



MELTON CITY COUNCIL

**Notice is hereby given that the Meeting of the
Melton City Council will be held at
Burnside Children's and Community Centre
23 Lexington Drive, Burnside on
14 November 2022 at 7:00pm.**

**THIS AGENDA CONTAINS REPORTS TO BE DEALT
WITH AT A CLOSED MEETING OF COUNCIL**

**Roslyn Wai
CHIEF EXECUTIVE**

Visitors to the Gallery please note:

Proceedings at Council meetings are controlled by the Chairperson. The Chairperson is empowered to enforce the provision of Council's Governance Rules, which includes the following aspects:

- Members of the public do not have a right to address Council and may only do so with the consent of the Chair or by prior arrangement.
- Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- A member of the public present at a Council meeting must not disrupt the meeting.
- The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 66.2.
- If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.
- The Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of the Governance Rules and whom the Chair has ordered to be removed from the gallery under Rule 67.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Scheduled Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than 12pm on the day of the Scheduled Meeting by submitting questions into the receptacle designated for public questions at the Customer Service Desk, or via electronic medium as per Council website directions.

A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson.

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To seek Council's approval for the award of Contract No. 22/058 for the Design Services of the Bridge Road Community Hub, Strathtulloh project.
- 17.4 CONTRACT C23/002 BRIDGE ROAD EXTENSION & SIGNALISED INTERSECTION UPGRADE** **150**
To seek Council's approval for the award of Contract No. 23/002 for Bridge Road Extension & Signalised Intersection Upgrade project.
- 17.5 CONTRACT 23/007 AINTREE CHILDRENS AND COMMUNITY CENTRE CONTRACT 23/008 & WEIR VIEWS CHILDRENS AND COMMUNITY CENTRE** **160**
To seek Council's approval for the award of Contract No. 23/007 & Contract No. 23/008 for the Head Consultant services Aintree Children's and Community Centre & Weir Views Children's and Community Centre projects.
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1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

‘Almighty God we humbly beseech Thee to vouchsafe Thy blessing upon this Council, direct and prosper its deliberations to the advancement of Thy glory and the welfare of the people whom we serve – Amen.’

Reconciliation Statement

Melton City Council acknowledges that the land it now occupies has a history that began with the Indigenous occupants, the Kulin Nation. Council pays its respects to the Kulin Nation people and their Elders and descendants past and present.

2. APOLOGIES AND LEAVE OF ABSENCE

The Chairperson will call for any apologies received from any Councillors who are unable to attend this meeting.

3. CHANGES TO THE ORDER OF BUSINESS**4. DEPUTATIONS****5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR**

Pursuant to Part 6, Division 2 of the *Local Government Act 2020* and Council’s Governance Rules, Councillors must declare any General Conflict of Interest or Material Conflict of Interest they have in any of the matters being considered at this meeting.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**RECOMMENDATION:**

That the Minutes of the Meetings of Council held on 10 October 2022 and 3 November 2022 be confirmed as a true and correct record.

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS IN ACCORDANCE WITH CHAPTER 6, RULE 1 OF THE COUNCIL'S GOVERNANCE RULES

- Monday 26 September 2022 Summary of Informal Meeting of Councillors
- Monday 3 October 2022 Summary of Informal Meeting of Councillors
- Monday 10 October 2022 Summary of Informal Meeting of Councillors
- Monday 17 October 2022 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 26 September 2022, 3 October 2022, 10 October 2022 and 17 October 2022 provided as **Appendices 1 – 4** respectively to this report, be received and noted.

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - Monday 26 September 2022
2. Summary of Informal Meeting of Councillors - Monday 3 October 2022
3. Summary of Informal Meeting of Councillors - Monday 10 October 2022
4. Summary of Informal Meeting of Councillors - Monday 17 October 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 26 September 2022	Time Opened:	6.19 pm
		Time Closed:	9.23 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr M Deeming (arrived 6.23pm) Cr K Majdlik Cr J Shannon Cr B Turner Cr A Vandenberg (arrived 6.21pm)		
Officers present:	R Wai Chief Executive Officer S Romaszko Acting General Manager Planning and Development T Scoble Acting General Manager Community Services P Leersen Chief Financial Officer S McManus Acting General Manager Corporate Services and Acting Executive Manager Corporate Strategy and Investment B Dosser Manager Legal, Governance and Risk J Horne Manager Environment and Waste (departed 6.53pm) N Marino Manager Finance (departed 7.35pm) R Hodgson Governance Coordinator S Taylor Coordinator Waste, Graffiti and Clean Ops (departed 6.53pm) B Mehta Coordinator Infrastructure Planning (departed 6.35pm) M Smith Senior Transport Planner (departed 6.35pm)		
Guests	Dale Hubner (Metropolis Research) (arrived 7.51pm, departed 8.57pm)		
Apologies	Cr S Ramsey L Shannon Acting General Manager Corporate Services		
Matters discussed:	<ol style="list-style-type: none"> 1. Pedestrian and Cycling Plan (6.19pm – 6.33pm) 2. Waste and Dumped Rubbish contract (6.35pm – 6.52pm) 3. Budget planning cycle for 2023/24 (6.53pm – 7.04pm) 4. Break (7.05pm – 7.11pm) 5. End of year financials 2021/22 (7.11pm – 7.35pm) 6. Community Planning Strategies (7.35pm – 8.11pm) 7. Annual Community Satisfaction Survey (8.11pm – 8.57pm) 8. Councillor Discussion (8.58pm – 9.23pm) <ol style="list-style-type: none"> a) Councillor Portal b) Reserve query c) Immigration support request d) Streetlights, Brookfield Estate e) Libraries f) 'Fix our Roads' estimated costings g) Action response times of CARs h) Data set integration for action requests and mowing schedule i) Citizenships 		

j) Growing Suburbs Fund Announcement			
<i>CONFLICT OF INTEREST DISCLOSURES:</i>			
Were there any conflict of interest disclosures by Councillors?	No		
Officer name:	Renee Hodgson	Date:	Monday 26 September 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 3 October 2022	Time Opened:	6.27 pm
		Time Closed:	8.13 pm
Councillors present:	Cr G Kesic (Mayor) Cr S Abboushi Cr M Deeming Cr K Majdlik Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg		
Officers present:	R Wai	Chief Executive Officer	
	S Romaszko	Acting General Manager Planning and Development	
	T Scoble	Acting General Manager Community Services	
	P Leersen	Chief Financial Officer	
	S McManus	Acting General Manager Corporate Services and Acting Executive Manager Corporate Strategy and Investment	
	B Dossier	Manager Legal, Governance and Risk	
	R Hodgson	Governance Coordinator	
Guests	Nil		
Apologies	Cr L Carli	Deputy Mayor	
	L Shannon	Acting General Manager Corporate Services	
Matters discussed:	<ol style="list-style-type: none"> 1. Pre-Council Agenda (6.27pm – 7.31pm) 2. Councillor Chamber Refurbishment (7.31pm – 7.34pm) 3. Cr Attendance (7.34pm – 7.35pm) 4. Open Space Maintenance (7.36pm – 7.45pm) 5. Melton Waves (7.45pm – 7.48pm) 6. Plumpton Aquatic Business Case (7.49pm – 7.58pm) 7. EPMO lead (7.58pm – 8.01pm) 8. Citizenship Ceremonies Venue and dates for October (8.01pm – 8.05pm) 9. Councillor Discussion (8.05pm – 8.13pm) <ol style="list-style-type: none"> a) MAV – Rules Review – review of regions 		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors			No
Officer name:	Renee Hodgson	Date:	Monday 3 October 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 10 October 2022	Time Opened:	6.28 pm
		Time Closed:	6.57 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr M Deeming (arrived 6.32pm) Cr K Majdlik Cr S Ramsey Cr J Shannon Cr B Turner		
Officers present:	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager Corporate Services	
	S Romaszko	Acting General Manager Planning and Development	
	T Scoble	Acting General Manager Community Services	
	P Leersen	Chief Financial Officer	
	S McManus	Acting Executive Manager Corporate Strategy and Investment	
	B Dosser	Manager Legal, Governance and Risk	
	R Hodgson	Governance Coordinator	
	B Bensley	Governance Officer	
Guests	Nil		
Apologies	Cr A Vandenberg		
Matters discussed:	1. Council Meeting Agenda		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors		Yes
Matter No.	Councillor making disclosure	Councillor left meeting
Council Meeting Agenda Item 14.3	Cr Shannon	Yes
Officer name:	Renee Hodgson	Date: Monday 10 October 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors (held at Burnside Children's & Community Centre)		
Meeting Date:	Monday 17 October 2022	Time Opened:	6.14 pm
		Time Closed:	9.30 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr M Deeming Cr K Majdlik (arrived 6.18pm) Cr S Ramsey Cr J Shannon Cr A Vandenberg		
Officers present:	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager Corporate Services	
	S Romaszko	Acting General Manager Planning and Development	
	T Scoble	Acting General Manager Community Services	
	P Leersen	Chief Financial Officer	
	S McManus	Acting Executive Manager Corporate Strategy and Investment	
	B Dosser	Manager Legal, Governance and Risk	
	H Taylor	Acting Manager Engagement and Advocacy	
	R Hodgson	Governance Coordinator	
Guests	Nil		
Apologies	Cr B Turner		
Matters discussed:	<ol style="list-style-type: none"> 1. Wallace Square Pop Up Concept Plans and Consultation (6.16pm – 6.48pm) 2. Victorian Funds Management Corporation (VFMC) Investment Strategy (6.49pm – 7.28pm) 3. Procurement and Financial Delegations (7.28pm – 8.04pm) 4. Troups Road South (8.04pm – 8.27pm) 5. General: Updates from Governance and CEO (8.27pm – 9.18pm) <ol style="list-style-type: none"> a. Council Meeting Procedures b. Citizenship Ceremonies c. People and Culture Health Check d. IT Review e. Planning Review f. Flood Impacts g. Director Roles h. Councillor Dinner 31 October i. Activation of Grass Cutting Incident Team 6. Councillor Discussion (9.18pm – 9.30pm) <ol style="list-style-type: none"> a. Greigs Road - Impact on School b. Minister Ben Carroll and Department of Transport visit c. Positive feedback on Carers Expo d. Briefings Schedule and Agenda e. Diggers Rest Hotel Location Use Query 		

<i>CONFLICT OF INTEREST DISCLOSURES:</i>			
Were there any conflict of interest disclosures by Councillors			Yes
Matter No.	Councillor making disclosure	Councillor left meeting	
Wallace Square Pop Up Concept Plans and Consultation	Cr Shannon	Yes (6.16pm – 6.48pm)	
Officer name:	Renee Hodgson	Date:	Monday 17 October 2022

8. CORRESPONDENCE INWARD

Nil.

9. PETITIONS AND JOINT LETTERS

The Chief Executive will table any petitions and/or joint letters received prior to this meeting.

10. RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

10.1 2023 COUNCIL MEETING SCHEDULE

Author: Bradley Dosser - Manager Legal, Governance & Risk

Presenter: Roslyn Wai - Chief Executive Officer

PURPOSE OF REPORT

To determine the 2023 Council Meeting Schedule.

RECOMMENDATION:

That Council, in accordance with its Governance Rules, adopt the following Council Meeting Schedule dates, locations, and formats for 2023 with all meetings to commence at 7.00pm:

Date (Last Monday of each month indicatively scope to change if required)	Location	Format
Monday, 27 February 2023	Melton Civic Centre	In person^
Monday, 27 March 2023	Melton Civic Centre	In person^
Monday, 24 April 2023	Melton Civic Centre	In person^
Monday, 29 May 2023	Melton Civic Centre	In person^
Monday, 26 June 2023 (school holidays)	Melton Civic Centre	In person^
Monday, 31 July 2023	Melton Civic Centre	In person^
Monday, 28 August 2023	Melton Civic Centre	In person^
Monday, 25 September 2023 (school holidays)	Melton Civic Centre	In person^
Monday, 30 October 2023	Melton Civic Centre	In person^
Thursday, 2 November 2023*	Melton Civic Centre	In person^
Monday, 27 November 2023	Melton Civic Centre	In person^
Monday, 18 December 2023	Melton Civic Centre	In person^

*Meeting for the election of the Mayor and, if determined, the Deputy Mayor (not required if a 2 year Mayoral term determined) and setting of the 2024 meeting schedule.

^All Council Meetings to be conducted in person, subject to Government restrictions. In the event of such restrictions applying, any affected meeting will be conducted electronically.

REPORT

1. Executive Summary

Pursuant to Rule 9 of Division 1 of Part C of Council's Governance Rules, Council must from time to time fix the date, time, place, and format (in person or electronic – including hybrid or parallel) of all Council meetings. This report seeks to do so for the 2023 calendar year.

2. Background/Issues

As required by Rule 9 of Division 1 of Part C of Council's *Governance Rules*, a proposed Council Meeting Schedule with dates, locations, and formats for 2023 has been prepared for Council's consideration. All meetings are proposed to commence at 7.00pm. The proposed schedule is set out below:

Date (Last Monday of each month indicatively scope to change as required)	Location	Format
Monday, 27 February 2023	Melton Civic Centre	In person^
Monday, 27 March 2023	Melton Civic Centre	In person^
Monday, 24 April 2023	Melton Civic Centre	In person^
Monday, 29 May 2023	Melton Civic Centre	In person^
Monday, 26 June 2023 (school holidays)	Melton Civic Centre	In person^
Monday, 31 July 2023	Melton Civic Centre	In person^
Monday, 28 August 2023	Melton Civic Centre	In person^
Monday, 25 September 2023 (school holidays)	Melton Civic Centre	In person^
Monday, 30 October 2023	Melton Civic Centre	In person^
Thursday, 2 November 2023*	Melton Civic Centre	In person^
Monday, 27 November 2023	Melton Civic Centre	In person^
Monday, 18 December 2023	Melton Civic Centre	In person^

*Meeting for the election of the Mayor and, if determined, the Deputy Mayor (not required if a 2 year Mayoral term determined) and setting of the 2024 meeting schedule.

^All Council Meetings to be conducted in person, subject to Government restrictions. In the event of such restrictions applying, any affected meeting will be conducted electronically.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021 - 2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

Nil

5. Consultation/Public Submissions

Not required.

6. Risk Analysis

Nil

7. Options

Council may either:

- adopt the officer's recommendation as set out in this Report; or
- adopt an alternative 2023 Council Meeting Schedule.

LIST OF APPENDICES

Nil.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 LEADWEST JOINT DELEGATED COMMITTEE MEETING MINUTES

Author: Renee Hodgson - Governance Coordinator
Presenter: Bradley Dosser - Manager Legal, Governance & Risk

PURPOSE OF REPORT

To present the minutes of the LeadWest Joint Delegated Committee.

RECOMMENDATION:

That Council note the confirmed minutes of the LeadWest Joint Delegated Committee meeting held 15 June 2022, provided as **Appendix 1** to this report.

REPORT

1. Executive Summary

The purpose of the LeadWest Committee is to oversee the preparation and implementation of the LeadWest Strategic Plan and identified sub projects as adopted and agreed by member Councils.

The minutes attached to this report are the confirmed minutes of the LeadWest Joint Delegated Committee meeting held 15 June 2022.

2. Background/Issues

The LeadWest Committee was established as a Joint Delegated Committee pursuant to s64 of the *Local Government Act 2020* (the Act), with the Cities of Brimbank, Hobsons Bay, Maribyrnong, Melton, and Wyndham, on and from 1 August 2021.

It has delegated powers and functions in an Instrument of Delegation and Schedule and has Terms of Reference that govern its operations, meeting, and reporting arrangements. These were both approved and adopted by Council on 28 June 2021.

Attached to this report are the confirmed minutes of the LeadWest Joint Delegated Committee meeting held 15 June 2022.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

The ongoing budget for the LeadWest Committee will include two components. Firstly, to deliver the projects in the four-year implementation plan, recommendations will be made to member Councils for consideration in each Council's annual budgeting process. Secondly, a payment of a base contribution to apply equally to all Councils.

5. Consultation/Public Submissions

The LeadWest Committee provides a mechanism for a regional approach to advocacy and the delivery of a ten-year Strategic Plan. The Strategic Plan is underpinned by a rolling four-year implementation plan which will be delivered by teams from across the six Councils implementing specific projects. This Plan was prepared following extensive consultation including a focus on engaging Councillors from the member Councils.

6. Risk Analysis

Nil.

7. Options

That Council note the minutes of the LeadWest Joint Delegated Committee as per the recommendation to this report.

