

# **Future Melbourne Committee**

**Meeting No 21  
Tuesday 3 February 2026  
5:30 pm**

**Town Hall Commons  
Melbourne Town Hall Administration Building**

## **Confirmed Minutes**



### **Present**

Lord Mayor Nicholas Reece (Chair)  
Deputy Lord Mayor Roshena Campbell  
Councillor Dr Olivia Ball  
Councillor Davydd Griffiths  
Councillor Dr Owen Guest  
Councillor Philip Le Liu  
Councillor Gladys Liu  
Councillor Kevin Louey  
Councillor Andrew Rowse

### **Apologies**

Councillor Rafael Camillo  
Councillor Mark Scott

## 1 Commencement of meeting and apologies

The meeting commenced at 5:34 pm.

The Chair, Lord Mayor Nicholas Reece, welcomed attendees to the meeting, acknowledged the Traditional Owners of the land governed by the City of Melbourne, the Wurundjeri Woi Wurrung and Bunurong / Boon Wurrung peoples of the Kulin, and advised that:

- the meeting was being streamed live and a recording will be made available on the City of Melbourne website.
- Councillor Dr Olivia Ball would be arriving late to the meeting.
- apologies were received from Councillors Rafael Camillo and Mark Scott.

Cr Dr Guest arrived at the meeting at 5.35pm.

## 2 Disclosure of conflicts of interest

The Lord Mayor advised that conflicts of interest should be disclosed as they arise.

## 3 Confirmation of minutes of previous meeting

Moved: Deputy Lord Mayor Roshena Campbell

That the minutes of Future Melbourne Committee meeting No 20 held on Tuesday 2 December 2025 be confirmed.

Seconded: Cr Liu

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Guest, Cr Griffiths, Cr Rowse, Cr Liu, Cr Le Liu and Cr Louey

## 4 Matters arising from the minutes of the previous meeting

There were no matters arising from the minutes of the previous meeting.

## 5 Public Questions

There were three public questions.

Below is a summary of public questions and responses. The full question time can be heard in the live stream recording of the meeting on Council's website at <https://www.melbourne.vic.gov.au/meeting/future-melbourne-committee-03-february-2026>

### **8<sup>th</sup> Hole at Royal Park Golf Course**

Bruce Sutherland asked a question relating to the Royal Park Golf Course, requesting Council convene a stakeholder meeting with the four resident golf clubs to resolve the safety and amenity issues caused by the relocation of the 8<sup>th</sup> hole in May 2025.

Lord Mayor Nicholas Reece thanked Bruce for the question and referred it to Cr Liu, Community, Health and City Services Portfolio Lead. Cr Liu thanked Bruce for the question and explained that Council relocated the 8<sup>th</sup> hole as a temporary safety measure following a risk assessment. Cr Liu also noted that there were no further incidents during the six-month review period and there are plans underway to improve irrigation, landscaping and seating and a commitment to continue monitoring safety while considering long-term options in consultation with the golf clubs and the broader Royal Park community.

### **Trader engagement at the Queen Victoria Market**

Mary-Lou Howie raised concerns about difficulties Queen Victoria Market (QVM) traders have experienced in resolving issues through QVM Pty Ltd (QVMPL) and sought clarification on what steps Council will take as the sole shareholder to ensure these matters are appropriately addressed.

Lord Mayor Nicholas Reece thanked Mary-Lou for the question and reaffirmed that Council welcomes questions on all matters. The Lord Mayor clarified that although Council owns QVM, day-to-day operational issues are managed by the QVM management team and board.

The Lord Mayor referred the question to the Chief Executive Officer, Ms. Alison Leighton, who thanked Mary-Lou for the questions. Alison advised that as the sole shareholder, Council is committed to the success of QVM noting that while governance responsibilities rest with the board, both Councillors and the CEO remain actively engaged to understand traders issues and provide support wherever possible. Alison offered to spend time with Mary-Lou to better understand the issues.

### **Safety Improvements on Kings Way access road**

Chris Trueman on behalf of Southank3006, asked a question relating to the proposal to improve pedestrian and cyclist safety on the Kings Way access road by installing a raised crossing, lowering the speed limit and consulting with the community and relevant authorities for implementation.

Lord Mayor Nicholas Reece thanked Chris for the question and referred it to Rick Kwasek, General Manager Infrastructure and Amenity. Rick thanked Chris for the question and explained that there are works underway to improve crossings on City Road between Kings Way and Boyd Park. Rick added that traffic control devices and speed limits are ultimately determined by the State Government Department of Transport and Planning and that ongoing investigations will be shared with the community.

## **6 Reports from management**

There were four reports from Management.

The Lord Mayor Nicholas Reece called on Deputy Lord Mayor Roshena Campbell to assume the role of Chair for consideration of the reports where Council exercises its responsibilities under the *Planning and Environment Act 1987*.

The Deputy Lord Mayor assumed the role of Chair.

### **6.1 Planning Permit Application - TP-2023-161/A - 376-388 Flinders Street, Melbourne**

The report from management included the following executive summary:

1. The purpose of this report is to advise the Future Melbourne Committee of a planning permit application that seeks permission to amend the existing Planning Permit TP-2023-161 to include and develop land at 11-27 Tavistock Place, Melbourne (refer to Attachment 1 – Locality Map).
2. The proposal seeks to extend the basement below the existing heritage substation and provide for built form above the existing heritage substation which will extend from and be in addition to the approved development (refer to Attachment 3 – Plans).
3. The applicant and owner is Wincrown Pty Ltd who is represented by Tract Consultants Pty Ltd and Guida Moseley Brown are the project architects. The estimated additional cost of the amended development is \$59 million.
4. The site is within the Capital City Zone (Schedule 1) (CCZ5) and is affected by the Heritage Overlay (HO1249 Substation 11-27 Tavistock Place) the Design and Development Overlay (Schedule 1 Outside the Retail Core and 10, General Development Area – Built Form), Land Subject to Inundation Overlay – Schedule 3 (Moonee Ponds Creek and Lower Yarra River Waterways) and the Parking Overlay (Schedule 1, Outside the Retail Core).

5. The existing Planning Permit TP-2023-161 was granted for an 18-storey mixed used building including retail and office.
6. The new land introduces consideration of Heritage Overlay HO 1249 (11-27 Tavistock Place). The Heritage Overlay protects a substation which is graded significant under the Heritage Places Inventory March 2022 (City of Melbourne, August 2024). The substation is 2-storeys, with a north-south pitch roof form and a lantern on its ridge.
7. Public notice (advertising) of the application to amend the permit was undertaken and no objections were received.
8. The key issue for consideration is whether the development on the new land delivers an appropriate built form and heritage response having regard to the relevant policy and controls.
9. Throughout the application process concerns with the built form above the heritage substation being an unacceptable outcome have been maintained. The key contravention of heritage policy is the presence of built form within the air space directly above the front or principal part of the heritage substation and the associated impacts on the heritage significance.
10. The assessment as set out in the delegate report (refer to Attachment 2 – Delegate Report) finds that in balancing heritage policy with the advice of Council’s heritage advisors on the appropriateness of any addition, particularly its clearance and cantilever, it is recommended that the amendment could be supported, subject to an increased setback of the built form and other recommended conditions.

Cr Dr Ball arrived at the meeting at 6.09pm.

Items of correspondence were received from:

- Jim Lau
- Luke Chamberlain, Tract

The following people addressed the Committee:

- Jim Lau
- Luke Chamberlain, Tract

Moved: Deputy Lord Mayor Roshena Campbell

1. That the Future Melbourne Committee resolves to:

- 1.1. Issue an Amended Planning Permit subject to the conditions set out in the delegate report (refer to Attachment 2 - Delegate Report of the report from management).

Seconded: Cr Le Liu

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Cr Dr Ball, Deputy Lord Mayor Roshena Campbell, Cr Dr Guest, Cr Griffiths, Cr Rowse, Cr Liu, Cr Le Liu and Cr Louey

Lord Mayor Nicholas Reece resumed the role of Chair.

## 6.2 Racecourse Road Strategic Improvements Plan Implementation Update

The report from management included the following executive summary:

1. This report provides an update on the implementation of the Racecourse Road Strategic Improvements Plan (RRSIP), as requested by Future Melbourne Committee on 15 July 2025.

