

# **ATTACHMENT TO AGENDA ITEM**

Ordinary Meeting

17 December 2019

**Agenda Item 16.1 Councillors Community Interaction and Briefing Program**

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<b>Attachment 14</b>	<b>Shepparton Art Museum Advisory Committee Meeting</b>	<b>Error! Bookmark not defined.</b>
<b>Attachment 15</b>	<b>Heritage Advisory Committee Meeting</b>	<b>Error! Bookmark not defined.</b>

## **Greater Shepparton Best Start EYP Partnership: 21.2.2019 Meeting Minutes**

1. **Present:** Cr Seema Abdullah (chair), Sally Rose, Ann Sexton, Chris Dwyer, Sharelle Davidson, Maryanne Stivactas, Chris Widdicombe, Kim Spalding, Nicole O'Brien, Allan Muntz, Emily Vaivars, Sally Wright and Belinda Whitelaw (minutes).  
**Apologies:** Noellene Morrow, Simone Higgins, Jill Guerra and Carmel Brophy  
**Invited Guests:** Carla Miles and Vicki Scott
2. **Minutes from previous meeting:** Moved by Sally Rose, seconded by Ann Sexton.
3. **Conflict of interest:** None

		<b><u>Action</u></b>
<p><b><u>4. Best Start</u></b></p> <p>4.1 Early Years Reference Group program logic 2019 final</p>	<p>Our new chair, Cr Seema Abdullah acknowledged the traditional owners of the land and welcomed everyone to the meeting. Cr Abdullah provided a brief overview about herself and previous working history, and congratulated the Partnership on their achievements to date. The Partnership is very pleased to have Cr Abdullah as the new chair.</p> <p>The Early Years Reference group met at the start of February to consider the focus community / ies for 2019. A series of Community Profiles were presented, outlining service data such as MCH Key Age and Stage visits, failure to attend, vulnerability profiles, kindergarten enrolment, kinder demographic data and Early Start to kinder enrolments. After much discussion it was agreed that south Shepparton will be the primary focus community for 2019 activities. The program logic has been submitted to the Department of Education and training and loaded onto the Best Start portal. A copy of the program logic is attached.</p>	<p>Belinda to send out program logic.</p>
<p><b><u>5. Municipal Early Years Plan</u></b></p>	<p>No items for discussion.</p>	
<p><b><u>6. Evaluation and Data</u></b></p> <p>6.1 AEDC 2018 community profile update</p>	<p>Ann reported that all schools have now received their school profile but only a handful have looked at them. She will be making contact with all schools in the coming week to remind them how to access their school profile and the value of the data it holds.</p> <p>The Community Profiles are still scheduled to be released in late March.</p> <p>Our Aboriginal profile should be available mid year and discussions are still happening around the provision of a CALD profile for our community.</p>	<p>Ann to make contact with schools about accessing their AEDC profile.</p>
<p>6.2 MCH Vulnerability audit</p>	<p>Sally and Chris provided an update on the 2018 MCH Vulnerability audit, and presented provisional data on the outcome of the annual audit.</p> <p>MCH nurses have been conducting an annual audit since 2014. The audit is a valuable exercise to ensure all children with a current 'at risk' status are reviewed at one point in time (please note in the context of this audit, 'reviewed' means the nurse has considered whether an existing alert needs to be continued, not</p>	