LIST OF APPENDICES

1. LeadWest Joint Delegated Committee Meeting Minutes - 15 June 2022

Minutes

LeadWest Joint Delegated Committee



Meeting Details

Title:	LeadWest Joint Delegated Committee	
Date:	15 June 2022	Time: 3:34pm – 5:25pm
Location:	Wyndham City Council Wyndham Civic Centre, Councillors Meeting Room 45 Princess Hwy, Werribee 3030	
Chairperson:	Mayor - Cr Peter Maynard	
Invitees:	Brimbank City Council	Deputy Mayor, Cr Thuy Dang CEO, Fiona Blair
	Hobsons Bay City Council	Cr Matt Tyler CEO, Aaron van Egmond
	Maribyrnong City Council	Cr Bernadette Thomas CEO, Celia Haddock
	Melton City Council	Cr Sophie Ramsey CEO, Roslyn Wai
	Wyndham City Council	Mayor, Cr Peter Maynard CEO, Stephen Wall
	Premier Strategy	Secretariat Lead, Dina Jones
Conflict of interest:	No conflicts of interest declared.	
Guests:	Fran MacDonald	Executive Officer, Western Alliance for Greenhouse Action
Other Attendees:	Cr Virginia Tachos	Councillor, Brimbank City Council
	Andrew McLeod	Acting CEO, Hobsons Bay City Council
	Joanna Stevens	CEO, Premier Strategy
	Kara Douglas	Director of Communications and Corporate Affairs, Premier Strategy
Apologies:	Deputy Mayor, Cr Thuy Dang	Deputy Mayor, Brimbank City Council
	Cr Matt Tyler	Councillor, Hobsons Bay City Council
	Aaron van Egmond	CEO, Hobsons Bay City Council
Minute Taker:	Marnie Giles	Administration Officer, LeadWest

Meeting Items

No.	Topic	Key discussion points
1.	Welcome and Apologies	The Chair welcomed all in attendance and opened the meeting at 3:34pm.
2.	Conflicts of interest to be declared in accordance with the 'Local Government Act 2020'	No conflicts of interest were declared.
3.	Minutes from the meeting held 30 March 2022	<p>The minutes from the meeting held on the 30 of March 2022 were adopted without amendment.</p> <p><i>Moved: Cr Sophie Ramsey</i> <i>Seconded: Cr Bernadette Thomas</i></p>
4.	Matters arising from the meeting held 30 March 2022	<p>The Committee noted the completed matters arising from the meeting held on the 30 March 2022.</p> <p><i>Moved: Cr Bernadette Thomas</i> <i>Seconded: Cr Sophie Ramsey</i></p>
5.	Finance Subcommittee Workshop – Briefing Note	<p>Cr Bernadette Thomas directed Committee members to the briefing note provided by the LeadWest Finance Subcommittee and gave an update on the workshop held on 22 April 2022. The following discussions were held:</p> <ul style="list-style-type: none"> The LeadWest operational budget and four year forecast have been reviewed and updated to reflect the contract commencement of Premier Strategy and the changes to the staffing structure. As a result of this review, the 2021/2022 operational budget has converted from a \$23k deficit to a \$24k surplus. The predicted increase to member contributions of approximately \$80k per annum is no longer required but in line with the cost of inflation, an increase to contributions will be significantly less. The reserve fund is expected to be depleted by 2023/2024 which is in line with the previous recommendation made by the LeadWest Committee. Project funds required after 2023/2024 will be considered as an opt-in structure and will be discussed with member councils as advocacy projects are agreed to. <p>The Committee recognised the assistance by Brimbank City Councils Director, Shane Marr in reviewing the LeadWest operational and project budget and forecast.</p> <p><i>The Committee resolved to adopt the following recommendations:</i></p> <ol style="list-style-type: none"> <i>Note the updated LeadWest operational budget and four year forecast.</i> <i>Increase the 2022/2023 LeadWest member contributions by \$2k per council, per annum.</i> <p><i>Moved: Cr Bernadette Thomas</i> <i>Seconded: Stephen Wall</i></p>
6.	Western Alliance for Greenhouse Action Presentation	<p>The Chair welcomed Fran MacDonald, Executive Officer (EO) of the Western Alliance for Greenhouse Action (WAGA), to the meeting.</p> <p>The EO directed Committee members to the attached WAGA presentation and provided background information and detailed key issues regarding the Victorian Climate Resilient Council (VCRC) and the Planning for a Safe Climate projects.</p> <p>It was noted that there was no mention of addressing climate changes within the current LeadWest Strategic Plan.</p>

7. Review of LeadWest Strategic Plan	<p>The Chair introduced Dina Jones, Kara Douglas and Joanna Stevens from Premier Strategy to the Committee.</p> <p>The following discussions were held regarding the review of the LeadWest Strategic Plan and the outcomes of the introductory meetings held between Premier Strategy and member councils.</p> <ul style="list-style-type: none"> Over the past month, Premier Strategy have been working towards gaining an understanding of the purpose and the goals of LeadWest. Currently the core purpose and focus of LeadWest is unclear. The focus of the LeadWest Strategic Plan is too broad and incorporates a large number of priority projects. This complicates the ability to select top three main priority projects to commence strategic advocacy work. The value add of LeadWest has been questioned and the level of interest to attend Government meetings and ownership across the Committee. The current LeadWest Committee is composed of a number of new members which provides an opportunity to refresh the objectives, goals and purpose of LeadWest. <p>A discussion was held to begin brainstorming the core purpose statement of LeadWest.</p> <ul style="list-style-type: none"> The final purpose statement should include terms such as advocate/advocacy, Melbourne's west/western region, a great place to live, liveability, collaboration, culture and include the population numbers of the region. <p>Premier Strategy advised the Committee that preparation for the State Election 2022 will commence once the priority projects have been identified. Given the timeframe, these projects will need to be achievable and feasible for a successful strategic advocacy strategy.</p> <p>Premier Strategy advised the Committee that an assessment tool will be circulated to members to submit priority projects for the advocacy strategy. This tool will assist in evaluating the regional benefits, political alignment and project readiness which will result in the final selected priority projects for the LeadWest strategic advocacy works.</p>
8. Future Meeting Details	<p>The Chair directed Committee members to attached 'Future LeadWest Meeting Details' document and informed the Committee that future meetings will be rotated between member councils. The Chair also advised members that the LeadWest Administration Officer will circulate location details prior to each meeting.</p>
9. Other Business	<p>No other business discussed.</p>
10. Closure of meeting	<p>The Chair thanked all in attendance and closed the meeting at 5:25pm.</p>
Next meeting:	<p>Wednesday, 21 September 2022 3:30pm – 5:30pm Melton City Council Melton Civic Centre, Woodlands Room 232 High Street, Melton 3337</p>

12.2 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Renee Hodgson - Governance Coordinator
Presenter: Bradley Dosser - Manager Legal, Governance & Risk

PURPOSE OF REPORT

To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.

RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 8** to this report, and adopt the recommendations arising within the respective Minutes:

- 1) Recreation Leisure Advisory Committee Meeting Minutes, 27 July 2022
 - 2) Safe City Advisory Committee Meeting Minutes, 8 September 2022
 - 3) Arts and Culture Advisory Committee Meeting Minutes, 14 September 2022
 - 4) Reconciliation Advisory Committee Meeting Minutes, 22 September 2022
 - 5) Youth Advisory Committee Meeting Minutes, 4 October 2022
 - 6) Disability Advisory Committee Meeting Minutes, 6 October 2022
 - 7) Heritage Advisory Committee Meeting Minutes, 6 October 2022
 - 8) Policy Review Panel Committee Meeting Minutes, 20 October 2022
-

REPORT

1. Executive Summary

Whilst not mentioned in the *Local Government Act 2020* (the 2020 Act), Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

The minutes of the Advisory Committees attached to this report form the written record of the committee meetings, including any matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council for its consideration.

2. Background/Issues

An Advisory Committee is a committee established by Council to provide advice to it or its delegate. Whilst not mentioned in the 2020 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

All advisory Committees are subject to their individual Terms of Reference. The membership varies depending upon the committee's specific role. Committee membership will generally comprise a Councillor(s), council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The composition of Advisory Committees for the 2021/22 municipal year was approved by Council at its Scheduled Meeting on 22 November 2021.

The minutes of the following Advisory Committees, attached to this report, form the written record of the committee meetings detailing matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council.

Meeting Date	Advisory Committee	Attached
27 July 2022	Recreation Leisure Advisory Committee	Appendix 1
8 September 2022	Safe City Advisory Committee	Appendix 2
14 September 2022	Arts and Culture Advisory Committee	Appendix 3
22 September 2022	Reconciliation Advisory Committee	Appendix 4
4 October 2022	Youth Advisory Committee	Appendix 5
6 October 2022	Disability Advisory Committee	Appendix 6
6 October 2022	Heritage Advisory Committee	Appendix 7
20 October 2022	Policy Review Panel	Appendix 8

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

Advisory Committees are not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council. Operational expenses and administrative actions arising from an Advisory Committee meeting are accommodated within Council's recurrent budgets, unless otherwise requested within the minutes of the meeting and detailed in a recommendation to Council for consideration.

5. Consultation/Public Submissions

Advisory Committees are one method of Council consulting and communicating with the community. Such a Committee may be established to provide strategic level input into a broad area of Council operations, such as community safety or arts and culture. An Advisory Committee may also be established for a specific time-limited project, such as a review of a Local Law.

6. Risk Analysis

With a mandatory responsibility to report to Council and being restricted to making recommendations for Council consideration, risks attached to Advisory Committee actions are substantially mitigated.

It is prudent for Council to carefully consider any and all recommendations arising from Advisory Committee minutes, as Advisory Committees may canvass significant issues and significant expenditure in their deliberations.

7. Options

Advisory Committees are a Committee of Council, therefore Council has the discretion to accept, reject, amend, or seek further information on any of the Committee minutes and/or recommendations.

LIST OF APPENDICES

1. Recreation Leisure Advisory Committee Meeting Minutes - 27 July 2022
2. Safe City Advisory Committee Meeting Minutes - 8 September 2022
3. Arts and Culture Advisory Committee Meeting Minutes - 14 September 2022
4. Reconciliation Advisory Committee Meeting Minutes - 22 September 2022
5. Youth Advisory Committee Meeting Minutes - 4 October 2022
6. Disability Advisory Committee Meeting Minutes - 6 October 2022
7. Heritage Advisory Committee Meeting Minutes - 6 October 2022
8. Policy Review Panel Meeting Minutes - 20 October 2022



MINUTES

Recreation Leisure Advisory Committee

held on Wednesday 27 July 2022 at 6pm, in Cobblebank Indoor Stadium

Present: Anthony Dyke, Committee Member
Jack Harris, Committee Member
Emily Attard, Committee Member
Sebastian Buccheri, Committee Member
Terry Azzopardi, Committee Member
Cr Bob Turner, Councillor, City of Melton
Cr Lara Carli, Councillor, City of Melton (Joined 6.12pm)
Cr Steve Abboushi, Councillor, City of Melton (Joined 6.27pm)
Aaron Biscan, Acting Manager, Recreation and Youth, City of Melton
Nic Willis, Acting Recreation Development Coordinator, City of Melton
Katelyn Caruana, Recreation Planner, City of Melton City
Rob Ward, Recreation Planning and Projects Officer, City of Melton

Chairperson: Cr Bob Turner, Councillor, City of Melton started meeting and then handed over to Cr Lara Carli, Councillor, City of Melton

Minute Taker: Nic Willis, Acting Recreation Development Coordinator, City of Melton

1. Welcome

The Chairperson opened the meeting and welcomed all members. Each member introduced themselves as this was the first meeting of the newly appointed committee.

2. Apologies

Jack Dugonjic, Committee Member
Trudy Martin, Leisure Centre Coordinator

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Nil

5. Business Arising

NA

6. General Business

6.1 Terms of Reference

A. Biscan asked if committee had any questions regarding terms of reference or needed clarity. No comments from all committee members.

6.2 Sports Awards Format

N. Willis present the committee with the overview of the existing format and procedure for the City of Melton Sport Awards including award categories, format, costs, venue and attendance.

Explained that due to Covid restrictions the awards program have not been ran over the last 2 years. Officers are now undertaking a review of the program as to how / if it continues in the future or could be part of a broader City of Melton Awards program.

The representatives discussed if they would like to continue with the Sports Awards, thoughts on the current format including the Award night and any different formats should be considered.

J.Harris commented that awards night is a fantastic event with several inspiring guest speakers over the years.

T.Azzopardi added that we shouldn't combine the night with other events/awards nights as it may take away the focus from sport.

S.Buccheri suggested hosting the night at club venues as a cost saving on venue hire and opportunity for clubs to fundraise by providing food/drinks.

Preference of the Committee was it is well supported and supported Council to continue to hold the Sports Awards and not be combined with other award events.

Action

N.Willis to present options to the committee at the next meeting in November outlining potential changes in : date, venues, format and award categories.

6.3 City of Melton DRAFT Cricket Strategy

R.Ward presented on the DRAFT City of Melton Cricket Strategy outlining that the strategy has been developed to provide strategic priorities and actions to support the sustainable growth of cricket across the municipality. R.Ward informed the committee that key directions are around :

- Facilities – Provision of new facilities
- Participation – Establishment of new clubs in new communities, and supporting existing clubs
- Partnerships – the Strategy provides a sustainable club development, governance and partnership framework

R.Ward asked committee for their feedback.

T.Azzopardi was concerned that the establishment of new clubs in new communities and not looking after existing clubs needs.



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Cr Carli also asked are current clubs missing out and are their facilities being looked after to continue to be fit for purpose.

S.Buccheri asked out of interest where the implementation of the Soccer Strategy was at, as its been at least a year or 2 since its development. S.Buccheri also asked if there was another map showing Plumpton as current map did not.

A.Biscan responded with Soccer Strategy implementation has been successful. Outcomes include the development of the MacPherson Park soccer pavilion, improvement works at Taylors Hill Recreation Reserve development and the Brookside Recreation Reserve pavilion extension. Also seen the formation of the Aintree Soccer Club for the 2022 winter season.

Action

N. Willis to send email to committee members asking for their feedback on the strategy.

K.Caruana to provided map of Plumpton PSP at November meeting

6.4 Sport and Recreation Facility Development Policy

7. K.Caruana informed the committee that a Sport and Recreation Facility Development: is being established to help guide Council's investment in sport and recreation facilities

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including pavilions, sportsgrounds, tennis and netball courts, floodlights, cricket nets and other related infrastructure.

- The current Community Group Capital Works Contribution Policy 2012 has expired
- Once developed the policy will be implemented in conjunction with Facility Development Standards which describe the standard to which Council will fund the development of sport and recreation facilities. T
- The policy will provide a framework for Council to enter into partnerships with clubs to contribute towards the development of sport and recreation facilities
- Council receives regular requests from clubs to undertake capital improvements to the facilities they utilise. The policy would provide a framework for clubs to propose works and for Council to consider and approve requests. A

K. Caruana opened discussion to the committee for feedback.

S.Buccheri asked what is the intent of framework for benchmarking. A., Biscan replied it will help guide the investment by describing the standard to which sport and recreation facilities would be developed..

A. Dyke asked does it allow for regional facilities to upgraded to higher level. A. Biscan replied that the provision of regional facilities would generally be guided by sports strategies such as the cricket and soccer strategies.

Cr Carli wanted to know what the time frame was? K.Carauna replied aiming for October final.

E.Attard mentioned that many public spaces are not accessible and cannot be used by certain people.

Action

N. Willis to send email to committee members a short survey to capture feedback to help develop the draft policy.



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6.5 Cobblebank Stadium Tour

Committee members toured the facility under guidance of A. Biscan

8. Other Business

Cr Abboushi requested that Plumpton Aquatic Centre update be a regular agenda item.

Cr Carli asked if meeting time could be extended to an hour and half next time to cater for discussions.

Committee agreed to change locations for meetings.

9. Next Meeting

The next meeting is to be held on November 9 2022. Venue TBC

10. Close of Business

The meeting closed at 7.31pm.



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SAFER CITY ADVISORY COMMITTEE

held on 8 September 2022 at 10.00am on Microsoft Teams

Present:

Cr Sophie Ramsey	Councillor
Elyse Rider	Melton City Council
Elizabeth Johnston	Melton City Council
Essan Dileri	Melton City Council
Kerry Walton	Melton City Council
Kristie Lawson	Melton City Council
Lisa Prentice-Evans	Victoria Police
Joanne Mutsaerts	Victoria Police
Christopher Stuhlderier	Victoria Police
Amanda Venda	Department of Transport
Alan Nguyen	Fit to Drive Foundation
Gouled Mussa	Department of Justice and Community Safety

Guests:

Mark Monahan	Edmund Rice Services – Mt Atkinson
Lindsey Hogg	Whitelion Youth Agency

Quorum: *A quorum for the Committee will require attendance of one (1) Councillor, and at least four (4) persons from the community representatives and external stakeholder members.*

Chairperson: Cr Sophie Ramsey

1. Welcome

Cr Ramsey opened the meeting at 10.01am, welcoming all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

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2. Apologies

Cr Lara Carli	Councillor
Cr Julie Shannon	Councillor
Cr Bob Turner	Councillor
Cr Steve Abboushi	Councillor
Cr Ashleigh Vandenberg	Councillor
Jayde McBurnie	Melton City Council
Benjamin Taylor	Western Health
Kim Leech*	Djerriwarrh Community & Education Services
Debra Milvain	Djerriwarrh Community & Education Services
Sebastian Zita	Department of Justice and Community Safety

Cr Ramsey advised that Kim Leech is no longer working at Djerriwarrh Community & Education Services. D Milvain is currently in this role.

3. Declaration of interests and/or conflict of interests

Nil.

4. Confirmation of minutes of previous meeting

Meeting notes of the Safe City Advisory Committee meeting held on 9 June 2022 have been circulated to the Committee for ratification and were adopted by Council at the Ordinary Council Meeting on 15 August 2022.

5. Business Arising

Nil.

6. General Business**6.1 Empowering Communities Initiative Presentations**

E Johnston provided background on the Empowering Communities Project. M Monahan and L Hogg were introduced.

Connecting Our Communities Outdoors (COCO) initiative

M Monahan spoke about Edmund Rice Services – Mt Atkinson and its role in improving community connections. In response to a question from Cr Ramsey, M Monahan provided some examples of the programs they deliver.

To develop the COCO initiative, a steering group has formed from representatives of the PAG. The group will help to steer the initiative and provide advice (for example, on challenges with consultation).

COCO will build on Edmund Rice Services existing programs, utilising outdoor spaces to bring people together and improve social cohesion. M Monahan outlined the objectives of the COCO initiative and some of the activities which are being planned for across the local government area.



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Family Empowered Engagement in Learning (FEEL) initiative

L Hogg presented on the FEEL Initiative, an early intervention program for the families of primary school aged children with chronic absenteeism. The role of Whitelion was detailed, followed by a discussion on the rationale for the initiative and risk factors for offending. J Mutsaerts supported the need for this type of program.

Two schools have agreed to participate in the initiative including Aintree Primary School and Melton West Primary school. Two further schools are still to be confirmed.

L Hogg outlined the program aims and objectives, before providing more details on the initiative and how it will be delivered. Lastly, the evaluation methods were presented.

In response to a suggestion from K Lawson and Cr Ramsey, L Hogg indicated they would be able to collate some themed data about barriers to school attendance and a summarised version of this feedback could be shared with Council. Cr Ramsey commended the presentations and emphasised the need for these types of initiatives.

Action

Further updates to be provided when available. E Johnston to circulate FEEL initiative slides.

L Hogg & M Monahan left the meeting at 10.41am.

6.2 Hoon Community Reference Group

E Rider provided an update on the Hoon Community Reference Group (HCRG), which has now met three times throughout the year to discuss issues around hooning and dangerous driving behaviour. The structure of the group was explained.

Several engagement sessions were hosted over July and August within the community, with one taking place in the City of Brimbank for the western region. Most of the feedback aligned with the discussions of the HCRG. Both have shone light on the concerns about hooning and some potential solutions. Statewide adoption of laws which increase the powers of police to respond to hoon events is being discussed, as well as engagement programs and innovative technology.

At the session next week, the HCRG will be consolidating their recommendations for State Government for consideration before the election caretaker period. The final report will be circulated by the Department when it's available. After the election, the government will decide which recommendations will be adopted.

In response to a question from Cr Ramsey, E Rider indicated that we're not able to pre-empt the final recommendations of the report or what will ultimately be adopted but there appears to be substantial support from the HCRG for the law to be introduced. A Venda agreed. E Rider provided feedback that the HCRG has been run well, and thanked the Department for their engagement.

Action

E Rider to circulate the final report when available.

A Venda left the meeting at 10.55am.

6.3 Crime Prevention Through Environmental Design (CPTED) Audits

J Mutsaerts provided a background on CPTED principles. Since the last meeting three CPTED audits have taken place including Grandview Park in Hillside, Brookside Community Centre and the Melton Botanic Garden.

