

## MINUTES OF THE ORDINARY MEETING OF COUNCIL

11 AUGUST 2015

**11.9 RESPONSE TO NOTICE OF MOTION 405 (COUNCILLOR CARLI) - COUNCIL MEETINGS TO BE HELD IN CAROLINE SPRINGS****Presenter: Peter Bean- General Manager Corporate Services****PURPOSE OF REPORT**

To provide a response to the request from Councillor Carli for a report outlining the full costs of holding every second Ordinary Meeting of Council at Caroline Springs Library/Civic Centre for the remainder of the Council term.

**RECOMMENDATION:**

That Council:

1. Receive the report for information.
2. Develop an Engagement/Consultation process with residents in the eastern corridor to determine the level of interest from residents in that area of the municipality in attending Council meetings if they were held in Caroline Springs and use the information collected to assist in setting the meeting schedule for 2016.

**Motion**

Cr Carli/

That Council:

1. Receive the report for information.
2. Develop an Engagement/Consultation process with residents in the eastern corridor to determine the level of interest from residents in that area of the municipality in attending Council meetings if they were held in Caroline Springs and use the information collected to assist in setting the meeting schedule for 2016.
3. Commit to rotating monthly Council meetings between Melton and Caroline Springs commencing 2016.

For want of a seconder the motion LAPSED

**Motion**

Cr Ramsey/Majdlik.

That the report be received and noted.

**Amendment Motion**

Cr Carli/

1. That the report be received and noted.
2. Council commit to rotating monthly Council meetings between Melton and Caroline Springs commencing 2016.

For want of a seconder the amendment motion LAPSED

The substantive motion was then put and CARRIED

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**REPORT****1. Executive Summary**

Council adopted a Notice of Motion at its Ordinary meeting held on 14 July 2015; "That at the next Ordinary Meeting of Council, a report be prepared with the full costs of holding every second Ordinary Meeting at the Caroline Springs Library/Civic Centre for the remainder of this Council term."

Coincidentally this Ordinary Meeting of Council being 11 August 2015, is being hosted at the Caroline Springs Civic Centre/Library which has assisted in gaining an understanding of the full costs and logistics involved in hosting a meeting at this location.

**2. Background/Issues**

Council staff have been requested to prepare a report outlining costs required in hosting every second Ordinary Meeting of Council at the Caroline Springs Civic Centre/Library for the remainder of the Council term. Council has a dedicated Council Chamber located within the Melton Civic Centre and, as such, have never chosen to host the Ordinary Meeting of Council at any location other than this in the past. Unlike other Councils that have multiple Town Halls due to the amalgamations that occurred in the mid-1990s and continue the practice of regular Council meetings at those locations to ensure that communities do not feel compromised by the changes that occurred with the amalgamation process, Melton Councils growth and development of its eastern corridor to a population that now exceeds the Melton township area, contains a community that has never had a pre-existing Council presence for direct council servicing, including participation in Council meetings located in that area, to date.

In order to host every second Ordinary Meeting of Council for the remainder of this Council term to a level that is equivalent to what is provided at the Melton Civic Centre including;

- ensuring amplification and recording capacity of the meeting,
- transporting meeting related equipment/materials,
- some catering items,
- Mayoral robes,
- Councillor information and;
- chamber specific items such as flags and Queens image,
- the staff time required to deliver this would equate to 25 hours each meeting.

Council cleaners have been engaged to ensure that the amenities are refreshed prior to the meeting as a separate clean and our facilities staff have had to undertake the task of adjusting the utilities and security services for the evening. The Civic Centre/Library is not well designed for this type of function. If it came to pass that a significant issue was being considered the room has limited capacity to adequately accommodate in excess of 40 people. There are potential security issues should there be an issue between the Council and members of the gallery in that the access/egress to the room creates limited separation between both parties in the event that the Council need to vacate the room. Consideration of confidential items may come into some question due to the room not being properly soundproofed.

Catering for the meeting can be done in the Pipes Cafe located within the Leisure Centre but does require Councillors and Council staff to then proceed across to the Civic Centre. The issue of inclement weather may create some problems to the Health and Wellbeing of Councillors and staff.

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**3. Council Plan Reference and Policy Reference**

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City

*1.1 Strategically plan for a well designed and built City*

**4. Financial Considerations**

The cost for hosting the event is broken into two key components being equipment and resources.

- Amplification and recording equipment hire (including costs associated with an operator)	\$2,200.00
- Pre meeting clean	\$ 100.00
- Staff resources	<u>\$1,100.00</u>

<b>Total</b>	<b>\$3,400.00</b>
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**5. Consultation/Public Submissions**

No consultation has been undertaken in the preparation of this report.

**6. Risk Analysis**

The most practical room to host the Ordinary Council Meetings within the Caroline Springs Library and Civic Centre is Meeting Rooms 1 and 2, but it limits the capacity to host a meeting that may attract a large gallery. It also presents some security risks both to the gallery and to Councillors in the event that unrest may break out which has been experienced from time to time in the past. With the access/egress doors located where they are, the degree of separation between the gallery and Council could be considered inadequate.

**7. Options**

Council may consider whether with Lakeview Secondary College could host Ordinary Council meetings in its Performing Arts Facility. This is a 240 seat facility with a staged area that may provide amplification and recording capacity as well as greater functionality for meetings such as this.

Council could also consider investigating whether there is demand from residents in the eastern corridor for meetings to be held on a regular basis. It could undertake an engagement process in the form of a random phone poll asking a short number of relevant questions which Council could then use to assist it in determining the 2016 meeting schedule which will be undertaken for the November Ordinary Meeting of Council.

This could be undertaken at a cost of approximately \$3,000.00 and may form a very sound basis for Council making a determination for hosting meetings on an in-frequent basis into the future in the eastern corridor or even any future plans for the expansion of the Civic Centre which may incorporate the capacity to host Ordinary Meetings of Council.

**LIST OF APPENDICES**

Nil