<p><b><u>7. Advocacy</u></b> 7.1 Childcare reform issues paper</p> <p><b><u>8. General Business</u></b> 8.1 Partner Spotlight – Lighthouse Project</p> <p>8.2 Shepparton Education Plan update</p> <p>8.3 Out of Home Care Agreement</p>	<p>necessarily that a child has been reviewed in the sense of a clinical assessment). The nurses should be congratulated in that 100% of children with a current 'at risk' alert were reviewed with the most recent audit. Sally provided a table outlining the number of at risk children at each centre. This type of data is valuable to the Early Years Reference Group in understanding where there are pockets of vulnerability and where we should be focussing our efforts. It is also used by the MCH team to run reports on a monthly basis for at risk children who are due for their next key age and stage visit and prioritise these visits. A final report will be developed and presented to the MCH team.</p> <p>This continues to be a work in progress as Belinda collects and collates information in relation to the impact the recent childcare reform package changes have had on families and services. We hope to have a draft issues paper to circulate to members prior to the April meeting.</p> <p>The Partnership welcomed Carla Miles and Vicki Scott from the Greater Shepparton Lighthouse project to talk about the draft 2018-2023 Community Strategy and the Mooroopna project. Carla stepped through the 2018-2023 Community Strategy which is still in draft form at the moment, and explained the role of the Leadership Tables. Vicki talked about the work happening in Mooroopna. A lot of consultation has happened since last October to hear the voice of community members and better understand the needs and wants of the community. The business sector in Mooroopna has indicated they want to help but are unsure where to start, and that they feel a growing divide between Mooroopna and Shepparton. It was great to hear from Carla and Vicki and the Partnership agreed to would be beneficial to invite them back to a future meeting to discuss / explore common indicators and priorities.</p> <p>The new principal for the Greater Shepparton College has been appointed – Genevieve Simson.</p> <p>The first AIG for 2019 is yet to be held. Chris indicated there are still issues with receiving templates from child protection, either as a completed document or in a timely manner. Child protection is looking at establishing an email box that all OoHC notifications will go to, as a central collection point. Jo Fasano has been appointed the new Early Childhood Lookout Advisor for our area. This is a two year position and will sit with DET.</p>	<p>Relevant members to send through information to Belinda.</p>
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8.4 Partnership membership	<p>There has been some staff changes since the end of 2018 and we are seeking new members to join the Partnership from The Lighthouse Project, Rumbalara and Communities for Children. We thank Kate Radevski, Deb Walsh and Claire Tarelli for their time and contribution to the Partnership. Belinda has been in contact with each organisation to identify an appropriate replacement.</p>	<p>Belinda to confirm new members prior to next meeting.</p>
8.5 Updates from partners	<p>Kim – updated the Partnership on the ‘Respond Project’ which will be rolled out in Mitchell and Murrindindi shires. The project will focus on healthy eating, healthy living and a childhood obesity program. Greater Shepparton will receive this program in the near future. A liveability audit is currently being conducted for Greater Shepparton.</p> <p>Sally R – the Best Start and Maternal and Child Health report went to Council on Tuesday night and was very well received by all.</p> <p>Chris D – Debbie Luko has replaced Judy Rose (retired) at DET.</p> <p>Sal W – reminded members about the upcoming Integrated Practice training to be held on 7<sup>th</sup> and 14<sup>th</sup> May. Registrations open 4<sup>th</sup> March.</p> <p>Allan – there will be a new facility at the Shepparton Court House which will be a family drug treatment court. The court will be able to take 20 parents at any given time and is expected to be running from March. This has been trialled in Broadmeadows.</p> <p>The Orange Door (part of the Family Violence reform) has been rolled out across 17 DHHS areas and Shepparton will be one of the next 3 sites to receive this. ChildFIRST will move from FamilyCare to the Orange Door which will be a one stop shop for people experiencing family violence.</p> <p>AusChild is working in Goulburn with a program called Functioning Family Therapy.</p>	

**Next meeting: Thursday 18<sup>th</sup> April from 10am to 12 noon in the Hunter Room.**

<b>Meeting Title and Date of Meeting</b>		
Councillors:	<b>Cr Shelley Sutton</b>	
Officers:	<b>Janelle Bunfield, Nick Maple, John Lloyd, Geraldine Christou, Sophie Watt</b>	
<b>Matter No.</b>	<b>Matters discussed</b>	<b>Councillors Present for Discussion</b>
(unnumbered) (4b?)	Strategic Items <ul style="list-style-type: none"> <li>• Possible Relocation of Aerodrome</li> <li>• Economic Benefit Analysis</li> <li>• Arrangement of Sub-Committee meeting</li> </ul>	<b>Cr Shelley Sutton</b>
5	Aerodrome Manager's Report	Cr Shelley Sutton
<b>Conflict of Interest Disclosures</b>		
<b>Matter No.</b>	<b>Names of Councillors who disclosed conflicts of interest</b>	<b>Did the Councillor leave the meeting?</b>

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**Assemblies of Councillors**

<b>Heritage Advisory Committee Monday 7th October, 2019</b>		
Councillors:	<b>Cr Seema Abdullah</b>	
Officers:	<b>Kate Clarke &amp; Michael MacDonagh</b>	
<b>Matter No.</b>	<b>Matters discussed</b>	<b>Councillors Present for Discussion</b>
1.	Apologies	<b>Cr Seema Abdullah</b>
2.	Declarations of Conflict of Interest	<b>Cr Seema Abdullah</b>
3.	Items to be raised during General or other Business	<b>Cr Seema Abdullah</b>
4.	Confirmation of Meeting Minutes of 2 September, 2019	<b>Cr Seema Abdullah</b>
5.	Report on Murchison Meteorite 50 <sup>th</sup> Anniversary	<b>Cr Seema Abdullah</b>
6.	Report on Opening of the Tatura Museum Exhibition Gallery and launch of 'Migration and the Refugee: the Art of Erwin Fabian' exhibition	<b>Cr Seema Abdullah</b>
7.	Draft Heritage Strategy 2019	<b>Cr Seema Abdullah</b>
8.	Budget Allocation	<b>Cr Seema Abdullah</b>
9.	Membership of Sub-Committees	<b>Cr Seema Abdullah</b>
10.	Strategic Planning Report	<b>Cr Seema Abdullah</b>
11.	Heritage Grants Program	<b>Cr Seema Abdullah</b>
12.	Heritage Research Projects	<b>Cr Seema Abdullah</b>
13.	Heritage Adviser Report	<b>Cr Seema Abdullah</b>
14.	Active Planning Permits	<b>Cr Seema Abdullah</b>
15.	Reports from Members	<b>Cr Seema Abdullah</b>
12.	General / Other Business	<b>Cr Seema Abdullah</b>
<b>Conflict of Interest Disclosures</b>		