A report from the audit at Grandview Park has been completed, with no recommendations for Council. The audit findings for Brookside Community Centre will be forthcoming, with opportunities for Council on some ways to address issues including

anti-social behaviour and vandalism. E Johnston acknowledged the efforts of the Young Communities Outreach team who have been working to engage young people around the site and improve safety.

The audit at Melton Botanic Garden was also attended by the volunteers from Friends of Melton Botanic Garden (FMBG) who spoke to some of the issues occurring. Cr Ramsey thanked J Mutsaerts and E Johnston for their work with the CPTED audits.

Action

Victoria Police to complete CPTED audit findings and bring to Council officers for discussion regarding opportunities.

6.4 Alternative approach for the Community Road Safety Forum

E Johnston spoke to a proposal to trial a new option for road safety engagement through focus groups with young people, which will provide insights on how Council can better engage this cohort and if still appropriate, inform how the forum could be run in the future.

Cr Ramsey expressed her support for the forum, and emphasised the importance of reaching those who are disengaged. E Johnston and E Rider discussed that attendance at the forums has been waning, further impacted by COVID-19 which has caused Council to review how many programs are run to ensure we are delivering effective initiatives.

Cr Ramsey suggested partnerships with schools and offering free driving lessons to all those who attend. K Lawson and E Johnston mentioned that these partnerships exist and that this could be integrated, but that we need to be mindful of replicating programs that already exist. A Nguyen advised that they could share some of the feedback received through the Fit to Drive program also, which Cr Ramsey welcomed.

Action

E Johnston will provide an update about and outcomes from the focus groups at the December meeting.

6.5 Member Updates

Cr Ramsey asked whether other members has any topics they would like to discuss.

Fit to Drive Foundation

Fit to Drive have developed a new initiative in partnership with Victoria Police, called the Greenlight Initiative, that aims to support supervising drivers. A pilot session was recently run, and changes are being incorporated. Fit to Drive are looking to partner with stakeholders in the City of Melton to deliver it. Fit to Drive are also working on a program with Victoria Police which focuses on safety for Year 12 students attending Schoolies and graduation.

Engineering Services Projects

K Walton advised that approval has been received from the Department of Transport to reduce speed limits on several roads across the municipality. Sinclairs Road, Deanside will have variable speed signs installed. In a response to a question from Cr Ramsey, K Walton advised that the reduced speed for Holden Road is in respect of the level crossing removal and the dust caused by higher speeds on the unsealed road. In response to a follow up question, K Walton advised he would ask Council officers to review the compliance of the speed hump on Creamery Road.

K Walton advised that pedestrian facility upgrades will soon commence along Station and Exford Road. Other projects include electronic speed signs for major roads and pedestrian head-start programming to traffic signals in Caroline Springs, a new raised pedestrian and traffic calming measures for Claret Ash Boulevard, raised pedestrian



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platforms at the intersection of Royal Crescent and Wattle Valley Drive, and a new school crossing with flashing lights on Fields Street, Aintree.

Council's Road & Community Safety Projects

The Kurunjang Community Strengthening Project is continuing with funding from the Department of Justice and Community Safety. An extension was required due to delays undertaking field work for the Cultural Heritage Management Plan (CHMP). E Johnston advised that the CHMP is now complete (with some minor changes being made) and the plans have been finalised. Council will be requesting quotes for the works from this week, and the works are expected to commence next month with the installation of the disc golf course. Council will also be engaging the Kurunjang community later in the year regarding activation.

Victoria Police

L Prentice-Evans spoke about the incident which occurred over the weekend involving young people in various locations across Melton. E Rider and K Lawson were thanked for offering their support and arranging local outreach work earlier in the week. Victoria Police are working with the Proactive Policing Unit to address the issue and acknowledge the need for collaboration. They were working closely with the schools through the Principals Network, and Council to address the issues. They are also responding to other issues relating to ramming of police cars on Monday and earlier today. Cr Ramsey asked L Prentice-Evans to let Council know if further support can be provided.

L Prentice-Evans left the meeting at 11.43am.

Council's Diversity & Intercultural Projects

E Dileri advised that Council are running programs on understanding and celebrating emerging communities, with a profile expected to be released in October for the Afghan community. Information will be circulated to the committee and members are asked to share it with their networks. The aim is to help educate the broader community about customs and traditions that they can engage with.

Action

A Nguyen to share feedback from students

L Prentice-Evans to present on the Neighbourhood Policing Initiative at the next meeting

7. Next Meeting

Cr Ramsey thanked the committee members for their work, especially in difficult circumstances such as the last week.

The next meeting will be held on Thursday 8 December 2022 commencing at 10am in hybrid format – venue to be advised.

8. Close of Business

Cr Ramsey closed the meeting at 11.47am.



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ARTS AND CULTURE ADVISORY COMMITTEE

held on 14 September 2022 at 6.00pm on Zoom.

Present:

Cr L Carli	Councillor
Cr B Turner	Councillor
G Hogg	Community Member
M Naismith	Community Member
M Spencer	Community Member
E White	Coordinator Library Activation and Engagement
M McClelland	Team Leader Arts Engagement and Development

Guests:

C Excell	Engagement and Marketing Administration Officer
V Cooper	Arts Activation Officer

Quorum: *A minimum attendance of seven committee members is required for a meeting to proceed.*

Chairperson: Cr L Carli

1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

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2. Apologies

Cr A Vandenberg	Councillor
S Prestney	Manager Libraries and Arts
B Carey Grieve	Community Member
B Nolan	Community Member
J Sciusco	Community Member
J Bentley	Community Member

3. Declaration of interests and/or conflict of interests

No declaration

4. Confirmation of minutes of previous meeting**Motion/Noted**

M McClelland / G Hogg

That the minutes of the previous Arts and Culture Advisory Committee meeting held 4 May 2022 be confirmed.

5. Business Arising

No Business Arising

6. General Business**6.1 Public Art Master Plan progress update, E White**

E White informed the committee that the Master Plan is coming close to the final product. Consultants are helping council work through curatorial framework, public art typologies and putting in place strong Public Art processes and procedures for the Municipality.

The four key areas of curatorial focus for the plan are Indigenous voices, Play, Celebrating interculturalism and Sustainability. The strategy will directly reference existing strategies in council and help support Public Art initiatives by external partners and stakeholders in the municipality.

A draft has been provided and is currently being considered. The aim is to have a final product before the next Arts and Culture Advisory Committee meeting in November for feedback before bringing the endorsed version to council in December.

6.2 National Cultural Policy LGA Growth Areas submission, M McClelland

M McClelland introduced the National Cultural Policy LGA Growth Areas submission. Melton City Council partnered with other local government growth areas for this submission: Cardinia, Whittlesea, Hume, Casey, and Wyndham.

The key messages of this submission were the role of outer metro in attracting new growth and new artists to these areas. Funding needs to be considered for these growth areas as they sit between metro and regional so often miss out on financial injections.



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The submission has been put in and council are awaiting the release of the new National Cultural Policy to inform future advocacy and avenues for funding support. The submission will be circulated to those who are interested.

6.3 Linear Park Public Art Commission update, M McClelland

M McClelland provided an update on the Linear Park Public Art Commission by Jade Oakley. Detail design phase has been completed, with fabrication and installation underway.

Community engagement resulted in engaging with 53 community members in person and 18 through an online survey. Letters were also mailed to 1,300 residents in a 500 metre radius of the park.

The next steps after fabrication will be to release community notices regarding installation and a launch event.

6.4 Melton South Mural Project update, V Cooper

V Cooper provided an update on the Melton South mural project.

The legal agreement has gone forward to the business owners' legal team for review. This agreement should be confirmed and signed within the next month. This project is aiming for completion by end of the calendar year.

Cr Carli asked whether a community event is to be organised to celebrate the launch of the mural- V Cooper confirmed a public event is to be held.

6.5 Western BACE Mural Project update, V Cooper

V Cooper introduced the Western BACE mural project concept. This large-scale mural will be 34-metres in length. With the mural wall highly visible along the main arterial road in Cobblebank.

This project is developed in collaboration with Western BACE. The brief is formulated around the idea of Western BACE's key values; the way we accumulate knowledge, share knowledge with each other and how knowledge is shared throughout our communities.

Western BACE will be developing and delivering a professional development program for young people, which the artist will be appearing in.

Expressions of interest close on Monday 19 September. Selection starts of Wednesday 21 September and the project is set to be installed in March/April 2023.

6.6 Groundwork Exhibition Program update, M McClelland

M McClelland provided an update on the newly launched program for exhibitions in 2023. The program launched makes it clear to local artists the high level of mentoring and support they will receive when working with the arts team.

This year's program attracted 10 local artist applications, 7 from new artists we have never engaged before.

The 2023 Groundwork Season is as follows:

Phyrric victory by Adelai van Loggrenberg, March to June 2023, Melton library

She will by Nanchock Santino Chol, June to October 2023, Melton library

Journey of Life by Ayesha Bakhtawar, October 2023 to February 2024, Melton library

Conversations with Birds by Naomi Leeder, February to July 2023, Civic Centre

Love where you are by Tess Angala, August 2023 to February 2024, Civic Centre

*MINUTES***6.7 CS Gallery Exhibition Program update, M McClelland**

M McClelland introduced the CS Gallery Exhibition Program. The program has been developed in response to the Creative Melton 2030 Commitments.

The gallery has attracted over 3,000 visitors since January, and the Public Galleries Association of Victoria has endorsed CS Gallery's membership as a gallery space.

The 2023 program will include 3-4 professional exhibitions and a city-wide schools exhibition featuring the best work by year 10 students from a number of high schools each year.

The next exhibition featuring at CS Gallery will be 'Wonderful-strong', from Illustrator and author Maxine Beneba Clarke from December 22 to March 2023. The exhibition features important themes around empowerment of African diaspora communities and families.

M Naismith left the meeting at 7.01pm.

7 . Other business:

L Carli led the committee in thanking M McClelland for her hard work and dedication at the City of Melton for the past five years and wished her the best of luck for her new and exciting role as she finishes up at the Arts team next week.

7. Next Meeting

The next meeting is to be held on Wednesday 16 November commencing at 5.30pm on Zoom.

8. Close of Business

The meeting closed at 7.05pm



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RECONCILIATION ADVISORY COMMITTEE

Held on 6 Sept 2022 at 6.00pm – 8:00pm at Kirrip Aboriginal Corporation

Present:

Cr Ashleigh Vandenberg	Councillor, Melton City Council
Cr Bob Turner	Councillor, Melton City Council
Aunty Julieanne Axford	Council Member, Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation
Stephanie Skinner	Wadawurrung Traditional Owners Corporation
Peter Webster	Local Aboriginal Community Member
Joanne Layton	Local Aboriginal Community Member
John Bentley	Local Community Member
Jodie Turner	Community Capacity Coordinator, Melton City Council
Shane Evans	Aboriginal and Torres Strait Islander Community Engagement Officer, Melton City Council

In Attendance: Representatives from Bundyi Girri Consulting:

- Alex Splitt
- Mark McMillan
- Peter West

Quorum *Quorum will consist of one (1) Councillor, one (1) Council Officer and four (4) Aboriginal organisation or community members.*

Chairperson: Cr Ashleigh Vandenberg

Minute Taker: Shane Evans

1. Welcome and Introductions

The meeting commenced once quorum was met. Cr Vandenberg opened the meeting and welcomed and thanked everyone attending. Aunty J Axford Wurundjeri Elder provided a Welcome to Country.

A minute's silence was observed before the meeting commenced for Uncle Archie Roach & Aunty Margaret Gardiner both highly respected Elders who passed away recently.

Cr Vandenberg read through the Cultural safety commitments and protocols.

Apologies were noted from Karen Jones, Local Aboriginal Community Member and

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Skye Gooch, Chairperson, KIRRIP Aboriginal Corporation.

2. Declaration of interests and/or conflict of interests

Nil

3. Confirmation of previous minutes of previous meeting**Note:**

The minutes of the previous meeting (held on 8 March 2022) have already been emailed and circulated and approved by the committee on 22 March 2022 and were endorsed by Council on 4 April 2022.

4. Business Arising

Before providing these updates, J.Turner briefly introduced herself to the committee (Jodie recently started as the new Community Capacity Team Leader at Council replacing Dayane Mardesich).

Reconciliation Advisory Committee vacancies and current EOI process

J Turner spoke about the recent distribution of the EOI forms to Committee members and requested members consider who in their networks they may want to contact with regards to their interest in joining the advisory committee. The Terms of Reference allows for up to 14 Aboriginal community representatives on the RAC. As a minimum the committee requires the following additions:

- One Local Aboriginal Community member position
- One Local Community member position

Action:

Council officers will follow the Expression of Interest process as per the Terms of Reference to fill the vacancies and broadly promote the opportunity to join the Advisory Committee.

Proposed way forward with wording of Acknowledgement of Country

J.Turner advised that the RAC had previously been unable to arrive at an agreed position on the wording of the Acknowledgement of Country. RAC members briefly summarised the various considerations that have been raised.

Action:

The RAC agreed that Council will lead further work directly with Traditional Owner Elders to establish their position on suitable inclusive wording for use by the City of Melton. This position can then be shared with the RAC and adopted by Council.

Renaming of Darlingsford Lake

J.Turner advised that there has been some confusion with the Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation regarding the naming request and it had not been completed.

Action:

S.Evans will continue to follow up with Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation who are completing the request for three naming options. These options will be presented back the RAC when they have been received.



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Cultural information training for Councilors and Executive

J.Turner provided an update on this work on behalf of Nicole Misurelli, Manager People and Culture at Melton City Council. Nicole has commissioned NJAC to provide two training sessions scheduled for early December 2022 for Executive, Councillors and Senior Managers.

Action:

S.Evans and J.Turner to promote involvement of key staff in these sessions through the internal consultation to be conducted over October – November 2022 as a part of the RAP project.

Sitting fees for Aboriginal members of the RAC

J.Turner reported Council had undertaken some benchmarking with other Western Region Councils on their policy position on paying sitting fees for Reconciliation Advisory Committee members, getting a broad range of responses about Council practice including methods of payment. J Bentley mentioned that personal preference on the way sitting fees are paid to eligible members should be explored with individuals.

Action:

A documented policy position supporting the payment of sitting fees will be explored through Council's work in developing action items for the next Reconciliation Action Plan.

5. General Business

5.1 Aboriginal Community Hub working group

S.Evans briefly described Cr A Vandenberg's Notice of Motion requesting Council officers prepare a scoping report on the development of an Aboriginal Community Hub in the City of Melton.

S.Evans expressed his plans to establish this working group over the next 4 weeks.

P.Webster said that Aboriginal Community Hub Working Group should be made up of local grassroots community members not representatives of ACCOs not residing in Melton to ensure the work focuses on local community need and not just purely the interests of ACCOs in delivering their services locally.

Discussions identified the key questions that should frame the work of the working group related to what needs the Hub would address and the critical nature of it being Aboriginal community controlled and operated. Consideration of the catchment area for the Hub was also discussed.

Action:

S.Evans to review the ToR to reflect the RAC preference for the working group to be made up of local Aboriginal community representatives. The revised ToR will be distributed to the RAC members.

5.2 Reconciliation Action Plan Project overview and workshop

J Turner advised that the Aboriginal led and owned consultancy Bundyi Girri have been engaged by Council to deliver the community engagement phase of the development of Council's next Reconciliation Action Plan.

J.Turner introduced representatives from Bundyi Girri, Alex Splitt, Peter West and Mark McMillan who provided the committee with a presentation on their proposed framing of this work. Bundyi Girri wanted to emphasise that they will be focusing on longer term objectives rather than just the development of a two-year Reconciliation Action Plan.

Bundyi Girri will assist Council to establish a way to build Council's ability to strengthen meaningful and culturally respectful relationships with First Nations people and Traditional Owners. This will require the organisation to gain a better understanding of sovereign relationships and help develop organisational readiness for its role in enacting Treaty legislation.

Action:

S.Evans to circulate the Engagement Plan developed by Bundyi Girri to RAC members for their review.

5.3 Updates from members

- J.Layton affirmed the importance of the message shared by Bundyi Girri representatives related to the way Council understands its responsibilities towards involving First Nations people in its decision making.
- P.Webster provided a report on Kirrip's recent and forthcoming activities.

6. Next Meeting

The next meeting is to be held commencing at **6pm Wednesday 8 December 2022.**

7. Close of Business

The meeting closed at 8.16 pm



MINUTES

YOUTH ADVISORY COMMITTEE

held on 4 October 2022 at 5.30pm at Taylors Hill Youth & Community Centre

Present

Name	Title	Time arrived	Time finished
Cr S Abboushi	Councillor	5.30pm	6.45pm
Cr A Vandenberg	Councillor	5.30pm	6.45pm
I Pathirana	YAC Member 2022	5.30pm	6.45pm
N Pathirana	YAC Member 2022	5.30pm	6.45pm
E Hautea	YAC Member 2022	5.30pm	6.45pm
L Pham	YAC Member 2022	5.45pm	6.45pm
S McMahan	YAC Member 2022	5.45pm	6.15pm
M Kasukulu	YAC Member 2022	5.30pm	6.45pm
K Lawson	Council Officer	5.30pm	6.45pm
E Johnston	Council Officer	5.30pm	6.45pm
M Ireland	Council Officer	5.30pm	6.45pm
F Newah-Jarfoi	Council Officer	5.30pm	6.45pm
L Getson-Ballan	Council Officer	5.30pm	6.45pm

Chairperson: Nerasha Pathirana

Minute Taker: Leanne Getson-Ballan

1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

2. Apologies

Cr K Majdlik	Councillor
Cr B Turner	Councillor
C Crameri	Manager, Community Care
N Singh	YAC Member 2022
L Taylor	YAC Member 2022

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

Nil

4. Confirmation of minutes of previous meeting

The Minutes of the previous meeting held on 2 August 2022 were adopted by Council at the Ordinary Meeting of Council on 12 September 2022.

5. Business arising from the previous meeting**5.1 Distribute for comment Growing and Thriving Strategy one-page document for translation into main languages spoken.**

K. Lawson distributed the one-page document by email to all the YAC Committee members prior to the meeting.

5.2 Taylors Hill Youth and Community Centre attendance numbers

K Lawson presented information provided to Cr Abboushi prior to the meeting. Cr Abboushi confirmed the information provided was as requested.

Cr Abboushi mentioned that he will be submitting a Notice of Motion at the October Ordinary Meeting of Council to increase outreach and programming at the Taylors Hill Youth & Community Centre.

Action:

Link details to the October Ordinary Meeting of Council to be forwarded to members.

