



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

MONDAY, 10 DECEMBER 2018

7.00 PM

SUNBURY COUNCIL CHAMBER

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, 10 December 2018
at 7.00 PM
at the Sunbury Council Chamber

To: a: Council	Cr Carly Moore Cr Naim Kurt Cr Joseph Haweil Cr Jodi Jackson Cr Drew Jessop 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 Mr Peter Waite Mr Daryl Whitfort Mr Hector Gaston Mr Michael Sharp Ms Kylie Ezzy	Chief Executive Officer Director Sustainable Infrastructure and Services Director Corporate Services Director Community Services Director Planning and Development Director Communications, Engagement and Advocacy

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, Council is required to report, as soon as practicable, to an Ordinary Meeting of Council, a record of any assemblies of Councillors held.

5.1 Record of Assembly of Councillors - Sustainability Taskforce - 14 August 2018 and 9 October 2018**1. SUMMARY OF REPORT:**

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

1.2 Council held Assemblies of Council on the following dates:

1.2.1 **Tuesday 14 August 2018** – Assembly generally known as Hume Sustainability Taskforce

1.2.2 **Tuesday 9 October 2018** – Assembly generally known as Hume Sustainability Taskforce

2. RECOMMENDATION:

That Council notes the Records of Assemblies for the Hume Sustainability Taskforce for 14 August 2018 and 9 October 2018.



Record of an

ASSEMBLY OF COUNCILLORS OF THE HUME CITY COUNCIL

Assembly generally known as: Sustainability Taskforce

Date of Assembly: 14 August, 2018

Time of Assembly: 6.30pm

Place of Assembly: Hume Global Learning Centre, 1093 Pascoe Vale Road, Broadmeadows

COUNCILLORS IN ATTENDANCE
Cr Jodi Jackson
Cr Drew Jessop

OFFICERS IN ATTENDANCE
Bernadette Thomas (Manager, Sustainable Environment)
Liz Turner (Sustainability Engagement Officer)

TASKFORCE MEMBERS IN ATTENDANCE
Wendy Furniss, Jo Russell, Robyn Smith, Ian Taylor, Julie Law, Gursewak Singh, Belinda Barry.

MATTERS CONSIDERED:

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?
5.	New environmental scholarships available	N/A	N/A
7.	The Green Team and sustainable transport for Hume staff	N/A	N/A
8.	Taskforce Expressions of Interest for 2019	N/A	N/A
9.1	Feral cats and Animal Management Plan	N/A	N/A
9.3	Mickelham road re-zoning and burning of trees	N/A	N/A
9.4	Stockland workshop re Merri Creek	N/A	N/A
9.5	Recognising Marran Baba (Malcolm Creek)	N/A	N/A

Assembly Closed at: 8.35pm

Recorded By: Liz Turner, Sustainability Engagement Officer



Record of an

ASSEMBLY OF COUNCILLORS OF THE HUME CITY COUNCIL

Assembly generally known as: Sustainability Taskforce

Date of Assembly: 9 October, 2018

Time of Assembly: 6.30pm

Place of Assembly: Hume Global Learning Centre, 1093 Pascoe Vale Road, Broadmeadows

COUNCILLORS IN ATTENDANCE
Cr Jodi Jackson
Cr Drew Jessop

OFFICERS IN ATTENDANCE
Bernadette Thomas (Manager, Sustainable Environment)
Nick Chester (Project Support Officer, Sustainable Environment)

TASKFORCE MEMBERS IN ATTENDANCE
Andrew Smeal, Wendy Furniss, Jo Russell, Robyn Smith, Ian Taylor, Julie Law, Graham McCusker, Belinda Barry.

MATTERS CONSIDERED:

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?
5.	Recruitment process, Sustainability Taskforce 2019		
6.	Food waste and the circular economy in Hume		
7.	Sustainability Report	N/A	N/A
10	Feral cats and Animal Management Plan	N/A	N/A
10	Mickelham road re-zoning, burning of trees and Local Laws without a permit, and Rural HIGAP	N/A	N/A

Assembly Closed at: 8.35pm

Recorded By: Liz Turner, Sustainability Engagement Officer

5.2 Assembly of Council - November 2018

1. HEADING:

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

1.1.1 Council held an Assembly of Council on **Thursday 29 November 2018** – Multicultural Action Plan Councillor Workshop

2. RECOMMENDATION:

That Council notes the Record of Assembly for the Multicultural Action Plan Councillor Workshop held on Thursday 29 November 2018.



Record of an

ASSEMBLY OF COUNCILLORS OF THE HUME CITY COUNCIL

Assembly generally known as: Multicultural Action Plan Councillor Workshop

Date of Assembly: Thursday 29th November 2018 **Time of Assembly:** 6.00pm

Place of Assembly: Hume Global Learning Centre, Broadmeadows

COUNCILLORS IN ATTENDANCE
Cr Carly Moore (Mayor)
Cr Naim Kurt (Deputy Mayor)
Cr Joseph Haweil
Cr Jodi Jackson
Cr Drew Jessop
Cr Leigh Johnson
Cr Jack Medcraft
Cr Karen Sherry
Cr Jana Taylor

OFFICERS IN ATTENDANCE
Mr Domenic Isola
Mr Hector Gaston
Mr Michael Sharp
Ms Kristen Cherry
Ms Julie Andrews

MATTERS CONSIDERED:

Order	Description	Names of Councillors who disclosed conflict of interest	Did the Councillor leave the meeting?
1	<p>MAP Review</p> <ul style="list-style-type: none"> To present findings from the research and community consultation undertaken thus far. To seek Councillor feedback to inform the development of a draft framework for the revised Multicultural Action Plan (MAP). To establish an agreed set of guiding principles, aims and objectives to progress a whole of Council approach to servicing Hume City’s multicultural community. 	N/A	N/A
2	<p>Outcomes of the meeting</p> <ul style="list-style-type: none"> A shared understanding of issues emergent thus far in community consultation with residents and other stakeholders. An agreement as to preferred language regarding ‘intercultural’ and ‘multicultural’ approaches. A clear and shared framework to support the drafting of the revised MAP 	N/A	N/A

Assembly Closed at: 8.30 PM

RECORDED BY:

Julie Andrews

Coordinator Community Capacity Building

6. CONFIRMATION OF COUNCIL MINUTES

Minutes of the Ordinary Council Meeting of 12 November 2018 and the Ordinary Council (Town Planning) Meeting of 26 November 2018, including Confidential Minutes.

RECOMMENDATION:

THAT the Minutes of the Council Meeting of 12 November 2018, and the Ordinary Council (Town Planning) Meeting of the 26 November 2018, including Confidential Minutes, be confirmed.

7. RECEIPT OF COUNCIL AND COMMUNITY COMMITTEE MINUTES AND RECOMMENDATIONS TO COUNCIL TO BE ADOPTED**7.1 Unconfirmed Minutes of the Gladstone Park Community Centre Committee of Management Meeting General Meeting held on 16 October 2018 and Westmeadows Hall Committee of Management held on 18 October 2018****1. COMMITTEE RESOLUTIONS:****Committee Resolutions that may require Council consideration:****Minutes of the Gladstone Park Community Centre Committee of Management General Meeting, held on 16 October 2018:**

- 1.1 That Mrs Pat Townsend is accepted as a special committee member until such time as Council approve her on the committee.
- 1.2 That Carolynne Venn, John Timbs, Peter Lazarus remain as signatories on the Bank account with any two to sign. Rudy Tucker to be removed as a bank signatory.
- 1.3 That the Treasurer receive remuneration for Secretary until a new Secretary is appointed.

Minutes of the Westmeadows Hall Community Centre Committee of Management General Meeting, held on 18 October 2018:

- 1.4 There are no Committee Resolutions that require Council consideration.

2. OFFICER'S COMMENTS:**Gladstone Park Community Centre Committee of Management**

- 2.1 At its meeting, the Gladstone Park Community Centre Committee of Management moved the recommendation "That the Treasurer receive remuneration for Secretary until a new Secretary is appointed". There was not a quorum at the meeting when this decision was made and the Manager Governance has advised the committee that they must reconsider the matter at their next meeting when they have a quorum. The Manager Governance also advised that payment as requested can be made, subject to the matter being properly voted on at the committee's next meeting.

