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Arts and Culture Advisory Committee Meeting
held on Tuesday 9 August at 6.30-8.00pm at CS Gallery, Caroline Springs

Present: Cr Bob Turner
                  Cr Lara Carli
                  Emma Waheed, Community Member
                  Marc Gillett, Community Member
                  Stephanie Skinner, Community Member
                  Christine Sita, Acting Arts & Culture Officer
                  Annemarie Kohn, Events & Culture Coordinator

Chairperson: Cr Turner

1. **Welcome**

   Cr Turner welcomed everyone to the meeting.

2. **Apologies**

   Melissa Condello, Community Member

   Maureen Mohr, Community Member

   Douglas Potts, Community Member

   Joseph Bauer, Community Member

3. **Declaration of interests and/or conflict of interests**

   Nil.

4. **Confirmation of minutes of previous meeting**

Motion
That the minutes of the previous meeting be adopted as a true and correct record.
Waheed/Carli
CARRIED

5. **Business Arising**

   5.1 Welcome to the new Events & Culture Coordinator, Annemarie Kohn.

   Farewell and thankyou to outgoing Acting Arts Officer, Christine Sita, who is moving on to the position of Economic Development Officer at Melton City Council.

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5.2   Item 5.3 of 10 May minutes. Martin Hodge Public Art restoration. Christine Sita.

Update on the Cone Light Tower restoration at *Grandview Park*, Banchory Avenue, Hillside:

The sculpture was removed on July 25. Solar panels have been installed on the sculpture and the new site at the circular tiled area has been poured. Estimated finish date will be mid September.

5.3   Item 6.2 of 10 May minutes. Proposed exhibition at CSGallery 'Op Shop Chic'. Douglas Potts.

Agenda item for next meeting.

5.4   Item 7.1 of 10 May minutes. Acquisition Art Prize. Joseph Bauer

Agenda item for next meeting.

5.5   Item 7.2 of 10 May minutes. Melton Secondary College Performing Arts Centre. Emma Waheed

Melton Secondary College have received funding from the Federal Government for a Stage One Masterplan for the whole school, which will include a proposed Arts Centre with an exhibition space and performing arts facility seating 600+.

The College is interested in existing models where Councils and schools have worked together in the management of an Arts Centre.

Cr Turner advised that an Arts Centre is not currently included in the Melton City Council 10 year Asset Management Plan.

Action

Emma W to research other models where Councils & Schools have collaborated in the building and/or management of an Arts/Performing Arts Centre and report back to Committee.

5.6   Item 7.3 of 10 May minutes. More performing arts in the community. Melissa Condello.

Agenda item for next meeting.

5.7   Item 7.5 of 10 May minutes. Exhibition Update. Christine Sita.

CS Gallery is fully booked until the end of the year. Recent exhibitions have included emerging artists, community groups, professional artists, and other Council departments (eg Community Planning).

Because of the high demand, the Melton Learning & Library Hub (MLLH) has also had exhibition railing installed, and has been used successfully as an exhibition space.

Christine S relayed a report by local artist, Jacqueline Le Souef, regarding her recent exhibition and residency at MLLH.

Christine S reported that Arts & Culture recently collaborated with the Melton Literary Fest resulting in two exhibitions being programmed as part of *Write On! Read On!*

6.   General Business

6.1   Update on the Owls Apprentice. Christine Sita.

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The Owls Apprentice, interactive show for families combining shadow puppetry and physical comedy, was held during the school holidays: Tuesday 28 June at Lakeview Senior College (audience 250 pax), & Thursday 30 June at Community Hall (audience 150 pax).

7. **Other Business**

7.1 Dependent on upcoming Council elections, Bob T advised that both he and Cr Lara Carli may not be at the next Arts Committee meeting.

8. **Next Meeting**

The next meeting is to be held on Tuesday 8 November commencing at 6.30pm at Civic Room 2, Melton Civic Centre, 232 High Street, Melton VIC 3337

9. **Close of Business**

7.45pm

ORDINARY MEETING OF COUNCIL
Item 12.2 - Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 - CALDAC Meeting Minutes - 10 August 2016

12 SEPTEMBER 2016

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CULTURALLY AND LINGUISTICALLY DIVERSE ADVISORY COMMITTEE

Held on 10 August 2016 at 6.30pm in Training Room 1 & 2, Caroline Springs Library

Present: Cr Bob Turner, Councillor, City of Melton
Abraham Jongroor, VICSEG New Futures
Shaji Pope, Utsav Malayalee Samaj
Andrew Kok, South Sudanese Community
Aida Bailey, Australian Philippines Association
Abbie Lewis, Stepping Up Consortium
Pernille Tind Simmons, Acting Coordinator Community Capacity, Melton City Council
Essan Dileri, Intercultural Development Officer, Melton City Council
Lillian Campos, Access and Support Outreach Officer, Melton City Council
Senior Constable Georgie Cairns, Multicultural Liaison Officer, Victoria Police (non-committee member)
Inspector Warren Greene, Victoria Police (non-committee member)
Kate Hills, Health Promotion and Planning Team Leader, Melton City Council (non-committee member)
Kubir Khanal, Bhutanese Community Representative (non-committee member)
Dal Khadka, Bhutanese Community Representative (non-committee member)
Mohan Sapkota, Bhutanese Community Representative (non-committee member)
Dhan Chhetri, Bhutanese Community Representative (non-committee member)

Chairperson: Cr Bob Turner, Councillor, City of Melton

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1. Welcome

Chairperson began the meeting with Melton City Council Acknowledgment of Country.

2. Introductions

Chairperson welcomed attendees to the meeting.

