

Venue – Taylors Hill Youth & Community Centre (THYCC) 121 Calder Park Drive, Taylors Hill	
Activity/Function	
Location and Parking Facilities	THYCC is accessed directly off Calder Park Drive. There is no specific parking spaces allocated for the Mayor and Councillors, however adequate parking is available with more than 100 car park spaces providing direct access to the venue.
Venue security and Access	The venue has a secure area at the rear of the facility that is accessible via swipe cards. All Councillors were in attendance and, with staff, had access to the whole of the venue including the secure area. The secure area enabled Councillors to meet before and after the meeting and store personal items during the conduct of the meeting. Security guards were also in attendance as is the case for every Council meeting. Staff secured and armed the building at the end of the evening.
Amenities and Access	<p>The Venue is easily accessed from the car park, has a moderate foyer space and adequate accessible toilet facilities for the public, Councillors and staff.</p> <p>Air conditioning is decentralised in most of the venue and is activated via wall controls. Once activated it will remain on for 2 hours in some areas, however in other areas it must be switched off at the end of the day. The main chamber area has three air conditioning controls as it is usually closed in sections. During the evening the air conditioning for the section where the Councillors were located had to be reactivated and the temperature turned up (warmer) as the evening progressed.</p> <p>The venue has rear access to the main room for catering equipment and audio equipment to be brought in. Whilst accessible, crates and other equipment in the rear courtyard prevented the audio contractor from parking their vehicle in this secure space. This area is currently being cleared and will provide secure parking and access for the audio vehicle in the future particularly for reloading equipment late at night.</p> <p>The staff tea room/kitchenette was utilised by Council's in-house catering team and was adequate for the preparation of food for the evening meal and for the gallery catering.</p> <p>Evacuation of the entire site could be conducted safely in the event of an emergency with adequate exit points and evacuation plans displayed in the venue for reference.</p>
Chamber and Audio	<p>THYCC does not have audio equipment available. Audio equipment for the purposes of projection and recording of the Council meeting was contracted in for the evening.</p> <p>Microphones on stands were provided for each Councillor and Executive and after an initial issue with volume, were turned on and left on for the duration of the meeting. The meeting was recorded, however manipulation of the volume of the audio is required by the contractor in order to provide an auditable version for Councils website.</p> <p>The set up of the Council chamber provided an adequate degree of separation between the gallery and the Councillors. The table set up also provided Councillors and Executive with adequate space to work. Councillors were located near the secure area of the facility. Ingress and egress of the Council Chamber area was adequate for Councillors and staff to retreat to if required.</p> <p>To enable the conduct of the 'in-camera' section of the meeting, the audio was switched off, the gallery and audio contractor vacated the main chamber space and doors secured. Security staff ensure that all members of the public moved to the gallery</p>

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	<p>refreshments area, away from the main chamber space to ensure confidentiality of discussions. The Audio contractor commenced set up of equipment at 4pm. All equipment was in place by 6.15pm. Pack down commenced at the conclusion of the meeting at approx 10.30pm and was finalised at midnight.</p>
Councillor & staff seating	<p>Seating for the Councillors and Executive was uncomfortable for the extended period of sitting and will be reviewed should the venue be utilised again for a Council Meeting.</p>
Public Gallery seating	<p>THYCC has adequate tables and chairs for the conduct of a Council meeting. 100 chairs were set up for the public gallery with adequate spacing between rows.</p>
Catering	<p>THYCC does not have a commercial kitchen space for meal preparation. Catering was prepared offsite and was brought into the venue late afternoon and kept at the required temperature in bain-maries and refrigerators in the staff tea room. Crockery, cutlery, glasses and other catering equipment including trolleys and tablecloths were transported from the Civic Centre to THYCC during the day and returned to the Civic Centre the day after the Council meeting. 3-5 catering staff were on site from 4pm to set up and to finalise preparation of the evening meal. Catering staff packed down the dining area and cleaned equipment once the Council meeting commenced. The refreshments were then prepared and set up for the public gallery in the foyer area. Catering returned the next day to collect all equipment. In all, the catering aspect was a significant undertaking for staff.</p>
Public Gallery	<p>The public gallery were able to access the facility from 6pm and were provided with copies of the full Agenda and abridged version with the Table of Contents. Refreshments were available to the public gallery near the foyer when the meeting was closed to the public.</p>
Logistics – Governance	<p>The Governance team transported the flags and stand (Australian National Flag and City Flag), Mayoral Robes, copies of public Agendas, two 'A' frames to direct the public to the entrance of the venue and sundry items such as Council Chamber name plates and minor stationary items. A public question box was made available at the THYCC in addition to the Melton Civic Centre public question box, and online process. The Governance Officer set up the venue from 2pm and was onsite until the meeting commenced at 7pm. The Governance Coordinator arrived at the venue at 5.45pm (after public questions closed) and remained on site after the meeting closed at 10.25pm to pack down the venue, inclusive of the Chamber area and the public gallery refreshment table, whilst the Audio contractor packed down technical equipment. The site was secured at 12.10am.</p>