2. It outlines progress made, advocacy efforts, and planned improvements aligned with the plan's vision to enhance Racecourse Road in collaboration with City of Moonee Valley and the Department of Transport and Planning.
3. The RRSIP sets a vision and objectives for Racecourse Road improvements, developed jointly with City of Moonee Valley, reflecting the road's location between municipalities. It addresses diverse transport modes and community needs.
4. Many improvements identified in the RRSIP, such as accessible tram stops and separated bike lanes, relate to matters that are the responsibility of the Victorian Government, Department of Transport and Planning. Other improvements, such as greening and footpath enhancements are directly within the remit of the respective Council's.
5. The Lord Mayor has written to the Minister for Transport Infrastructure and the Minister for Roads and Road Safety, requesting that the Victorian Government urgently investigate and implement safety and accessibility improvements to Racecourse Road identified in the Racecourse Road Strategic Improvements Plan Advocacy Plan. Similarly, the CEO has written to the Secretary of the Department of Transport and Planning, seeking the Government's commitment to the principles of the Strategic Improvements Plan and support for collaboration with councils on this shared vision.
6. Both Councils have requested Victorian Government commitment to the RRSIP principles and safety improvements, with the Department of Transport and Planning agreeing to conduct a Movement and Place assessment post-West Gate Tunnel opening.
7. Modifications to accommodate longer G-class trams are underway, with delivery expected by March 2026, though stops will not be fully accessible. The new stop near Coronet Street consolidates two removed stops.
8. Proposed speed limits of 40km/h and 50km/h along sections of Racecourse Road align with the RRSIP and tram stop designs, targeted for implementation by March 2026.
9. Council officers have coordinated across departments and with City of Moonee Valley to align existing programs with RRSIP goals, noting dependencies on Department of Transport and Planning initiatives such as the West Gate Tunnel opening and tram rollout.
10. Identified short-term initiatives include minor lighting enhancements, three new seating locations planned for 2026–27, wayfinding signage audits, and tree planting with 16 new trees scheduled for 2026, funded within current budgets.
11. Recent footpath works have been completed on Racecourse Road and adjacent Rankins Road between 2024 and 2026.

An item of correspondence was received from:

- Chris Thrum

The following person addressed the Committee:

- Chris Thrum

Moved: Lord Mayor Nicholas Reece

1. That the Future Melbourne Committee resolves to:

- 1.1. Note this update on the implementation of the Racecourse Road Strategic Improvements Plan (RRSIP).

Seconded: Cr Griffiths

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Cr Dr Ball, Deputy Lord Mayor Roshena Campbell, Cr Dr Guest, Cr Griffiths, Cr Rowse, Cr Liu, Cr Le Liu and Cr Louey

### 6.3 Ministerial appointment of the Macaulay Advisory Committee

The report from management included the following executive summary:

1. Amendment C417 proposes changes to the Melbourne Planning Scheme to implement the Macaulay Structure Plan 2021 and Development Contributions Plan. In 2025, Melbourne was included in the Inner Melbourne Train and Tram Zone under the Victorian Government's Activity Centres Program, aiming to support housing near transport and services.
2. On 2 December 2025, the Future Melbourne Committee requested the Minister for Planning to appoint an independent panel and requested management to investigate applying a Public Acquisition Overlay (PAO) for potential open spaces, with a report due by April 2026.
3. On 23 December 2025, the Minister confirmed the establishment of the Macaulay Advisory Committee, instructing the Department of Transport and Planning to prepare new planning controls to replace those in Amendment C417, with drafts due by 30 January 2026. Hearings are scheduled from February through May 2026, after which recommendations will be reviewed before a final decision by the Minister for Planning.
4. While this advisory process takes place, Council has been requested to pause further progress on Amendment C417. The Lord Mayor has responded to request amendments and clarifications to keep the process aligned with Council's position.
5. The new process offers benefits to Council and community, including faster resolution of planning controls for Macaulay after years of delay, and potential progress on issues such as land acquisition for public open space. It also introduces new contemporary planning tools recently introduced by the Victorian Government.
6. There is a risk that some outcomes sought by Council for Macaulay will not be translated 'like-for-like' in the new draft provisions being prepared by DTP. Council's requested updates to the Terms of Reference and scope of the committee seek to mitigate this.
7. It is considered practical and reasonable for Council to pause progressing amendment C417 due to the appointment of the advisory committee. Progressing both processes concurrently would be duplicative and resource inefficient. Management will continue to represent the outcomes sought by the Macaulay Structure Plan 2021 and the version of Amendment C417 endorsed by the Future Melbourne Committee on 2 December 2025.

Moved: Deputy Lord Mayor Roshena Campbell

1. That the Future Melbourne Committee resolves to:
  - 1.1. Note the Minister for Planning's appointment of the Macaulay Advisory Committee, being an alternative pathway to implementing the Macaulay Structure Plan 2021 into the Melbourne Planning Scheme.
  - 1.2. Pause further progress on Melbourne Planning Scheme Amendment C417; Macaulay Urban Renewal Area until the Minister for Planning makes a final determination, following consideration of the Macaulay Advisory Committee's recommendations. Therefore, not proceeding with the action 1.3 outlined in item 6.3 of Future Melbourne Committee report (2 December 2025), which requested the Minister for Planning to appoint an independent Planning Panel for Amendment C417 and refer all submissions to the Panel.

- 1.3. Note that the outcomes sought by the Macaulay Structure Plan 2021 and the version of Amendment C417 endorsed by the Future Melbourne Committee on 2 December 2025 will form the basis of Councils position for the Macaulay Advisory Committee hearing.
- 1.4. Note that that Council may submit that further changes (in addition to those endorsed by the Future Melbourne Committee on 2 December 2025) should be made to the draft Amendment through the Advisory Committee process in response to:
  - 1.4.1. Submissions and expert evidence;
  - 1.4.2. The proposed Built Form Overlay and Precincts Zone (and any other changes to the amendment proposed by the Minister or the Department); and
  - 1.4.3. The Terms of Reference on parks and open space, which require that consideration be given to whether any mechanism or additional provisions are required to enable acquisition of public or private land for open space purposes.
- 1.5. Note that Council's participation in the Advisory Committee process is without prejudice to its position on matters that have been excluded from the Terms of Reference, such as whether the Built Form Overlay and Precincts Zone are appropriate and whether the planning provisions to deliver affordable housing should be mandatory.
- 1.6. Request that management report back to the Future Melbourne Committee upon receipt of the Advisory Committee's report, or if there is a change in circumstance that warrants progression of Amendment C417.
- 1.7. Request that management writes to the Department of Transport and Planning requesting that updated planning provisions prepared for the Macaulay Advisory Committee are published on the Department's website with links from Council's website.
- 1.8. Request that management writes to Planning Panels Victoria supporting the opportunity for additional interested parties to request to be heard by the Macaulay Advisory Committee.
- 1.9. Request that management publish information advising the community that any interested party should contact Planning Panels Victoria as soon as possible to confirm whether participation in the Macaulay Advisory Committee can be accommodated, noting the Directions hearing is 16 February 2026 and public hearing will be held between 7 April – 24 April 2026.

Seconded: Cr Le Liu

The motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Cr Dr Ball, Deputy Lord Mayor Roshena Campbell, Cr Dr Guest, Cr Griffiths, Cr Rowse, Cr Liu, Cr Le Liu and Cr Louey

## 6.4 Parks and Gardens Advisory Committee Terms of Reference

The report from management included the following executive summary:

1. This report seeks endorsement of updated Terms of Reference (TOR) for the Parks and Gardens Advisory Committee (the Committee). The Committee, established in 2009, provides technical and community advice on the planning and management of parks, gardens and urban landscapes across the municipality.
2. A review of the TOR commenced in August 2025 following the introduction of a new Advisory Committee TOR template in June 2025. The updated TOR will strengthen consistency, governance and administrative efficiency across Council's advisory committees.
3. The report also reflects changes arising from the Future Melbourne Committee decision of 3 June 2025 to create two new ambassador roles. The Garden City Ambassador and the First Nations Garden City Ambassador were appointed in November 2025. These roles are recommended to form part of the Committee's membership.
4. Key updates to the TOR include adjustments to membership composition, expanded eligibility criteria, alignment with Council's Stretch Reconciliation Action Plan, introduction of term limits for technical representatives, improved guidance on inter-term membership changes, and enhanced compliance requirements for external members. The TOR also addresses administrative updates relating to dates and departmental naming.
5. A communications protocol will be developed to manage potential overlap between the ambassadors' public-facing duties and the TOR's requirements regarding external communications.
6. The revised TOR provides clearer governance, contemporary membership eligibility and consistency with Council policy frameworks, supporting the ongoing effectiveness of the Parks and Gardens Advisory Committee.

Deputy Lord Mayor Roshena Campbell left the meeting at 6.51pm and returned at 6.56pm.

Cr Le Liu left the meeting at 6.54pm and returned to the meeting at 6.56pm.

Moved:

Cr Griffiths

1. That the Future Melbourne Committee resolves to:
  - 1.1. Endorse the updated Parks and Gardens Advisory Committee Terms of Reference (refer to Attachment 1 of the report from management) and direct that it be annexed to the minutes.
  - 1.2. Note these changes will come into effect on 4 February 2026.