3. Apologies

Vonivate Tawase, Fijian Community Association Victoria
Iyas Harb, Melton Muslim Community
Ajay Pasupulate, Australian Multicultural Association
Aderajew Asayhe, Semine Gondar Welkait Tsegede Edr

4. Declaration of interests and/or conflict of interests

Nil

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5. Confirmation of minutes of previous meeting

Motion

S Pope /L Campos

That the Committee adopts the minutes of the Culturally and Linguistically Diverse Advisory Committee meeting held on 11 May 2016.

6. Business Arising

The following matters are business arising from the previous minutes of the Culturally and Linguistically Diverse Advisory Committee meeting held on 11 May 2016.

Item 6.3.3. from previous minutes of 10 February 2016. 2018 Harmony Day event – Council officers to propose an amendment to the CALDAC Terms of Reference to ensure that the term of membership of Community Organisation representatives and Local CALD Group representatives extends beyond the planning and implementation cycle of the annual Harmony Day event.

Motion

A Bailey/A Lewis

That the Committee agreed to extend the term of Culturally and Linguistically Diverse Advisory Committee membership for the current members until 31 March 2018, and that Council Officers amend the Terms of Reference accordingly.

Item 6.4.2 from previous minutes of 11 May 2016. Council officers to invite a representative from local FM 979 Radio Station to present at a future meeting.

Cr Turner proposed a tour of the FM 979 Radio Station on 21 August 2016 from 10.00am to 11.00am.

Action

Council Officers contacted Bill Lucas from local FM 979 to present at a future meeting. Actioned

Council Officers to send an email to Committee members to invite them to the Tour. Actioned

7. Harmony Day 2017

Cr Turner facilitated a brainstorming session to get Committee members ideas on how they would like to be involved in the Harmony Day 2017 event. P T Simmons proposed to Committee members to think of interactive activities around sharing their arts and culture on the day. The Committee members provided their thoughts and these were recorded by Council officers to be used in event planning.

Action

E Dileri to follow up with Committee members who expressed their willingness to be involved in the Harmony Day 2017 event. A meeting will be scheduled to progress the planning process.

8. Promoting Gender Equality in the City of Melton

K Hills, Health Promotion and Planning Team Leader of Melton City Council, presented on Gender Equality to the CALDAC. The aim of her presentation was to provide a deeper understanding of gender equality and the issue of violence against women. The presentation

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was made at the request of the Committee.

9. 'Diverse Faces of the City of Melton'

E Dileri presented the proposal of *'Diverse Faces of the City of Melton'*. The poster and video series project will showcase profiles of 15 inspiring and active members of the community.

Action

E Dileri to follow up with Committee members to seek their involvement in the Project Team to implement the key milestones of the project.

10. Melton Intercultural Plan Update

E Dileri presented an update on the Melton Intercultural Plan and informed the Committee that the plan is in draft form for internal review.

Action

E Dileri to call an extraordinary meeting of CALDAC in September 2016 to present the draft Melton Intercultural Plan and seek their recommendation to proceed to Council for adoption.

11. Planned Rally by Reclaim Australia

Inspector Warren Greene and Senior Constable Georgie Cairns from Victoria Police talked about the planned rally by Reclaim Australia on 28 August in Melton. They assured the Committee members that Victoria Police is well prepared to respond to the situation. They advised the Committee to inform their respective communities to stay away from the rally. They also discussed continuing the work in the intercultural space to support the community.

12. Stand for Council Guide

E Dileri presented on 'Stand for Council Guide' which provides information on Council elections and procedures on how to stand for election. He directed Committee members to website www.standforcouncil.com.au for further information. Copies of the Guide were provided for the Committee members.

13. Next Meeting

The next ordinary meeting is to be held on Wednesday 9 November 2016 commencing at 6.30pm at Melton Library and Learning Hub.

14. Close of Business

The meeting closed at 8.10pm.

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POLICY REVIEW PANEL
held on 18 August 2016 at 11.00am in Councillor Lounge, Melton Civic Centre

Present: Cr Majdlik
                    Cr Ramsey
                    Peter Bean
                    Tracy Spiteri

Chairperson: Cr Majdlik

1. **Welcome**

2. **Apologies**

   Cr Bentley, Cr Carli (substitute), Christine Denyer

3. **Declaration of interests and/or conflict of interests**

   Nil

4. **Confirmation of the previous minutes**

   Recommendation

   Cr Bentley/Cr Ramsey

5. **Business Arising**

   None

6. **General Business**

   ### 6.1   Community Facilities Access Policy (review)

   Presented by Kate McCluskey and Matthew Wilson.

   The Community Facilities Access Policy defines Councils position in relation to the objectives and use of community facilities and provides a consistent approach to their management and use. The existing policy was due for review in February 2016.

   The reviewed policy provides a more comprehensive guide to decision making with the following amendments:

   - Replacement of Fee Waiver process with a broader Special Consideration process

   - Inclusion of previously omitted council facilities, including those with a core use identified (such as libraries and youth centres)

   - Inclusion of conditions upon which Council may refuse hire

   - Increase in hiring limits for commercial entities from 26 hours per month at any one facility to 36 hours.

   Recommendation:

   Cr Ramsey/Cr Majdlik

   That Council adopts the Community Facilities Access Policy.

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6.2 Asset Management Policy

Presented by Amanda Appleby and Steve Ryan.

Councils Asset Management Policy provides a framework to ensure that a structured, coordinated, cost effective and financially sustainable approach is applied to asset management across the municipality.

The Policy was developed based upon the MAV STEP Asset Management Program to meet the requirements of the National framework. The policy is reviewed annually.

Amendments to the Policy include the formation of an Asset Management Steering Committee to be an interface with the Asset Management Work Group, Council and the Executive.

Councillors recommended that the Policy review date be amended to every 4 years, and that it only be presented back to the Policy Review Panel to consider 'significant' changes to the policy.

Recommendation:

Cr Majdlik/Cr Ramsey

That Council adopt the Asset Management Policy inclusive of a four (4) year review date; the exception being if significant changes to the Policy are identified, it will be submitted to the Policy Review Panel for approval within the four year review period.