Matter No.	Names of Councillors who disclosed conflicts of interest	None

**Assemblies of Councillors**

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

CEO and Councillor Catch Up - 29 October 2019		
Councillors	Cr Kim O’Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Chris Hazelman OAM, Cr Les Oroszvary and Cr Dennis Patterson.	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Ask of Government Reviews	Cr O’Keeffe Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman OAM Cr Oroszvary Cr Patterson
2.	SAM Update	Cr O’Keeffe Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman OAM Cr Oroszvary Cr Patterson
3.	Shepparton Intersection Upgrades	Cr O’Keeffe Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman OAM Cr Oroszvary Cr Patterson
4.	Murchison Aged Care	Cr O’Keeffe Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman OAM Cr Oroszvary Cr Patterson
5.	Funding Support for Davies Road	Cr O’Keeffe Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Hazelman OAM Cr Oroszvary Cr Patterson

Conflict of Interest Disclosures		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil.	

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillor Briefing Session – 29 October 2019		
Councillors	Cr Kim O’Keeffe, Cr Shelley Sutton, Cr Seema Abdullah, Cr Dinny Adem, Cr Bruce Giovanetti, Cr Chris Hazelman OAM, Cr Dennis Patterson and Cr Fern Summer.	
Officers:	Peter Harriott, Geraldine Christou, Phillip Hoare, Chris Teitzel, Amanda Tingay, Rebecca Good, Michael MacDonagh, Ronan Murphy, Matthew Jarvis, Olivia Curtis, Michael Carrafa, Bonnie McIntosh, Anthony Nicolaci and Kate Clarke (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Greater Shepparton College	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Chris Hazelman OAM Cr Patterson Cr Summer
2.	Parking Briefing	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Chris Hazelman OAM Cr Patterson Cr Summer
3.	Rating System Review - Draft Strategy	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Chris Hazelman OAM Cr Patterson Cr Summer
4.	Gifts and Benefits Policy	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Chris Hazelman OAM Cr Patterson Cr Summer

5.	New Business Grant Guidelines	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
6.	Greater Shepparton Heritage Strategy 2019	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
7.	Contract 1958 – Supply and Delivery of Concrete – Panel of Suppliers	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
8.	Murchison Aged Care and Community Centre	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
9.	Walking Strategy	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
10.	Proposal for Free Tip Days - January	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
11.	Major and Minor Grants Program	Cr O'Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer

12.	Public Toilet Policy	Cr O’Keeffe (Chair) Cr Sutton Cr Abdullah Cr Adem Cr Giovanetti Cr Patterson Cr Summer
<b>Conflict of Interest Disclosures</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil	

## Assemblies of Councillors

<b>Heritage Advisory Committee Monday 11<sup>th</sup> November, 2019</b>		
Councillors:	<b>Cr Seema Abdullah</b>	
Officers:	Michael MacDonagh, Kate Clarke, Anne-Maree Michaelson	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Apologies	-
2.	Declarations of Conflict of Interest	-
3.	Items to be raised during general or other business	-
4.	Confirmation of Meeting Minutes: 7/10/2019	-
5.	Election of Office Bearers	-
6.	Operations	-
7.	Draft Heritage Strategy	-
8.	Budget Allocation	-
9.	Strategic Planning Reports	-
10.	Heritage Research Projects	-
11.	Reports from Members	Cr Seema Abdullah
12.	General & Other Business	Cr Seema Abdullah
<b>Conflict of Interest Disclosures</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
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<b>Audit &amp; Risk Management Committee Meeting – 13 November 2019</b>		
Councillors:	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>	
Officers:	Peter Harriott, Chris Teitzel, Sharlene Still, Matthew Jarvis, Karen Liversidge, Brian Doyle, Nick Maple, Jodie Sessions	
<b>Matter No.</b>	<b>Matters discussed</b>	<b>Councillors Present for Discussion</b>
1.	Apologies	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
2.	Declarations of Conflict of Interest	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
3.	Confirmation of previous minutes	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
4.1	Action Register	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.1	OHS & WorkCover Report	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.2	Audit Report – Occupational Health & Safety	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.3	October ARMC Finance Report	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.4	Overdue Audit Action Owner Update – Manager Strategic Assets	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.5	Status of Overdue and Outstanding Audit Recommendations – 7 August to 7 October 2019	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.6	CEO's Report	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.7	CEO Expenses	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.8	Gifts and Benefits Register	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.9	Legislative Compliance Report	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.10	Legislative Compliance Review and Unusual Logon Times Fraud review	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.11	ARMC Risk & Claims Report	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.12	High/Extreme Project Risk Reporting	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.13	Strategic Risks and High/Extreme Operational Risks	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>