5.3 6801 program engagement – identified patterns or behaviours

K Lawson presented information provided to Cr Abboushi prior to the meeting.

Councillor Abboushi asked about the ways in which Young Communities works with Victoria Police. K Lawson responded by providing information on some of the work currently undertaken between VicPol and Young Communities partnership.



MINUTES

6. General Business

6.1. Road Safety messaging consultation session

E Johnston presented the current road safety messaging model and sought input on other methods for engaging young people. Members participated in a brainstorming activity.

6.2. Youth Forum presentation

This item was carried over for the next meeting on 6 December 2022.

6.3. Western Youth Forum

M Kasukulu presented on behalf of Melton City Council at the Western Youth Forum on topics including Mental Health, Social Connectiveness and Wellbeing.

M Kasukulu provided an update to the Committee on her presentation and how well received it was by the other 5 local Government agencies invited to the forum.

M Kasukulu spoke of the importance of Mental Health Services providing support that is youth tailored and focused on early intervention.

K Lawson thanked M Kasukulu for providing young people's views on behalf of Melton City Council and for including other important topics of transport and employment into the presentation.

6.4. Events: Youth Fest 2022 & DJ Festival

This item was carried over for the next meeting on 6 December 2022.

7. Next meeting

5.30pm – 6.30pm Tuesday 6 December 2022, Melton Youth Centre

8. Close of Business

The meeting closed at 6.47pm.



MINUTES

DISABILITY ADVISORY COMMITTEE

held on 6 October 2022 at 12.00pm at the Fraser Rise Children's and Community Centre.

Present:

Name	Title	In	Out
Cr K Majdlik	Councillor	12:00 p.m.	2:00 p.m.
C S Ramsey	Councillor	12:00 p.m.	1:40 p.m.
C L Carli	Councillor	12:00 p.m.	1:40 p.m.
R Wai	Council Officer – Chief Executive Officer	12:00 p.m.	1:40 p.m.
N Migani-Roberts	Council Officer – Advocacy and Inclusion	12:00 p.m.	2:00 p.m.
A Alfonso	Community representative	12:35 p.m.	2:00 p.m.
H Sayers	Community representative	12:00 p.m.	2:00 p.m.
R Gains	Department of Education and Training	12:00 p.m.	1:40 p.m.

Chairperson: Cr K Majdlik

Minutes: N Migani-Roberts

1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

2. Apologies

- C. Cramer - Council Officer – Manager Community Care
- A. Tan - Council Officer – Housing Services Coordinator
- M. Hutchinson - Council Officer – Design and Infrastructure Coordinator
- M. Sidhu - Community Representative
- T. Woof - Community Representative
- L. Campbell - Community Representative



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3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Cr K. Majdlik confirmed the August minutes of the Disability Advisory Committee (DAC) meeting was officially endorsed at the September 12 Council meeting.

5. Actions from previous minutes

N. Migani-Roberts confirmed that there were no actions outstanding from the previous minutes.

6. Senior Secondary Reforms and Workability Project

Senior Secondary Reforms

R. Gains, Industry Engagement for Priority Cohorts updated the committee on the changes to Senior Secondary Reforms and explained the 2023 VCE Vocational Major program and its benefits for students with disability.

Workability Project

R. Gains presented the Workability Project to the committee. The Workability Project aims to improve employment outcomes for students with disability. The Workability Project is state-wide with R. Gains providing industry engagement for priority cohorts across the Melton and Brimbank municipalities.

Action:

N. Migani-Roberts to share presentation to committee members.

R. Gains to email Department of Education newsletter monthly to N. Migani-Roberts, who will distribute it to committee members.

N. Migani-Roberts to share Workability video links to committee members.

7. Advocacy and Inclusion Officer Update

Melton Care Expo

N. Migani-Roberts provided the committee with an update on the Melton 2022 CARE Expo. The 2022 Melton CARE Expo is to be held in person on Friday 14 October, 10am till 2pm located at the Fraser Rise Children's and Community Centre. There will also be an online component that will launch on Tuesday 11 October at 10:00am and will be accessible till October 2023. Thirty-eight exhibitors have registered for the in-person event and seventeen for the online event.

Melton City Council will provide a bus service for community members to travel between the Melton Town Centre and Fraser Rise Children's and Community Centre. A Social Story, Chill out zone and Auslan interpreter have been organised for the in-person event.



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Minister Colin Brooks. Minister for Child Protection and Family Services and Minister for Disability, Ageing and Carers

N. Migani-Roberts shared an update on the Ministerial visit by Minister Brooks on August 11 to Caroline Springs Leisure Centre. Minister Brooks noted that he was impressed with the location of the City of Melton's fourth Changing Places and labelled Melton as the Changing Places capital of Victoria.

Business Excellence Awards 2022 – Award for Disability Inclusion

N. Migani-Roberts provided an update on the finalists of the 2022 Melton Business Excellence Award for Disability Inclusion. The award received almost double the number of entrants from previous years in this category.

The three finalists are:

Discovering Strength
Neuro Rehab Allied Health Network
Mambourin Melton

N. Migani-Roberts informed the committee that she will be visiting the finalists to assist with judging.
DAC members will be invited to attend the formal event at the Russo Estate in Diggers Rest, on November 25. Invites to be forwarded in the coming weeks.

Universal Design Funding Application

N. Migani-Roberts provided the committee with an overview of the application process and presented the committee with the location and details of the accessible playground.

An announcement on successful applications will be delivered by late December 2022.

NDIS announcement

N. Migani-Roberts shared with the committee the announcement on September 26 of the appointment of Kurt Fearnley Order of Australia (OA) has the Chairman of the National Disability Insurance Agency (NDIA) Board
The NDIA Board has also welcomed new members Dr Graeme Innes and Ms Maryanne Diamond. There are now five people with disability on the NDIA Board, the largest number in its history.

Melton Carols by Candlelight

N. Migani-Roberts announced that the Melton Carols by Candlelight event will be held Saturday December 3, 2022. N. Migani-Roberts has been working in conjunction with events to deliver an accessible event for people with disability and carers. The event will consist of onsite accessible parking, wheelchair allocated viewing locations, a fully accessible changing places facility, chill out zone, closed captions, and printed booklets.

Cr. K. Majdlik requested that the option of the main Hannah Watts carpark be explored for exclusive use of accessible parking.



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Action:

N. Migani-Roberts to liaise with events to explore the accessible parking suggestions and report back to the committee.

9. Business Arising

Nil

8. General Business

Cr. K. Majdlik informed the committee that she has recently been invited by MacKillop Family Services to visit their office and hear an update on their services.

Cr. L. Carli was contacted by Autism Angels with a request to present to the DAC in the future.

R. Wai suggested that the committee have a tour of the Melton Orange Door services with the potential of holding a meeting at Western Base.

Action:

N. Migani-Roberts to explore opportunities for both MacKillop and Autism Angels to present to the DAC in 2023.

N. Migani-Roberts to organise for the committee to have a tour of the Melton branch of Orange Door.

9. Next Meeting

Date: December 1 2022

Time: 12.00 p.m. – 2.00 p.m.

Venue: TBA.

10. Close of business

The meeting closed at 1:40 p.m.



MINUTES

HERITAGE ADVISORY COMMITTEE

Held on 6 October 2022 at 5:00pm and conducted virtually via Microsoft Teams

Present: Cr Sophie Ramsey, Councillor
Cr Bob Turner, Councillor
Deb Slattery, Community Representative
Anne Woof, Community Representative
Imran Mushtaq, Community Representative
Tunc Ozlatif, Strategic Planner
Georgina Borg Coordinator City Strategy
Sera Jane Peters, Heritage Advisor

Chairperson: Tunc Ozlatif

Minute Taker: Tunc Ozlatif

1. Welcome

The Chairperson opened the meeting and conducted an Acknowledgement of Country.

2. Apologies

Frank Sultana, Benjamin Petkov and Alan Perry.

3. Declaration of interests and/or conflict of interests

Nil.

4. Business Arising

The following matters were business arising from the most recent meeting of the Heritage Advisory Committee held on 4 August:

- Mr. Ozlatif to circulate meeting minutes. *Actioned.*
- Mr. Ozlatif to circulate the Digital Access and Local History librarian contact details to the Committee. *Actioned*
- Mr. Ozlatif to inform the Committee via email when Amendment C231 goes on Exhibition. The Committee is to distribute to their networks. *The Amendment has not gone out on Exhibition as yet so this business has not been actioned.*

5. General Business

- **Heritage Amendment C231**

Mr Ozlatif provided an update on Amendment C231 including notification of the Amendment and that prior to Exhibition in November, the Committee would be notified.

- **Heritage Festival update**

Ms Peters informed the Committee that the Libraries and Arts Team have requested assistance from the community for next year's Heritage Festival. This could include programs, visits or open houses and suggestions for events



MINUTES

and activities. Ms Peters asked the Committee to share with their networks to generate interest.

Cr Ramsey and Ms Peters discussed considering the new memorial garden at the Melton Cemetery be incorporated into next year's Heritage Festival. Ms Peters informed the Committee that the memorial garden launch will be before the end of the year.

Cr Ramsey also stated that the Council Chambers will be undergoing renovations in 3 weeks.

- **Heritage Assistance Fund (HAF)**

Ms Peters discussed the current round of the HAF and explained its purpose and process for the new members of the Committee. Ms Peters noted the importance of the next Committee being held later in the month as it will involve the assessment of the HAF applications, requiring the Committee to provide endorsements on the successful applicants.

6. Other Business

The Committee agreed to amend the date of the next meeting from 3 November to 27 October due to competing meetings and to also accommodate an in-person meeting.

Action

- Mr. Ozlatif to circulate the Minutes.
- Mr. Ozlatif to email the Committee when Amendment C231 goes on Exhibition for the Committee send through to their networks.
- Mr. Ozlatif to send through amended calendar invite for next meeting.

Next Meeting

5:30pm, Thursday 27 October 2022 in person.

Close of Business

The meeting closed at 5:48pm.

Community Representative Member Terms

Name	Deb	Imran	Alan	Frank	Anne	Benjamin
Term Ends	Dec 2023	Dec 2023	April 2024	April 2024	Dec 2023	Dec 2023



MELTON CITY COUNCIL

Minutes of the Policy Review Panel Meeting of the Melton City Council

20 October 2022

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

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MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL HELD VIA VIDEOCONFERENCE ON 20
OCTOBER 2022 AT 10.30AM

1. WELCOME

The Chair, Cr Majdlik, opened the meeting at 10.38am and welcomed the Panel Members.

2. APOLOGIES

R Wai, Chief Executive Officer

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Policy Review Panel held on 8 September 2022 and adopted by Council at the Council Meeting held on Monday 10 October be noted.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL20 OCTOBER 2022**6. PRESENTATION OF STAFF REPORTS**

At 10.40 am, Coral Crameri and Kristie Lawson entered the meeting and confirmed they have no General Conflict or Material Conflict in respect of any of the matters they are presenting to the Panel today.

At 10.56 am, Cr Deeming entered the meeting.

At 11.04am, Cr Deeming departed the meeting and re-entered at 11.14am.

6.1 YOUTH ADVISORY COMMITTEE TERMS OF REFERENCE 2023-2024

Responsible Officer: Troy Scoble - A/General Manager Community Services

Document Author: Kristie Lawson - Coordinator Young Communities

Date Prepared: 04 August 2022

Recommendation:

That the Policy Review Panel recommend Council approve the revised Youth Advisory Committee Terms of Reference 2023-2025, provided as **Appendix 2** to this report.

Motion

Crs Deeming/Shannon.

That the Policy Review Panel recommend Council approve the revised Youth Advisory Committee Terms of Reference 2023-2025, with changes made by the Panel highlighted in yellow, provided as **Appendix 2** to this report.

CARRIED

1. Background**1.1 The Policy**

The Youth Advisory Committee (YAC) is a Council appointed advisory committee to provide advice to Council on strategic directions, policy, plans and service delivery matters in relation to access and inclusion of young people living, working, studying or visiting the City of Melton.

The current Terms of Reference (TOR) were adopted in 2015 and require review to better reflect the composition of the committee going forward and its areas of focus. The TOR review has been undertaken and once the revised TOR is supported, it will be scheduled to be presented at a Policy Review Panel meeting for formalisation.

The identified changes in the 2015 TOR includes: the committee title, membership composition, committee purpose, recruitment process and appointment term. Incorporation of these amendments will guide and support the Committee to effectively provide advice to Council in relation to matters that relate to young people.

It was agreed by the YAC at the meeting of 16 March 2021 to make several changes to the TOR and as part of the review process, a subcommittee of Officers on the YAC undertook a review and assessed how the TOR aligned to other recently adopted Advisory Committee Terms of References, including the Disability Advisory Committee 2022-2024 Terms of Reference.

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MINUTES OF THE POLICY REVIEW PANEL**20 OCTOBER 2022**

Attached to this report is the existing Terms of Reference (**Appendix 1**) and a clean version of the revised Terms of Reference (**Appendix 2**)

The following issues with the Terms of Reference identified:

- The TOR title not reflective of the current committee operations.
- Existing Council numbers did not reflect the number of Councillors appointed to the Committee and Officer position titles.
- 12-month membership term was decided as too short, particularly when it takes young people several meetings to feel confident to speak up, and young people have elected to stay on post the initial 12-month term.
- The purpose is outdated and refers to 'Youth Council'.
- The definitions are outdated, School Representative Council deleted, and others included at the request of young people.
- Young people were at times outnumbered by adults on the committee.
- There is a lack of reference to inclusion and diversity, particularly around young people with disability.
- No formal Youth Advisory Committee membership recruitment process.
- Roles such as Mayor, Deputy Mayor, Treasurer and Secretary were outdated and no longer required.
- There is no longer a requirement for young people to make decisions around Council funds.

The proposed changes to the revised YAC Terms of Reference 2023-2025 include:

- Amending the Committee name.
- Amending TOR definitions.
- Increasing term of membership up to 2 years.
- Including a position for an external service provider if one can be attracted.
- Adjusting the age demographic for young people from 12-25 to 15-25. Opportunity still available for a young person younger than 15 to be nominated to the committee where skill and capacity exists however targeted age demographic of 15 and older.
- Changing a rotating Chairperson amongst the young people to a nominated Councillor consistent with other Council committees.
- Detailing the membership recruitment process.
- Removing reference to roles no longer relevant to the functioning of the committee (Youth Mayor, Deputy Mayor, Treasurer, Secretary and Youth Action Committee)
- Clarification of process and ownership of Agenda, Minutes and TOR endorsement requirements.
- Reference to diversity and disability.

The proposed changes include alignment to the recently endorsed Disability Advisory Committee 2022-2024 Terms of Reference and are reflective of discussions held within Youth Advisory Committee meetings.

1.2 Sources/benchmarking

The following sources were used to inform the updates proposed:

- Young people holding membership on the current (and previous) Youth Advisory Committee.

MINUTES OF THE POLICY REVIEW PANEL**20 OCTOBER 2022**

- Council officers from teams including Governance, Young Communities and Community Care.
- Members of the current (and previous) Youth Advisory Committee.

The recently endorsed Disability Advisory Committee 2022-2024 Terms of Reference was benchmarked for consistency and current best practice.

1.3 Consultation

The Youth Advisory Committee have been consulted and provided suggestions and input into the proposed amendments.

1.4 Communication and Implementation

Subject to endorsement by the Policy Review Panel and Council, the revised Youth Advisory Committee Terms of Reference 2023-2025 will be uploaded on the Council website. It will guide the operations of this committee from 2023 for two years.

1.5 Compliance

Council has determined to form a Youth Advisory Committee to provide advice to Council on strategic directions, policy, plans and service delivery matters in relation to access and inclusion of young people living, working, studying, or visiting the City of Melton. The Youth Advisory Committee operates in accordance with the Terms of Reference, which has been updated and is now being submitted to the Policy Review Panel for approval.

1.6 Measures of Success

The Terms of Reference will be reviewed every two years and further amendments made as required.

LIST OF APPENDICES

1. Youth Advisory Committee Terms of Reference - Original
2. Youth Advisory Committee Terms of Reference 2023-2024 -Final

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

Item 6.1 Youth Advisory Committee Terms of Reference 2023-2024

Appendix 1 Youth Advisory Committee Terms of Reference - Original



Terms of Reference

Name Youth Council

Approved by Council

Last reviewed May 2015

1. PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Youth Council.

2. DEFINITIONS

Word/Term	Definition
Young person	Community members aged 12 – 25 years of age.
Student Representative Council (SRC)	The group of students within each school who have been chosen by peers and/or teachers to represent their fellow students in governance processes.
Youth Action Committee (YAC)	A sub-group comprised of Youth Council members and other young people who meet periodically to assist in the planning and delivery of Council events such as the YAC Awards and the Djerriwarrh Festival.

3. RESPONSIBILITY

The Youth Council has been established to perform the following functions:

1. Advise Melton City Council on issues that matter to young people.
2. Drive the continual improvement of Melton City Council's youth engagement and consultation processes.
3. Maximise opportunities for young people to participate in local decision-making.
4. Support and promote young people as valued and responsible citizens.
5. Support and promote youth-led projects across the municipality.

4. COMPOSITION

4.1. Membership

Name	Type of Appointment	Term of Office
Councillor 1	Ex officio	12 months
Councillor 2	Ex officio	12 months
Councillor 3	Ex officio	12 months
Manager Recreation & Youth	Ex officio	Ongoing
Coordinator Youth Services	Ex officio	Ongoing

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

Item 6.1 Youth Advisory Committee Terms of Reference 2023-2024
Appendix 1 Youth Advisory Committee Terms of Reference - Original

Name	Type of Appointment	Term of Office
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing
Youth Councillor	SRC or self-nomination	Ongoing

4.2. Terms and method of Nomination

Young people aged 12-25 who live, work, study and/or recreate in the City of Melton are eligible to become members of the Youth Council. Young people in Grade 6 are only eligible to participate if in a leadership position at their school, such as the Student Representative Council (SRC).

Recruitment of young people to Youth Council may include but is not limited to:

- Student Representative Councils across the municipality;
- Other leadership programs within the municipality such as The Whitten Project; and
- Self-nomination by young people who have an interest in community issues and wish to make a contribution.

4.3. Principle Roles and Duties

At the first Youth Council meeting of the year, committee members will determine the roles to be established. These may include but are not limited to: Mayor and Deputy Mayor; Secretary and Deputy Secretary; Treasurer and Deputy Treasurer.

4.3.1 Chair

The elected Mayor assumes the role of Chair at Youth Council meetings. It is the duty of the Chair to facilitate the meeting – ensuring that meeting agendas are adhered to, and that all members have an equal opportunity to contribute to deliberations and decision-making processes.