6.3 Corporate Policy Management Policy

Presented by Tracy Spiteri

This policy was established in 2011 and outlines the requirements, accountability and responsibility for approval, dissemination, implementation and review of Council policies and associated documents.

There are no changes required to the content of the policy for the administrative control and development of policies. The policy is presented to the Policy Review Panel for minor amendments:

- – Policy review date updated to June 2018
- – Responsible officer to reflect changes in the organisational structure.

Recommendation:

Cr Ramsey/Cr Majdlik

That Council adopts the Corporate Policy Management Policy.

7. Other Business

None.

8. Next Meeting

Due to the Caretaker Period of Council commencing 21 September 2016, the panel agreed that the next Policy Review Panel meeting be scheduled after the new Council is elected and representation on Council Committees has been determined.

9. Close of Business

The meeting closed at 11.50am.

	Community Facilities Access Policy
Version No.	5.0, 27 July 2016
Endorsement	Policy Review Panel, 18 August 2016
Authorisation	Melton City Council, <Insert date>
Review date	18 August 2019
Responsible officer	Manager Community Planning
Policy owner	Coordinator Neighbourhood Participation

1.   Purpose

Council is responsible for the management of a diverse range of facilities available for use by residents, businesses, community service organisations and visitors to the City. The purpose of this policy is to define Council's position in relation to the objectives and use of community facilities, which provides the basis for a consistent approach in their management and use.

2.   Scope

This policy applies to all groups, entities and individuals (Users) wishing to access a Council owned or operated community facility. The following table provides an overview of the range and type of facilities that apply to this policy:

Type of Facility	Description
Sports Pavilions	These facilities are normally located adjacent to Sports Reserves and Parks with playing surfaces used for sport. These facilities generally have a club or clubs that have approved access to the facility for a fixed period of time, which is often a seasonal allocation. They are also available for use for other compatible activities. Examples: tennis pavilions and football pavilions.
Sports Reserves and Parks	These are sports fields, hard courts and parks that can provide for a range of recreational activities. These areas may have clubs that have approved access for a fixed period of time. (E.g. football clubs during their season) but are also available for use for compatible activities and general public non-structured use. Examples: football / cricket grounds, local parks.
Community Centres	These include community halls, Neighbourhood Houses, Youth Centres, Seniors Centres and community centres that have spaces designated and available for community and/or commercial use. The type and size of spaces available varies dependant on the facility. Some centres also have office space or work stations for hire. Examples: function halls, children's and community centres.
Leisure Centres (excluding Aquatic Centres)	These are facilities specifically designed to cater for indoor sports such as basketball, volleyball and indoor soccer.

Type of Facility	Description
Libraries	The two municipal libraries in which there are designated community spaces for hire.

This policy does not apply to buildings or tenants for which a lease agreement exists. This policy does not apply to Aquatic centres owned by council but managed under contract on Council's behalf, or any facility that has exclusive use by one group and who have full management responsibilities for that facility.

3.   Definitions

Term	Definition
Casual Hire Agreement	An agreement between Council and a User for use of a facility on a casual or occasional basis for a prescribed fee, including Multipurpose Facility Conditions of Use and Casual Hire of Sporting Grounds and Reserves – Terms and Conditions of Use.
Community Service Organisations (CSOs)	Funded organisations that aim to support families to fulfil their caring roles, provide care when families are unable to do so and provide interventions when a person's needs are not able to be met within the community without special intervention. Examples include: • Health Services. • Disability Services.
Community Space	A space designated for hire for a range of user groups.
Individuals	Individual community members using facilities for private functions and activities.
Non-Insured Activities	Activities that are not covered under Council's corporate public liability insurance for facility hire. Such activities include sporting activities, festivals or events, commercial activities or activities involving attendance of greater than 1000 people.
Not-For-Profit Community Groups	A registered not-for-profit incorporated group or association that is accessible and accountable to members of the community. A community group that provides the community and/or its members with opportunities to engage in local community, cultural, leisure, and/or educational activities. Examples include: • Sporting clubs and associations. • Arts, cultural, religious and special interest groups.
Office Space	An enclosed office space where business can be conducted with a degree of privacy.
Primary User	Groups or organisations who are priority users of a particular facility due to the designated purpose of that facility (i.e. sports club at sport pavilion) or a contractual arrangement between Council and the primary user to provide a service for Council (e.g. Kindergarten providers).

Term	Definition
Special Consideration	Special circumstances arising which make payment of set fees difficult. Applications for Special Consideration may be made to Council under circumstances outlined in Section 4.7.
User/s	Hirer/s of Council facilities. A User may be a casual hirer or regular hirer of any of the facilities within the scope of the Community Facilities Access Policy.
Work Station	A work space in a shared office environment.

4.   Policy

4.1 Objectives

Council aims to create strong and resilient communities with equitable access to a diverse range of supportive community infrastructure.

Council makes a significant contribution to the management of community facilities and encourages use of facilities by a broad range of groups and organisations on the basis that they provide for a need within the community, provide required services and aid in building a strong and connected community.

The objectives of this policy are to manage our suite of facilities in order to ensure:

1. Diversity of activities, services, programs and Users that deliver the broadest community benefit to promote an empowered, connected and engaged community.

2. Equity of access to our facilities by a range of Users.

3. Support to existing organisations and activities and the emergence of new ones that address community needs.

4.2 Multipurpose facilities

In order to manage demand and provide for a range of activities, facilities will be available for shared used by a number of Users and will not be used exclusively by any one group. Council will design and manage facilities so they have the flexibility to accommodate a broad range of activities and users.