Westmeadows Hall Community Centre Committee of Management

- 2.2 On 13 August, Council endorsed the name of the Westmeadows Hall to be changed to Foresters Hall, Westmeadows. The Committee will continue to be referred to as the Westmeadows Hall Committee of Management until the Instrument of Delegation is updated, which is scheduled to be updated in 2019.
- 2.3 The Secretary reported that Mrs Dorothy White was standing down as Chair of the Westmeadows Hall Committee of Management but will remain as a member of the Committee. Mr E Hctor was elected as Chair.

- 2.4 It is recommended that Council write to Mrs Dorothy White to thank her for her long-standing contribution as Chairperson of the committee.

3. RECOMMENDATION:

Gladstone Park Community Centre

- 3.1 THAT the Unconfirmed Minutes of the Gladstone Park Community Centre Committee of Management General Meeting held on 16 October 2018 be noted.
- 3.2 THAT Council notes that the Manager Governance wrote to the Gladstone Park Community Centre Committee of Management to advise that whilst they did not meet a quorum to elect Mr John Timbs as a Secretary until a new Secretary is appointed, that Mr Timbs is approved to hold the position until a new Secretary is appointed, and to receive the remuneration in-line with the position, subject to the Committee reconsidering the matter at their next meeting.
- 3.3 THAT Council appoints Mrs Pat Townsend as a member of the Gladstone Park Community Centre Committee of Management.

Westmeadows Community Hall

- 3.4 THAT the Unconfirmed Minutes of the Westmeadows Hall Committee of Management General Meeting held on 18 October 2018 be noted.
- 3.5 THAT Council writes to Mrs Dorothy White to thank her for long-standing contribution as Chairperson of the Westmeadows Community Hall Committee of Management.

8. PRESENTATION OF AWARDS

8.1 Sports Aid Grants

Hume City Council's Sports Aid Grants program aims to assist young Hume residents with competition and other event related expenses to encourage high achievements and excellence in their chosen sport.

The following recipients have been awarded a Hume City Council Sports Aid Grant to the value identified below.

Name	Sport	Travel Category	Amount
Wiremu Allen	Softball	Interstate	\$400.00
Shania Spriggs	Netball	Interstate	\$400.00
Omar Saadeddine	Futsal	Interstate	\$400.00
Hamza Soueid	Futsal	Interstate	\$400.00
Abdul Rahman Ayad	Futsal	Interstate	\$400.00
Abdulbaari Hussein	Futsal	Interstate	\$400.00
Adam Ayad	Futsal	Interstate	\$400.00
Mohamed Faddal	Futsal	Interstate	\$400.00
Markis Atoa	Rugby	Interstate	\$400.00
Anyanka Mae Ibarra	Tennis	Interstate	\$400.00
Sharell CS Komala	Taekwondo	Local	\$150.00

8.2 Environmental Scholarships

The aim of the Environmental Scholarships Program is to build the capacity of Hume community members to create positive environmental change by providing financial support towards residents undertaking environmental education via short courses or conferences.

The following recipients have been awarded an Environmental Scholarship to the value identified below:

Name	Category	Amount
Ariel de Ramos Molina	Permaculture Design Course	\$1500
Stephanie Pontet	Habitat Conservation and Management Course	\$1200
Nadege Godfrey	Certificate in Nutrition Farming	\$640

8.3 Residents of the Month – Ms Stephanie Challis and Ms Karen Cocks

(Nominated by Cr Leigh Johnson and Cr Ann Potter)

9. NOTICES OF MOTION**NOM401 NOM401 by Cr Joseph Haweil**

I hereby request that pursuant to Council's Governance Local Law 2013 (including Code of Meeting Procedures and Code of Conduct for Councillors) that the following motion be included on the Agenda of the next Ordinary Council Meeting.

1. RECOMMENDATION:

That Hume City Council:

- 1.1 Supports in principle The Committee for Melbourne's call for the State Government to introduce metropolitan-wide management such as a Greater Melbourne Commission, empowered to act in the interests of Greater Melbourne.**
- 1.2 Notes that the establishment of a Greater Melbourne Commission would assist to better guide Melbourne's development as it grows from its current 5 million residents to an anticipated 8 million by 2050.**
- 1.3 Argues that a coordinated long-term planning strategy for Greater Melbourne is essential to the future liveability and economic prosperity of the State.**
- 1.4 As one of Melbourne's growth Councils, Hume City calls on the State Government to provide essential infrastructure commensurate with its growth.**
- 1.5 Re-affirms its commitment to work collaboratively with State Government and other key stakeholders to successfully plan and future-proof the lifetime wellbeing of its residents.**
- 1.6 Appraises the State Government, the Municipal Association of Victoria, North Link and the Committee for Melbourne of this resolution.**

10. PUBLIC QUESTION TIME

NOTICE OF MEETING

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.

Item No Title Page

CULTURE AND COMMUNITY

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GOVERNANCE AND ENGAGEMENT

GE312	Country Women's Association - Offer to Donate a Bench Seat and Plaque.....	25
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GE314	Request to Affix Commemorative Pavers to Graves at the Will Will Rook Pioneer Cemetery	41
GE315	Temporary Change to Chief Executive Officer Delegation	47

12. PETITIONS AND JOINT LETTERS

13. DEPUTATIONS

14. URGENT BUSINESS

15. DELEGATES REPORTS

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
COHE036	Broadmeadows Aquatic and Leisure Centre	(c) industrial matters
COSU118	Spavin Lake Project Budget	(d) contractual matters
COSU119	Works-in-Kind Agreement with MAB, Merrifield West Development Contributions Plan Project IT04	(d) contractual matters
COSU120	Contract - Broadmeadows Town Park, Pearcedale Parade, Broadmeadows - Civil Works Upgrade	(d) contractual matters
COSU121	Contract - Greenvale Recreation Reserve, Section Road, Greenvale - Carpark Construction	(d) contractual matters
COSU122	Contract - Sunbury Global Learning Centre, Brook Street, Sunbury - Carpark Construction	(d) contractual matters
COSU123	Contract - Manufacture, Supply, Installation and Commissioning of prefabricated double unit, fully accessible and automated public toilets at four (4) locations	(d) contractual matters
COGE220	Contract - Provision of Temporary Labour Hire - Neutral Vendor Managed Services - A Collaboration of the Northern Regional group of Councils	(d) contractual matters
COGE221	Assemblies of Council - November 2018	(h) any other matter which the Council or special committee considers would prejudice the Council or any person
COGE222	Councillor Request for Legal Advice	(f) matters relating to legal advice

18 CLOSURE OF MEETING

DOMENIC ISOLA
CHIEF EXECUTIVE OFFICER

5/12/2018

REPORT NO:	CC080
REPORT TITLE:	Neighbourhood House 2019 Funding Allocation
SOURCE:	Julie Andrews, Community Capacity Building Coordinator
DIVISION:	Community Services
FILE NO:	HCC07/641
POLICY:	Social Justice Charter
STRATEGIC OBJECTIVE:	3.1 Foster socially connected and supported communities.
ATTACHMENTS:	Nil

1. SUMMARY OF REPORT:

- 1.1 Neighbourhood Houses and Community Learning Centers (NHLCs) provide invaluable local learning and place based community development services to the Hume community. NHLCs offer educational, social and recreational support programs for people of all backgrounds, ages, abilities and culture, particularly targeting people from socially isolated and/ or disadvantaged backgrounds. NHLCs are not-for profit organisations, oversighted by Committees of Management and are organisations that are committed to providing low cost accessible activities to the community.
- 1.2 This report highlights some of the achievements and challenges experienced by NHLCs in planning and responding to the Hume community during 2018. Summaries of activities and programs offered by each NHLC are included in this report.
- 1.3 This report recommends the allocation of Hume City Council Neighbourhood Houses Fund of \$278,850 to be equally distributed to the 10 NHLCs located in Hume City for the purpose of financial contribution to the NHLCs operation and program expenses.

