aileu to take control of their future, Hume City Council and Moreland City Council committed to a friendship relationship with the District of Aileu on 4 May 2000. This commitment was made on the day that Mr Xanana Gusmao delivered the 13th Blackburn Oration on *The Importance of Community Alliances in the Re-building of East Timor* at Coburg Town Hall.

The friendship relationship has been periodically renewed, most recently with the signing of a Friendship Agreement (2016) between the Aileu Municipal Administration, Hume City Council and Moreland City Council.

We the undersigned reaffirm our organisations' commitment to the friendship relationship and the principles and values on which it is based, including sustainability, mutual respect and understanding and Timorese-led decision making.

We also reaffirm our organisations' commitment to support the development of local government in Aileu, as outlined in the Municipal Cooperation Agreements (2016) between the Timor-Leste Ministry of State Administration and the Hume and Moreland City Councils.

The Friends of Aileu Community Committee exists as a means for the Hume and Moreland City Councils, partner organisations and members of the community to collaborate in respect of the friendship relationship.

Accordingly, we agree that we will continue work together in friendship to:

- Respond to the aspirations of the people of Aileu as they build their democratic local government and work towards an inclusive, prosperous and sustainable future
- Engage with the people of Aileu in ways that complement their efforts to achieve the goals they have for their communities
- Ensure that any activities that we undertake respect:
 - The policies and programs of the Government of the Democratic Republic of Timor-Leste and priorities identified in consultation with the Aileu Municipal Administration and Aileu community organisations
 - The capacity of our organisations, partners and communities to resource and sustain them
- Foster engagements with and between young people as they take on their responsibilities for the future
- Share our stories, cultures, perspectives, skills and resources, and improve mutual understanding
- Help develop and maintain strong communities both in Aileu and in Hume and Moreland.

We acknowledge the independence, wisdom, knowledge and skills of the people of Aileu and their representative and community organisations.

We also acknowledge the complementary roles and contributions of the Australian partner organisations of the Friends of Aileu, and of other community groups and organisations engaging with Aileu in the spirit of friendship.

This agreement is intended to be a guide for our organisations, and for the communities we represent for the coming five years. This agreement will not have any legal effect and may be terminated or varied as agreed.

Signed:

Councillor Carly Moore
Mayor, Hume City Council
Date:

Mr Joao Tilman do Rego
Administrator, Municipality of Aileu
Date:

Councillor Lambros Tapinos
Mayor, Moreland City Council
Date:

Witnessed:

Councillor Joseph Haweil
Chair, Friends of Aileu Community Committee
Date:



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REPORT NO:	GE418
REPORT TITLE:	Appointment of Independent Member of the Audit Committee
SOURCE:	Domenic Isola, Chief Executive Officer
DIVISION:	Chief Executive Officer
FILE NO:	HCC20/102
POLICY:	-
STRATEGIC OBJECTIVE:	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
ATTACHMENTS:	Nil

1. SUMMARY OF REPORT:

- 1.1 Council's Audit Committee comprises three independent members and two Councillors, Cr Drew Jessop OAM and Cr Karen Sherry.
- 1.2 Mr Brian Keane's term as independent member of the Audit Committee will finish in April 2020 and the process to appoint a replacement has been finalised.
- 1.3 This report proposes the appointment of Mr Shannon Buckley as an independent member of the Audit Committee.

2. RECOMMENDATION:

- 2.1 That Mr Shannon Buckley be appointed to the role of independent member of the Audit Committee for an initial period of four years, up to a maximum of eight years in accordance with the Instrument of Delegation.**
- 2.2 That the Mayor, Cr Carly Moore, formally write to Mr Shannon Buckley offering him the position.**
- 2.3 That the Chief Executive Officer write to all applicants advising them of the decision, following acceptance to the position by Mr Shannon Buckley.**

3. FINANCIAL IMPLICATIONS:

In accordance with the Deed of Delegation for the Audit Committee, the Chair of the Audit Committee is paid \$8,500 per annum and each independent member is paid \$6,800 per annum.

4. DISCUSSION:

- 4.1 Council's Audit Committee plays a pivotal role in the overall corporate governance of Council. Independent members provide specialist advice on matters relating to financial control, risk management governance and financial statement preparation.
- 4.2 As part of their role, independent members bring expertise in corporate matters and provide an objective, arm's length oversight of Council's operations.
- 4.3 Advertisements to attract potential applicants were placed on the Australian Institute of Company Directors (AICD) and LinkedIn websites for a period of three weeks closing on 14 February 2020.

REPORT NO: GE418 (cont.)

- 4.4 Twenty-one applications were received and interviews were conducted with four applicants.
- 4.5 The interview panel comprised of Cr Drew Jessop OAM, two independent members, Claire Filson and David Nairn and the Chief Executive Officer.
- 4.6 The interview panel unanimously decided that Mr Shannon Buckley should be appointed as the independent member of Council's Audit Committee. Mr Buckley will bring a wealth of knowledge to the role, experience and strong business and professional acumen. Mr Buckley is a qualified Certified Internal Auditor, CPA Accountant and a Certified Information Systems auditor. Mr Buckley's skill set will complement the existing skills and capacity of the Audit Committee.