Seconded:

Cr Le Liu

### **Amendment**

Moved:

Cr Dr Ball

*To include the following:*

- 1.3 Direct that the Advisory Committee Code of Conduct be annexed to the minutes.
- 1.4 Authorise the General Manager Strategy, Planning and Climate Change to make any editorial changes to the Terms of Reference prior to publication on Council's website.

Seconded: Cr Rowse

The amendment was put and CARRIED

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Griffiths, Cr Rowse, Cr Liu, Cr Le Liu and Cr Louey

Voted against Cr Dr Guest

The amendment was incorporated into the substantive motion.

**Substantive Motion:**

The substantive motion was put and CARRIED.

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Griffiths, Cr Rowse, Cr Liu, Cr Le Liu and Cr Louey

Voted against Cr Dr Ball and Cr Dr Guest

The resolution in its entirety reads as follows:

1. That the Future Melbourne Committee resolves to:
  - 1.1. Endorse the updated Parks and Gardens Advisory Committee Terms of Reference (refer to Attachment 1 of the report from management) and direct that it be annexed to the minutes.
  - 1.2. Note these changes will come into effect on 4 February 2026
  - 1.3. Direct that the Advisory Committee Code of Conduct be annexed to the minutes.
  - 1.4. Authorise the General Manager Strategy, Planning and Climate Change to make any editorial changes to the Terms of Reference prior to publication on Council's website.

## **7 General Business**

There were two items of general business.

### **7.1 Notice of Motion, Lord Mayor Nicholas Reece: responsible utilisation of AI Infrastructure, including data centres**

The following person addressed the Committee:

- Chris Thrum

Moved: Lord Mayor Nicholas Reece

1. That the Future Melbourne Committee:
  - 1.1. Notes the current and growing impact artificial intelligence (AI) infrastructure – such as data centres – have on Melbourne's sustainability ambitions, electricity demand, greenhouse gas emissions, water security, community amenity and public realm, the growing digital economy, cloud computing, and AI capabilities in a globally competitive market.
  - 1.2. Requests management:

- 1.2.1. Explore development of planning guidance that promotes best practice in site planning, design and operation of data centres and other AI infrastructure.
- 1.2.2. Explore collaboration or partnership with the private sector, industry bodies, utilities and other stakeholders to:
  - 1.2.2.1. Better understand current and emerging sustainable data centre technologies and practices such as renewable energy and recycled water use, and heat re-use systems for community infrastructure.
  - 1.2.2.2. Encourage best practice and maximise beneficial outcomes for Melbourne's community and sustainability objectives.
  - 1.2.2.3. Continue work with C40 Cities by contributing to a collective vision across global cities regarding the challenges and opportunities of urban data centres.
- 1.2.3. Advocate to State and Federal Government to establish clear regulatory frameworks and transparent monitoring requirements for data centres, including maximising community benefits and standards for energy efficiency, greenhouse gas emission reduction, water use, and land-use planning.

Seconded: Cr Griffiths

### **Amendment**

Moved: Deputy Lord Mayor Roshena Campbell

*To amend the wording of point 1.1 to below:*

- 1.1. Note the continued growth of data centre and digital infrastructure as a critical enabler of Melbourne's future innovation economy, research capability, sovereign data needs, renewable energy adoption and employment growth, while seeking to ensure this growth is environmentally sustainable, energy efficient, and aligned with community expectations.

*To add the below at points 1.3 and 1.4*

- 1.3. Note the recent approval of a data centre at 127 Todd Road, Melbourne by the Minister for Planning under the Development Facilitation Pathway, highlighting that such decisions are currently being made in the absence of comprehensive sustainability and planning policy guidance for data centres.
- 1.4. Note that the City of Melbourne has strong governance for secure and ethical data storage through its Data Governance Policy and Framework, aligned with the Victorian Protective Data Security Standards (VPDSS); requires cloud and data storage partners operate under robust global standards for security, privacy, resilience and responsible data management; and that providers maintain strong sustainability commitments, including investment in renewable energy, efficient data centre design and pathways to carbon neutral operations, supporting the City's broader environmental objectives.

*To amend the wording of point 1.5.1 to below:*

- 1.5.1 Explore development of planning guidance that promotes best practice in sustainability, including: minimum energy efficiency, renewable energy, recycled water and water efficiency requirements, aligned industry best practice standards as they are developed and best practice in site planning, design and operation of data centres and other AI infrastructure.

*To amend the wording of point 1.5.2.1 to below:*

- 1.5.2.1 Better understand current and emerging sustainable data centre technologies and practices such as time shifting workloads, non water-based cooling technologies, renewable energy and recycled water use, and heat re-use systems for community infrastructure.

*To add the below at point 1.5.3*

- 1.5.3 Report back to Councillors by February 2027 on:
- 1.5.3.1 Strengthening Melbourne's position as a global leader in sustainable digital infrastructure, including opportunities to support innovation, research collaboration, and economic growth.
  - 1.5.3.2 Sustainable and productive locations for data centres that consider transport, energy, water usage, including recycled water, most productive use of land and economic and jobs contribution.

Seconded: Cr Rowse

The amendment was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Ball, Cr Dr Guest, Cr Griffiths, Cr Rowse, Cr Liu, Cr Le Liu and Cr Louey

The amendment was incorporated into the substantive motion.

### **Substantive Motion**

The substantive motion was put and CARRIED UNANIMOUSLY

Voted for Lord Mayor Nicholas Reece, Cr Dr Ball, Deputy Lord Mayor Roshena Campbell, Cr Dr Guest, Cr Griffiths, Cr Rowse, Cr Liu, Cr Le Liu and Cr Louey

The resolution in its entirety reads as follows:

1. That the Future Melbourne Committee resolves to:
  - 1.1. Note the continued growth of data centre and digital infrastructure as a critical enabler of Melbourne's future innovation economy, research capability, sovereign data needs, renewable energy adoption and employment growth, while seeking to ensure this growth is environmentally sustainable, energy efficient, and aligned with community expectations.
  - 1.2. Note the current and growing impact artificial intelligence (AI) infrastructure has on Melbourne's sustainability ambitions, electricity demand, greenhouse gas emissions, water security, community amenity and public realm, the growing digital economy, cloud computing, and AI capabilities in a globally competitive market.

- 1.3. Note the recent approval of a data centre at 127 Todd Road, Melbourne by the Minister for Planning under the Development Facilitation Pathway, highlighting that such decisions are currently being made in the absence of comprehensive sustainability and planning policy guidance for data centres.
- 1.4. Note that the City of Melbourne has strong governance for secure and ethical data storage through its Data Governance Policy and Framework, aligned with the Victorian Protective Data Security Standards (VPDSS); requires cloud and data storage partners operate under robust global standards for security, privacy, resilience and responsible data management; and that providers maintain strong sustainability commitments, including investment in renewable energy, efficient data centre design and pathways to carbon neutral operations, supporting the City's broader environmental objectives.
- 1.5. Request management:
  - 1.5.1. Explore development of planning guidance that promotes best practice in sustainability, including: minimum energy efficiency, renewable energy, recycled water and water efficiency requirements, aligned industry best practice standards as they are developed and best practice in site planning, design and operation of data centres and other AI infrastructure.
  - 1.5.2. Explore collaboration or partnerships with the private sector, industry bodies, utilities and other stakeholders to:
    - 1.5.2.1. Better understand current and emerging sustainable data centre technologies and practices such as time shifting workloads, non water-based cooling technologies, renewable energy and recycled water use, and heat re-use systems for community infrastructure.
    - 1.5.2.2. Encourage best practice and maximise beneficial outcomes for Melbourne's future economy, community and sustainability objectives.
    - 1.5.2.3. Continue work with C40 Cities by contributing to a collective vision across global cities regarding the challenges and opportunities of urban data centres.
  - 1.5.3. Report back to Councillors by February 2027 on:
    - 1.5.3.1. Strengthening Melbourne's position as a global leader in sustainable digital infrastructure, including opportunities to support innovation, research collaboration, and economic growth.
    - 1.5.3.2. Sustainable and productive locations for data centres that consider transport, energy, water usage, including recycled water, most productive use of land and economic and jobs contribution.
  - 1.5.4. Advocate to State and Federal Government to establish clear regulatory frameworks and transparent monitoring requirements for data centres, including maximising community benefits and standards for energy efficiency, greenhouse gas emission reduction, water use, and land-use planning.