4.3 Priority Access

Community facilities are primarily provided to support not-for-profit community groups and the delivery of Council programs. However, in line with Council's Community Services Capacity and Attraction Framework, Council also supports the use of appropriate facilities by community service organisations delivering required services. Council's Economic Development and Tourism Plan outlines a commitment to economic development within the municipality and commercial entities will be provided opportunities to use Council's community facilities where significant community benefit and demand is evident. Council facilities are not intended to replace commercial property options for commercial entities that require the use of entire facilities or significant hours of hire.

Accordingly, the following groups or organisations will generally be given priority access to community facilities:

- Council-run programs.

- Primary users.

- Users that align with the core or primary designed use of a community facility. Facilities where there is a core use identified include Recreation and Sporting Facilities, Libraries, Youth Centres, Neighbourhood Houses, Seniors Centres and Melton Community Hall. For further detail refer to the Facility Priority Access Procedure.

- Not-for-profit community organisations or Community Service Organisations delivering activities and/or services of benefit to the community.

- Groups that can show that at least 80% of its membership comes from within the City of Melton.

4.4 Restrictions on hire

Council will ensure facilities remain accessible for use by not-for-profit community organisations and Community Service Organisations that assist Council to achieve its Council Plan and this policy's objectives, and to ensure facilities are not dominated by one type of user group. To achieve this, the following restrictions apply:

- Not-for-profit community groups and community service organisations can make application for no more than 100 hours of room hire per month at any one facility.

- Commercial organisations can make application for no more than 36 hours of room hire per month at any one facility.

Council reserves the right to review each application individually and limit hiring to less than these thresholds if there is expressed need from other user groups for use of that facility or demand for the service provided is not evident. Users may apply for Special Consideration to hire in excess of these restrictions where the facility identified is under-utilised or greater use is supported by Council's Community Service Organisation Capacity and Attraction Framework (refer to Section 4.7).

These restrictions do not apply to Primary Users, organisations under contract to provide specific services on Council's behalf or to training providers at libraries. At facilities where there is a primary user or a core use identified, use by other parties may be restricted because of operational and / or risk management considerations associated with any primary or core use of the facility. Council reserves the right to limit or prohibit alcohol consumption at any of its facilities.

4.5 Support for new groups, activities and services

Council supports not-for-profit community groups and community service organisations by significantly subsidising hire fees. To further support the development of new groups, activities and services, new not-for-profit community groups yet to be incorporated may apply for Special Consideration to be covered by Council's public liability insurance to enable facility hire and to receive support from Council to become incorporated and independent.

Council's Community Services Capacity and Attraction Framework recognises the importance that community facilities may play in the provision of community services to the City of Melton. Community Service Organisations may apply for Special Consideration where there is an unmet need for their service in the community. Refer to Section 4.7.

4.6 Fees

All fees and charges for use of Council facilities are approved within Council's annual budget process and are subsidised on a sliding scale with the lowest fees charged to not-for-profit community organisations and the highest fees charged to commercial entities. All user groups are to pay the appropriate fees, unless granted Special Consideration.

Applications for Special Consideration must be approved by the General Manager Community Services. Refer to Section 4.7.

4.7 Special Consideration

The following circumstances are eligible to be considered for Special Consideration:

4.7.1   New not-for-profit community groups: New groups who have yet to be incorporated and do not hold their own public liability insurance may apply to be covered by Council's corporate public liability insurance for a period of 6 months, up to a maximum of 26 bookings. To be eligible for this support, the group must register to work with Council staff to gain assistance in becoming incorporated. Council's corporate insurance cannot

be used for Non-Insured Activities (refer to Application for Special Consideration for Facility Use procedure).

4.7.2   Financial hardship: Individuals who can prove that they are unable to pay their hire fees or that payment of their hire fees would lead to financial hardship may be granted a discount or fee waiver. This does not apply to not-for-profit community groups, community service organisations or commercial entities.

4.7.3   Fundraising activities: Users may apply for a fee waiver for one-off fundraising activities.

4.7.4   Community Service Organisations: Community Service Organisations may apply for Special Consideration if they can provide evidence of an unmet need and demand for their service within the City of Melton and that payment of hire fees would make the provision of the service untenable. Community Service Organisations may apply for a fee waiver or discount.

4.7.5   Public service of broad community benefit: Users may apply for a fee waiver or discount for one-off public service events with broad community benefit. Examples include community safety forums and town meetings for issues of importance for the wider community.

4.7.6   Discounted hire fees: Commercial entities may apply for discounted hire fees where they can provide evidence of community demand, their activity aligns with the Council Plan or Municipal Public Health and Wellbeing Plan and they can provide evidence that they are not collecting sufficient customer fees to cover the commercial hire fees.

4.7.7   Hire in excess of restrictions: Users may apply for room hire in excess of restrictions outlined in Section 4.4 where the facility is under-utilised or where use is supported by Council's Community Service Organisation Capacity and Attraction Framework.

4.8 Refusal to hire

Council reserves the right to refuse hire where the user group has not adhered to hiring terms and conditions in the past or has failed to adhere to relevant Council policy, procedures or processes in making bookings. Refer to Non-compliance with Facility Licence Agreement or Conditions of Use Procedure for further detail.

Council also reserves the right to refuse to hire to groups or entities whose core objectives, principles or policies conflict with Council's own adopted plans, strategies and positions.

4.9 Office space and workstations for use by external parties

Many of Council's facilities offer office spaces or work stations for hire. Maximum hours of hire restrictions outlined in Section 4.4 do not apply to office space and workstations.

If an office or workstation is used less than 5 full days per week, Users must leave the space in a state whereby it can be hired to other Users on the vacant days. Where vacant Maternal and Child Health offices are hired, Council reserves the right to reclaim use of the space at the end of the Licence Agreement term to provide Council services.

4.10 Facility Allocation

Council manages and maintains access to community facilities via a formal agreement between Council and the approved group or individual who has applied for use of facilities.

Within this policy, there are two types of agreements. The type of agreement applicable will depend on the type of use and the length of use approved.