5. CONCLUSION:

A strong field of applications was received for the position of independent member of the Audit Committee and following a rigorous selection and interview process it is recommended that Mr Shannon Buckley be appointed to the role

REPORT NO:	GE419
REPORT TITLE:	Amendment to Council Meeting Schedule - Change of Venue April 2020 to June 2020
SOURCE:	Brad Mathieson, Senior Governance Officer
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:	Nil

1. SUMMARY OF REPORT:

- 1.1 At the Council Meeting held on Monday 25 February 2019, Council adopted the 2019 – 2020 Council meeting schedule which determined the dates, locations and venues of Council meetings up until 22 June 2020.
- 1.2 Due to the ongoing COVID-19 pandemic, and the requirement to implement social distancing, the venues previously recommended to Council would no longer comply with those distancing rules.
- 1.3 In the best interest of public safety, it is recommended that Council consider all public meetings be held at the Town Hall Broadmeadows until further notice.
- 1.4 This report allows for Council to adopt a meeting schedule up until the last meeting held in June, at which point Council may wish to consider where meetings are held beyond this date.

2. RECOMMENDATION:

- 2.1 **THAT the Amended Hume City Council Meeting Schedule for April 2020 to June 2020, as follows be adopted:**

DATE	MEETING TYPE	VENUE
Tuesday 14 April 2020	Ordinary	Town Hall Broadmeadows
Monday 27 April 2020	Ordinary (Town Planning)	Town Hall Broadmeadows
Monday 11 May 2020	Ordinary	Town Hall Broadmeadows
Monday 25 May 2020	Ordinary (Town Planning)	Town Hall Broadmeadows
Tuesday 9 June 2020	Ordinary	Town Hall Broadmeadows
Monday 22 June 2020	Ordinary (Town Planning)	Town Hall Broadmeadows

- 2.2 **THAT all meetings start at 7.00pm.**
- 2.3 **THAT the Amended Council Meeting dates and starting time of 7.00pm be advertised in the Northern Leader newspapers and be placed on Council's website.**

REPORT NO: GE419 (cont.)

3. LEGISLATIVE POWERS:

3.1 Sections 83(a), 83(b), and 89 of the Local Government Act 1989 ('the Act') relating to the conduct of Council Meetings.

3.2 Council's Code of Meeting Procedures 2013.

4. FINANCIAL IMPLICATIONS:

Costs to be incurred include any advertising fees in newspapers advising of the amended location of meetings to be held.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

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

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

Climate change adaptation 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 Responsibility has been considered and in accordance with Council's Social Justice Charter, the recommendations of this report promote Participatory Rights of residents (Clause 4.2 *Hume Social Justice Charter* 2014) by the holding of open and accessible Council Meetings, that are well advertised and at times/places that are accessible.

8. COMMUNITY CONSULTATION:

Community consultation is not applicable for this matter.

9. DISCUSSION:

9.1 As part of Council's commitment to open and accessible government, current practice is that Ordinary Council Meetings are held at three locations across the municipality, the objective being to provide accessibility to Council Meetings for the whole community. The three locations which had previously been proposed for use were the:

- (a) Hume Global Learning Centre, Broadmeadows;
- (b) Hume Global Learning Centre, Craigieburn; and
- (c) Hume Global Learning Centre, Sunbury (previously Sunbury Council Chamber).

9.2 Following the announcement of measures introduced by the Federal Government due to the COVID-19 pandemic, which include social distancing of a minimum of 1.5 metres between each person, and limiting the capacity of venues based on their size, Council must now consider an alternate venue which will allow the implementation of those measures.

9.3 It is proposed that the Town Hall Broadmeadows be used for all public Council meetings including Ordinary and Ordinary (Town Planning) Meetings up until 23 June 2020.

9.4 Any meeting beyond 23 June 2020 will require a further resolution, should Council determine that meetings continue to be held at the Town Hall Broadmeadows.

9.5 Council at its meeting of 10 March 2020 adopted the *July 2020 to June 2021 Council Meeting Schedule* which determined the meeting dates, time and allocated venues listed in 9.1 (a-c).

REPORT NO: GE419 (cont.)

10. CONCLUSION:

The amendment of the location of Council's Ordinary meetings up until 23 June 2020 to the Town Hall Broadmeadows will allow for Council to put in place measures to assist in the prevention of the spread of COVID-19.

REPORT NO: GE419 (cont.)

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REPORT NO:	GE420
REPORT TITLE:	Local Support and Stimulus Package - Part 2
SOURCE:	Domenic Isola, Chief Executive Officer
DIVISION:	Chief Executive Officer
FILE NO:	HCC13/513
POLICY:	---
STRATEGIC OBJECTIVE:	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
ATTACHMENTS:	Nil

1. SUMMARY OF REPORT:

- 1.1 Over the past month, the extraordinary social, health and economic ramifications created by the Novel Coronavirus (COVID-19) Pandemic have been felt around the world.
- 1.2 There are many Hume residents who have also felt the severe consequences of this unprecedented event and the following proposals outline Hume City Council's response in delivering a support package to the community most at need including struggling businesses, community groups and sporting groups.