**7.2 Notice of Motion, Lord Mayor Nicholas Reece: Safeguarding Melbourne's civic statues, monuments, fountains, and memorials**

Moved: Lord Mayor Nicholas Reece

1. That the Future Melbourne Committee:
  - 1.1. Notes repeated acts of vandalism to statues, monuments, fountains, and memorials located on Council-managed land.
  - 1.2. Affirms Council's position that statues and memorials form part of Melbourne's civic, cultural and historical fabric and should be repaired and reinstated as quickly as possible when vandalised, rather than left in a degraded state for a prolonged period.
  - 1.3. Requests management to take a proactive approach by increasing on-site security and CCTV coverage during periods of heightened risks to public property.
  - 1.4. Requests management to consider expanding protective measures for statues and memorials at high-risk sites and during identified risk periods, including but not limited to:
    - a) temporary or targeted cyclone fencing;
    - b) enhanced CCTV coverage where feasible.
  - 1.5. Requests management to monitor police investigations involving damage to all forms of statues and memorials and, where appropriate, pursue recovery of repair or reinstatement costs from responsible parties.
  - 1.6. Resolves that Council's Statues and Memorials Policy be finalised and presented to Council by April 2026, including:
    - 1.6.1. Clear guidance on mechanisms that discourage repeat vandalism of statues and memorials, including policy, operational, and enforcement options.
    - 1.6.2. The establishment of a decision-making framework for the display and interpretation of monuments that have proven to be contested through acts of deliberate damage or are likely to be targeted because they are similar in subject matter.
  - 1.7. Requests an update from management by April 2026 on the actions needed and timelines for delivery or repair relating to the following statues: (1) Vida Goldstein; (2) Burke and Wills; and (3) King George V memorial.

Seconded: Deputy Lord Mayor Roshena Campbell

**Amendment 1**

Moved: Cr Le Liu

*To amend the wording of point 1.2 to below:*

- 1.2 Determine Council's position that statues and memorials form part of Melbourne's civic, cultural and historical fabric and should be repaired and reinstated as quickly as possible when vandalised, rather than left in a degraded state for a prolonged period. Requests management to explore innovative techniques, technology and processes that preserve the original dimensions of statues and new repair methods such as digital mapping and using financially sustainable materials.

*To amend the wording of point 1.3 to below:*

- 1.3 Requests management to take a proactive approach by increasing on-site security and CCTV coverage during periods of heightened risks to public property, including exploring new barrier enclosures.

*To remove point 1.4*

*To amend the wording of point 1.6 (1.5) to below:*

- 1.5 Resolves that Council's Monuments and Memorials Policy be finalised and presented to Council by April 2026 including:

*To amend the wording of point 1.6.2 (1.5.2) to below:*

- 1.5.2 Requests management to bring back to Council the total cost the vandalism has caused up to date, the total cost of repair needed to fix all vandalised statues and monuments, and how the funding will be sourced.

*To add the following at point 1.8 (1.7):*

- 1.7 Requests CEO urgently write to Heritage Victoria to fast track the permit required to fix the King George statue as a priority.

Seconded: Cr Liu

The amendment was put and CARRIED

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Guest, Cr Griffiths, Cr Liu, Cr Le Liu and Cr Louey

Voted against Cr Dr Ball and Cr Rowse

The amendment was incorporated into the substantive motion.

**Amendment 2**

Moved: Cr Dr Ball

*To amend point 1.2 to the below:*

1.2 Determine that statues and memorials form part of Melbourne's civic, cultural and historical fabric and, if damaged, should be assessed, on a case-by-case basis, with advice concerning the future of the monument guided by current relevant policies, the extent of the damage, the cost of and difficulty of repair, the artistic and historical merit of the artifact, heritage advice, the risk of repeated damage, community sentiment, competing priorities and other relevant contextual factors. Request management to explore innovative techniques, technology and processes that preserve the original dimensions of statues and new repair methods such as digital mapping and using financially sustainable materials.

Seconded: Cr Griffiths

The amendment was put and LOST

Voted for Cr Dr Ball and Cr Griffiths

Voted against Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Guest, Cr Liu, Cr Le Liu and Cr Louey

**Substantive Motion**

The substantive motion was put and CARRIED

Voted for Lord Mayor Nicholas Reece, Deputy Lord Mayor Roshena Campbell, Cr Dr Guest, Cr Rowse, Cr Liu, Cr Le Liu and Cr Louey

Voted against Cr Dr Ball

Cr Griffiths being present but having abstained from voting, was taken to have voted against the motion.

The resolution in its entirety reads as follows:

1. That the Future Melbourne Committee:
  - 1.1. Notes repeated acts of vandalism to statues, monuments, fountains, and memorials located on Council-managed land.
  - 1.2. Determine Council's position that statues and memorials form part of Melbourne's civic, cultural and historical fabric and should be repaired and reinstated as quickly as possible when vandalised, rather than left in a degraded state for a prolonged period. Requests management to explore innovative techniques, technology and processes that preserve the original dimensions of statues and new repair methods such as digital mapping and using financially sustainable materials.
  - 1.3. Requests management to take a proactive approach by increasing on-site security and CCTV coverage during periods of heightened risks to public property, including exploring new barrier enclosures.
  - 1.4. Requests management to monitor police investigations involving damage to all forms of statues and memorials and, where appropriate, pursue recovery of repair or reinstatement costs from responsible parties.
  - 1.5. Resolves that Council's Monuments and Memorials Review be finalised and presented to Council by April 2026, including:
    - 1.5.1. Clear guidance on mechanisms that discourage repeat vandalism of statues and memorials, including policy, operational, and enforcement options.

- 1.5.2. Request management to bring back to Council the total cost the vandalism has caused up to date, the total cost of repair needed to fix all vandalised statues and monuments, and how the funding will be sourced.
- 1.6. Requests an update from management by April 2026 on the actions needed and timelines for delivery or repair relating to the following statues: (1) Vida Goldstein; (2) Burke and Wills; and (3) King George V memorial.
- 1.7. Requests CEO urgently write to Heritage Victoria to fast track the permit required to fix the King George statue as a priority.

## **8 Urgent Business**

There were no items of urgent business.

## **9 Public Questions**

There were three public questions.

Below is a summary of public questions and responses. The full question time can be heard in the live stream recording of the meeting on Council's website at <https://www.melbourne.vic.gov.au/meeting/future-melbourne-committee-03-february-2026>

### **Parking permits for music venues**

Chris Thrum asked whether the City of Melbourne could work with Music Victoria to introduce transferable parking permits for performers at local music venues, similar to those issued by the City of Yarra and City of Port Phillip.

Lord Mayor Nicholas Reece thanked Chris for the question and referred it to Cr Le Liu, Creative and Arts Portfolio Lead. Cr Liu thanked Chris for the question and explained that management is reviewing parking solutions for musicians as part of the City of Melbourne's live music venues roadmap, and noted that there is currently a 15-minute unloading allowance based on business data. Council is open to considering parking permits or whether that time should be extended.

### **Waste management at Queen Victoria Market**

Fahna Ammett asked whether Council could work directly with market traders at the Queen Victoria Market to identify waste management savings.

Lord Mayor Nicholas Reece referred to the question to the Chief Executive Officer, Alison Leighton, who took the question on notice and offered Fahna an opportunity for further discussion.

### **Review of governance protocols for subsidiaries**

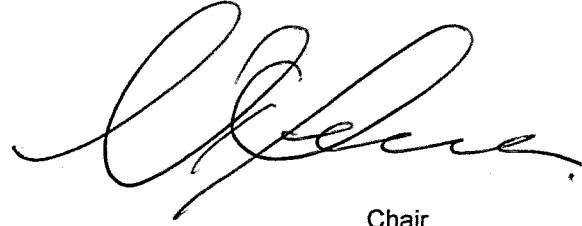
Fahna asked whether the Council would conduct an immediate review of governance protocols for wholly owned subsidiaries.

Alison Leighton, Chief Executive Officer, thanked Fahna for the question and confirmed that regular reviews of wholly owned subsidiary protocols and constitutions are part of good governance, noting that such reviews are being prioritised, and recognised the need for such a review in relation to the Queen Victoria Market in the near future.

**10 Closure of Meeting**

The Lord Mayor declared the meeting closed to the public at 8:56 pm.

Confirmed at the meeting of the Future Melbourne Committee on Tuesday 17 February 2026.



Chair  
Future Melbourne Committee



# Parks and Gardens Advisory Committee Terms of Reference

**Responsible Division:** Strategy, Planning and Climate Change

**Responsible Branch:** Parks and City Greening

**Authorised by:** Future Melbourne Committee

**Date of adoption:** 3 February 2026

**Review date:** December 2029

## **Acknowledgement of Traditional Owners**

The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong / Boon Wurrung peoples of the Kulin and pays respect to their Elders past and present. We acknowledge and honour the unbroken spiritual, cultural and political connection they have maintained to this unique place for more than 2000 generations.

We accept the invitation in the Uluru Statement from the Heart and are committed to walking together to build a better future.