1. Licence Agreements are developed for regular users of Council facilities (using the facility a minimum of 6 times in a calendar year). A Licence Agreement gives the User approved hours of access to designated part of a facility for a prescribed fee. The Agreement has conditions and responsibilities that apply for the term of the Agreement. Licence

Agreements are generally for a 6 month or 1 year period and will specify bookings of the licensee over the year. Some Users will be subject to longer Agreement terms. Council makes no guarantee that the same facility or hours of use will be available in subsequent years.

2. A Casual Hire Agreement is used for the hire of a facility on a casual or occasional basis for a prescribed fee. Conditions of hire are specified on this document.

4.11 Internal Council bookings

Bookings of facilities for Council programs and activities are at no charge. Section 4.3 outlines that Council programs and activities are prioritised for facility bookings, alongside other priority Users. Some facilities with a core use identified prioritise other Users or specific types of Council programs (refer to Facility Priority Access Procedure).

Council may make an internal booking for an event or activity for which they are partnering with external groups or agencies. It is expected that Council plays a significant role in the planning and delivery of any event or activity for which such an internal booking is made.

5.   Responsibility /Accountability

5.1	All Council Officers
	• Responsible for ensuring that this Policy is followed regarding the hire of any of Council's facilities included in the scope of this Policy.
5.2	Coordinator Neighbourhood Participation
	• Responsible for developing and reviewing this policy and related procedures.

6.   References and links to legislation and other documents

Name	Location
Alcohol Management Framework	
Casual Hire of Sporting Grounds and Reserves – Terms and Conditions of Use	
Application for Facility Allocation Procedure	
Application for Special Consideration for Facility Use Procedure	<INSERT TEXT HERE>
Community Infrastructure Framework	
Community Services Capacity and Attraction Framework	
Economic Development and Tourism Plan 2014-2030	
Facility Priority Access Procedure	
Facility Use by Registered Training Organisations Procedure	
Licence Agreement	
Multipurpose Facilities Conditions of Use	
Non-compliance with Facility	

ORDINARY MEETING OF COUNCIL   12 SEPTEMBER 2016

Item 12.2 - Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 3 - Policy Review Panel Meeting Minutes - 18 August 2016

Name	Location
Licence Agreement or Casual Hire Agreement Procedure	

	Asset Management Policy
Version No	8.0, 2 August 2016
Endorsement	General Manager Planning and Development , 8 August 2016 Policy Review Panel, 18 August 2016
Authorisation	Council, <insert date>
Review date	30 June 2021
Responsible officer	Engineering Services Manager
Policy owner	Asset Management & GIS Coordinator

1. Purpose

To ensure that Asset Management is clearly recognised by Council and the Community, ensuring the management of Council's Assets for present and future generations. To establish a framework to ensure a structured, coordinated, cost effective and financially sustainable approach to asset management across the whole organisation.

2. Scope

This policy relates to infrastructure assets such as roads, footpaths, signs, lighting, kerbs, traffic management devices, drainage, bridges, buildings, street and park furniture, active open space, passive open space, playgrounds, fencing and irrigation.

3. Definitions

Assets are tangible items e.g. a road section, a drainage pit, a building, which provide services that the community requires or expects in order to carry out their normal business, private, community or recreational pursuits. Council's assets are generally acquired or constructed to meet the needs of the community or the operational needs of the organisation at a particular point in time.

4. Policy

Stewardship of infrastructure is a core Council function. Sound asset management is necessary to enable Council to meet its responsibilities to:

- Provide timely services and infrastructure for current and future generations
- Provide and maintain sustainable community infrastructure within the City
- Encourage and support the economic and social development of the City
- Enhance community safety and promote access
- Provide infrastructure that will improve the health and wellbeing of the community
- Mitigate risk associated with the management of critical assets.

This policy is intended to provide high level guidance to Council and its officers in order to:

- Develop and implement the Asset Management Strategy
- Develop Asset Management Plans for all Council assets

- Incorporate asset management practices into Council's operations to ensure that all assets are being managed for their full life cycle

4.1   Corporate Context

Services that rely on delivery of sound asset management include;

- Transport and Pedestrian Services (Roads, Footpaths and Bikeways);
- Recreation and Leisure Services (Parks, Reserves, Sports Facilities, Waterways);
- Drainage (Stormwater and flood protection services);
- Community health and welfare services;
- Cultural and Community Facilities (Library Services, Civic Centres and Halls);
- Financial management; and
- Risk management and mitigation.

4.2   Vision

To ensure that infrastructure assets support services that are appropriate, accessible, responsive, timely and sustainable to the community, in accordance with responsible asset management that will preserve the life of the asset and ensure that the community is receiving the best value for money from Asset Management Programs.

4.3   Policy Principles

Council is committed to the following key principles:

1. Service delivery guides asset management practices and decisions
2. Asset planning and management has a direct link with Council's corporate and business plans (including the Council Plan and Long Term Financial Plan), budgets and reporting processes
3. Long Term financial planning (10yrs) will be guided by asset renewal demand
4. Application of the 'Renew before Upgrade, Expansion or New' philosophy for asset related programs
5. Identified asset renewal funding will be considered as non-discretionary and new projects as discretionary
6. Asset management decisions based on the benefits and risks of assets and an evaluation of alternative options that take into account full life cycle costs and impacts of these costs on the ability to fund future maintenance and rehabilitation
7. All new projects are to be evaluated and prioritised in accordance with the Project Approval Policy
8. A business case will be prepared as part of the initial formulation for capital works proposals over a nominated threshold as outlined in the Project Management Framework
9. Grant funded new or upgrade projects are to be reviewed for full life cycle ('whole of life') costs as part of this project consideration process;
10. Asset Management Plans will communicate information about assets and the actions required to provide defined levels of service within a best value for money framework
11. Asset management plans are informed by community consultation and integrate with local government financial reporting frameworks
12. Financial and asset management reporting must be categorised in terms of Operational, Maintenance, Renewal, Upgrade, Expansion and New expenditure classifications to enable sound asset management decisions

13. Councillors and staff, with asset and financial management responsibilities, will be appropriately trained in relevant asset and financial management principles, practices and processes.