4.3.2 Secretary

The Secretary is the elected minute-taker, in addition to Melton City Council staff. The Secretary is to forward the minutes taken to the staff member either at the close of the meeting or within the following week.

4.3.3 Treasurer

The treasurer is to liaise with the Youth Action Committee and Council staff regarding the budget and planned expenditure for events such as the YAC Awards evening.

4.3.4 Term of Office

The term of office will be one school semester, after which the Deputy will assume the principal role and a new Deputy will be elected by ballot.

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

Item 6.1 Youth Advisory Committee Terms of Reference 2023-2024

Appendix 1 Youth Advisory Committee Terms of Reference - Original

4.3.3. Method of Appointment

Elections are to be held at the start of each school semester. In the event of a Youth Councillor relinquishing his/her principal role, the Deputy will assume the responsibilities until the next scheduled election.

5. COMPOSITION**5.1 Quorum**

To reach quorum, a minimum of 5 Youth Councillors must be present.

5.2 Meetings

- The Committee will meet after school on weeknights during school terms at a frequency and location determined by Youth Council.
- Where practicable, the agenda together with reports and documents that relate to the Committee will be circulated to members by Melton City Council staff at least 3 working days prior to enable proper consideration.
- Accurate minutes will be kept of each meeting of the Committee. The minutes of the Committee shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.
- Melton City Council staff and the appointed minute-taker will be responsible for recording meeting minutes.

5.3 Youth Action Committee (YAC)

The Youth Action Committee will meet on a sessional basis as a working group to plan for specific events. This will be at a separate time to Youth Council meetings and will focus on the practical delivery of events and other direct service opportunities for young people.

5.4 Reports

Reports to Melton City Council are to be submitted no less than annually and no more than biannually. Verbal reports and presentations to the Mayor and Councillors are to occur no less than annually and no more than quarterly – by arrangement with relevant executive and governance officers.

5.5 Expectations/ Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest where it may impact on decision-making.
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience in the principles of community development.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

Item 6.1 Youth Advisory Committee Terms of Reference 2023-2024

Appendix 1 Youth Advisory Committee Terms of Reference - Original

5.6 Evaluation and Review

Youth Council will be subject to annual review by members, and the results of these evaluations will be submitted to Melton City Council as part of annual Youth Council reports. The review will include the number of Youth Councillors needed to reach quorum.

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

Item 6.1 Youth Advisory Committee Terms of Reference 2023-2024

Appendix 2 Youth Advisory Committee Terms of Reference 2023-2024 -Final



Terms of Reference

Name Youth Advisory Committee 2023-2025

Approved by Council

Last reviewed August 2022

Next review: September 2024

1. PURPOSE

The Melton City Council's Youth Advisory Committee will provide advice to Council on issues impacting young people living in the City of Melton. This includes strategic, policy, plans and service delivery matters in relation to access and inclusion of young people living, working, studying or visiting the City of Melton.

2. DEFINITIONS

Word/Term	Definition
Chairperson	Chairperson holds the role of presiding over the meeting
Ex Officio	Ex officio members have a position on the Committee by virtue of their role within Council
Minutes	Minutes are notes taken during the meeting to remind you what was discussed and agreed and are an official record of meeting.
Youth Advisory Committee (YAC)	Members meet bimonthly to provide feedback and consult with Council on service delivery matters, strategic directions and development of new initiatives
Young person	Community members aged 12 – 25 years of age

3. RESPONSIBILITY

The Youth Advisory Committee has been established to perform the following functions:

1. Advise Council on issues that are important and impact young people living, working, recreating, or studying in the City of Melton.
2. Drive the continual improvement of Council's youth engagement and consultation processes.
3. Maximise opportunities for young people to participate in local decision-making.
4. Support and promote young people as valued and responsible citizens.
5. Support and promote age appropriate youth-led projects across the municipality.
6. Identify and raise age appropriate advocacy opportunities related to young people and the community.

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

Item 6.1 Youth Advisory Committee Terms of Reference 2023-2024

Appendix 2 Youth Advisory Committee Terms of Reference 2023-2024 -Final

4. COMPOSITION**4.1. Membership**

Membership of the Youth Advisory Committee will provide a confirmed space for a young person from each City of Melton Ward. The total membership number will be made up to four (4) Councillors, up to ten (10) young people and one (1) external youth service provider operating in the City of Melton.

Membership where possible, will comprise of a diverse mix of young people with respect to age, gender, sexual identity, cultural background and disability.

Name	Type of Appointment	Term of Office
Councillor 1	Ex officio	1 year
Councillor 2	Ex officio	1 year
Councillor 3	Ex officio	1 year
Councillor 4	Ex officio	1 year
Manager Recreation & Youth	Ex officio	Ongoing
Coordinator Young Communities	Ex officio	Ongoing
Team Leader Engagement and Activation	Ex officio	Ongoing
Youth Advisory Committee Member (Cambridge Ward)	Appointed	2 years
Youth Advisory Committee Member (Coburns Ward)	Appointed	2 years
Youth Advisory Committee Member (Watts Ward)	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
External Youth Service Provider	Appointed	2 years

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

Item 6.1 Youth Advisory Committee Terms of Reference 2023-2024

Appendix 2 Youth Advisory Committee Terms of Reference 2023-2024 -Final

4.2. Terms and method of Nomination

The Youth Advisory Committee will directly attract Young people aged 15-25 who live, work, study and/or recreate in the City of Melton. Young people aged between 12-15 may still express interest in being involved in the Committee and will be considered should skills and capacity to contribute toward the committee support the interest.

4.2.1 The Recruitment process for the Youth Advisory Committee may include but is not limited to:

- Expression of Interest – advertised on social media and Council’s website
- Direct school engagement – secondary, specialist, school nomination
- Promotion at leadership programs within the municipality such as the Youth Leadership Project
- Promotion within the Community Sporting club community
- Self-nomination by young people who have an interest in community issues and wish to contribute.

4.2.2 Nominations for applications for an external youth service provider will be advertised and shared across relevant community groups, agencies and members of the Melton Youth Network.

4.2.3 Appointments will be made by Council at a Meeting of Council based on the advice given from the interview panel made up of Council Officers which will include a nominated chairperson, expert and independent.

4.2.4 A position will be deemed to be vacant if a Youth Advisory Committee Member fails to attend four consecutive meetings. Leave may be negotiated in the event that a member needs to arrange a temporary absence.

4.2.5 Members will be appointed for a period of up to two years. At the end of the two-year term expressions of interest will be sought through the process identified in 4.2.1 and 4.2.2. Existing members will be eligible to renominate.

4.2.6 If a vacancy occurs during the two-year term, an expression of interest will be sought through the process identified in 4.2.1 to fill the vacant position for the remainder of the current term.

4.3. Chairperson

The Chairperson is elected on an annual basis as part of the Councillors Representation on Committees election process, with an elected Councillor being appointed the role of Youth Advisory Committee Chairperson. The nominated Chair may delegate responsibilities for specific meetings to young people representatives as a development opportunity at their discretion.

The key responsibilities of the Youth Advisory Committee Chairperson are as follows:

- Conduct the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming the quorum.

5. COMPOSITION**5.1 Quorum**

To reach quorum, a minimum of 50% of the young people representatives,

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

Item 6.1 Youth Advisory Committee Terms of Reference 2023-2024
Appendix 2 Youth Advisory Committee Terms of Reference 2023-2024 -Final

two Councillors and one Council Officer is required, for a meeting to proceed.

5.2 Minutes

The minutes will be taken by an Officer of Council supporting the committee.

Minutes will be sent to the Youth Advisory Committee for review and feedback within one week of the meeting. Committee meeting minutes will then be reported to the next available Meeting of Council.

5.3 Meetings

- The Committee will meet bi-monthly at a time that meets the membership availability.
- Meeting location will be rotated between Melton township and the Eastern Corridor.
- There will be up to six meetings per year, with additional sub-group meetings as agreed by the Committee.
- Sub-group meetings will include two Council staff and the option of attendance by one Councillor.

5.4 Expectations/ Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest.
- Provide prior notice for apology (one day notice where possible)
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as decided by the Chairperson.
- Treat information with sensitivity.

5.5 Evaluation and Review

The Terms of Reference document will be formally reviewed every two years however, a member of the Committee can request an amendment in a formal motion. Endorsement of the final terms of reference will be provided by Council.

MINUTES OF THE POLICY REVIEW PANEL**20 OCTOBER 2022**

At 11.16 am, Coral Crameri and Kristie Lawson departed the meeting.

6.2 POLICY REVIEW PROJECT IMPLEMENTATION PLAN UPDATE

Responsible Officer: Bradley Dosser - Manager Legal, Governance & Risk

Document Author: Renee Hodgson - Governance Coordinator

Date Prepared: 13 October 2022

Recommendation:

That the progress on the Policy Review Implementation Plan, September – November 2022, be noted.

Motion

Crs Shannon/Deeming.

That the Policy Review Panel (the Panel) recommend Council:

1. Note the progress on the Policy Review Implementation Plan, September – November 2022.
2. Thank the Governance team for their work on the Policy Review Implementation Plan thus far.
3. Note the Panel is committed to finalising all overdue policies by mid-2023.
4. Note that the Chair of the Panel shall discuss with the Mayor and the Chief Executive Officer, the Panel's concerns for the timeliness with which the Panel is receiving policies from various departments across the organisation.

CARRIED

1. Background**1.1 The Policy**

The most recent version of the Policy Review Implementation Plan, provided as **Appendix 1** to this report, projected policy review commitments to the end of November 2022.

Inclusive of the Policy Review Panel October meeting, 4 of the 8 policies due for review have been presented to the panel, along with an additional Terms of Reference, as follows:

- Tree Planting and Removal Policy
- Public Transparency Policy
- Youth Advisory Committee Terms of reference
- Purchase of Outgoing Mayoral Gifts Policy (to be re-presented following briefing of Councillors)
- Policy Review Panel Terms of Reference

MINUTES OF THE POLICY REVIEW PANEL**20 OCTOBER 2022**

The 4 outstanding policies from the current implementation plan are listed below, with a status update provided for the Panel's information:

- **Community Group Capital Works Contribution Policy**

This policy was initially scheduled for presentation to the Panel in April 2022. A review is currently underway, with a new policy under development.

- **Public Art Policy**

This Policy was initially due for review and presentation to the Panel in March 2022, however, it was agreed that the review should be delayed to allow the policy to be informed by the Public Art Masterplan, which has recently been completed. The Public Art Policy will be presented to the November Policy Review Panel Meeting.

- **Donation Fund Policy**

Currently under review.

- **Branding Policy**

This policy was initially scheduled for presentation to the Panel in February 2022. It is yet to be finalised as work is commencing on corporate identity and corporate standards guide which has been determined will inform the Branding strategy and so should be completed first and will accompany the policy.

1.2 Sources/benchmarking

Not directly applicable to this report.

The review process for each policy will include appropriate benchmarking and review of comparable policies, as well as a consideration of applicable legislative requirements.

1.3 Consultation

Policy owners, in conjunction with Executive, have been regularly consulted in both the preparation and implementation of the Policy Review Project.

1.4 Communication and Implementation

The Committee's recommendations and subsequent resolution of Council will be communicated to the Executive and Managers. It is then the responsibility of Executive and Managers to review and present Council policies to the Policy Review Panel in accordance with communicated timeframes and the process set out in the Policy Review Process Policy.

The Governance team will monitor the Policy Review Project and prompt Executive and Managers as required. It will also update the Policy Register, Intranet and Internet as policies are reviewed and adopted by Council following consideration by the Policy Review Panel.

1.5 Compliance

The review process for Council policies includes a check for compliance with external legislation including the *Local Government Act 2020* and the *Charter of Human Rights and Responsibilities Act 2006*.

Additionally, all policies will be considered to assess whether a Gender Impact Assessment is required for compliance with the *Gender Equality Act 2020* and will be checked for compliance with Council's Instruments of Delegation.

MINUTES OF THE POLICY REVIEW PANEL**20 OCTOBER 2022**

1.6 Measures of Success

The Policy Review Project will be successful if all overdue Council policies are reviewed and updated for presentation to the Policy Review Panel by mid-2023. Notwithstanding the fact that not all policies listed for review have been prepared for presentation to the Panel in accordance with the Implementation Plan, the project remains on track to be successful, pending continuation of current Policy Review Panel meeting frequency.

LIST OF APPENDICES

1. Policy Review Project Implementation Plan September - November 2022

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

Item 6.2 Policy Review Project Implementation Plan Update

Appendix 1 Policy Review Project Implementation Plan September - November 2022

Policy Review Panel Implementation Plan: September – November 2022

POLICY REVIEW PANEL MEETING – 8 SEPTEMBER 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date	On website	Status	Date for Executive Approval
Tree Planting and Removal Policy	Policy	Operations	Planning & Development	Council	18/11/2014	21/8/2018	Yes	Overdue	Aug-22
Public Transparency Policy	Policy	Legal, Governance and Risk	CEO Office	Council	31/8/2020	30/6/2022	Yes	Overdue	Aug-22
Youth Advisory Committee Terms of Reference	TOR	Recreation and Youth	Community Services	Council	May 2015		Yes		Aug-22
Purchase of Outgoing Mayoral Gifts Policy	Policy	Legal, Governance and Risk	CEO Office	Council	9/12/2019	30/09/2021	Yes	Overdue	Aug-22

POLICY REVIEW PANEL MEETING – 13 OCTOBER 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date	On website	Status	Date for Executive Approval
Community Group Capital Works Contribution Policy	Policy	Recreation & Youth	Community Services	Council	6/12/2012	9/11/2015	Yes	Overdue	Sep-22
Public Art Policy	Policy	Library & Arts	Community Services	Council	25/06/2018	1/06/2021	Yes	Overdue	Sep-22
Donation Fund Policy	Policy	Community Planning	Community Services	Council	23/06/2013	23/06/2015	Yes	Overdue	Sep-22
Branding Policy	Policy	Engagement & Advocacy	Corporate Services	Council	N/A	N/A	Yes	New Policy	Sep-22

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Policy Review Project Implementation Plan Update

Appendix 1 Policy Review Project Implementation Plan September - November 2022

Policy Review Panel Implementation Plan: September – November 2022

POLICY REVIEW PANEL MEETING – 10 NOVEMBER 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date	On website	Status	Date for Executive Approval
Gifts and Merchandise Policy	Policy	Communications	Corporate Services	Council	26/5/2015	30/3/2017	Yes	Overdue	Oct-22
Building Control Intervention Policy	Policy	Compliance	Planning & Development	Council	22/8/2016	1/3/2020	Yes	Overdue	Oct-22
Public Access Internet Computer Standardisation Policy	Policy	Information Technology	Corporate Services	Council	21/10/2014	21/10/2018	Yes	Overdue	Oct-22
Public Internet Policy	Policy	Information Technology	Corporate Services	Council	18/09/2017	21/10/2018	Yes	Overdue	Oct-22

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Policy Review Project Implementation Plan Update

Appendix 1 Policy Review Project Implementation Plan September - November 2022

Policy Review Panel Implementation Plan: September – November 2022

To be scheduled for future Policy Review Panel meetings

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date	On website	Status	Date for Executive Approval
Online Engagement Policy (To be replaced by new website policy)	Policy	Engagement & Advocacy	Corporate Services	Council	26-05-2015	1-03-2017	Yes	Overdue	TBD
Electronic Recording of Meetings Policy	Policy	Legal, Governance and Risk	CEO Office	Council	26/05/2015	01-04-2018	Yes	Overdue	TBD
Fireworks Policy	Policy	Engagement & Advocacy	Corporate Services	Council	29-04-2019	1-07-2020	Yes	Overdue	TBD
Community Request for Council Budget Allocation Policy	Policy	Community Planning	Community Services	Council	30-04-2018	1-07-2021	Yes	Overdue	TBD
Live Streaming and Publishing of Council Meetings Policy	Policy	Legal, Governance & Risk	CEO Office	Council	14/9/2020	30-08-2021	Yes	Overdue	TBD
Councillor Speaking Opportunity Protocol	Policy	Corporate Services	CEO Office	Council	9-12-2019	30-09-2021	Yes	Overdue	TBD
Investment Policy Statement	Policy	Finance	Corporate Services	Council	14-09-2020	1-10-2021	Yes	Overdue	TBD
Council and Community Alcohol (Liquor) Policy	Policy	Community Planning	Community Services	Council	18-12-2017	1-12-2021	Yes	Overdue	TBD
Policy Approval Process Policy	Policy	Legal, Governance & Risk	CEO Office	Council	7-06-2021	30-06-2022	Yes	Overdue	TBD
Privacy Policy	Policy	Legal, Governance & Risk	CEO Office	Council	30-08-2021	31-07-2022	Yes	Overdue	TBD
Community Grants Program Policy	Policy	Community Planning	Community Services	Council	15-03-2021	1-12-2022	Yes	Overdue	TBD
Mobile Food Vehicle Policy	Policy	Engagement & Advocacy	Corporate Services	Council	28-06-2021	31-12-2022	Yes	Overdue	TBD

MINUTES OF THE POLICY REVIEW PANEL

20 OCTOBER 2022

7. GENERAL BUSINESS

Cr Deeming expressed gratitude to the Policy Review Panel.

8. NEXT MEETING

Thursday 20 November 2022 at 10.30am

9. CLOSE OF BUSINESS

The meeting closed at 11.37am.

Confirmed

Dated this

.....CHAIRPERSON

12.3 RESPONSE TO NOTICE OF MOTION 839 (CR ABBOUSHI) - RUGBY IN THE CITY OF MELTON

Author: Aaron Biscan - A/Manager Recreation and Young Communities

Presenter: Troy Scoble - A/General Manager Community Services

PURPOSE OF REPORT

To respond to Notice of Motion 839 (Cr Abboushi) to undertake a strategy paper on all rugby codes in the City of Melton to assess current and future needs for the sport.

RECOMMENDATION:

That Council note the report.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council dated 15 August 2022, Council resolved via Notice of Motion 839 raised by Councillor Abboushi:

That Council undertake a strategy paper on all rugby codes to assess the current and future needs (participation levels and infrastructure requirements) of the sport in the City of Melton, and include recommendations on where Council plans or can further develop rectangle pitches for the codes (including the reallocation of existing sportsgrounds if appropriate) for all rugby codes in the City.

The Strategy Paper has been drafted and is attached as **Appendix 1**. This report provides further information on the current and future provision of infrastructure to service all rugby codes in the City of Melton and assesses opportunities to further support all Rugby codes in this development.

2. Background/Issues

At the Ordinary Meeting of Council 15 August 2022, Council resolved to receive a strategy paper assessing the current and future needs of all Rugby codes within the City of Melton including the current and future provision of infrastructure to service all rugby codes in the City. The Strategy Paper has been prepared and is attached as **Appendix 1**.