# Contents

1	Introduction.....	1
1.1	Purpose and objectives.....	1
1.2	Corporate framework.....	1
2	Composition.....	1
2.1	Role and selection of Councillors.....	2
2.2	Role and selection of Council officers.....	2
2.3	Role and selection of external members.....	3
2.4	Appointment of external Committee members.....	4
2.5	Role and selection of the Chairperson.....	5
3	Meetings.....	5
3.1	Meeting procedure.....	6
3.2	Quorum.....	6
3.3	Proxy attendance at meetings.....	6
3.4	Public attendance at meetings.....	7
3.5	Agenda and minutes.....	7
3.6	Budget and resources.....	8
3.7	Support for diverse membership.....	8
3.8	Decision Making by Council or a Delegate.....	8
4	Compliance with legislation and Council policies.....	9
4.1	Conflicts of interest – Councillors and Council Officers.....	9
4.2	Disclosable interests – external Committee members.....	9
4.3	Information management.....	10
4.4	External communications.....	10
4.5	Elections – external Committee members.....	11
4.6	Non-compliance – external Committee members.....	11
5	Review and evaluation.....	11
6	Council contact.....	11

# 1 Introduction

## 1.1 Purpose and objectives

The Advisory Committee provides expert and community-based advice to the City of Melbourne on matters relating to the planning, management and enhancement of its parks, gardens and urban landscapes. In fulfilling this role, the Committee will:

- Offer advice to Council and Council officers on matters including, but not limited to:
  - implementation of the City of Melbourne’s Open Space Strategy, Urban Forest Strategy and Nature in the City Strategy.
  - review and development of master plans for major parks and gardens.
  - planning and design of new open spaces.
  - assessment criteria for applications to the Urban Forest Fund.
  - recommendations regarding the use of the Melbourne International Flower and Garden Show Sinking Fund.
- Support Council officers in the development of advice to Council.
- Contribute to the shaping of policy, strategy, service design and program development.
- Identify, articulate and provide considered responses to priority, emerging and future issues.
- Provide practical guidance on community engagement related to open space and urban landscape matters.
- Assist in supporting high-quality, evidence-based decision making.

The Committee acts in an advisory capacity only and has no delegated authority to make decisions, adopt binding policy, expend Council funds, commit Council to any arrangement, consider any matter outside its area of reference or direct Council officers in the performance of their duties. Advice and recommendations can only be implemented by Council, or a Council Officer who has the appropriate delegation.

## 1.2 Corporate framework

This Committee supports the following Strategic Priorities in the Council Plan 2025–29:

- Living sustainably
- Building a city for people
- Health, safe, clean and connected communities

The Committee also supports the implementation of the Open Space Strategy, Urban Forest Strategy and Nature in the City Strategy and provides advice about the development of new strategies, policies and plans.

# 2 Composition

The Committee shall comprise the following members:

- A maximum of 2 Councillors appointed by Council resolution. This would typically be the Lead and Deputy Lead of the Environment Portfolio.

- A maximum of 16 external representatives appointed by the Chief Executive Officer. This includes 8 community representatives, up to 6 technical representatives, the First Nations Garden City Ambassador and the Garden City Ambassador.

This includes a minimum of one First Nations representative, as per Action 2.1 (reference 2.1.4) of the City of Melbourne Stretch Reconciliation Action Plan August 2024 to July 2027.

- Council officers appointed by the General Manager Strategy, Planning and Climate Change.

The Committee will be convened for a period of 4 years.

External members will be appointed for a term of 4 years. External members are welcome to reapply at the end of their term, however continuous membership for longer than two terms will not be considered.

## **2.1 Role and selection of Councillors**

Council will appoint by resolution Councillor representation at a minimum every four years, following the election of a new Council. The role of Councillors appointed to the Committee is to participate in the meetings and listen to stakeholder views.

Councillors appointed to Advisory Committees cannot exercise any power independently of other members or Council, not seek to direct other members in their contributions to matters before the Advisory Committee and not direct, or attempt to direct, Council staff appointed to provide administrative support.

Unless otherwise appointed to the committee by Council, the Lord Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Lord Mayor may not Chair these meetings, appropriate recognition should be given to the presence of the Lord Mayor if in attendance.

Should any other Councillor who has not been appointed to the Committee wish to attend a meeting as an observer only, they must give the Director Parks and City Greening notice in writing 48 hours before the meeting.

## **2.2 Role and selection of Council officers**

The Director Parks and City Greening will be responsible for this Committee.

Officers will be nominated by the relevant Executive Leader as required, to provide advice and administrative support to the Committee.

The role of Officers who have also been nominated as Committee members, is to participate in the meetings and listen to stakeholder views.

The Secretariat is a Senior Open Space Planner in the Parks and City Greening Branch. The Secretariat supports the effective operation of the Committee. Its key responsibilities include:

- Coordinating meeting schedules, agendas, and bookings.
- Preparing and distributing meeting papers and minutes.
- Tracking actions and ensuring follow-up on recommendations.
- Communicating to the Committee the outcome of recommendations and any decisions made by Council or a Council Officer under delegation.
- Acting as the main point of contact between the Committee and Chairperson.
- Supporting members with onboarding, procedural guidance, and communications.
- Ensuring compliance with the Committee's Terms of Reference and reporting requirements.

## **2.3 Role and selection of external members**

The Committee will be comprised of representatives from the general City of Melbourne community (residents or ratepayers), technical representatives, the Garden City Ambassador and First Nations Garden City Ambassador.

Eligible external representatives will have an interest in, good working knowledge of or require lived experience of accessing, using, planning for or managing parks, gardens and urban landscapes.

The role of an external representative is to bring specialist experience and skills, relevant network connections, innovative thinking, enthusiasm and passion for the municipality's parks, gardens and urban landscapes.

In addition, different categories of membership will bring different skills and experiences, as outlined below.

### **2.3.1 Community representatives**

Members will be drawn from across the municipality to reflect the diversity of local areas, including:

1. Geographic representation
  - Each of the neighbourhoods across the municipality
  - Communities experiencing growth, change, or unique local challenges
  - No single geographic area should be overrepresented.
2. Connection to the City of Melbourne. Members must be:
  - A current resident of the municipality; or
  - A ratepayer or property owner; or
  - A business owner; or
  - A Traditional Owner of land in the municipality; or
  - An individual with a demonstrable ongoing connection to the municipality and who conducts activities in the municipality.
  - Preference will be given to members with a strong local knowledge and active community involvement.
3. Community involvement and experience
  - Demonstrated interest or experience in community issues relevant to the Committee's focus area.
  - Ability to engage constructively, represent community views, and commit to the term of appointment.

### **2.3.2 Technical representatives**

Technical representatives will have a:

- Demonstrated ability to work collaboratively in an advisory or committee context, with strong communication and interpersonal skills that support respectful, constructive dialogue.
- Demonstrated expertise in the planning, design, management or maintenance of parks, gardens, recreational and urban landscapes, with a strong understanding of contemporary practices, uses, ecological sustainability, and place-based outcomes.
- Proven ability to contribute to strategic discussions and apply innovative thinking to complex challenges in the management and enhancement of open space.

- Recognised leadership in the parks and gardens sector, including the capacity to influence and guide others through expert advice, advocacy, and thought leadership.
- A genuine enthusiasm for parks and gardens, with an understanding of local context, challenges, and opportunities.

### **2.3.3 First Nations Garden City Ambassador and Garden City Ambassador**

The First Nations Garden City Ambassador and Garden City Ambassador are appointed by the CEO under the Council's Garden City initiative. The term and selection of the Ambassadors are different to and independent of the Committee. The role of the Ambassadors on the Committee will be the same as other external members.

## **2.4 Appointment of external Committee members**

### **2.4.1 External members**

The approach and method for appointing external members will include the following:

- Community representatives:
  - An advertisement placed on Council's internet site or Participate Melbourne and applicants must make application via an expression of interest process. The advertisement may be further distributed by Officers or Councillors to any relevant networks.
- Technical representatives:
  - An invitation to organisations, government departments or agencies responsible for parks management, horticulture, recreation, health and wellbeing, urban ecology, landscape architecture or cultural heritage, to nominate a suitable person. The organisations to be invited include but are not limited to: Royal Botanic Gardens Victoria, Melbourne Water, Parks Victoria, the Landscape Architecture schools of tertiary institutions, and the YMCA.
  - An invitation to individuals with expertise in relevant fields.
- External members will be recommended for appointment by a panel comprising 3 Council Officers from the Strategy, Planning and Climate Change Division.
- The selection panel must have regard to the following when making their recommendation:
  - The expertise of applicants relevant to the matter(s) being considered by the Committee.
  - The diversity of the community with reference to lived experience, age, sex, gender identity, sexuality, cultural and linguistic background, socio-economic status.
  - The target with respect to Action 2.1.4 of the City of Melbourne Stretch Reconciliation Action Plan August 2024 to July 2027 (that Council-endorsed Committees have formal Aboriginal representation with at least one Aboriginal member). If this Target is unable to be met, the selection panel must detail why in the Councillor briefing paper.
- The selection panel will make a recommendation to the Chief Executive Officer. The Chief Executive Officer will appoint external members in consultation with the Chair and Deputy Chair. A briefing paper must be circulated to all Councillors by the Director Parks and City Greening as soon as practicable to notify them of the appointment. The Chief Executive Officer must refer the recommendation to Council for a decision if the appointment would comprise a 'Referral to Council or Delegated Committee' category outlined in the Delegations Policy.
- External members will be appointed for a term of 4 years, with the following qualification:

- External members who were previously appointed on unlimited terms (technical representatives) will be deemed to enter their first term on the date this document comes into effect, regardless of how long they have been members.
- External members will be eligible to re-apply for appointment, however continuous membership for longer than two terms will not be considered. Individuals who have previously been members may reapply after a break in service of at least 4 years.
- Casual vacancies which occur due to external members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the Chief Executive Officer, who having regard to the Delegations Policy, will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term. A briefing paper must be circulated to all Councillors by the Director Parks and City Greening as soon as practicable to notify them of the appointment.
- Where co-opting suitable candidates from a previous selection process to fill a casual vacancy is not possible, a fresh advertisement process to attract a suitable candidate may occur.
- Members may be required to undergo Police and/or Working with Children Checks.
- The names of Advisory Committee members will be available on Council's website in accordance with the Public Transparency Policy.