2. RECOMMENDATION:

That Council:

- 2.1 **acknowledges the valuable role Neighbourhood Houses and Learning Centres provide in learning and place based community development services.**
- 2.2 **approves the distribution of \$278,500 as the 2019 Neighbourhood House Funding Allocation, as detailed in Item 4.2 of this report.**
- 2.3 **enters into an annual Funding Agreement with each Neighbourhood House and Learning Centre, noting that each Neighbourhood House and Learning Centre must comply with the terms of the agreement, including the satisfactory completion of an annual acquittal of funds, as a prerequisite for future funding eligibility.**

3. LEGISLATIVE POWERS:

- 3.1 The Local Government Act 1993 stipulates that the “primary objective of a Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions”. Furthermore Councils must give regard to the objective “to improve the overall quality of life of people in the local community”.

4. FINANCIAL IMPLICATIONS:

- 4.1 The current 2018/2019 budget has made provision for the continuation of funding to the NHLCs, using the 2017/2018 funding level as a base and adding a 2% increase.

REPORT NO: CC080 (cont.)

- 4.2 Based on this formula, funding for the NHLCs for the 2019 calendar year would be as follows:

Neighbourhood House / Community Learning Centre	2019 Allocation
Anglicare Broadmeadows Women's Community House	\$27,850
Attwood House Community Centre Association	\$27,850
Banksia Gardens Association Incorporated	\$27,850
Craigieburn Education and Community Centre	\$27,850
Dallas Neighbourhood House Incorporated	\$27,850
Goonawarra Neighbourhood House Incorporated	\$27,850
Kenley Court Neighbourhood House	\$27,850
Meadow Heights Education Centre	\$27,850
Sunbury Neighbourhood House Incorporated	\$27,850
Tullamarine Community House Incorporated	\$27,850
Total	\$278,500

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 There are no environmental sustainability issues addressed through this report.
5.2 Individual Houses have the responsibility to manage their resources as efficiently and sustainably as possible.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no climate change adaptation considerations in respect to this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 The Hume City Council Neighbourhood House Funding stream has been established within the policy context of the Hume City Council Social Justice Charter 2014 (SJC) as well as the Charter of Human Rights and Responsibilities Act 2006 (the Charter). The Hume City SJC 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. The Hume City Citizen's Bill of Rights, contained within the SJC, identifies the right to learning throughout life and the right to participate in public life. NHLCs play an important role in working towards this outcome.
- 7.2 NHLCs play a strategic role in improving access, equity and inclusion for the Hume community through the services and activities they provide. The Charter rights that have been considered are:
- Entitlement to participate in public life (Section 18); and
 - Cultural rights (Section 19).
- 7.3 The above rights have been considered and applied through the following methods:
- Council recognises the important role NHLCs play in protecting the Human Rights of community members, in particular through the equitable access to services and facilities provided by NHLCs. The Community Development Principles which form part of the Memorandum of Understanding to which both HCC and all NHCLCs are party to details the way in which NHLCs will work to ensure that an individual's entitlement to participate in public life (Section 18) and cultural rights (Section 19) are protected.

REPORT NO: CC080 (cont.)

8. COMMUNITY CONSULTATION:

- 8.1 There has been no direct consultation to inform this report.
- 8.2 The following Council Plans, developed in consultation with the community, identify the role and value of NHLCs and Hume City Council's commitment to supporting lifelong learning:
- The Council Plan 2017-2021 identifies:
- Strategic Objective 1.1 Support and enhance skill development and educational opportunities to reduce disadvantage, improve employment prospects and quality of life.
 - Community Expectation 3.1.1: Social cohesion and community connectedness is strengthened by supporting and building the capacity of local community groups.

9. DISCUSSION:

- 9.1 A total of 10 NHLCs are supported through Hume City Council's Neighbourhood House Funding Allocation.
- 9.2 The houses listed for funding in this report have completed their annual accountability reports in relation to the use of funds and activities conducted in 2018.
- 9.3 Council Officers continue to maintain a strong working relationship with the Hume NHLCs through both formal and informal relationships. Formal relationships include:
- 9.3.1 Participation in the bi-monthly Hume Houses meetings.
- 9.3.2 Current occupancy licenses with Council and the 7 NHLCs that are housed in Council facilities.
- 9.3.3 Of the 10 NHLCs in Hume funded through this allocation, all are signatories to the MOU which formally acknowledges the relationship between HCC and the NHLCs and provides a framework to foster support and a positive relationship between all parties. The MOU is scheduled to be renewed in 2018/19.
- 9.3.4 Facilitation of the Broadmeadows Community Hub Partnership Working Group, of which the DNH is a key tenant.
- 9.4 NHLCs funded through Council's Neighbourhood House Funding Allocation enter into a Funding Agreement for the period of funding. A mandatory requirement of this agreement is the completion of an annual accountability report that documents use of funds and activities conducted throughout the year. Documents that need to be submitted as part of this process include:
- 9.4.1 Annual report
- 9.4.2 Audited Income and Expenditure Statement
- 9.4.3 Current Budget
- 9.4.4 Business and / or Strategic Plans
- 9.4.5 Evidence of Acknowledgement of HCC support (such as the HCC logo appearing on program brochures, publications and flyers).
- 9.5 Other matters reported through the accountability report include:
- 9.5.1 What other sources of funds have been applied for
- 9.5.2 New partnerships and programs that have been developed
- 9.5.3 A list of sites NHLC are operating from
- 9.5.4 A breakdown of how the funds provided by HCC were used.

REPORT NO: CC080 (cont.)

- 9.6 The diversity of partnerships developed and the types of funding sought reflects the NHLC's broad range of activities that they are involved in. Partnerships included local sporting groups, local businesses, community organisations, local health and disability service providers, Men's Sheds, Universities, Job Search Agencies, other NHLCs and State Government Departments (Department of Justice, Department of Education and Training and the Department of Health and Human Services).
- 9.7 A theme evident in the accountability reports is that strong relationships continue to grow with local schools and community service organisations as program partners and as sites, for program delivery through the municipality. In addition, an increasing number of NHCLS are working in collaboration to reduce costs and utilisation of resources in offering programs to the community.
- 9.8 All of the ten funded houses maintain a strong participation in the Hume Houses Network and the North–West Neighbourhood House Network as a forum for information sharing, professional development and where practical House to House support. A number of NHLCs requested support from Council to fund the Hume Houses Network to provide professional development opportunities such as writing successful funding applications.
- 9.9 Specific strategies employed in recognition of Hume's multicultural community include the use of bilingual workers, delivering programs in community languages, culturally specific user groups, bilingual volunteers, the use of Hume Link and Victorian Translation Service.
- 9.10 A summary of highlights for each of the NHLCs including, achievements and challenges in planning and responding to community needs, are provided below:
- 9.10.1 The **Anglicare Broadmeadows Women's Community House (ABWCH)** works with vulnerable and isolated clients from diverse backgrounds. As a safe women's only space, the ABWCH provides programs which support women and children affected by family violence.
- (a) Reported challenges experienced by ABWCH include; the capacity to deliver and respond to the 'overwhelming' presenting needs of vulnerable and isolated women and their children. Difficulties in recruitment of facilitators and support staff from cultural and linguistic diverse backgrounds were also reported.
 - (b) ABWCH activities offered in partnership during 2018 include; planned activity groups (Hume Moreland NH), supported play groups (Uniting Region and Meadows PS) and Asylum Seeker Support groups (Anglican Church of Gisborne).
 - (c) Collaborations with other Neighbourhood Houses include offering events for elderly women's group to encourage social inclusion and fitness. ABWCH continues to offer its flagship Art Therapy Group for asylum seeker women and is currently seeking ongoing funding support.
 - (d) ABWCH has recently renewed its collaboration with Dallas Neighbourhood House to provide the venue and child care for English classes for asylum seekers. ABWCH continues to build relationships with schools and community hubs and to co-facilitate parenting groups with Anglicare Parentzone.
- 9.10.2 **Attwood Community House (ACH)** key highlights include recording over 5,000 visitors to the house and offering longer opening hours in response to community demand. The ACH partnered with Victoria Police to offer a range of community safety programs and launched the *Safe as Houses: A Crime Safety Education, Prevention and Community Connection Campaign*.

REPORT NO: CC080 (cont.)