Current and Future Needs

Participation Levels

The City of Melton provides facility provision and participation opportunities for two Rugby codes being rugby league and rugby union. The City of Melton has one rugby league club, the Melton Broncos Rugby League Club (the Broncos) and one rugby union club, the Melton Warriors Rugby Union Club (the Warriors).

There is strong demand for both rugby codes in the City of Melton with the participation rate in both codes higher in the City of Melton than the Victoria average. There are currently 389 participants that play both codes in the City of Melton (234 in Rugby League and 155 in Rugby Union). There are a further 391 Melton residents that also migrate out of the City to play rugby in other LGAs.

Participation in both codes is projected to grow to 618 participants (+229) over the next 10 years and to 888 participants (+499) by 2051.

Rugby Facilities in Melton

Currently there is only 2 dedicated Rugby fields in the City of Melton located at MacPherson Park in the Melton Township. The Broncos have access to both these fields and have been based at MacPherson Park since 2015.

The Warriors were relocated to the Frontier Recreation Reserve on a temporary basis in 2019. The Warriors access a temporary field line marked inside the existing AFL / Cricket oval at this reserve.

The two codes previously shared MacPherson Park, but due to participation growth and the redevelopment of Macpherson Park Stage 1 and 2 it was necessary to relocate the Warriors during that time. It was intended that the Warriors would return to MacPherson Park once improvement works were completed in the Rugby / Gridiron Precinct which would involve the addition of 2 fields and shared access to facilities with the Broncos.

Infrastructure Requirements

Through detailed planning the provision of two additional fields has now been found to not be achievable at MacPherson Park. Due to current and future growth projections and restrictions with native vegetation on site, both codes are unable to share access to what will now be a 3-field facility at MacPherson Park. Engagement has been undertaken with both codes and clubs in planning for the improvements at MacPherson Park and the 'rugby community' do not support the co-location of both codes at a 3-field facility. Work is scheduled to commence on the third rugby pitch at MacPherson Park in early 2023.

Due to the growth in local football, cricket and soccer participation at Frontier Recreation Reserve there is also now an urgent need for the Warriors to relocate from this facility back into the Melton township as originally intended.

Rugby - Facility Demand Analysis

In 2020, the City of Melton Sports Facility Demand Strategy was developed. The Sports Facility Demand Strategy established a facility provision ratio of 1 rugby league field for every 60,000 persons and 1 rugby union field for every 75,000 persons as a standard benchmark based on participation ratios to ensure all residents have access to participation opportunities.

The following infrastructure requirements have been identified through an analysis of these provision ratios:

- The redevelopment of MacPherson Park will provide access to 3 fields and supporting infrastructure for rugby league. This level of provision will be sufficient to meet the needs of rugby league in the City of Melton for at least the next 10 years.
- There is an existing deficit in the provision of fields for rugby union. Access to two fields for rugby union is required in the Western Corridor in the short term. I.e. as soon as the Warriors are required to relocate from Frontier Recreation Reserve.

Options Analysis – Rugby Union in the Western Corridor

Some preliminary investigations have been undertaken to address the existing deficit in the provision of rugby union facilities in the Western Corridor and include assessments of :

- Blackwood Drive Recreation Reserve (former home of Melton Junior Football netball Club)
- Weir Views East Sports Reserve (to be developed)
- Brookfield Recreation Reserve (to be developed)

An overview of each option is provided in the attached strategy paper and summarised below. Further investigations including site assessments, engagement with the rugby community, timeframes and facility establishment costs are required to assess the suitability of each site for rugby union development.

Option 1 - Blackwood Drive Recreation Reserve

In 2022, the Melton Junior Football Netball Club relocated from Blackwood Drive Recreation Reserve to MacPherson Park. Blackwood Drive is an established facility that could be repurposed for rugby union use in the short-term with minimal investment. The reserve could be made available for use as early as the 2023 winter season. Due to the low initial investment required to accommodate rugby union the reserve would also be suitable to be allocated to the Warriors on either a temporary basis, whilst an alternate rugby union facility is developed, or as a permanent solution. The reserve is currently being used as an overflow training venue by the Melton South Junior Football Club and this club would need to be relocated to an alternate training venue.

Option 2 - Weir Views East Sports Reserve

The Toolern Precinct Structure Plan includes provision for a four-hectare sports reserve located on the corner of Shelterbelt Avenue and Grazing Road, Weir Views. The reserve was originally intended for the development of a two-pitch soccer facility, pavilion, and associated amenities. The City of Melton Soccer Strategy identifies the reserve as being a secondary soccer venue, due to the capacity to accommodate only two pitches, and as such it is a viable option to be developed as a future home venue for rugby union. The reserve is currently programmed for delivery in the next 5–10 years.

Brookfield Recreation Reserve

Brookfield Recreation Reserve is located on Clarkes Road, Brookfield. The reserve was originally intended for the development of a two-oval football (AFL) / cricket facility, pavilion, and associated amenities. As per the Sports Facility Demand Strategy, there is a good supply of ovals in the Western Corridor and as such it is a good option to be developed as a home venue for rugby union. The reserve is currently programmed for delivery in the next 5–10 years.

Proposed Recommendation

It is recommended that the Warriors be relocated to Blackwood Recreation Reserve on a temporary basis commencing the winter 2023. The reserve is currently being used as an overflow training venue by the Melton South Junior Football Club and this club would be engaged to either share the facility or relocate its overflow usage from the Melton Recreation Reserve to an alternate training venue. Mt Carberry recreation is an option to propose for this purpose.

It is recommended that further investigations, site assessments and cost planning be undertaken to assess the suitability of each option identified within this report to be developed for rugby union.

It is recommended that further engagement be undertaken with the Warriors and Rugby Victoria in assessing the options identified within this report.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

1. A safe City that is socially and culturally connected

1.4 A City that promotes positive public health and wellbeing outcomes to our community.

4. Financial Considerations

There is no financial cost associated with this report.

5. Consultation/Public Submissions

Engagement undertaken with both clubs, NRL Victoria and Rugby Victoria in planning for the improvements at MacPherson Park. Engagement has been undertaken with Rugby Victoria in preparing the strategy report attached. . Feedback was sought on specifically on the facility development standards that need to be met to ensure facilities are fit for purpose.

Engagement has been undertaken with the Warriors has been ongoing with respect to relocating from Frontier Recreation Reserve to an alternate venue in the Melton Township. It is acknowledged that there are three options for long term development. Blackwood Drive Recreation Reserve is also acknowledged it could provide short term support to the Rugby Union Club whilst the longer-term options are realised.

Further engagement is proposed to be undertaken with the Warriors and Rugby Victoria on the options identified within this report and planning of any new facilities for rugby union in the City of Melton.

6. Risk Analysis

Not applicable

7. Options

Nil

LIST OF APPENDICES

1. Rugby in the City of Melton - Strategy Paper - undated



Rugby in the City of Melton

Strategy Paper October 2022



Rugby in the City of Melton – Strategy Paper

Current and Future Needs

This report provides further information on the current and future provision of infrastructure to service all rugby codes in the City of Melton and assesses opportunities to further support all Rugby codes in this development.

Participation Levels

The City of Melton has opportunities for two Rugby codes being rugby league and rugby union. The City of Melton has one rugby league club, the Melton Broncos Rugby League Club (the Broncos) and one rugby union club, the Melton Warriors Rugby Union Club (the Warriors). Participation data for both rugby codes is provided in Table 1 below.

Table 1: Participation data – Rugby codes

	Rugby League	Rugby Union
Participants 2018	213	150
Participants 2022	234	155
Change in participation 2018-2022	+21	+5
Melton Participation Rate (Victorian Participation Rate)	0.11% (0.06%)	0.071% (0.07%)
% Melton Residents	94.5%	77%
No. Melton Residents that play in other LGA's	202	189
Total number of Melton residents participating in the sport	436	344
% of participants from Melton play in another LGA	46%	55%

The following participation trends have been identified through an analysis of this data:

- The membership of both rugby codes has remained relatively stable over the past 4 years.
- The participation rate in both rugby codes is higher in the City of Melton than the rest of Victoria.
- 94% of the Broncos participants are City of Melton residents. Most of these residents reside in the western corridor.
- There are a high number of Melton residents that migrate out of Melton to play both Rugby codes in other LGAs. Families in the eastern corridor, in particular, are migrating out of Melton to play rugby league.

Participation Growth

The projected increase in participation in both rugby codes, based on current population growth and participation rates is provided in Table 2 below.

Table 2: Participation projections – Rugby codes

	Population	Rugby League	Rugby Union
Participants 2022	216,388	234	155
Participants 2032	312,630	343	275
Participants 2042	395,601	435	344
Participants 2051	450,823	496	392

Rugby Facilities in Melton

Currently there are only 2 dedicated Rugby fields in the City of Melton located at Macpherson Park in the Melton Township. The two Rugby codes were previously based at MacPherson Park, but due to participation growth and the development of Macpherson Park Stage 1 and 2, Rugby League remains at Macpherson Park whilst Rugby Union was relocated to the Frontier Recreation Reserve on a temporary basis.

The Broncos access 2 fields and supporting infrastructure at MacPherson Park Rugby / Gridiron precinct have been based at MacPherson Park since 2015.

The Warriors have been provided with one line marked field on the existing AFL / Cricket oval with access provided to an additional oval and supporting infrastructure at Frontier Recreation Reserve on a temporary basis. This arrangement has been in place since 2019. It was intended that the Warriors would relocate to the MacPherson Park Rugby / Gridiron Precinct once improvement works were completed which would involve the addition of 2 playing fields and shared access to facilities with the Broncos. Through detailed planning and design undertaken two additional pitches at MacPherson Park is not achievable and the two codes due to current and future growth projections are unable to share access to what will be a 3-pitch facility at Macpherson Park in the future.

As mentioned, Frontier Recreation Reserve was developed to function primarily as a football (AFL) and cricket facility. Participation in these sports is increasing at the reserve, which is also being heavily used for soccer. Due to the growth in local football, cricket and soccer participation at Frontier Recreation Reserve there is an urgent need for the Warriors to relocate from this facility as originally intended.

Infrastructure Requirements

In 2020, the City of Melton Sports Facility Demand Strategy was developed. The Strategy profiled 13 key sports, including both rugby codes, and provided guidance on infrastructure required across the City of Melton to support projected growth in participation.

The Strategy established a facility hierarchy and associated standards for use during the planning and development of facilities for both rugby codes across the City. The standards align with the facility development guidelines of the peak sporting bodies for both rugby codes. The facility development standards are outlined in further detail on page 3 of this report.

The Sports Facility Demand Strategy established a facility provision ratio of 1 rugby league field for every 60,000 persons and 1 rugby union field for every 75,000 persons as a standard benchmark based on participation ratios to ensure all residents have access to participation opportunities. The infographics on pages 4 and 5 outline existing facility provision, current provision ratios and deficits and the number of new fields required in each precinct by 2032, 2042 and 2051. The infographics also shows the location of all existing and planned fields for rugby league and rugby union.

The following infrastructure requirements have been identified through an analysis of this provision:

- The planned provision of facilities for rugby league align with the projected demand.
- Access to two fields for rugby union is required in the Western Corridor in the short term. I.e. as soon as the Warriors are required to relocate from Frontier Recreation Reserve.
- Future planning will need to consider the provision of 2 additional rugby fields in the Central Growth Corridor by 2042.

Facility Development Standards – Rugby Codes

Sports facility demand planning undertaken by the City of Melton established the following standards for use during the planning and development of facilities for both rugby codes across the City. The standards align with the facility development guidelines of both sporting codes.

Area: 6 hectares.

Playing surfaces:

- Two fields per site with North-South pitch orientation.
- Size of playing area :League - 100m long, plus 8m in goal area at each end. 68m wide. Run-off: 4.0m.
- Size of playing area : Union - 100m long, plus 10-22m in goal area at each end. 70m wide. Run-off: 4.0m.
- 1050mm pipe and rail fence with chain-mesh infill.
- Complete network of sub-surface drainage and irrigation.
- Ball protection fencing required if goals are within 10m of car parking, roads, buildings or footpaths

Infrastructure:

- Four bench seats per oval. Consider spectator shade in key gathering areas.
- Vehicle and pedestrian fencing around the facility.
- Off-street minimum 50 cars per field.
- Drinking fountains x 1 per field / Rubbish bins – minimum 720 litres per oval / Public toilets – externally accessible at the pavilion.
- Scoreboard stand provided. Minimum 2m high and 2.6m wide

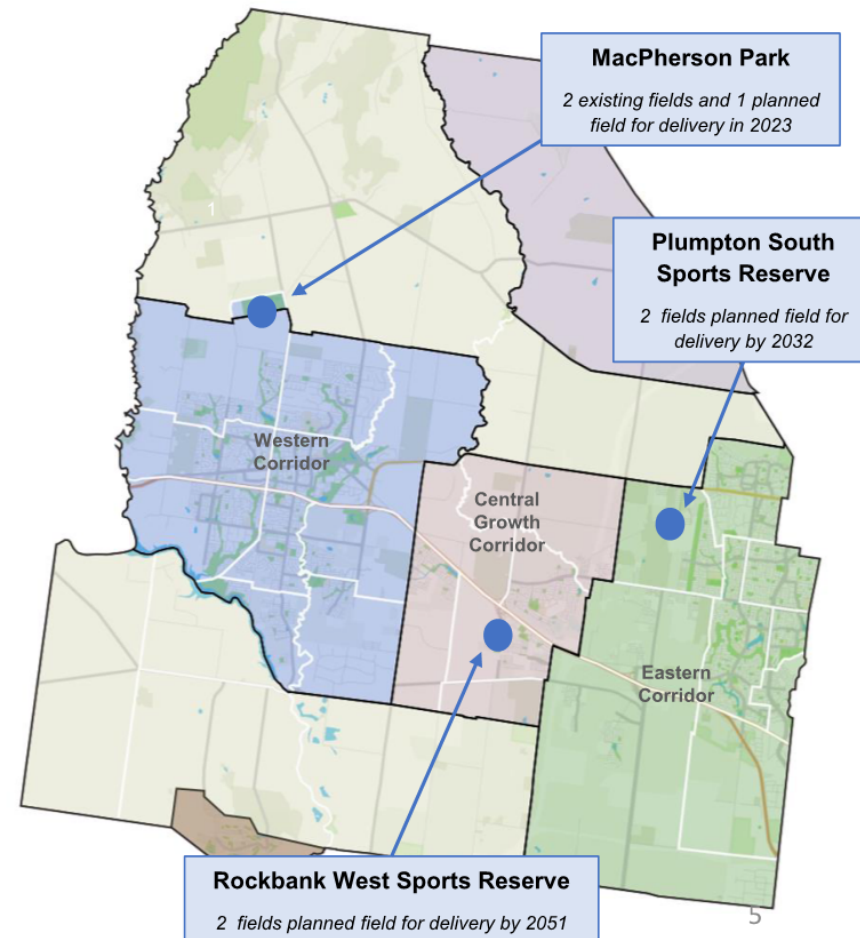
Pavilion:

- Amenities - 25m².
- Change Rooms - 30m².
- External covered viewing - 50m².
- First aid room - 15m².
- Kitchen / kiosk (includes storage) - 30m².
- Public toilets - 20m².
- Umpires room (includes amenities) - 15m².
- Storage (10m² per tenant) - 20m².
- Social (community) room - 130m².
- Social room storage - 18m².
- Cleaner's storage - 5m².

Planning for Future Rugby League Facility Provision

Sports facility demand planning undertaken by the City of Melton aims to provide one rugby league field for every 60,000 persons as a standard benchmark based on participation ratios to ensure all residents have access to local participation opportunities. The infographic below outlines existing provision, current provision ratios and deficits and the number of new fields required by 2032, 2042 and 2051. The infographic also shows the location of all existing and planned fields for rugby league.

Existing Provision: MacPherson Park – 2 fields
Current Population: 216,388
Current Provision Ratio: 1:108,194
Current Provision Deficit: 1 field
Planned Provision: MacPherson Park – 1 field
2032 Population: 312,630
New Fields Required by 2032: 2 fields
Planned Provision: Plumpton South Sports Reserve – 2 fields
2042 Population: 395,601
New Fields Required by 2042: 1 field
2051 Population: 450,823
New Fields Required by 2051: 1 field
Planned Provision: Rockbank West South Sports Reserve – 2 fields
TOTAL SITES / FIELDS REQUIRED BY 2051: 3 sites / 7 fields
TOTAL SITES / FIELDS PLANNED BY 2051: 3 sites / 7 fields



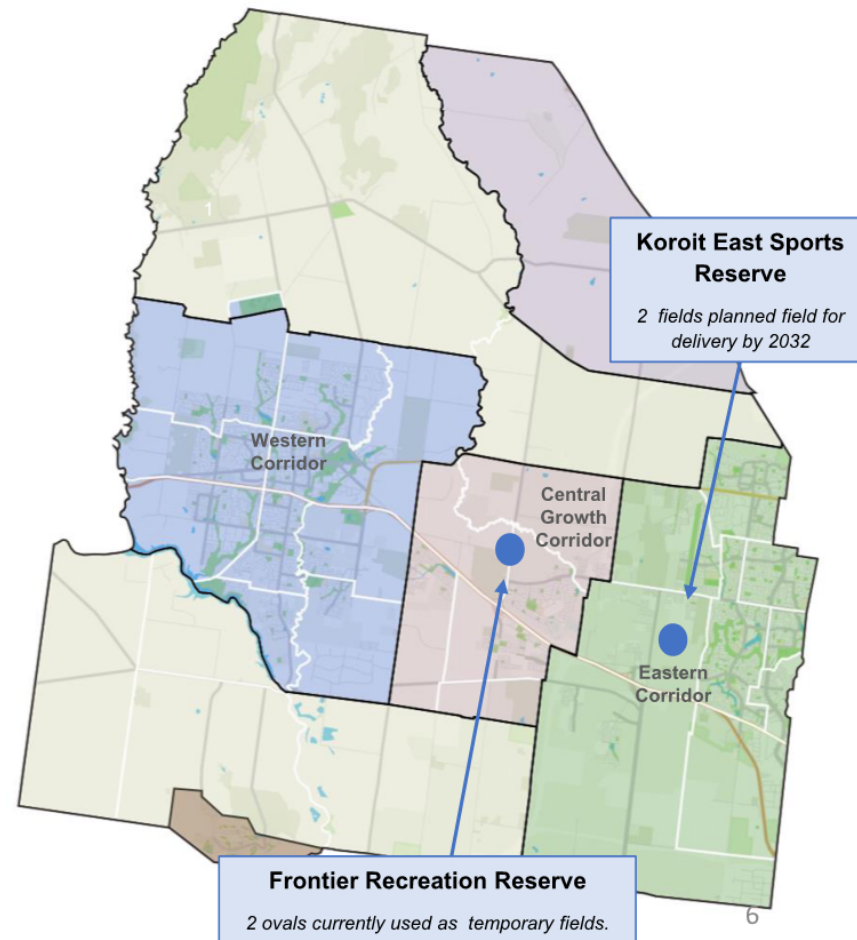
Planning for Future Rugby Union Facility Provision

Sports facility demand planning undertaken by the City of Melton aims to provide one rugby union field for every 75,000 persons as a standard benchmark based on participation ratios to ensure all residents have access to local participation opportunities. The infographic below outlines existing provision, current provision ratios and deficits and the number of new fields required by 2032, 2042 and 2051. The infographic also shows the location of all existing and planned fields for rugby union.