## **2.5 Role and selection of the Chairperson**

The role of the Chairperson is:

- In addition to performing the role of a Committee member, to ensure Committee meetings are conducted in accordance with the Terms of Reference.
- To ensure each matter considered at a meeting is dealt with in an orderly and efficient manner.

The position of Chairperson in the first instance shall always be held by the Environment Portfolio Lead. In their absence, the Environment Portfolio Deputy will be the Chairperson, or, in their absence, the relevant Executive Leader or a person appointed by them.

## **3 Meetings**

Meetings will be held four times per year and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year.

Meetings are held in person, with an option for virtual participation under exceptional circumstances.

Should any changes to the date, time or location of a scheduled meeting occur, the Secretariat must communicate this in writing or by telephone to all Committee members as soon as practicable.

Meetings may only be cancelled by the Secretariat in the case of an emergency which would necessitate the postponement of a meeting. The Secretariat must communicate this in writing or by telephone to all Committee members as soon as practicable.

Additional meetings may be scheduled from time to time as needed. The details and agenda of any additional meetings at a minimum must be communicated to all Committee members seven (7) calendar days before the meeting date.

The Executive Officer Councillor Liaison is responsible for ensuring all Committee meetings (including any changes) are included in the Corporate Calendar and distributed to all Councillor Committee members.

The Secretariat is responsible for liaising with Council Officers and external members regarding the meeting schedule and any changes.

### **3.1 Meeting procedure**

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time.
- Be scheduled and confirmed in advance (not less than seven (7) calendar days prior to each meeting) with all relevant papers distributed (as appropriate) to each member.
- Encourage fair and reasonable discussion, participation and respect for each other's views.
- Focus on the relevant issues at hand.
- Provide advice to Council as far as possible on a consensus basis. As this is an Advisory Committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the minutes of the meeting or in the event of a formal motion, the names of the mover and seconder and the outcome of any vote or division.

Acknowledging Advisory Committees are convened for members to share diverse views, actively listen to contrary arguments and be open to different positions, the Chairperson:

- Must not accept any comment which may reasonably be considered to be defamatory, derogatory, indecent, abusive, offensive, irrelevant, objectionable in language or is aimed at embarrassing a Councillor, a member of Council staff, a member of the Committee or a member of the community.
- Must call to order any person who is disruptive or unruly during any meeting.
- May request the removal of any person who disrupts the meeting or fails to comply with a direction from the Chairperson.
- May adjourn the meeting to a later time on the same day, or a later day and time, if they are of the opinion that the meeting is disorderly.

### **3.2 Quorum**

All Committee members are expected to attend each meeting.

Quorum for the Committee will be 50% plus 1 external members.

At a minimum, there must be one Council Officer present from the Parks and City Greening Branch at all times.

Meetings will lapse if quorum cannot be achieved after 30 minutes of the scheduled meeting commencement time, or if there is an inability to maintain quorum during the meeting.

If quorum cannot be achieved or maintained, the Secretariat must reschedule the meeting, communicate this in writing or by telephone to all Committee members and distribute the agenda for the rescheduled meeting as soon as practicable.

### **3.3 Proxy attendance at meetings**

Councillors or Council Officers unable to attend a Committee meeting may nominate a proxy. This must be communicated to the Chairperson and Secretariat as soon as practicable.

External members who are professional/technical representatives that are unable to attend a Committee meeting, may nominate a proxy or alternate member from the organisation they represent. Any proxy

attendance should be notified to the Chairperson and Secretariat in writing at least 24 hours prior to the meeting. It is expected the appointed professional/technical representative will provide an appropriate briefing of the Committee purpose, objectives and relevant meeting notes to the proxy representative, to enable their active participation and contribution to the meeting.

External members who are community representatives that are unable to attend a Committee meeting are not able to nominate a proxy.

Garden City Ambassadors that are unable to attend a Committee meeting are not able to nominate a proxy.

### **3.4 Public attendance at meetings**

The Committee is not required to give public notice of its meetings and its meetings are not open to the general public.

The Committee may invite observers to meetings from time to time. This is at the discretion of the Chairperson and a request must be made in writing to the Chairperson and Secretariat of the committee at least 48 hours prior to the meeting.

Guests may also be invited to attend and participate at meetings, which will generally be for a specific purpose and/or specified period of time. This is at the discretion of the Chairperson and a request must be made in writing to the Chairperson and Secretariat of the committee at least 48 hours prior to the meeting.

Observers and guests have no active role and cannot take part in discussions with the Committee, unless they have specifically been invited to engage with the Committee (either by invitation prior to the meeting, or at the discretion of the Chairperson during the meeting).

### **3.5 Agenda and minutes**

An agenda will be electronically circulated by the Secretariat to all Committee members not less than seven (7) calendar days prior to each meeting.

The agenda must include:

- The date, time and place of the meeting.
- An order of business.
- Reports or other materials being presented to the Committee for their consideration and discussion.

Minutes of the meetings must be taken by officers, be clearly expressed, be self-explanatory and include:

- The date, place, nature, commencement time and conclusion time of the meeting.
- The names of all persons in attendance (including the organisation they represent) and a record of their attendance during the whole meeting.
- The names of any Committee members who were an apology.
- A summary of any matter/report discussed with the Committee.
- Recommendations or matters raised by made by the Committee members. Where a recommendation or matter cannot be agreed, the differing opinions should be clearly expressed in the minutes of the meeting.
- In the event of a formal motion, the names of the mover and seconder and the outcome of any vote or division.
- Next steps and/or actions.
- Arrivals and departures of Committee members.

- Any conflicts of interest or disclosable interests declared by Committee members, including when they departed and returned to the meeting following the conclusion of the matter in which they were conflicted.
- Any adjournment of the meeting and the time the meeting was adjourned and resumed.
- The date the minutes were endorsed by the Chairperson.

The draft minutes must be:

- Submitted to the Chairperson for confirmation within fourteen (14) calendar days of the meeting.
- Following confirmation from the Chairperson, distributed to all Committee members within five (5) business days.
- Submitted to the next meeting of the Committee for information.
- Agendas and minutes from meetings will only be made public if required by law, Council resolution or Council's Public Transparency Policy.

### **3.6 Budget and resources**

The Advisory Committee has budgetary allocation for the following:

- Catering
- Transport for members, if required
- Accessibility requirements

For Councillors, expense reimbursements are to be made in accordance with the Council Expenses Policy.

Any additional budgetary allocation is at the absolute discretion of the relevant Executive Leader who is responsible for the Committee.

### **3.7 Support for diverse membership**

The City of Melbourne will remove or reasonably reduce any barriers to participating in Committee meetings. In particular, the Director Parks and City Greening shall ensure meeting arrangements and membership selection complies with the *Equal Opportunity Act 2010 (Vic)* and the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

This could include providing a plain English version of this Terms of Reference or other written material distributed to the Committee for consideration, flexible meeting schedules and participation for members, use of accessible venues, support for languages other than English, Auslan interpreters, taking regular breaks, sensory accommodations or help with transport to/from meetings.

### **3.8 Decision Making by Council or a Delegate**

Decisions on recommendations made by the Committee may only be made by Council or a Council Officer under delegation.

Officers making decisions under delegation must comply with Council's Delegations Policy and the relevant Instrument of Delegation applicable to the position they hold (or are acting in) at the time of making the decision.

Where matters considered by the Committee cannot be dealt with by an Officer under delegation, they must proceed to Council for a decision. The Director Parks and City Greening is required to prepare a 'Report from Committee' to be presented to the next practicable Council meeting and circulated in accordance with the Governance Rules. The report must also include a copy of the relevant Committee meeting agenda and

minutes relating to the matter the Committee is seeking a Council decision about. Should Council wish to hear a presentation from the Committee at the Council meeting, the presentation may be made by the Director Parks and City Greening.