- (a) The ACH has limited budget and staff work additional hours on a voluntary basis. Key challenges reported by ACH include continuing to meet the community demand for use of the House, increasing the bank of volunteers to support house activities and an inability to respond to community requests for additional programs. This year ACH submitted 3 grant applications, 2 were successful.
- 9.10.3 **Banksia Gardens Community Services (BGCS)** provides a range of programs and services to respond to and proactively address the presenting community issues.
- (a) This year BGCS has continued or established key partnerships with over 20 organisations ranging from primary and secondary schools, community service providers, government agencies and corporate partners to deliver programs including study groups, parenting programs, job seeker support, family violence prevention education workshops, health and wellbeing programs.
- (b) Of the 53 funding applications submitted this year, 48 were successful, and 5 were unsuccessful. Successfully funded projects include Broadmeadows Community Youth Justice Alliance, a local and highly targeted pro-social intervention for young people between 10 – 24 years of age who are at risk of or are high recidivist offenders. Social Cohesion through Education and The Good People Act Now (GPAN) programs continue to be offered through funding support from Department of Education and Training.
- 9.10.4 **Craigieburn Education and Community Centre (CEACC)** offer a range of adult education programs from Selwyn House including English as a Second Language (ESL) classes, fitness and wellness programs, legal aid service, first aid training and computer courses.
- (a) Submitting 3 successful funding applications this year, CEACC has also partnered with Goonawarra Neighbourhood House and Tullamarine Neighbourhood House to provide adult education and vocational training program.
- (b) The CEACC Foodbank service is experiencing high numbers attending to access the service. CEACC participated in the Neighbourhood Feasibility Study conducted during 2018.
- 9.10.5 **Dallas Neighbourhood House (DNH)** continues to offer programs at a range of locations including gardening and cooking programs at local primary schools. The programs include multicultural lunch and the provision of 65 fruit boxes per week for families with children sixteen years and under.
- (a) DNH continues to offer ACFE courses and has expanded classes by offering classes on site of the 4 community hubs located in the Dallas/Broadmeadows area. ESL, sewing and computer classes continue to be offered.
- (b) DNH appointed a new manager in late 2017 who continues to work closely with Council staff and is an active participant on the Broadmeadows Community Hub Partnership Working Group.
- 9.10.6 **Goonawarra Neighbourhood House (GNH)** is a popular house with limited capacity to offer more programs in the current facility.
- (a) GNH participated in Council's Neighbourhood Feasibility Study throughout 2018 to assess the programing and facility needs in providing services to the community.

REPORT NO: CC080 (cont.)

- (b) GNH has been partnering with other Community Services and NHLs to offer programs off site to meet the demand. Partnerships with Sunbury Community Health and Sunbury Neighbourhood House have been continued with the range of programs offered at these locations. Popular health and wellbeing programs such as Girls Circle and Boys Drop in Program have continued with the support of sponsorship from a range of local providers including Bunnings Sunbury. Yoga has been delivered at Goonawarra Community Centre.
- 9.10.7 **Kenley Court Neighbourhood House (KCNH)** is auspiced by BGCS and delivers a range of youth services, adult education services and a food bank program on location.
- (a) Over the past year KCNH has progressed informal relationships with Meadow Heights Education Centre, Meadow Heights Primary School and various community groups including Northern Women's Turkish Association, Australian Assyrian Social Development Club, Bhutanese Nepali Ethnic School Melbourne and Kurdish Feyli Community.
 - (b) Program expansion has increased the number of people accessing the center and relationships developed have increased the number of various stakeholders offering services to the local community. This year KCNH submitted 11 funding applications, 8 successful and 3 unsuccessful.
- 9.10.8 **Meadow Heights Education Centre (MHEC)** engaged a new manager who commenced early in 2018. MHEC continues to offer a broad range of programs to meet the presenting needs of the high volume of new arrivals and refugees who are presenting at the centre. Partnerships continue with the aim of responding to the needs, 6 key partnerships have advanced the service delivery of MHEC including, Centre for Multicultural Youth, offering Info sessions for Iraqi and Syrian refugee young people and Foundation House, refugee support program.
- (a) Of the 8 funding applications submitted this year, 4 were successful, 2 are pending and 2 were unsuccessful.
 - (b) Key achievements this year include: the Expansion of Homework Support Club into Craigieburn, Visit to USA as guests of the Intel Computer Clubhouse (Boston) and the Reintroduction of the CALD Senior Men's group.
- 9.10.9 **Sunbury Neighbourhood House (SNH)** recorded over 10 key organisational partnerships to deliver a range of programs and activities including establishment of a community garden, horticulture classes, art therapy for carers, homeless breakfast program, food relief and material aid service.
- (a) SNH collaborated with Goonawarra Neighbourhood House to offer Week without Violence activities and computer classes.
 - (b) Of the 4 funding applications submitted this year 3 were successful.
- 9.10.10 **Tullamarine Community House Inc. (TCH)** offered a range of child and adult programs, including adult cooking and tool safety classes in partnership with Dallas Neighbourhood House and conversation English classes for newly arrived refugees with Meadow Heights Learning Shop. In addition the TCH offered Tax Help program and Emergency Food Relief.
- (a) Of the 14 funding applications made this year 10 were successful with 3 pending and 1 unsuccessful.

REPORT NO: CC080 (cont.)

- (b) Members of the Tullamarine Men's Shed continue use of TCH as a base. The shed has been installed and pending planning and building permits the fit out will proceed as soon as the permits are issued.

10. CONCLUSION:

- 10.1 NHLCs are not-for-profit community organisations which share a community development and socially inclusive approach to the provision of services and programs. NHLCs provide a critical entry point for socially isolated and/or disadvantaged local communities to access social and wellbeing being activities and advance opportunities to further education and employment. Each NHLCs offers programs and services responding to the presenting needs of the local community within the capacity of the funded hours of staff, successful funding applications and the support of Hume City Council's funding allocation. The development of partnerships with a range of stakeholders and other NHLC increases the capacity to deliver a range of services and activities in the local community.
- 10.2 The ongoing support provided by the Hume City Council Neighbourhood House Funding allocation recognises the value and strength of the community development and education programs and services provided by this sector.

REPORT NO:	CC081
REPORT TITLE:	Hume Charitable Fund 2018 General Grant Distribution
SOURCE:	Megan Anderson, Executive Officer
DIVISION:	Chief Executive Officer
FILE NO:	HCC12/268
POLICY:	---
STRATEGIC OBJECTIVE:	3.1 Foster socially connected and supported communities.
ATTACHMENTS:	Nil

1. SUMMARY OF REPORT:

The Hume Charitable Fund Panel has received and reviewed applications to the Hume Charitable Trust Fund 2018 General Grants by approved current Deductible Gift Recipient (DGR) and Charity Tax Concession (CTC) status charities operating within the Hume Municipality.

2. RECOMMENDATION:

That Council notes the Hume Charitable Fund’s 2018 Grant Distribution as endorsed by the Lord Mayor’s Charitable Foundation Board 28 October 2018 as follows:

Recipient	Amount
Corpus Christi Community	\$ 5,000.00
CareWorks Sunranges	\$10,000.00
Second Chance Animal Rescue	\$10,000.00
Riding for the Disabled (Oaklands)	\$10,000.00
Salvation Army (Craigieburn)	\$10,000.00

3. DISCUSSION:

The Hume Charitable Fund, a Charitable Fund Account of the Lord Mayor’s Charitable Foundation demonstrates Council’s philanthropic interests. The 2018 Grant distribution fundamentally provides Hume Charities with the means to address economic and social inequity within the Hume Community.

4. FINANCIAL

The funds balance at 30 June 2018 was \$336,260.00. The amount available for distribution as at 30 June 2018 was \$87,060.00 with \$45,000.00 being distributed leaving a balance of \$42,060.00 as at 29 October 2018.

5. BACKGROUND:

5.1 At its meeting on 16 February 2004, Hume City Council resolved to contribute \$25,000 towards the creation of the Hume Charitable Trust Fund. Since the establishment of this Fund, Council has continued to contribute to the Fund.

REPORT NO: CC081 (cont.)