5. Responsibility / Accountability

To achieve this policy the following key roles and responsibilities are identified:

5.1	**Council**
	• Act as stewards for Council's assets
	• Adopt Asset Management Policy
	• Adopt Council's Asset Management Strategy and Asset Management Plans and monitor the outcomes
	• Adopt sustainable levels of service, budgets, risk and cost standards
	• Ensure adequate resources for Asset Management activities are made available and considered in Council's Long Term Financial Plan
	• Promote and raise awareness of asset management in the community.
5.2	**Chief Executive and General Managers**
	• Support and promote the principles of the Asset Management Policy to Council;
	• Implement the Asset Management Strategy with adequate resources;
	• Monitor and review performance of the Asset Management Working Group and Council staff in achieving the Asset Management Strategy;
	• Ensure that accurate and reliable information is presented to Council for decision-making;
	• Recommend to Council appropriate levels of service, budgets, risk and cost standards;
	• Report to Council, on a regular basis, the status of the implementation of the Asset Management Strategy to meet the requirements of the National Asset Management Assessment Framework (NAMAF).
5.3	**Asset Management Steering Group**
	• Ensure Asset Management is undertaken throughout the organisation in an environment of Best Practice
	• Report to the Executive, on a regular basis, the status of the implementation of the Asset Management Strategy to meet the requirements of the National Asset Management Assessment Framework (NAMAF).
5.4	**Asset Management Working Group**
	• Oversee the development, implementation and operation of the Asset Management Strategy along with appropriate Asset Management Plans including the determination of levels of service, risk and cost standards for individual asset groups, using the principles of lifecycle analysis
	• Promote and raise awareness of Asset Management to the Council, staff, users and community
	• Report to the Asset Management Steering Committee, on a regular basis, the status of the implementation of the Asset Management Strategy to meet the requirements of the National Asset Management Assessment Framework (NAMAF).
5.5	**Asset Management Team**
	• Assist Asset Managers to develop and implement Asset Management Plans for individual asset groups, using the principles of lifecycle analysis
	• Assist in the development and implementation of improvement plans (such as recurrent maintenance programs, capital works programs) in accordance with the Asset

Management Strategy and annual plan

- Assist Asset Managers in the development/review of levels of service, risk and cost standards
- Support Service managers in the development of Service Plans
- Liaise with Finance in the development of the Long Term Financial Plan
- Liaise with Engineering Services Manager in the development of the Capital Works program
- Participate in Program Management Groups where required to promote appropriate lifecycle management of Council Assets
- Assist in the management of asset information and report on it under Council's statutory requirements
- Develop standardised asset attributes for all classes of asset
- Identify, recognise, and record electronically, the existence of all Council and community owned assets using the standardised asset attributes
- Regularly determine the operational condition of all assets through implementation of rolling Condition Assessment Programs.
- Audit and maintain asset information to ensure statutory requirements are met
- Assist in the determination of the value of assets to verify their remaining useful life and to report on the financial and risk implications under the accounting standards of the day.

5.6	**Asset Managers**

- Develop and implement Asset Management Plans for individual asset groups, using the principles of lifecycle analysis
- Develop and implement improvement plans (such as maintenance programs, capital works programs) in accordance with Asset Management Strategy and Asset Management Plan
- Undertake a 'Whole of Life Costings for all Capital Projects'
- Manage the maintenance and renewal of assets under their control to ensure continuous, timely, efficient and effective service delivery to an agreed community standard as determined by the Service Manager
- Assist Service Managers in determining lifecycle risks and costs Undertake Asset Management in accordance with industry best practice
- Undertake Asset Management in accordance with industry best practice
- Liaise with the Service Managers and recommend asset expenditure programs and budgets.

5.7	**Service Managers**

- Consult with the community in the development of service delivery needs
- Develop, review and deliver levels of service, to agreed risk and cost standards
- Manage the service delivery of assets under their control to ensure continuous, timely, efficient and effective service delivery to an agreed community standard
- Present information to the Council and Chief Executive in terms of lifecycle risks and costs
- Liaise with the Asset Managers.

5.8	**Maintenance Service Providers**

- Carry out inspections as per service level agreement
- Undertake maintenance works as per service level agreement
- Represent Council when carrying out these works

- Proactively identify and advise asset managers of asset condition issues.

6. References and links to other documents

6.1 Integration of Asset Management into the Organisation's Business Processes

Council plan 2013-2017 sets our strategic objectives that the Council will pursue. The plan includes the following themes in relation to Asset Management:

- Managing Our Growth
- A Well Governed and Leading Organisation
- Community Health and Wellbeing
- Diverse, Confident and Inclusive Communities.

6.2 Broad Asset Management Responsibilities and Relationships

- This Policy and the Asset Management Strategy will be reviewed every year
- The implementation of Asset Management Plans will be monitored and reported against annually.
- Asset Management Plans will be reviewed every four years and are written in support of Council's strategic direction.

7. Policy Review

This policy shall be reviewed on an annual basis by the Asset Management Group and the Asset Management & GIS Steering Committee and will be submitted to the Policy Review Panel every four years.

The exception to the four year review period will be where the Asset Management & GIS Steering Committee identifies significant changes to the policy. Significant changes to the policy will require it to be submitted to the Policy Review Panel for approval within the four year mandatory review period.

Responsibility for managing the review process, including the consideration of policy expiry, rests with the Engineering Services Manager.