The outcome of any decision made by Council or a Council Officer under delegation which relates to a matter discussed or recommended by the Committee, must be communicated via a report to all Committee members and appear in the next practicable Committee meeting agenda following the making of the decision. Should the decision include ongoing or long-term actions, an update on the progress of the actions must be provided to the Committee at every meeting until those actions have been closed out.

## **4 Compliance with legislation and Council policies**

This part sets out conduct that Committee members agree will contribute to the good governance, integrity and responsible operation of the committee.

In performing their role, a Committee member must:

- Abide by the Advisory Committee Code of Conduct and other related policies and protocols.
- Aim to work in an honest, respectful, collaborative and solution-focused manner.
- Encourage fair and reasonable discussion.
- Respect the confidentiality of documents before the Committee and meeting.
- Not make improper use of their position for personal or professional gain.

### **4.1 Conflicts of interest – Councillors and Council Officers**

Councillors and Council Officers are required to disclose conflicts of interest in accordance with Part 6, Division 2 of the *Local Government Act 2020*, the Governance Rules and Council Officers are required to adhere to the Conflict of Interest Policy and Procedures.

A Councillor or Council Officer who identifies with a real, potential or perceived conflict of interest in a matter before the Committee, must declare their interest prior to the discussion of the item, exclude themselves from the discussion and must not take any action or further action relating to the issue giving rise to the conflict of interest.

The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting and the relevant disclosure form submitted by the Councillor or Council Officer to the Director Governance and Legal.

### **4.2 Disclosable interests – external Committee members**

As external Committee members are not subject to the conflict of interest provisions under the *Local Government Act 2020*, they will instead be required to declare any of the following disclosable interests:

- Where an impartial, fair-minded person would consider that the external member's private interests could result in that person acting in a manner that is contrary to their public duty as a Committee member.
- Where the external member may be involved in a relationship (affected person) or situation that could result in the external member or affected person, receiving a benefit or suffering a loss which is:
  - Direct or indirect: A direct benefit or loss includes where the external member or affected person is the immediate recipient or suffers the loss themselves. An indirect benefit or loss includes where the external member or affected person is affected because of the impact on another person or body, or as an indirect effect of a process.
  - Pecuniary: A benefit or loss is one that can be measured in money.

- Non-pecuniary: A benefit or loss which is not measured in money.
- An affected person includes:
  - A family member of the external member.
  - A body corporate of which the external member or their spouse or domestic partner is a Director or member of the governing body.
  - An employer of the external member, unless the employer is a public body.
  - A business partner of the external member.
  - A person for who the external member is a consultant, contractor or agent.
  - A beneficiary under a trust or an object of a discretionary trust of which the external member is a trustee.
  - A person or body from which you have received one or more gifts in the past 5 years which individually or cumulatively equal \$500.00 or more.

An external member who identifies with a real, potential or perceived disclosable interest in a matter before the Committee, must declare their interest prior to the discussion of the item, exclude themselves from the discussion and must not take any action or further action relating to the issue giving rise to the disclosable interest.

The declaration and nature of the disclosable interest must be recorded in the minutes of the meeting. The external member must also provide the General Manager Strategy, Planning and Climate Change and the Director Parks and City Greening with a declaration in writing which identifies the matter and explains the nature of the interest which has been disclosed. This disclosure must be provided by the Director Parks and City Greening to the Director Governance and Legal, who will maintain a register of disclosures.

### **4.3 Information management**

Committee members acknowledge that they may at times have access to confidential or sensitive information, which may not always be marked as being 'confidential' or 'sensitive in nature'.

Committee members must:

- Treat all information they receive as confidential unless otherwise advised.
- Not intentionally or recklessly disclose information they know, or should reasonably know, is confidential information. This includes disclosing, recording, retaining, or reproducing confidential information; nor may they permit non-members to do so.
- Not use confidential information other than for the purpose of performing their function as a member of the Committee.
- Not use or refer to any documents or information obtained during their role as a Committee member in any grant applications, presentations or in their private or working roles.

### **4.4 External communications**

Committee members must respect that the Lord Mayor is the spokesperson of Council in accordance with the *Local Government Act 2020*. The Councillor Protocol further details the role of a Portfolio Lead with respect to community engagement and media protocols.

As such, unless the Councillor Protocol or other Council policy allows for it, Committee members are not to make public statements, social media statements, submissions or announcements to external stakeholders or the media on behalf of the Committee or Council. Authorisation for any other Committee member to make a

statement, submission or announcement, must be collectively approved in writing by the Lord Mayor, the Portfolio Lead and the Chief Executive Officer.

Members of Council Advisory Committees are still free to make individual submissions to Council or to third parties in their private capacity. In doing so, they must not describe themselves as a member of a Council Advisory Committee or, if they do so, make it expressly clear that they do not speak in this capacity. Members must also not disclose or draw on any confidential information or research provided to them in the during the course of participating in the operations of the Advisory Committee.

#### **4.5 Elections – external Committee members**

If an external member nominates for election to Council, State Parliament or Federal Parliament they must seek leave of absence from their Advisory Committee position from the time of declaring they have nominated (or intend to nominate). Upon election, they are deemed to have resigned from the Advisory Committee.

#### **4.6 Non-compliance – external Committee members**

An external Committee member who:

- Does not adhere to this Terms of Reference or any other Council policies which they are required to observe; and/or
- Is absent from two (2) consecutive meetings, without an approval of absence.

Will be asked to retire from their position on the Committee.

If the external member is an organisational member, then said organisation will be asked to send an alternate representative.

If the Council proposes to remove a member or an organisation from the Advisory Committee, it must give written notice to the member or the organisation of its intention to do so and provide that member with the opportunity to be heard if that member so request.

### **5 Review and evaluation**

Council can review this Terms of Reference and the Committee's composition at any time.

However, at a minimum, Council will review this Terms of Reference and the Committee's composition every four years, following the election of a new Council and the adoption of a new Council Plan in accordance with section 90 of the *Local Government Act 2020*. This is to ensure the Committee can adequately support and advise on matters which align to the strategic direction of Council as detailed in the Council Plan.

### **6 Council contact**

All enquiries regarding this Committee should be directed to the Director Parks and City Greening.



## Advisory Committee - Code of Conduct

February 2026

## **Acknowledgement of Traditional Owners**

The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong / Boon Wurrung peoples of the Kulin Nation and pays respect to their Elders past and present. We acknowledge and honour the unbroken spiritual, cultural and political connection they have maintained to this unique place for more than 2000 generations. We accept the invitation in the Uluru Statement from the Heart and are committed to walking together to build a better future.

## Table of Contents

Foreword.....	2
What do you need to do? .....	2
Section 1: Understanding and using the Code.....	3
<i>Why do we need a code of conduct?</i> .....	3
<i>Disclosable Interests – External Committee Members</i> .....	3
<i>Conflicts of Interest – Councillors and Council Officers</i> .....	4
Section 2: Commitment to our people.....	4
<i>Fairness, equity, diversity and inclusion</i> .....	4
<i>The principles</i> .....	4
<i>Your responsibility</i> .....	5
<i>What do we mean by ‘diversity’?</i> .....	5
<i>What do we mean by ‘inclusion’?</i> .....	5
<i>Ask yourself</i> .....	5
Section 3: Harassment and bullying .....	5
<i>The Principles</i> .....	5
<i>Your responsibility</i> .....	6
<i>Ask yourself</i> .....	6
<i>What is bullying?</i> .....	6
<i>Examples of bullying include:</i> .....	6
Section 4: Drug and alcohol use and a smoke-free workplace .....	6
<i>The Principles</i> .....	6
<i>Your responsibility</i> .....	7

## **Foreword**

At the City of Melbourne we set and uphold high ethical standards. As an organisation, we think not just about what we do but also how we do it through our people, the way we work and our customers' experience.

Council's vision is that Melbourne will be bold, inspirational and sustainable. It's therefore critical that we have a shared understanding of how we collectively work.

The code provides instructions and advice as we work to make the difference for Melbourne and its people, and provides you with acceptable standards of behaviour for the way we work. As a member of a City of Melbourne committee you are required to adhere to and uphold these standards.

The code works in close harmony with our values and culture. A constructive culture is critical to realising our vision. Everyone plays a part in creating our culture at the City of Melbourne.

The code cannot describe every requirement or present all the details of our policies. Committee members must use their own judgement in applying these rules and guidelines. It is up to you to seek information if you are unclear on any area of conduct.

### **What do you need to do?**

1. Read it: please read this code and make sure you understand it. If there is anything you don't understand it is your responsibility to ask.
2. Agree to it: you must agree to abide by the code by signing and returning this document to Council.
3. Live it: we expect you to always work and behave in accordance with the code.

We encourage you to speak up if you see a potential breach of the code or if there is an opportunity to improve the ways we work.