- 5.2 The Hume Charitable Trust Fund (HCTF) was established to support and distribute funds to charities in Hume City. The Hume Charitable Trust Fund is a Charitable Fund Account of the Lord Mayor's Charitable Foundation (LMCF) and operates within the umbrella of the Lord Mayor's Charitable Foundation, which has been supporting charities across Melbourne metropolitan area since 1923. HCF operates in perpetuity and is administered by the LMCF.
- 5.3 In May 2012, Council received advice that from 2012/13 financial year, the Lord Mayor's Charitable Foundation, like all other registered charities, would report to the newly established Australian Charities and Not for Profit Commission about its financial position and activities. Compliance requirements direct that Community Funds may not use the word Trust or Foundation in their name as this could inadvertently create a separate Trust, which is not endorsed as an item 2 Deductible Gift Recipient.
- 5.4 From that point, forward, the Hume Charitable Trust Fund was known as the "*Hume Charitable Fund, a charitable fund account of the Lord Mayor's Charitable Foundation*".
- 5.5 The original HCF comprised of the Mayor, the Deputy Mayor, the Chief Executive Officer, a representative from the Lord Mayors Charitable Foundation and a Community Representative. The Community Representative, Mr. Alan Free J.P. provided valuable service to the Hume Charitable Panel before moving out of Hume and subsequently passing away due to ill health. In mid 2018, the HCF included Council's Grants and Projects Co-Ordinator as an alternate Panel Member.
- 5.6 The HCF Panel has responsibility for determining the distribution of funds available. The amount available for distribution is made from the fund's earnings less 10% capital retention and 1% administration fee.
- 5.7 In September 2018, the Lord Mayor's Charitable Foundation provided an update that funds available for granting purposes were \$72,000.00. A decision was made at this time to increase the amount available per individual application from \$5,000.00 to \$10,000.00.
- 5.8 A process was then undertaken to invite applications from eligible Charities within the Hume Municipality, with a Deductible Gift Recipient (DGR) and Charity Tax Concession (CTC) status, to assist them in continuing their works in providing basic core needs of health and wellbeing to our Hume Community. Invitations to apply for a HCF Grant opened Friday 07 September 2018 and closed on Friday 21 September 2018.
- 5.9 The HCF Panel met to formally assess the nine applications received in response to the invitation. The HCF Panel did not endorse four applications: Hume Valley School (Not eligible), Break the Ice (Auspiced applications are not allowed), Mind Australia (not endorsed), Sunbury Community House (not endorsed).
- 5.10 Five applications were unanimously endorsed by the Hume Charitable Fund Panel:
- a) Corpus Christi Community \$5,000.00 – provision of clothing / distribution of Christmas hampers and excursion funding;
 - b) CareWorks Sunranges (\$10,000.00) – Purchase of food, essentials, emergency vouchers for homeless people or those at risk of homelessness;
 - c) Second Chance Animal Rescue - \$10,000.00 – Outreach program supporting disadvantaged Community members Veterinary treatment of companion animals – cats and dogs;

REPORT NO: CC081 (cont.)

- d) Riding for the Disabled (Oaklands) - \$10,000.00 – Funding for agistment charges for ponies and horses used to deliver RDA programs; and
- e) Salvation Army (Craigieburn) - \$10,000.00 – Christmas giving hampers to disadvantaged families.

5.11 Successful applicants to the HCF 2018 Grant distribution attended a Grant Award Ceremony and morning tea which was held on Monday 29 October 2018 at Corpus Christi Community, 855 Mickleham Road, Greenvale. The Mayor, Councillor Geoff Porter also extended an invitation to several staff members who have provided ongoing assistance to the HCF.

5.12 Corpus Christi was selected as the venue allowed maximum participation by staff and residents of the centre.

6. CONCLUSION:

A distribution of \$45,000.00 has taken place with a balance of \$42,060.00 to be retained and reinvested for use in the event of emergency or disaster event that may adversely affect the Hume Community.

REPORT NO:	GE312
REPORT TITLE:	Country Women's Association - Offer to Donate a Bench Seat and Plaque
SOURCE:	Gavan O'Keefe, Manager Governance; Peter Faull, Coordinator Governance & Corporate Support
DIVISION:	Corporate Services
FILE NO:	HCC11/739
POLICY:	Proposals for Memorialisation within the Municipality of Hume 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>Image of Existing Bench Seat</i>2. <i>Proposed Location for Donated Bench Seat</i>3. <i>Aerial image - Craigieburn ANZAC Park</i>

1. SUMMARY OF REPORT:

- 1.1 The Craigieburn Branch of Country Women's Association Victoria (the CWA) has submitted a request to Council asking that they be allowed to donate a seat and commemorative plaque to Craigieburn ANZAC Park, in view of the Craigieburn War Memorial. The plaque would commemorate 90 years of CWA in Victoria and 72 years of a CWA branch in Craigieburn.
- 1.2 The proposal can be considered by Council under its 'Proposals for Memorialisation within the Municipality of Hume' policy.

2. RECOMMENDATION:

- 2.1 **THAT Council accepts the offer from the Craigieburn Branch of the Country Women's Association Victoria to donate a bench seat and commemorative plaque to Craigieburn ANZAC Park, to be placed in view of the Craigieburn War Memorial.**
- 2.2 **THAT Council notes that the Craigieburn Branch of the Country Women's Association Victoria will donate up to \$2,000 towards the purchase of a bench seat and plaque.**
- 2.3 **THAT Council approves the allocation of funds, the balance of which is estimated to be approximately \$3,500, to cover the difference between the amount of money that the Craigieburn Branch of the Country Women's Association Victoria can donate towards this project, and the full cost of this project.**
- 2.4 **THAT Council approves the wording on the commemorative plaque to be:**

'Dedicated to the memory of those who served.

In 2018, celebrating 90 years of service to the community from the Country Women's Association of Victoria, and 72 Years of service from the Country Women's Association of Victoria Craigieburn Branch.'
- 2.5 **THAT the commemorative plaque should include the logos of Hume City Council and the Country Women's Association.**
- 2.6 **THAT final approval for the design of the commemorative plaque, the type of bench seat to be installed and the location of the bench seat is delegated to the Manager Governance.**

REPORT NO: GE312 (cont.)

3. LEGISLATIVE POWERS:

Local Government Act 1989

4. FINANCIAL IMPLICATIONS:

4.1 Expenditure associated with this request would include the purchase and installation of a bench seat and commemorative plaque, establishing a concrete base for the bench seat to be affixed to, and the affixing of the memorial plaque to a rock next to the seat. The CWA have verbally advised Council officers that they could donate up to \$2,000 towards this project, however, Council officers estimate that the project could cost approximately \$5,500.

4.2 Attachment 1 to this report is an image of a bench seat that is currently located around the Craigieburn War Memorial. The CWA would like to donate an identical seat. The cost for this seat is \$2,010, GST inclusive, including delivery.

4.3 It is recommended that if Council accepts the offer from the CWA to donate a bench seat and commemorative plaque, that it also approves to contribute the necessary funding required to fully pay for this project.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There are no direct environmental implications as a result of this report

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change adaptation implications in respect to this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected by the Human Rights and Responsibilities Act 2006 were considered and it was determined that no rights were engaged in this naming proposal.

8. COMMUNITY CONSULTATION:

Community consultation is optional under Council's 'Proposals for Memorialisation within the Hume Municipality' policy. Community consultation on the installation of this bench seat and commemorative plaque is not recommended.

9. DISCUSSION:

9.1 In 2018 CWA Victoria is celebrating 90 years of service to the community, and each branch has been asked to mark this milestone in some way. The Craigieburn Branch of the CWA have chosen to mark this anniversary by offering to donate a bench seat to Craigieburn ANZAC Park. Their application states that the bench seat, if approved, will provide a place for members of the community to sit and reflect on those who have given their lives, as well as being a resting place for members of the community in general.

9.2 Images showing the proposed location for the bench seat, which the CWA has requested is positioned in view of the war memorial, are provided in Attachment 2. A seat placed at this location will not restrict access to the park by vehicles that access the park by using the path located directly behind the war memorial. An aerial image of the proposed location of the seat is also provided in Attachment 3.

9.3 Council Officers, the President and Treasurer of the CWA Craigieburn Branch and the President and a Committee Member of the Craigieburn War Memorial and Remembrance Committee have met at the Craigieburn War Memorial to discuss the CWA's request. At this meeting the proposed location for the bench seat and commemorative plaque were discussed, and all parties agreed on the location which is proposed in Attachment 2. The wording that would be proposed to Council for the commemorative plaque was also agreed on.