	Corporate Policy Management Policy
Version:	4.0, 3 August 2016
Endorsement:	Executive, 10 November 2011 Policy Review Panel, 18 August 2016
Authorisation:	Council, <Insert Date>
Review date:	30 June 2018
Responsible officer:	Manager Legal & Governance
Policy owner	Governance Coordinator

1. Purpose

This policy outlines the requirements, accountability and responsibility for the approval, dissemination, implementation and review of policies and associated documents.

## 2. Scope

Applies across Council.

The approach to policy development, format, review, maintenance, approval and access is outlined in the Guide to Policy Development, Implementation and Review and the Guidelines for Writing Policy and Procedures.

3. Definitions

Word/Term	Definition
Action Plan (or Management Plan)	Plan that identifies the steps the Council intends to take over the next one to five years to achieve the objectives identified in Council strategy or policy. *Example:* Council's Annual Action Plan steps outs how Council will deliver on the Council Plan over a year.
Associated documents	Associated documents support the implementation of Council policy. Procedures and guidelines as defined above are included in this group as well as tool-kits, templates, forms and instructions.
Council	A Council consists of its Councillors, who are the representatives, elected in accordance with this Act, of persons who are residents in the Council's municipal district or ratepayers of the Council. s5(1) Local Government Act 1989 (Vic).
Council Annual Action Plan	Council's annual business/operational plan that sets out the activities and initiatives Council will undertake to achieve Council Plan objectives.
Council Plan	The primary vision and strategic planning document that sets out the broad direction Council has decided on for its term of office (4 years). The Council Plan contains the objectives, strategies performance indicators.
Council Policy	Policies that are adopted by the Council on a range of matters. They might include issues that legally require the Council to have a policy, or on other issues that need a political, strategic corporate position as a guide or direction to management and the community. These policies can be "political" or judgmental in nature (eg. the hours of opening or closing a facility) or more of a corporate governance matter (eg. setting of fees).

Word/Term	Definition
Council Strategy	Strategy takes an element of the Council Plan or Council Policy and builds a framework for going forward. A Strategy is usually between 3 to 4 years. Examples include Council's Youth Strategy, Leisure Strategy.
Guidelines	Guidelines are a document outlining best practice processes that are strongly recommended. Guidelines are written to provide information and advice on a particular subject.
Operational Policy	A general statement of attitude, philosophy, intention or parameters, with an internal focus which is determined and endorsed by the General Manager and the Executive.
Local laws	The highest form of local legislation. The power to enact local laws is granted by the Local Government Act 1989 (Vic). Local laws, in this sense, have the same quality as acts of the state legislature, both being authorised by the state constitution. They must be adopted by the formalities required for the adoption of local laws.
Major Policy amendments	Major changes or amendments that alter the actual policy. These are to be submitted to Executive or Council for approval.
Minor Policy/procedure changes	Minor changes or amendments that do not alter the actual content of the policy. These do not need to be formally approved but the amended date needs to be inserted into the revised document for version control.
Policy owner	Position responsible for writing and/or reviewing the policy or procedure. Ensuring the document is kept up-to-date with any legislative or operational changes.
Procedures	Procedures detail Council practice. Procedures are specific and actions orientated, and describe processes that must be followed to implement policy.
Procedure manual	A manual which contains supporting procedures, guidelines and other supporting documents relating to one subject matter. For example City Safe is our OH&S policy manual.
Responsible officer	Manager with operational responsibility for the services area generating the policy/procedure.
Work instruction	Step-by-step instructions for the accomplishment of a task by one person are retained in the department or unit where the work is performed. Work Instructions are often referred to as Desk Procedures, Task Outlines or SOPs (Standard Operating Procedures).