Breaches of the code are a serious matter and can result in sanctions up to and removal from the Committee.

Together, we can uphold and protect the high ethical standards we have set for ourselves and our organisation and achieve our vision of a leading organisation for a leading city.

## **Section 1: Understanding and using the Code**

### ***Why do we need a code of conduct?***

The City of Melbourne serves the community and Council and aims to be a leading organisation for a leading city. That's why it's important we provide the best possible service.

Committee members should also respect and promote the human rights set out in the Victorian Charter of Human Rights and Responsibilities. This includes making recommendations consistent with human rights, and actively implementing, promoting and supporting human rights.

All Committee members should adhere to the code and not breach its principles.

Council staff are also expected to adhere to the Employee Code of Conduct and Councillors are also expected to adhere to the Model Councillor Code of Conduct and Councillor Protocol.

The CEO will exercise judgement and action where an appointed member may need to be removed from the committee due to poor conduct.

### ***Disclosable Interests – External Committee Members***

As external Committee members are not subject to the conflict of interest provisions under the *Local Government Act 2020*, they will instead be required to declare any of the following disclosable interests:

- Where an impartial, fair-minded person would consider that the external member's private interests could result in that person acting in a manner that is contrary to their public duty as a Committee member.
- Where the external member may be involved in a relationship (affected person) or situation that could result in the external member or affected person, receiving a benefit or suffering a loss which is:
  - Direct or indirect: A direct benefit or loss includes where the external member or affected person is the immediate recipient or suffers the loss themselves. An indirect benefit or loss includes where the external member or affected person is affected because of the impact on another person or body, or as an indirect effect of a process.
  - Pecuniary: A benefit or loss is one that can be measured in money.
  - Non-pecuniary: A benefit or loss which is not measured in money.

An affected person includes:

- A family member of the external member.
- A body corporate of which the external member or their spouse or domestic partner is a Director or member of the governing body.
- An employer of the external member, unless the employer is a public body.
- A business partner of the external member.

- A person for who the external member is a consultant, contractor or agent.
- A beneficiary under a trust or an object of a discretionary trust of which the external member is a trustee.
- A person or body from which you have received one or more gifts in the past 5 years which individually or cumulatively equal \$500.00 or more.

An external member who identifies with a real, potential or perceived disclosable interest in a matter before the Committee, must declare their interest prior to the discussion of the item, exclude themselves from the discussion and must not take any action or further action relating to the issue giving rise to the disclosable interest.

The declaration and nature of the disclosable interest must be recorded in the minutes of the meeting. The external member must also provide the General Manager Strategy, Planning and Climate Change and the Director Parks and City Greening with a declaration in writing which identifies the matter and explains the nature of the interest which has been disclosed. This disclosure must be provided by the Director Parks and City Greening to the Director Governance and Legal, who will maintain a register of disclosures

### ***Conflicts of Interest – Councillors and Council Officers***

Councillors and Council Officers are required to disclose conflicts of interest in accordance with Part 6, Division 2 of the *Local Government Act 2020*, the Governance Rules and Council Officers are required to adhere to the Conflict of Interest Policy and Procedures.

A Councillor or Council Officer who identifies with a real, potential or perceived conflict of interest in a matter before the Committee, must declare their interest prior to the discussion of the item, exclude themselves from the discussion and must not take any action or further action relating to the issue giving rise to the conflict of interest.

The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting and the relevant disclosure form submitted by the Councillor or Council Officer to the Director Governance and Legal.

## **Section 2: Commitment to our people**

### ***Fairness, equity, diversity and inclusion***

The City of Melbourne promotes inclusivity, diversity, fairness and equity. This means the differences between the ideas, aspirations and needs of people are considered and valued equally.

#### ***The principles***

At the City of Melbourne, we recognise and embrace the diversity each person brings. Our aim is to create an environment of trust, mutual respect and appreciation where everyone is treated fairly and with respect, and has the opportunity to realise their full potential.

Committee members are encouraged to feel confident that the diversity of their experiences will be valued and supported, regardless of their gender identity, sex, sexuality, age, language, ethnicity, cultural background, ability, religious belief, working style, educational level, work and life experiences, socio-economic background, opinions, job function, geographical location, marital status and family responsibilities.

### ***Your responsibility***

1. Value diversity and consider diversity in recommendations, program and policy advocacy.
2. Speak up if you see or hear things that are not in the spirit of our commitment to fairness, equity and inclusivity or if you are concerned about discriminatory behaviours.
3. Know the policies which guide behaviour, address gender inequality and challenge attitudes and behaviours around issues such as violence against women.

Workplace diversity and inclusion ensures everyone enjoys the opportunity for full participation. City of Melbourne supports the development and achievement of well-informed and culturally-appropriate business outcomes.

It also involves managing and recognising the value of individual differences in the workplace.

Diversity and inclusion are important because we value and embrace all contributions. Everyone is able to bring something unique due to different backgrounds, varying work and life experiences, and multiple perspectives. Collectively this makes us a better organisation.

### ***What do we mean by ‘diversity’?***

Diversity consists of all visible characteristics such as age, cultural diversity, ability, gender (as well as gender identity and gender expression), sex, sexuality and language. It also includes characteristics such as education, caring responsibilities, socio-economic background, life experiences, opinions and working styles. Diversity recognises the characteristics of the whole person and treats all individuals, customers and the communities in which we operate – with fairness and respect.

### ***What do we mean by ‘inclusion’?***

Inclusion is the way our organisational culture, values and behaviours make a person feel welcomed, respected, valued and included. An inclusive environment draws on the unique differences of its people; where all people are treated fairly and respectfully with equal access to opportunities and resources. There are anti-discrimination and equal opportunity laws that support fairness, equity, diversity and inclusion. These laws apply to how we treat each other. It is your responsibility to be aware of the relevant laws and comply with them.

### ***Ask yourself***

- Am I being fair and respectful?
- Are my personal feelings, prejudices or preferences influencing my decisions?
- Am I using inclusive language?
- How will I respond if I witness behaviour that is not respectful?

## **Section 3: Harassment and bullying**

Harassment occurs when someone engages in conduct that would make a reasonable person feel offended, humiliated or intimidated because of their age, race, religion, gender or gender expression, sexual orientation or some other attribute specified under anti-discrimination legislation.

### ***The Principles***

The City of Melbourne does not tolerate bullying or harassment.

We do not tolerate any action, conduct or behaviour which is humiliating, intimidating or hostile.

Bullying, harassment and discrimination may lead to removal from the Committee.

### ***Your responsibility***

1. Speak up and tell the person if you're upset by their actions or behaviour. Explain why and ask them to stop.
2. Report inappropriate behaviour.
3. We all have a responsibility to create a positive, safe environment which is free from harassment, discrimination and bullying.

Bullying is repeated, unreasonable behaviour directed toward an individual or group of individuals that creates a risk to health and safety. There is no place for harassment or bullying at the City of Melbourne. Not only does it go against our values, it is unlawful and breaches our policies. It is fundamental that we recognise and value the diversity of others, and ensure that City of Melbourne is free from discrimination, harassment and bullying.

### ***Ask yourself***

- Have I behaved in an intimidating or threatening manner?
- Have I made inappropriate jokes or comments?
- Have I distributed or displayed potentially offensive material? If I'm witnessing behaviour that goes against our values, do I need to step in and say something?
- Am I supporting a culture of inclusion?

### ***What is bullying?***

Bullying occurs when a person or group of people repeatedly act unreasonably towards an individual or a group.

Unreasonable behaviour includes victimising, humiliating, intimidating or threatening. Whether the behaviour would be considered as unreasonable is based on whether a reasonable person might see the behaviour as unreasonable in the circumstances. Bullying behaviour creates a risk to health and safety.

### ***Examples of bullying include:***

- behaving aggressively
- teasing or practical jokes
- pressuring someone to behave inappropriately
- excluding someone from work-related events
- unreasonable work demands.

## **Section 4: Drug and alcohol use and a smoke-free workplace**

We're committed to ensuring that you're able to safely perform the requirements of the role as a Committee member.

### ***The Principles***

If you are affected by alcohol or drugs, you should not attend a Committee meeting.

The possession or use of illegal drugs at any City of Melbourne location is strictly prohibited in line with the law.

Exposure to other people's smoke is a hazard. That's why it's important that City of

Melbourne premises are smoke-free.

***Your responsibility***

1. Do not smoke or use an e-cigarette within any of our premises or vehicles, or within five metres of any entry point to our premises and vehicles.
2. Be aware of the impacts of your smoke drift on other people's health. Exposure to high levels of environmental tobacco smoke can increase the risk of heart disease by 50 to 60 per cent, as well as increasing the risk of stroke and nose and sinus cancer among non-smokers.
3. Do not litter. Protect our buildings and equipment through keeping them clean and discarding of cigarette butts appropriately.