REPORT NO: GE312 (cont.)

- 9.4 Following this meeting, correspondence was received from the Craigieburn War Memorial and Remembrance Committee confirming their support for the CWA's offer to donate a bench seat and commemorative plaque.
- 9.5 The wording proposed for the commemorative plaque, which would include both the Hume and the CWA logos, is as follows:

Dedicated to the memory of those who served

In 2018, celebrating 90 years of service to the community from the Country Women's Association of Victoria, and 72 Years of service from the Country Women's Association of Victoria Craigieburn Branch.

- 9.6 It is proposed that the plaque is affixed to a rock that will be placed next to the seat.

Assessment of Request Against Council's Policy

- 9.7 Council's 'Proposals for Memorialisation within the Municipality of Hume' policy states that when considering a proposal, Council should consider:
- (a) The reasons proposed for honoring the deceased person;
 - (b) The deceased person's contribution to the community, including lengths of service;
 - (c) The deceased person's association with the feature or asset that is proposed to be named in their memory, or at which a memorial is proposed to be located (that is, linking the name to the place);
 - (d) The level of support from the deceased person's family for the proposal;
- 9.8 As the CWA is an organisation and Council's 'Proposals for Memorialisation within the Municipality of Hume' policy primarily applies to individuals, it is suggested that the proposal is considered under the policy's criteria of contribution to the community and association with the feature or asset where it is proposed that the memorial will be located. The CWA's presence in the Craigieburn community for 72 years, and the organisation's strong association with supporting the community during past wars, is viewed as meeting these criteria, and it is recommended that the offer from the CWA to donate a bench seat and commemorative plaque is accepted by Council.

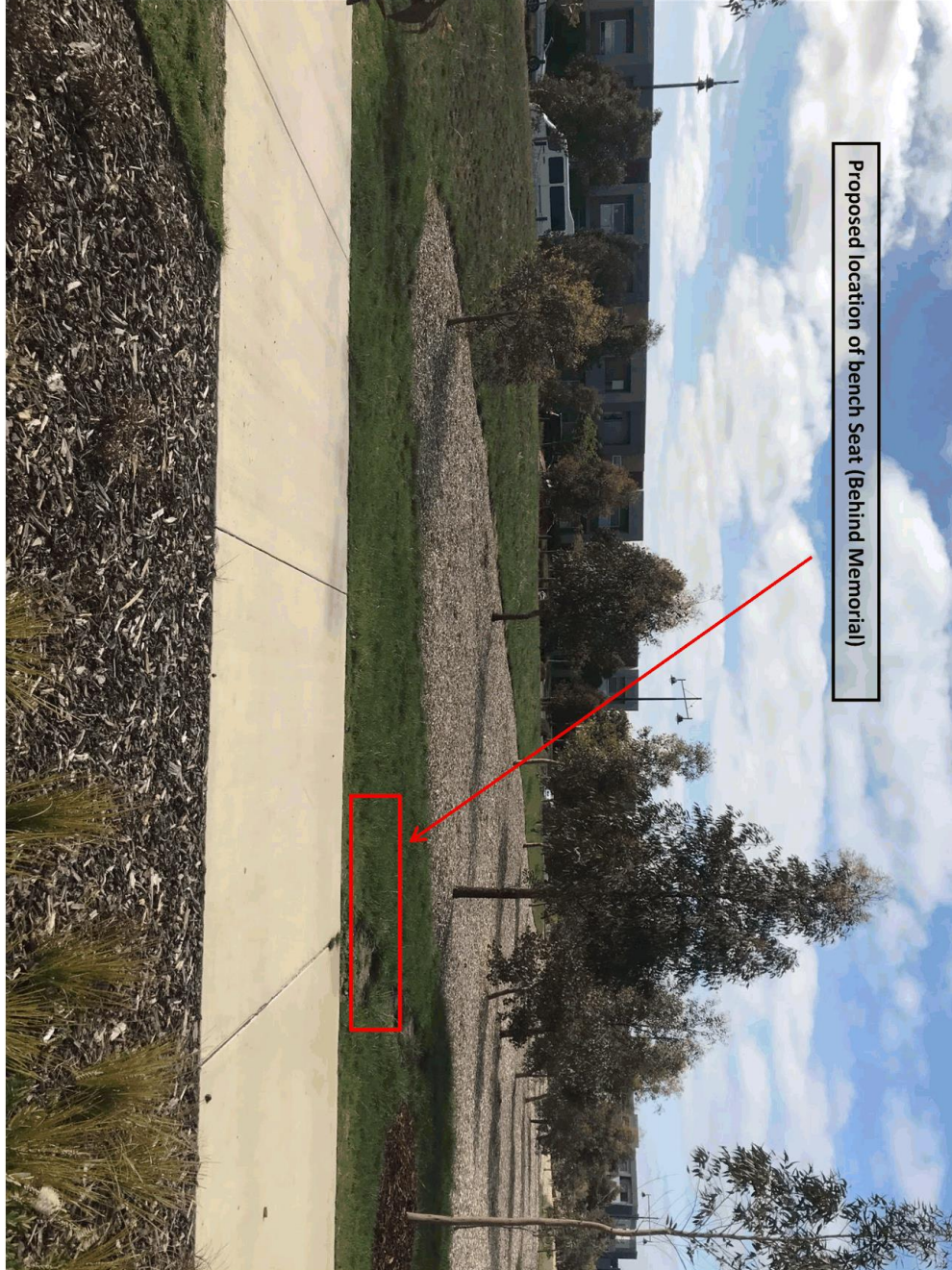
10. CONCLUSION:

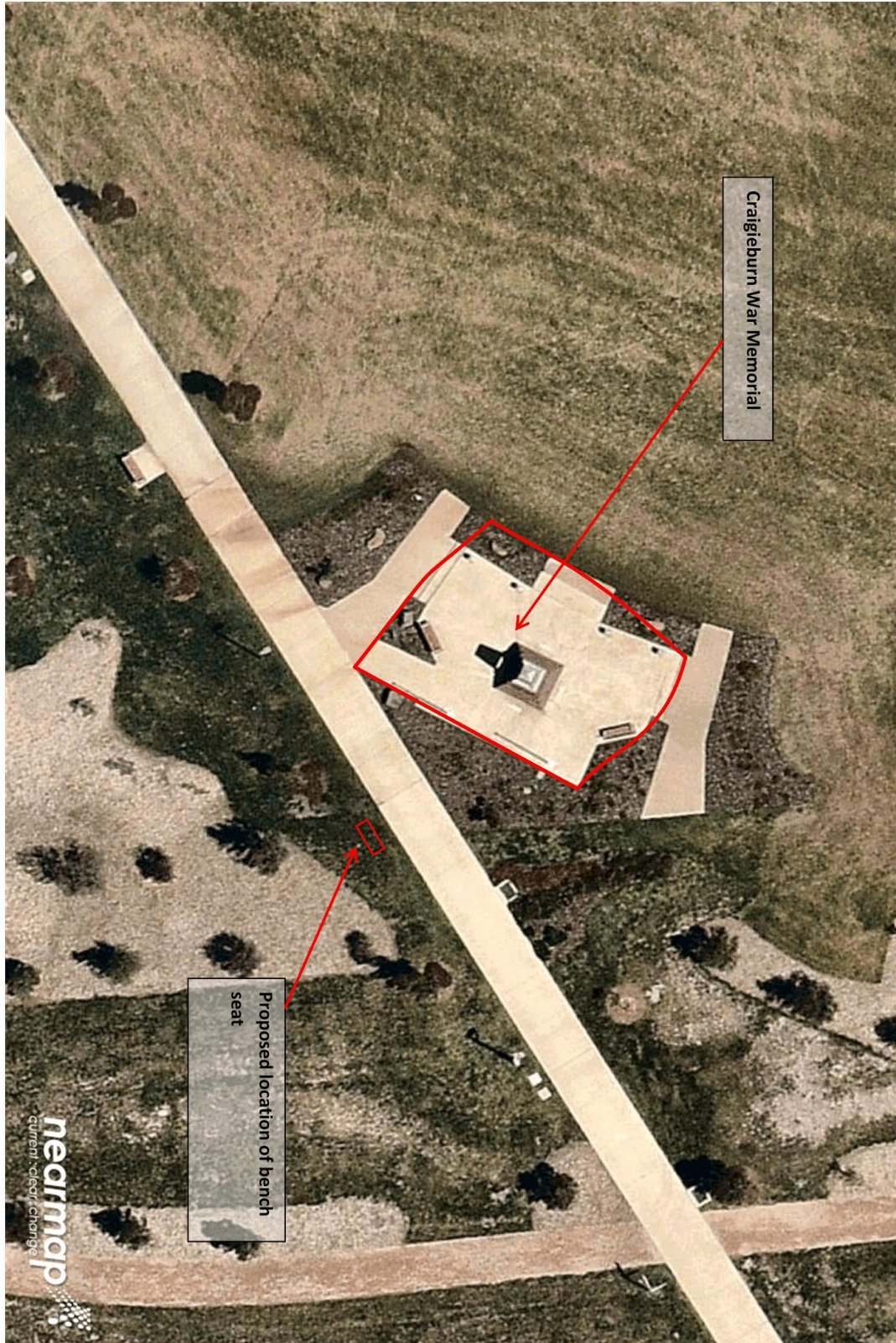
It is recommended that Council accepts the offer from CWA, which is supported by the Craigieburn War Memorial and Remembrance Committee, to donate a park bench and commemorative plaque to Craigieburn ANZAC Park.