3.1   Hierarchy of Council Documents
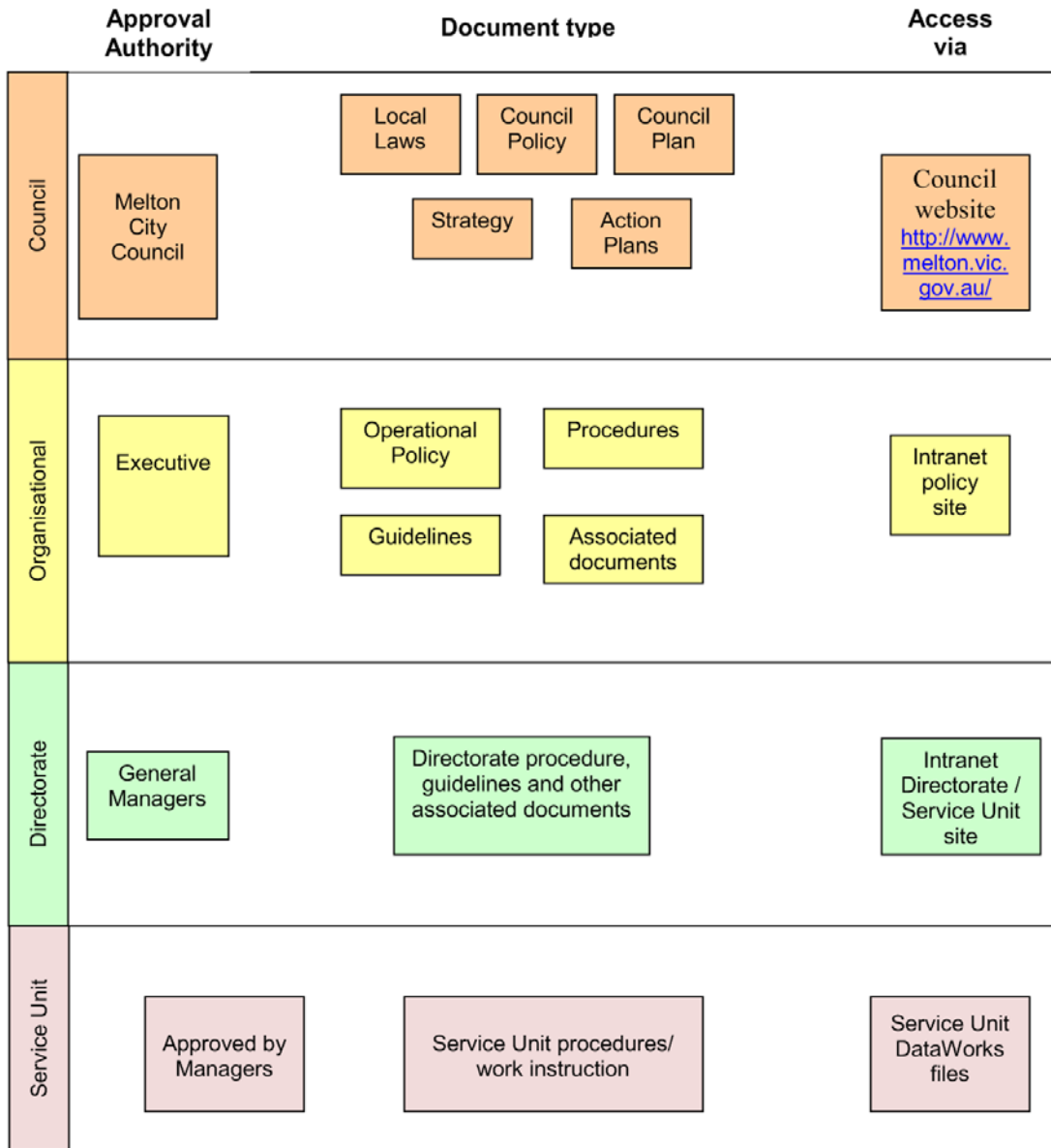
4. Policy

1. All policies (and associated documents) shall be developed, implemented and reviewed in accordance with Councils Guide to Policy Development, Implementation and Review.

2. All policies (and associated documents) must be consistent with and have appropriate reference to the:

   - Federal and State Legislation (where applicable)
   - Melton City Council Local Laws (where applicable)
   - Meet regulatory and compliance requirements.

3. In developing a policy, consideration must be given to all implementation issues to ensure that the intent of the policy is achievable and that outcomes or compliance can be measured.

4. All policies will:

   - Have Council or Operational application
   - All Policies will be prepared in a consistent corporate style using the Policy Template
   - All procedures and guidelines will be prepared in a consistent corporate style using the Procedure/Guidelines template
   - Be written concisely, in plain English and clearly expressed (refer to Councils Writing Style Guide)
   - Clarify individual officer responsibilities
   - Be assigned a "Responsible Officer" and a "Policy Owner"
   - Be reviewed at a maximum of four years, or earlier, if new legislation or exceptional circumstances make it appropriate

5. All procedures and guidelines will:

   - Be prepared in a consistent corporate style using the Procedure/Guidelines template
   - Be written concisely, in plain English and clearly expressed (refer to Councils Writing Style Guide)
   - Clarify individual officer responsibilities
   - Be assigned a 'Responsible Officer' and a 'Policy Owner'
   - Be reviewed at a maximum of two years, or earlier if required.

5. Responsibility

5.1	**Melton City Council (Councillors)**
	• Authorisation of Council Policies.
5.2	**Policy Review Panel**
	• Council advisory committee oversight of Council Policies. The Panel is made up of three Councillors, General Manager, Manager Legal & Governance and the Governance Coordinator.
5.3	**Chief Executive**
	• Under the Local Government Act 1989 (Vic) the Chief Executive is responsible for administration of council operations. They have the authority to authorise operational (including administrative) policy and associated documents including procedures, guidelines, templates, forms, tool-kits, checklists.
5.4	**Occupational Health and Safety (OH&S) Committee**
	• Endorse all OH&S policies and associated documents.

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5.5	**Governance Coordinator**
	• Executive officer for Council Policy Review Panel
	• Coordination and implementation of the Corporate Policy Management Framework
	• Provides advice in policy development and approval processes
	• Manages the policy intranet site
	• Manages centralised repository of all current and approved policy documents in DataWorks
5.6	**Responsible Officer**
	• Responsible for ensuring that all policies and associated documents they endorse comply with this policy and have undergone the appropriate level of consultation.
5.7	**Policy Owner**
	Responsible for:
	• developing and/or reviewing policy and associated documents assigned to them in accordance with this policy
	• ensuring appropriate consultation is conducted with stakeholders and that their feedback is considered and incorporated as appropriate
	• keeping documents up-to-date with any legislative or operational changes.
5.8	**Council employees**
	• Compliance with all Council and organisational policies and associated documents.

6. References and links to other documents

Name	Location
Local Government Act 1989	www.legislation.vic.gov.au
Guide to Policy Development, Implementation and Review	
Guidelines for Writing Policy and Procedures	
Councils Writing Style Guide	Policy Intranet
Version Control Procedures	Policy Intranet
Policy Template	Policy Intranet
Procedure/Guidelines Template	Policy Intranet
Procedure/guidelines Template	Policy Intranet
Policy Analysis Record Template	Policy Intranet
Consultations Plan Template	Policy Intranet
Implementation Plan Template	Policy Intranet

Appendix 1

Policy approval process

Council Policy process:

Council Policy → Endorsement by General Manager → Endorsement by the Executive → Endorsement by the functional committee eg. Audit, Reference group → Endorsement by the Policy Review Panel → Approval by Council (Councillors)

Organisational wide Operational Policy process:

Organisational wide Operational Policy and procedures or guidelines → Endorsement by the relevant committee eg. OH&S → Endorsement by General Manager → Approval by CEO via the Executive meeting

Directorate/Service Unit specific Operational Policy process:

Directorate/Service Unit specific Operational Policy and procedures or guidelines → Endorsement by Service Unit Manager → Endorsement by appropriate committee where necessary → Approved by General Manager

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