2. RECOMMENDATION:

THAT Council approves the following measures:

- 2.1 **A contribution of up to \$250,000 to provide for and support the local community through food parcels, food packages and other essential goods. This will be coordinated through local charities and organisations operating in Hume.**
- 2.2 **That Council supports businesses impacted by this crisis by providing:**
 - 2.2.1 **an expansion of the Small Business package by \$1 million for eligible businesses;**
 - 2.2.2 **the waiver of food act registrations in the 2020/21 year;**
 - 2.2.3 **the waiver of all outdoor dining area permit fees and licence fees for 2020/21; and**
 - 2.2.4 **rent relief for tenants occupying Council facilities for up to six months on a case by case basis where the tenant can demonstrate that their business has been adversely impacted by COVID-19 and that delegation be provided to the Manager Finance & Property Development to negotiate suitable arrangements.**
- 2.3 **In addition to not charging interest for the last rate instalment for 2019/20, the waiver of charging interest on the late payments for the first and second instalment of rate payments in the 2020/21 year up to 31 December 2020.**
- 2.4 **That Council supports its local sporting clubs and community groups by providing the following:**
 - 2.4.1 **In addition to the waiver of lease and hire charges for the last quarter of 2019/20, the waiver of 100% of the lease and ground use charges for the first six months and 50% of the last six months of the 2020/21 financial year, this equates to a three month charge only;**
 - 2.4.2 **\$250,000 to support sporting clubs impacted by COVID-19 through the inability to participate in their relevant organised sport, by way of grants**

REPORT NO: GE420 (cont.)

up to \$5,000 to assist sporting clubs with their operational expenses in 2020/21; and

- 2.4.3 The doubling of the Community Grants Program for 2020/21 with the total value of community grants to be distributed to be \$900,000.

3. FINANCIAL IMPLICATIONS:

- 3.1 The measures recommended to assist the community, businesses, sporting groups and community groups is expected to be in the order of \$5.5 million.
- 3.2 In addition, it is expected that up to \$3 million will be absorbed in the 2019/20 year with the remainder being part of the 2020/21 budget.
- 3.3 Council's ability to fund these items is a result of the sound financial position that exists and these initiatives are proposed to provide a level of support to businesses and sporting groups as well as assistance to a number of vulnerable Hume residents.

4. DISCUSSION:

- 4.1 COVID-19 is having a major impact on the lives of people around the world. The Hume community is also experiencing the social, health and financial impacts of the pandemic.
- 4.2 Council is grateful for the assistance packages provided by the Federal and State Governments and the extraordinary measures to assist the community deal with the impact of this pandemic.
- 4.3 It is proposed that Hume City Council assist Hume residents in the following ways:
- 4.3.1 By supporting those organisations in the City who are supplying Hume residents with providing food, support payments and living expenses to the most vulnerable in the community. Council will fund up to \$250,000 towards food parcels and packages and work with these organisations in providing support to vulnerable Hume residents.
- 4.3.2 In order to support businesses most affected by this pandemic, support and funding to those significantly impacted by the closures now being experienced. The principles and guidelines to deliver these business grants are being developed and businesses will be advised of how to apply.
- 4.3.3 Further to this, the food, hospitality and restaurant businesses have been severely impacted. The waiver of the 2020/21 food act registrations and the outdoor dining area permit licence fee is proposed to assist with reducing costs for these businesses. Naturally inspections and registrations will occur but no registration fee will be incurred.
- 4.3.4 The COVID-19 impact is widespread and is impacting on tenants across Australia. Council values the services its tenants provides to the Hume community and will endeavour to work with its tenants to achieve a fair and equitable financial solution. Options for relief may include:
- Waivers, discounts and payment plans;
 - Not charging interest on late payments; and
 - Not evicting tenants.

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- 4.3.5 It is also expected that rate instalments due in May 2020, September 2020 and November 2020 may not all be made on time. It is proposed that Council not charge interest on the late payment of these rate instalments.
- 4.3.6 For many sporting clubs and community groups across Hume, their activities have been severely curtailed as a consequence of COVID-19. Council has already agreed to waive charges for the last quarter of the 2019/20 year and is further proposing to discount these fees by 100% for the first six months and by 50% for the last six months of the 2020/21 financial year.
- 4.3.7 In addition, a 2020/21 grant program be introduced to assist sporting clubs with 'operating expenses' with the program value being \$250,000. Clubs will be able to submit claims or proposals for assistance of up to \$5,000 for other expenses.
- 4.3.8 Council provides an annual Community Grants Program to assist community groups with their operations. The value of this program has been around \$450,000 per annum. It is proposed to double this in 2020/21 and allow the program to increase up to \$900,000 to support community groups.

5. CONCLUSION:

Hume City Council proposes a range of initiatives to support its community, businesses, sporting groups and its most vulnerable residents.

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