5.14	Publications of Interest Report	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.15	Fringe Benefits Tax – Memorandum of Audit Planning	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.16	Internal Audit Report – Privacy Act Compliance and Management	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.17	Internal Audit Report – Leases Review	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.18	Internal Audit Report – Follow-up Review	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
5.19	JMAPP Risk Maturity Appraisal Report – July 2019	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
7.	Any other business	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
8.	Date of next meeting – Wednesday 5 February 2020	<b>Mayor Seema Abdullah and Cr Chris Hazelman</b>
<b>Conflict of Interest Disclosures</b>		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?

### Assemblies of Councillors

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

CEO and Councillor Catch Up - 12 November 2019		
Councillors	Cr Seema Abdullah, Cr Dinny Adem, Cr Chris Hazelman OAM, Cr Kim O'Keeffe, Cr Dennis Patterson and Cr Shelley Sutton	
Officers:	Peter Harriott	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Advocacy Document	Cr Abdullah Cr Adem Cr Hazelman OAM Cr O'Keeffe Cr Patterson Cr Sutton
2.	Outdoor Dining Containers	Cr Abdullah Cr Adem Cr Hazelman OAM Cr O'Keeffe Cr Patterson Cr Sutton
3.	Mooroopna Integrated Early Learning Centre	Cr Abdullah Cr Adem Cr Hazelman OAM Cr O'Keeffe Cr Patterson Cr Sutton
4.	Abattoirs	Cr Abdullah Cr Adem Cr Hazelman OAM Cr O'Keeffe Cr Patterson Cr Sutton
5.	Mediation	Cr Abdullah Cr Adem Cr Hazelman OAM Cr O'Keeffe Cr Patterson Cr Sutton
6.	Notice of Motions	Cr Abdullah Cr Adem Cr Hazelman OAM Cr O'Keeffe Cr Patterson Cr Sutton
<b>Conflict of Interest Disclosures</b>		

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the meeting?
	Nil.	

## Record of Assembly of Councillors

Record in accordance with section 80A(1) of the *Local Government Act 1989*

Councillor Briefing Session – 12 November 2019		
Councillors	Cr Seema Abdullah, Cr Chris Hazelman OAM, Cr Kim O’Keeffe, Cr Les Oroszvary, Cr Dennis Patterson and Cr Shelley Sutton.	
Officers:	Peter Harriott, Geraldine Christou, Phillip Hoare, Amanda Tingay, Rebecca Good, Braydon Aitken, Jon Griffin, Colin Kalms, Fiona LeGassick, Matthew Jarvis, Jacalyn Turner, James Nolan, Rachael Frampton, Jason Watts, Sarmed Yassin, Sharron Terry, Jonathan Diment, David Booth, Belinda Conna, Katie Thorp, Anthony Nicolaci, Maree Glasson, Sarah Hardwick, Michael Carrafa, Tim Zak, Nick Maple and David Atley. (not all officers were present for all items).	
Matter No.	Matters discussed	Councillors Present for Discussion
1.	Use and Development of Land for an Abattoirs   Gillieston	Cr Abdullah (Chair) Cr Chris Hazelman OAM Cr O’Keeffe Cr Oroszvary (partial) Cr Patterson Cr Sutton
2.	Camping and Caravan Park   215 Mitchell Road, Kialla	Cr Abdullah (Chair) Cr Chris Hazelman OAM Cr O’Keeffe Cr Oroszvary Cr Patterson Cr Sutton
3.	Greater Shepparton Great Things Happen Here Update	Cr Abdullah (Chair) Cr Chris Hazelman OAM Cr O’Keeffe Cr Oroszvary Cr Patterson Cr Sutton
4.	October 2019 Monthly Financial Report	Cr Abdullah (Chair) Cr Chris Hazelman OAM Cr O’Keeffe Cr Oroszvary Cr Patterson Cr Sutton
5.	Community Satisfaction Survey 2019-20 Quarter 1 report	Cr Abdullah (Chair) Cr Chris Hazelman OAM Cr O’Keeffe Cr Oroszvary Cr Patterson Cr Sutton
6.	Advocacy for improvements to the Community Support Program - Amnesty International	Cr Abdullah (Chair) Cr Chris Hazelman OAM Cr O’Keeffe Cr Oroszvary Cr Patterson Cr Sutton