Existing bench seating









Aerial - Anzac Park Craigieburn

REPORT NO:	GE313
REPORT TITLE:	Request to Install a Seat at Foresters Hall, Westmeadows
SOURCE:	Peter Faull, Coordinator Governance & Corporate Support; Matthew Wilton, Governance Support Officer
DIVISION:	Corporate Services
FILE NO:	HCC13/146
POLICY:	Place Names Policy
STRATEGIC OBJECTIVE:	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs.
ATTACHMENTS:	1. <i>Proposed Location of Seat</i> 2. <i>Requested Seat Type</i>

1. SUMMARY OF REPORT:

A request has been received from the Westmeadows Hall Committee of Management (the Committee) to install a memorial seat and commemorative plaque in front of the Foresters Hall, Westmeadows (previously known as the Westmeadows Hall) to honour early settlers of the old township of Broadmeadows.

2. RECOMMENDATION:

2.1 THAT Council approves the request to install a seat and commemorative plaque outside of Foresters Hall, Westmeadows.

2.2 THAT Council approves the wording on the commemorative plaque to be:

‘Dedicated to the memory of the early settlers whose pioneering spirit helped create the special character of the old township.’

2.3 THAT Council delegates responsibility for approving the material and design of the memorial seat and commemorative plaque to the Manager Governance.

3. LEGISLATIVE POWERS:

Local Government Act 1989

4. FINANCIAL IMPLICATIONS:

Expenditure associated with this request will include the purchase and installation of a memorial seat and the design, manufacture and installation of a memorial plaque. The Committee has offered to cover all expenditure associated with this request.

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 rights protected in The Charter of Human Rights and Responsibilities Act 2006 were considered and it was determined that no rights are engaged in this naming proposal.

REPORT NO: GE313 (cont.)

8. COMMUNITY CONSULTATION:

Consultation for this request is not required.

9. DISCUSSION:

- 9.1 At its meeting held on 12 June 2018, Council requested that the Committee submit a written proposal for Council consideration detailing the design, location and purpose of a memorial seat. The Committee had previously requested via its meeting minutes that a seat be installed in front of the Foresters Hall, Westmeadows (which at the time was known as Westmeadows Hall).
- 9.2 The Committee wrote to Council on 6 August 2018 formally requesting permission to install a memorial seat and commemorative plaque outside of the hall. An image of the proposed seat location is included as Attachment 1 to this report.
- 9.3 The Committee also requests that the proposed memorial seat includes a plaque to commemorate early settlers of the Broadmeadows Township. The Committee's suggested wording for the plaque is '*Dedicated to the memory of the early settlers whose pioneering spirit helped create the special character of the old township*'.
- 9.4 The installation of the proposed memorial seat and commemorative plaque has been requested by the Committee to coincide with the installation of signage for the recently re-named Foresters Hall, Westmeadows.
- 9.5 The Committee has requested installing a seat made from recycled plastic. An image of the seat requested is provided as Attachment 2 to this report.
- 9.6 Council Officers have investigated the seating option requested by the Committee, however, advice from officers is that this type of recycled plastic seat is often burnt and vandalized, and is not suitable for use after prolonged UV Exposure. Officers propose using a seat that incorporates recycled plastic with wood, in an 'Albert Park Style'. An image of this seat is also included in Attachment 2.
- 9.7 It is recommended that Council approves the installation of a seat and memorial plaque, as requested by the Committee, and that it delegates authority to the Manager Governance to approve the material and design of both the seat and memorial plaque after further consultation with the Committee (taking into consideration that the seat type that officers are proposing is different to what the Committee has requested).
- 9.8 It is further recommended that Council approve the wording for the commemorative plaque that has been requested by the Committee.

10. CONCLUSION:

It is recommended the Council approve the request to install a seat and commemorative plaque outside of the Foresters Hall, Westmeadows, as has been requested by the Committee.



Seat to be located in front of the Westmeadows Hall Sign

Westmeadows Hall Committee of Management - requested seating



The screenshot displays the REPLAS website interface. At the top, there is a blue header with the REPLAS logo on the left, the phone number '1800 REPLAS (1800 737 527)' in the center, and social media icons for Facebook, Twitter, LinkedIn, and Email on the right. Below the header is a white navigation bar with menu items: PRODUCTS, PRODUCTS BY USE, ABOUT US, NEWS & MEDIA, INSTALLERS, and CONTACT, followed by a search icon. The main content area features a large photograph of a blue recycled plastic bench with a curved backrest, set outdoors on a paved area with trees in the background. Below the image is a 'Product Information' section with a paragraph of text describing the bench's features and benefits. At the bottom, there is a grey box containing six bullet points, each with a checkmark icon, listing the product's advantages.

Product Information

Replas' elegant recycled-plastic Kingfisher seat features 40mm slats so as to provide maximum comfort. The freestanding seat comes with your choice of either Daintree or Kimberley supports, while the in-ground model has Kimberley supports. Both the slats and the supports are made from durable recycled-plastic, which means that the Kingfisher seat is virtually maintenance free. It will not split, splinter or crack and will never need painting, making it an ideal option for parks and gardens. Optional arm rests are available at an additional cost.

- ✓ Long Lasting
- ✓ Australian Made
- ✓ Low Maintenance
- ✓ Cost Effective
- ✓ Environmentally Friendly
- ✓ Easy to Install

Council proposed seating



REPORT NO:	GE314
REPORT TITLE:	Request to Affix Commemorative Pavers to Graves at the Will Will Rook Pioneer Cemetery
SOURCE:	Peter Faull, Coordinator Governance & Corporate Support; Brad Mathieson, Senior Governance Officer
DIVISION:	Corporate Services
FILE NO:	HCC04/583
POLICY:	-
STRATEGIC OBJECTIVE:	5.2 Create a community actively involved in civic life.
ATTACHMENTS:	1. <i>Sample Paver</i> 2. <i>Names Proposed for Pavers</i>

1. SUMMARY OF REPORT:

This report presents Council with a request from the Friends of Will Will Rook Pioneer Cemetery Inc (the 'Friends') to affix commemorative pavers to graves within the Will Will Rook Pioneer Cemetery (the cemetery). Council can consider this request in its capacity as Trust of the cemetery.

2. RECOMMENDATION:

That Council, in its capacity as Trust for the Will Will Rook Pioneer Cemetery, approves the installation of 30 commemorative pavers to graves within the Will Will Rook Pioneer Cemetery.

3. LEGISLATIVE POWERS:

Hume City Council is the designated Trust for the Will Will Rook Pioneer Cemetery under the *Cemeteries and Crematoria Act 2003*.

4. FINANCIAL IMPLICATIONS:

The Friends have been successful in obtaining grants to pay for the manufacture and affixing of commemorative pavers. There are no financial implications for Council associated with this request.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There are no environmental sustainability implications in respect to this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change adaptation implications in respect to this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected in *The Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that no rights are engaged in this naming proposal.