Existing Provision: 0 fields
Current Population: 216,388
Current Provision Ratio: Nil
Current Provision Deficit: 2 fields
Planned Provision: Nil
2032 Population: 312,630
New Fields Required by 2032: 4 fields
Planned Provision: Ni;
2042 Population: 395,601
New Fields Required by 2042: 6 fields
Planned Provision: Kororoit East Sports Reserve – 2 fields
2051 Population: 450,823
New Fields Required by 2051: 4 fields

TOTAL SITES / FIELDS REQUIRED BY 2051: 3 sites / 6 fields
TOTAL SITES / FIELDS PLANNED BY 2051: 1 sites / 2 fields

2 additional fields are required in the Western Corridor by 2024.
2 additional fields are required in the Central Corridor by 2042.



MacPherson Park – Rugby / Gridiron Precinct

Improvements to the MacPherson Park – Rugby / Gridiron Precinct are scheduled to occur in 2022/23 with the construction of a third field and design of a new sports pavilion for rugby league to replace the existing facilities. The pavilion is identified for construction commencement in 2023/24 in the draft capital works program.

The existing MacPherson Park Recreation Reserve Master Plan 2017 proposed a cluster of four fields in the rugby / gridiron precinct and a sports pavilion to provide a home venue for the Broncos, Warriors and the Melton Wolves Gridiron Club (the Wolves).

Site investigations undertaken for the development of this precinct identified that the establishment of four fields was considered no longer feasible or achievable and proposal was revised to provide for three fields in the future.

Engagement undertaken with both clubs, NRL Victoria and Rugby Victoria in planning for the improvements at MacPherson Park. The 'rugby community' do not support the co-location of both rugby codes at MacPherson Park due to:

- The operational burden that sharing of facilities in the same season places on club volunteers.
- The capacity of the proposed facilities (3 fields, 1 pavilion) to cater for current usage and projected growth.
- Inequity of provision when compared to other clubs and sporting codes in the City of Melton.

This engagement confirmed that it is not feasible with growth in participation to establish a shared use facility for both rugby codes at MacPherson Park. The Macpherson Park facility will now be shared by the Broncos and the Wolves.

Rugby - Facility Demand Analysis

This report has identified that redevelopment of MacPherson Park will provide access to 3 fields and supporting infrastructure that comply with the facility development standards for rugby league. This level of provision will be sufficient to meet the needs of rugby league in the City of Melton for at least the next 10 years.

Table 3 below outlines the number of new fields required by 2032, 2042 and 2051 for both rugby codes. The table also shows where these fields should be located.

Table 3: Facility Demand Analysis – Rugby codes

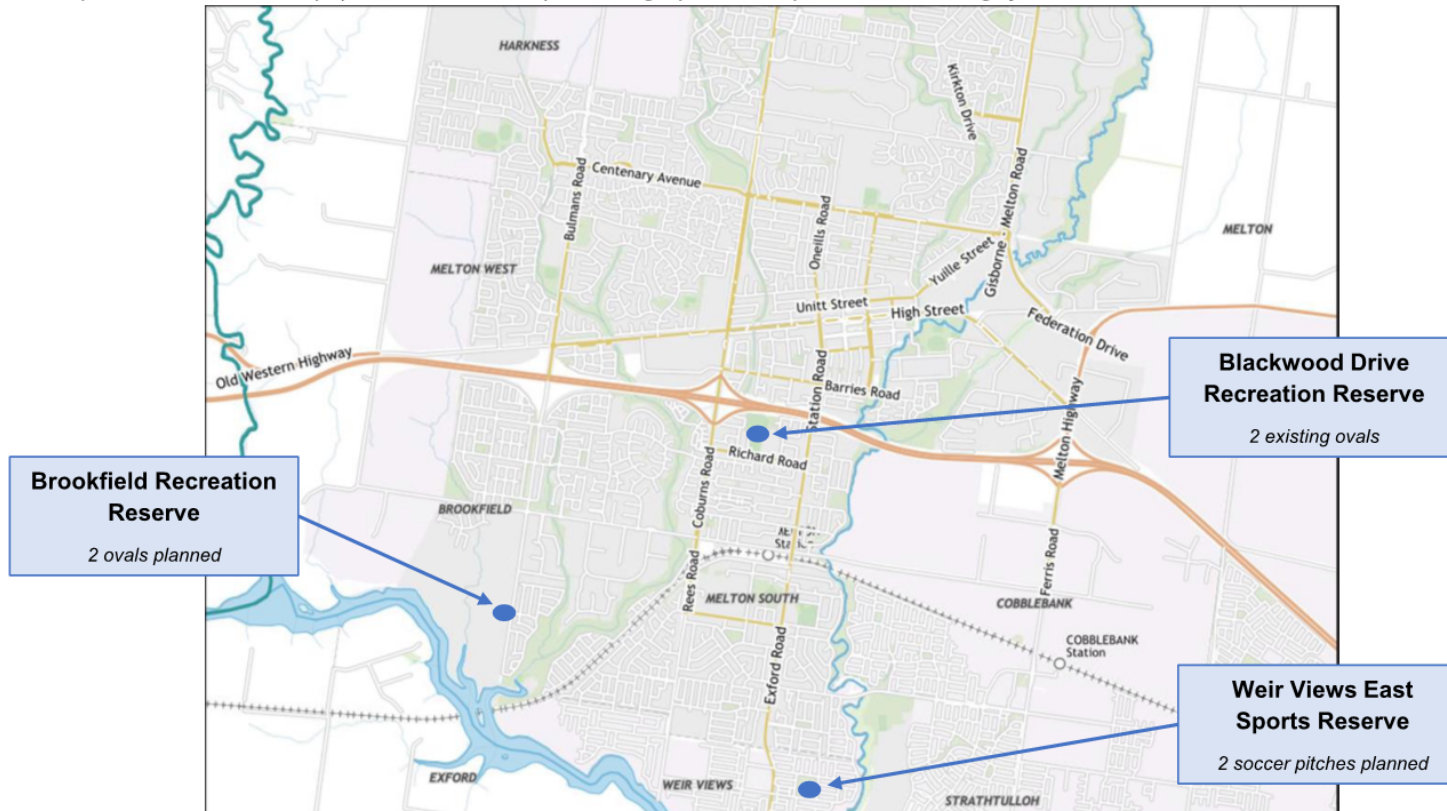
	2022 to 2032	2032 to 2042	2042 to 2051
Rugby League	1 field (MacPherson Park)	2 fields (Eastern Corridor)	2 fields (Central Corridor)
Rugby Union	2 fields (Western Corridor)	2 fields (Eastern Corridor)	2 fields (Central Corridor)

Options Analysis - Rugby Union in the Western Corridor

Some preliminary investigations have been undertaken to address the existing deficit in the provision of rugby union facilities in the Western Corridor. Preliminary investigations have been prepared for Blackwood Drive Recreation Reserve, Weir Views East Sports Reserve and Brookfield Recreation Reserve.

An overview of each Option is provided in the map below and pages 8 to 10. These options do not represent final or preferred options but provide some direction in terms of site locations and potential layout. Further investigations, site assessments and engagement with the rugby community are required to assess the suitability of each site to be developed for rugby union, associated costs and timeframes.

Map of Melton Township (Western Corridor) showing options for provision of 2 rugby union fields.



Blackwood Drive Recreation Reserve, Reynolds Place, Melton South

In 2022, the Melton Junior Football Netball Club relocated from Blackwood Drive Recreation Reserve to MacPherson Park. The site has the capacity to cater for 2 senior sized fields and smaller junior fields. The existing pavilion, car parking and sports field lighting support immediate use for rugby union. Blackwood Drive is a good candidate to be repurposed as a home venue for rugby union.

Pros: Blackwood Drive is an established facility that could be repurposed for rugby union use in the short-term with minimal investment. The reserve could be made available for use as early as the 2023 winter season. Due to the low initial investment required to accommodate rugby union the reserve would also be suitable to be allocated to the Warriors on either a temporary basis, whilst an alternate rugby union facility is developed, or as a permanent solution .

Cons: The main field would be oriented east-west (north-south is preferred). The second field does not have floodlighting and is a poorer quality field. Further investment will be required in the medium-long term to upgrade the playing fields and develop lighting on field 2. The reserve is currently being used as an overflow training venue by the Melton South Junior Football Club and this club would need to be relocated to an alternate training venue.

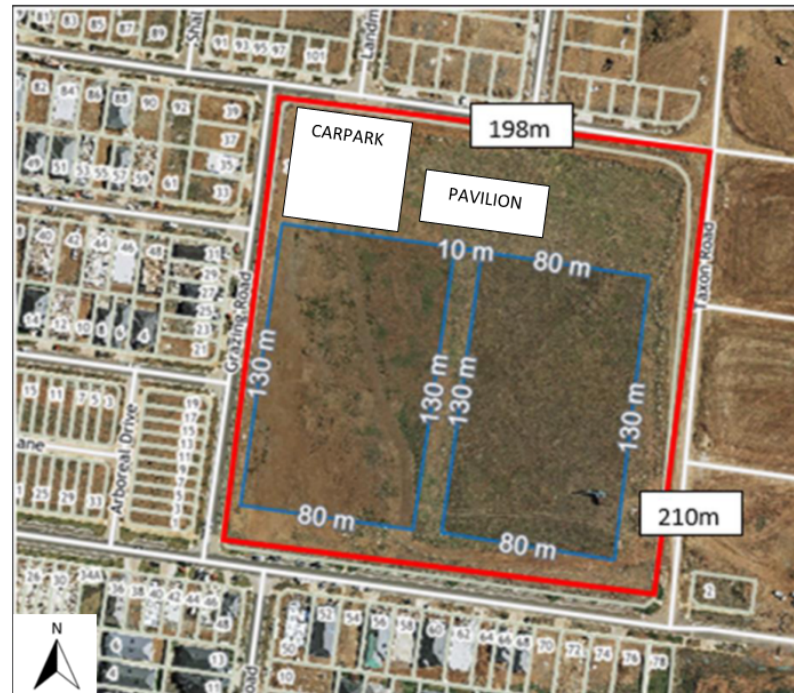


Weir Views East Sports Reserve, Shelterbelt Avenue and Grazing Road, Weir Views

The Toolern Precinct Structure Plan (PSP) includes provision for a four-hectare sports reserve located on the corner of Shelterbelt Avenue and Grazing Road, Weir Views. The reserve was originally intended for the development of a two-pitch soccer facility, pavilion, and associated amenities. The City of Melton Soccer Strategy identifies the reserve as being a secondary soccer venue, due to the capacity to accommodate only two pitches, and as such it is a good option to be developed as a home venue for rugby union. The reserve is currently programmed for delivery in the next 5–10 years.

Pros: As a new facility this reserve could be planned and developed specifically with rugby union use in mind, resulting in a more functional layout. There would be an opportunity to engage with the Warriors and Rugby Victoria as part of the planning and development of the facilities. The investment required to deliver a rugby union facility will be no different to the investment required to develop the reserve for soccer.

Cons: This reserve is not scheduled for development until the medium term and as such a temporary home for the Warriors would need to be made available until the development is complete. A planning amendment is required to the Toolern PSP to develop this space for any use other than soccer. A review of the Toolern PSP is currently underway.

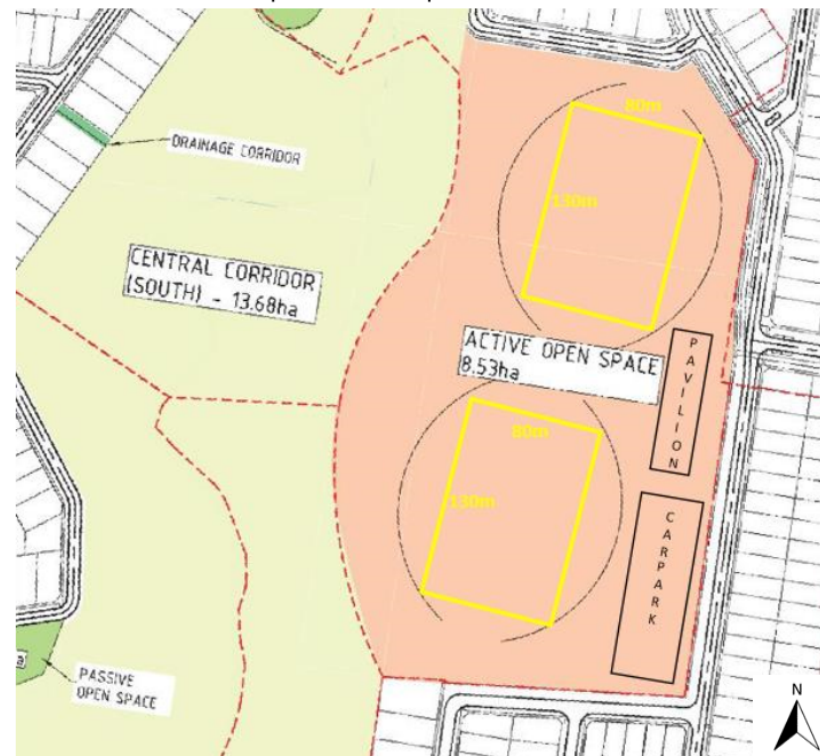


Brookfield Recreation Reserve

Brookfield Recreation Reserve is located on Clarkes Road, Brookfield. The reserve was originally intended for the development of a two-oval football (AFL) / cricket facility, pavilion, and associated amenities. There is a good supply of ovals in the Western Corridor and as such it is a good candidate to be developed as a home venue for rugby union. The reserve is currently programmed for delivery in the next 5–10 years.

Pros: As a new facility this reserve could be planned and developed specifically with rugby union use in mind, resulting in a more functional layout. There would be an opportunity to engage with the Warriors and Rugby Victoria as part of the planning and development of the facilities. The investment required to deliver a rugby union facility will be no different to the investment required to develop the reserve for football/cricket.

Cons: This reserve is not scheduled for development until the medium term and as such a temporary home for the Warriors would need to be made available until the development is complete.



Proposed Recommendations

It is recommended that the Warriors be relocated to Blackwood Recreation Reserve on a temporary basis commencing the winter 2023. The reserve is currently being used as an overflow training venue by the Melton South Junior Football Club and this club would need to be relocated to an alternate training venue.

It is recommended that further investigations, site assessments and cost planning be undertaken to assess the suitability of each option identified within this report to be developed for rugby union.

It is recommended that further engagement be undertaken with the Warriors and Rugby Victoria in assessing the options identified within this report.

12.4 MUNICIPAL ASSOCIATION OF VICTORIA REGIONAL GROUPING OF COUNCILS REVIEW

Author: Bradley Dosser - Manager Legal, Governance & Risk
Presenter: Roslyn Wai - Chief Executive Officer

PURPOSE OF REPORT

To obtain Council's view on which regional groupings of councils it wishes to be a part of in respect of its membership of the Municipal Association of Victoria (MAV).

RECOMMENDATION:

That Council:

1. Submit feedback on the Municipal Association of Victoria's Options Paper regarding regional groupings of councils, supporting Metropolitan Option 1.
2. Prepare a joint submission in conjunction with all western councils in support of Option 1.

REPORT

1. Executive Summary

Following the decision of MAV State Council to alter the number of regions from 12 to 10, the need has arisen to consider how the remaining regions will be reconfigured.

MAV has issued an Options Paper, provided as **Appendix 1** to this report, which addresses these considerations.

If Council wishes to provide feedback related to the configuration of the metropolitan region of which it is a part, it must provide its preference for one of two options presented prior to Wednesday 7 December 2022.

2. Background/Issues

The MAV Board seeks to consult with participating member councils to determine the regional groupings of councils and classify each member council as belonging to:

- one of the five regional groupings of metropolitan councils; or
- one of the five regional groupings of non-metropolitan councils.

Written feedback is due by Wednesday 7 December about the configuration of the MAV Board regional groupings of councils as proposed in the Options Paper, provided as **Appendix 1** to this report.

The feedback from councils will be a critical consideration when the MAV Board determines the regional groupings and classifies each council as belonging to one of those groupings.

Under the existing groupings, Melton is currently a member of the metropolitan west region. The choice between options presented is effectively who else is included in the western metropolitan region.

In Option 1, called the Metropolitan West Region, in addition to Melton, this includes:

- Wyndham
- Hobsons Bay
- Maribyrnong
- Brimbank
- Moonee Valley

In Option 2, called the Metropolitan North West Region, in addition to Melton, this includes:

- Wyndham
- Hobsons Bay
- Brimbank
- Hume
- Whittlesea

It is worth noting that region configurations do not preclude councils from participating in other regional groups in pursuit of delivering the best possible outcomes for their communities.

The regional groupings will be determined at a MAV Board meeting in December. All MAV Members and MAV delegates will be advised of the outcome within 14 days of the decision being made. Cr Majdlik is Melton City Council's delegate, and so will receive this advice on behalf of Melton City Council.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

Not applicable.

5. Consultation/Public Submissions

Not required.

6. Risk Analysis

There are no risks identified resulting from the consideration of this report.

7. Options

Council has the option to:

1. Adopt the officers' recommendations as presented in this report;
2. Submit feedback to the MAV on its Options Paper supporting Metropolitan Option 2; or
3. Not submit feedback to the MAV on its Options Paper.

LIST OF APPENDICES

1. MAV Board Regional Groupings Review Options Paper



MAV Board Regional Groupings of Councils Review Options Paper _____



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3 **1. Introduction**
2. Review Principles

4 **3. Current Regional Groupings**

5 **4. Other (Non-MAV Board) Regional Groupings**

6 **5. Regional Grouping Options**

14 **How to Provide Feedback**

15 **Attachment 1**

Foreword



From the MAV President

On behalf of the MAV Board, I am pleased to release this Options Paper and invite feedback from councils on the options presented for the new configuration of the MAV regional groupings of councils.

The need for the review of groupings, follows the decision of State Council to alter the number of regions from 12 to 10 and the number of delegates elected to the MAV Board as Directors from 12 to 10.