8. COMMUNITY CONSULTATION:

Community consultation is not required in order for Council to make a decision on this application in its capacity as Trust for the cemetery.

9. DISCUSSION:

9.1 The Will Will Rook Pioneer Cemetery is located at 220-240 Camp Road, Broadmeadows. It was established in 1852 and it is believed to be the resting place for at least 6,000 people.

REPORT NO: GE314 (cont.)

- 9.2 The last known burial in the cemetery was in 1956 and in 1978 it was designated to be a Pioneer Memorial Park. Hume City Council is now the Trust for this cemetery, which is a role that it assumed from the City of Broadmeadows. A Trust can make decisions on applications associated with the cemetery. Council also maintains the cemetery's open space including mowing and upkeep of the surrounds.
- 9.3 There is an existing and active Friends group associated with the cemetery which consists of community members and descendants of those buried in the cemetery.
- 9.4 The Friends group is proposing that commemorative pavers are affixed to 30 graves within the cemetery. Whilst the records for the cemetery held by Council are mostly incomplete, the Friends have a high level of certainty about the interments (burials) in the graves where they are proposing that commemorative pavers are affixed, and are confident that the information recorded on each individual paver is therefore accurate.
- 9.5 The pavers are proposed to be engraved with the name(s) of the person buried in the grave. Where there is more than one person in a grave, it is proposed that the family name be engraved on the paver.
- 9.6 It is proposed that the pavers, being red bricks measuring approximately 22.5cms by 11cms, will be affixed to existing concrete footings of graves on the grave itself, which will:
- (a) make them difficult to remove (therefore being a deterrent for theft);
 - (b) not cause any interference with lawn maintenance around the graves;
 - (c) allow a buffer to avoid any damage to the pavers from maintenance of the surrounding grounds.
- 9.7 A sample of the red brick pavers is provided as Attachment 1 (please note that more information is included on the paver in this sample image than is proposed to be included on the pavers in the cemetery).
- 9.8 The 30 pavers that are proposed to be installed are attached to this report (Attachment 2), and include a number of prominent historical names from Broadmeadows and surrounding areas.
- 9.9 As the cemetery has not been active for 50 plus years, records of the owners of right of interment for many of these graves are no longer known, however, the proposed affixing of the pavers to existing graves is a minor addition to the place of burial, and as a means to preserve the memory of those buried within the graves, it is recommended that Council approves the request.

10. CONCLUSION:

It is recommended that Council, as the Trust of the Will Will Rook Cemetery, approves the installation of commemorative pavers at the cemetery.



REPORTS – GOVERNANCE AND ENGAGEMENT**10 DECEMBER 2018****ORDINARY COUNCIL MEETING OF COUNCIL**

Attachment 2 - Names Proposed for Pavers

KERR FAMILY	MUNROE FAMILY	SHEPPARD FAMILY	HILL FAMILY	WRIGHT FAMILY	JAMES EDWARD KEANE
MATHESON FAMILY	SOMERVILLE FAMILY	DRAIN FAMILY	HANNAH & LEAH TOPPING	MILLS FAMILY	WOODYARD FAMILY
JAMES MILNE	MCLEOD FAMILY	EDWARD GIDEON JONES	NELSON FAMILY	GRACE FAMILY	COUSER FAMILY
HAMILTON & TUTTLEBY FAMILY	LANGFORD FAMILY	EDMUND BETHEL	BOTTERILL FAMILY	ANNIE MAY McCLEARY	STRANKS FAMILY
ANDERSON FAMILY	AUSTEN/HAYES FAMILY	ARTHUR WESLEY HARRISON	MORGAN FAMILY	SMYTHE FAMILY	PAPWORTH FAMILY

REPORT NO:	GE315
REPORT TITLE:	Temporary Change to Chief Executive Officer Delegation
SOURCE:	Daryl Whitfort, Director Corporate Services
DIVISION:	Corporate Services
FILE NO:	HCC14/405
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 Under section 98(1) of the *Local Government Act 1989* (the Act), Council has created an instrument of delegation to the Chief Executive Officer (CEO) of its powers, duties or functions.
- 1.2 The purpose of this report is to recommend a temporary increase in the current limitation on the power delegated to the CEO – to award a contract not exceeding the value of \$500,000 (including GST). It is proposed that during the period 17 December 2018 to 4 February 2019 to increase this power to a value of \$1.5 million (including GST).

2. RECOMMENDATION:

That Council:

- 2.1 **in accordance with section 98(1) of the *Local Government Act 1989*, amends its instrument of delegation to the Chief Executive Officer for the period of 17 December 2018 to 4 February 2019 for a temporary increase in the current limitation on the power delegated to the CEO – to award a contract not exceeding the value of \$1.5 million (including GST), and**
- 2.2 **receive a further report on the use of the delegation and reinstatement of the contract awarding limit of \$500,000 at the Council meeting of 11 February 2019.**

3. LEGISLATIVE POWERS:

Council is given the power to delegate any of its powers, duties and functions, other than for stipulated exceptions, under the Act as specified in section 9 of this report.

4. FINANCIAL IMPLICATIONS:

Nil

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:

There are no considerations that impact on climate change adaptation as a result of this report

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The Charter of Human Rights and Responsibilities has been considered and the recommendations of this report give no rise to any matters.

REPORT NO: GE315 (cont.)

8. COMMUNITY CONSULTATION:

Not applicable.

9. DISCUSSION:

- 9.1 The effective functioning of local government at an operational level is achieved by Council delegating to staff the powers that are conferred to it through various pieces of legislation and regulations. In many cases there are conditions and limitations placed on Council officers in the exercising of a delegated power.
- 9.2 The decision of a delegate of Council is deemed to be a decision by Council.
- 9.3 Long-standing practice at Hume City Council is that Council delegates all of its powers to the CEO via its Instrument of Delegation from Council to the CEO, except for:
- 9.3.1 those powers that cannot by legislation be delegated to the CEO;
 - 9.3.2 those powers that Council have chosen not to delegate to the CEO;
 - 9.3.3 those powers that must be delegated directly to Council officers.
- 9.4 Council at all times retains the ability to exercise a power that has been delegated to the CEO and/or to a member of Council staff.
- 9.5 Under section 98(1) of the Act, Council can, by instruments of delegation, delegate to members of Council staff any of its powers, duties or functions other than:
- (a) the power of delegation;
 - (b) the power to declare a rate or charge;
 - (c) the power to borrow money;
 - (d) the power to approve any expenditure not contained in a budget approved by the Council;
 - (e) any power, duty or function of the Council under section 223 (right to make a submission); and
 - (f) any prescribed power.
- 9.6 Other powers that Council cannot delegate are:
- (a) making a local law under Part 5 of the Act;
 - (b) adoption of the Council Plan under section 125 of the Act;
 - (c) adoption of the Strategic Resources Plan under section 126 of the Act;
 - (d) preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - (e) adoption of the Auditor's report and Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - (f) determining pursuant to section 37 of the Act that an extraordinary vacancy on Council not be filled;
 - (g) exempting a member of a special committee who is not a Councillor from submitting a return under section 81 of the Act;
 - (h) appointment of councillor or community delegates or representatives to external organisations;
 - (i) the return of the general valuation and any supplementary valuations.
- 9.7 A current limitation on the powers delegated to the CEO is that the CEO cannot award a contract exceeding the value of \$500,000 (including GST). The primary purpose for the temporary increase in this limited delegation is to ensure that contracts for Capital Works projects are able to be awarded promptly over the seven week period of 17

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December to 4 February 2019. During this period, it is also possible that Service contracts may also be awarded up to the increased value.

- 9.8 Whilst it is not possible to identify all tenders sought during this period, the following projects are expected to require awarding over this period:

Project	Project No.
Sunbury BMX Pavilion	PJ 600460
Bolinda Road Resource Recovery	PJ 600220
Spavin Lake Drainage Upgrade	PJ 601930
Sunbury Skate Park extension	PJ 500140
Konagaderra Road Black Spot upgrade	PJ 602860

- 9.9 These projects have estimated values ranging from \$500,000 to \$1,000,000.

10. CONCLUSION:

As provided by section 98(1) of the Act, Council may delegate certain powers, duties or functions through an Instrument of Delegation to the Chief Executive Officer and this report recommends a temporary change to that Instrument.