The regional groupings were last reviewed in the early 2000s. This review provides an opportunity to consider present-day requirements including how to group councils in a way that best serves the sector and the good governance of the MAV. In future, the MAV Rules 2022 provide for regional grouping reviews to be conducted at least once every six years.

Whilst there are many ways to configure the regional groupings, the Board's identification of options was underpinned by the following principles. The principles, applied as a whole and not on a hierarchy, provide that each regional grouping should have an equal number of councils; each regional grouping should comprise of councils with common interests; and regional groupings should align with other representative structures that engage with councils.

The MAV Rules 2022 continue the requirement for State Council to determine the number of regions, and the Board to determine the configuration of regional groupings and the member councils

within each group. The feedback from councils about location and appropriateness of the regional groupings will be a critical consideration to assist the Board to make its decision.

Given the next MAV Board elections will be held on 3 March 2023, the Board is aiming to make its decision about the regional groupings in December this year. This will provide time for the MAV delegates to prepare for the elections and enable the MAV to make the necessary preparations for the elections as required by the MAV Rules 2022.

As demonstrated during our recent review of the MAV Rules, the MAV Board is committed to consultation with our members and we look forward to engaging with councils about this review. We invite and encourage all councils to provide [feedback](#) on the options proposed for the metropolitan and non-metropolitan regional groupings by Wednesday 7 December 2022.

A handwritten signature in black ink, which appears to read 'David Clark'.

Cr David Clark
MAV President

19 October 2022



1. Introduction

The Municipal Association of Victoria (MAV) Rules 2022 (the Rules) were made, subject to Governor in Council approval and publication in the Victoria Government Gazette, at the Special meeting of State Council on Friday 16 September 2022.¹

The Rules create an MAV Board comprised of the President and ten delegates elected to the Board in the office of Director – five from metropolitan councils and five from non-metropolitan councils. Under the former MAV Rules 2013, the MAV Board comprised the President and 12 Board Members – six from metropolitan and six from non-metropolitan councils.

In accordance with the Rules, the MAV Board must now consult participating member councils to determine the regional groupings of councils and classify each member council as belonging to:

- one of the five regional groupings of metropolitan councils; or
- one of the five regional groupings of non-metropolitan councils.

The MAV Board has appointed John Nevins, a former local government CEO and Victorian public sector senior executive, as the independent consultant

to make a recommendation to the Board about the regional groupings of councils following consultation with councils.

A Steering Committee has been appointed to support this project and report to the Board comprising of the MAV President Cr David Clark, and Cr Ruth Gstrein, Deputy President (Rural) and Cr Rohan Leppert, Deputy President (Metro).

This Options Paper invites councils to provide feedback about two options for the regional groupings of metropolitan councils and two options for the regional groupings of non-metropolitan councils.

The MAV Board intends to finalise the review of the regional groupings by making a determination about the classification of each council and the regional groupings in December. This will provide the required time to prepare for the MAV Board elections which will be held on 3 March 2023. Once the determination and classification has been made the Board must, under the Rules, notify each council within 14 days about the decision of the Board.

2. Review Principles

The MAV Board has resolved to apply the following principles in determining which regional grouping a council will belong to:

- each region should be of equal electoral size (number of councils)
- each region should comprise of councils with common interests, be these spatial or by nature of the councils' operating environment; and

- MAV regions should align with other representative structures that engage with councils.

These principles will be applied as a whole and not on a hierarchy.

The Board's intention is to create fairness and equity in the voting system across councils keeping in mind the primary purpose of the regional groupings is to elect the MAV Board Directors.

¹ The MAV Rules 2022 will commence on the day the Rules are published in the Victoria Government Gazette. Councils will be notified when this occurs.



3. Current Regional Groupings

Since the early 2000s there have been 12 MAV Board regions, six covering non-metropolitan Victoria and six covering metropolitan Melbourne. The existing groups are shown in [Attachment 1](#).

As demonstrated in *Table 1: Council Numbers - Current MAV Board Regions* (refer below), there is no consistency in the number of councils in the existing 12 regions. Apart from Mornington Peninsula's membership of the Interface Region, all regional groups are based on geographic location, with each group comprised of a cluster of councils that share municipal boundaries.

3.1 Metropolitan Regional Groupings

The existing six metropolitan regional groupings are made up of 31 councils. The regional groupings vary in resident population size from 672,601 to 989,433. The total combined resident population of these councils is 4,890,986, which represents 74.7 per cent of Victoria's resident population.² Three metropolitan regional groupings have five council members, two have six council members and one regional grouping has four council members.

The Metropolitan Southern Region has the smallest number of council members, with four councils, and represents 13.19 per cent of the Victorian resident population. The Interface Region with its six member councils represents

15.11 per cent of the Victorian resident population. These regions represent at least two per cent more of the Victorian resident population than the three metropolitan Board regions with five council members (Metropolitan Central, Metropolitan South-East, Metropolitan East).

It is of interest to note that the current Interface Region does not include all interface councils. A third of the interface councils are members of other metropolitan regions.

3.2 Non-metropolitan Regional Groupings

The existing six non-metropolitan regional groupings include 48 councils. The regions vary in resident population size from 132,880 to 511,979. In total they have a combined resident population of 1,656,108, which represents 25.3 per cent of the Victorian resident population.³ One non-metropolitan regional grouping has six council members, two regional groupings have seven council members, two regional groupings have eight council members and one regional grouping, Rural North-East, has 12 council members.

The non-metropolitan South Central Region with a resident population of 511,979, equal to 7.82 per cent of Victoria's resident population, is the largest non-metropolitan region based on resident population. This region comprises eight council members based around and incorporating Geelong.

Table 1: Council Numbers – Current MAV Board Regions

Metropolitan MAV Board Region	Number of Councils	Non-metropolitan MAV Board Region	Number of Councils
Metropolitan Central	5	Rural North-West	8
Metropolitan South-East	5	Rural South-West	7
Metropolitan East	5	Rural North-Central	7
Metropolitan Southern	4	Gippsland	6
Metropolitan West	6	Rural North-East	12
Interface	6	Rural South-Central	8
Metropolitan total	31	Non-metropolitan total	48
TOTAL COUNCILS			79

2. Data Source: Australian Bureau of Statistics: Regional Population, 2021

3. Data Source: Australian Bureau of Statistics: Regional Population, 2021



4. Other (Non-MAV Board) Regional Groupings

Victorian councils are members of various regional groups. Several of these are determined by the Victorian government. Most of them are established and driven by councils' shared interests and objectives.

In addition to State Upper and Lower House electoral boundaries (which do not align with council boundaries) examples of State Government-instigated council groupings include:

- Regional Development Victoria's nine Regional Partnerships.
- Department of Health's 28 primary care partnerships (PCPs) - 19 in rural Victoria and nine in the metropolitan Melbourne area.
- The six metropolitan regions under Plan Melbourne.

Most regional groups are driven by councils themselves. For the purposes of this Options Paper more than 20 council groupings were reviewed including:

- LeadWest comprising five councils in Melbourne's West
- G21 Geelong Region Alliance comprising five councils
- Interface Councils comprising ten councils that form a ring around metropolitan Melbourne

- M9 - an alliance of nine inner Melbourne councils
- South East Councils Climate Change Alliance (SECCCA) comprising nine councils
- Northern Councils Alliance (NCA) comprising seven councils
- Northern Alliance for Greenhouse Action (NAGA) comprising nine councils
- Regional Cities Victoria comprising ten councils
- Association of Bayside Municipalities comprising nine councils
- Timber Towns Victoria comprising 21 councils
- Rural Councils Victoria comprising 38 councils
- Murray River Group of Councils comprising six councils
- North East Local Government Network comprising 12 councils
- Eastern Region Group of Councils comprising six councils
- Inner Southern Metropolitan Mayors Forum comprising six councils.

The size and membership of each group is largely determined by the specific shared purpose(s) of the group.



5. Regional Grouping Options

The draft options for the regional groupings of councils are proposed in sections 5.1 and 5.2. These options have been informed by the following observations and considerations:

- a) the status quo must change. The Rules provide for ten regional groupings – five metropolitan and five non-metropolitan. This necessitates change to the existing 12 regions.
- b) there is no single right way to configure the regional groupings, multiple options exist. The MAV Board will apply the principles in section 2 above.
- c) region configurations do not preclude councils from participating in other regional groups in pursuit of delivering the best possible outcomes for their communities.
- d) spatial connectivity of a regions' member councils continues to be a dominant consideration. Except for Mornington Peninsula's membership of the current Interface Region, spatial connectivity and the associated community and economic interactions this connectivity provides, has been a key feature of existing regions.
- e) there is no consistent Victorian Government regional grouping of councils.
- f) individual councils are members of multiple different regional groups and associations.
- g) the membership of existing council groupings, including those established by the State Government, are primarily structured for the specific purpose or shared interest of each individual group.
- h) the existing regional groupings do not have an equal number of council members. The new groupings will also be unable to have an equal number of councils because 31 metropolitan councils and 48 non-metropolitan councils cannot be evenly divided into five groups each.
- i) there is not and cannot be consistency between metropolitan and non-metropolitan regions in terms of the number of councils in each region.
- j) within each option, some but not all regions can have equal numbers of councils and similar population sizes.
- k) with the Rules requiring each MAV Board Director to regularly meet with the other delegates and participating member councils within the region that they represent, the geographic and landscape features of eastern Victoria impacting the construct of the current Gippsland group of councils are still a significant consideration regardless of recent improvements in online connectivity.

5.1 Options: Metropolitan Regional Groupings

5.1.1 Metropolitan Option 1

This option is based on a variation of Plan Melbourne's six metropolitan regions, which, except for Mitchell Shire Council, align with the Metropolitan Partnership boundaries. Under this option, Plan Melbourne's Inner Metro Region would be merged with the Inner South East Region into a proposed "Inner Metropolitan South East Region". All other regions in this option match the Plan Melbourne regions. This would result in four metropolitan regional groupings each with six member councils and one metropolitan regional grouping with seven member councils.

The assessment of Option 1 against the review principles outlined in section 2 is as follows:

Principle: Each region should be of equal electoral size (number of councils)

Complies as best able. This option provides for four regional groupings with six councils each and one regional grouping with seven councils.



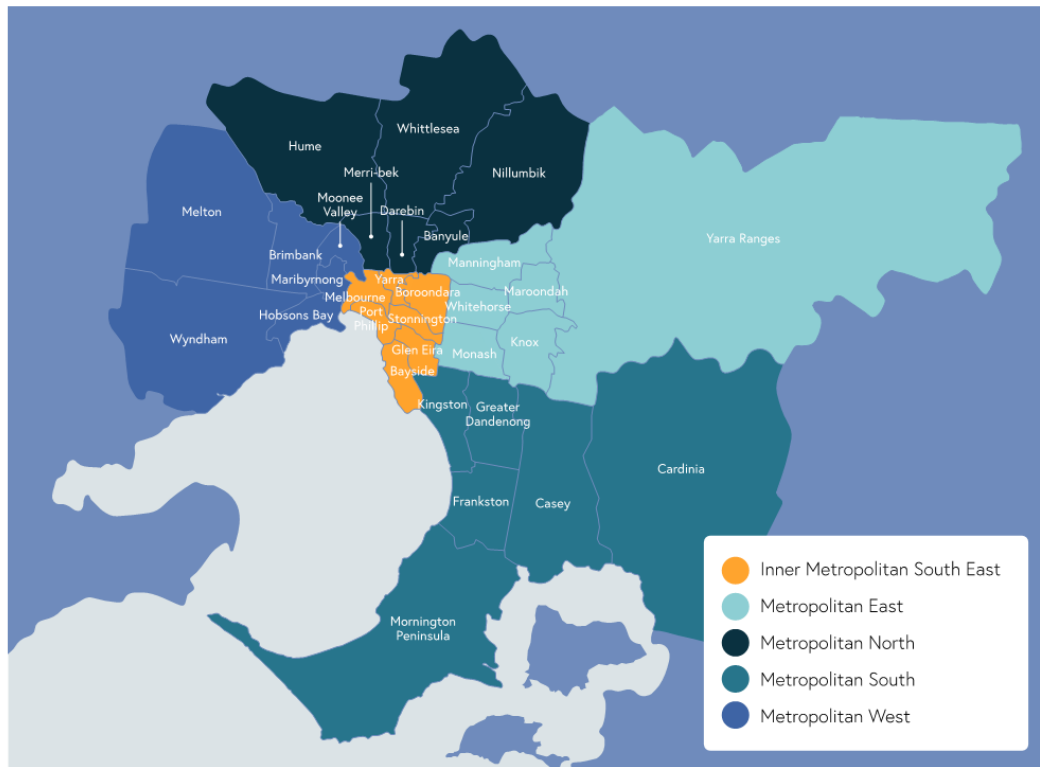
Principle: Each region should comprise of councils with common interests, be these spatial or by nature of the councils' operating environment

This option complies in that all councils in each regional grouping have spatial continuity with associated community and economic interactions across some or all of a region's members.

Principle: MAV regions should align with other representative structures that engage with councils

This option complies as it is based on Plan Melbourne's six metropolitan regions, with the only variation being the joining of two regions.

Metropolitan Option 1



Metropolitan Option 1	Member Councils	Number of Councils
Inner Metropolitan South East (IMSE)	Bayside, Boroondara, Glen Eira, Melbourne, Port Phillip, Stonnington, Yarra	7
Metropolitan East (ME)	Knox, Manningham, Maroondah, Monash, Whitehorse, Yarra Ranges	6
Metropolitan North (MN)	Banyule, Darebin, Hume, Merri-bek, Nillumbik, Whittlesea	6
Metropolitan South (MS)	Cardinia, Casey, Frankston, Greater Dandenong, Kingston, Mornington Peninsula	6
Metropolitan West (MW)	Brimbank, Hobsons Bay, Maribyrnong, Melton, Moonee Valley, Wyndham	6
TOTAL COUNCILS		31



5.1.2 Metropolitan Option 2

This option proposes:

- the Metropolitan East Region be the same as Option 1.
- expansion of the existing Metropolitan Central Region to include Moonee Valley and Maribyrnong Councils
- reconfiguration of the remaining three regions.

This option provides for four regions with six councils and one region with seven councils.

The assessment against the review principles outlined in section 2 is as follows:

Principle: Each region should be of equal electoral size (number of councils)

Complies as best able. This option provides for four regional groupings with six councils each and one regional grouping with seven councils.

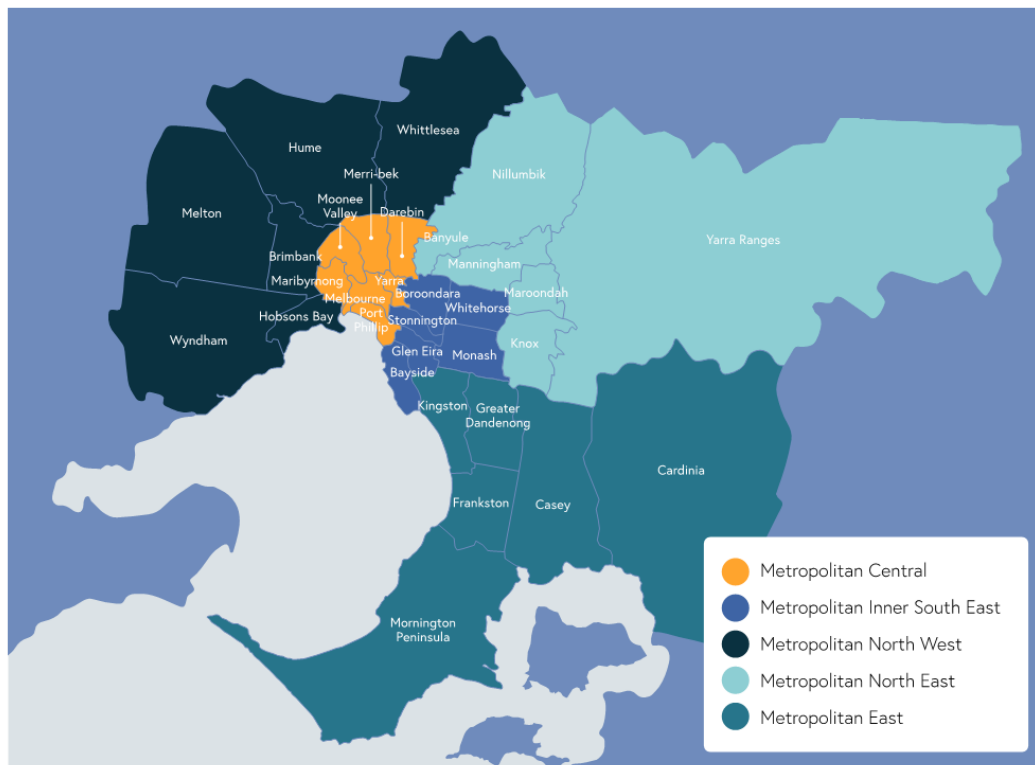
Principle: Each region should comprise of councils with common interests, be these spatial or by nature of the councils' operating environment

This option complies as all councils in each regional grouping have spatial continuity with associated community and economic interactions across some or all of a region's members.

Principle: MAV regions should align with other representative structures that engage with councils

This option is not based on a single existing state or local government grouping of councils. It draws on a range of groupings of metropolitan councils.

Metropolitan Option 2





Metropolitan Option 2	Member Councils	Number of Councils
Metropolitan Central (MC)	Darebin, Maribyrnong, Melbourne, Merri-bek, Moonee Valley, Port Phillip, Yarra	7
Metropolitan North East (MNE)	Banyule, Knox, Manningham, Maroondah, Nillumbik, Yarra Ranges	6
Metropolitan East (ME)	Cardinia, Casey, Frankston, Greater Dandenong, Kingston, Mornington Peninsula	6
Metropolitan Inner South East (MISE)	Bayside, Boroondara, Glen Eira, Monash, Stonnington, Whitehorse	6
Metropolitan North West (MNW)	Brimbank, Hobsons Bay, Hume, Melton, Whittlesea, Wyndham	6
TOTAL COUNCILS		31

Metropolitan Options Comparison vs Current

Option 1

Option 2

Current Metropolitan Regions*

MAV Board Region	Number of Member Councils	MAV Board Region	Number of Member Councils	MAV Board Region	Number of Member Councils
IMSE	7	MC	7	MC	5
ME	6	MNE	6	MSE	5
MN	6	ME	6	ME	5
MS	6	MISE	6	MS	4
MW	6	MNW	6	MW	6
				I	6
TOTAL COUNCILS	31	TOTAL COUNCILS	31	TOTAL COUNCILS	31

*Refer to Attachment 1



5.2 Options: Non-metropolitan Regional Groupings

5.2.1 Non-metropolitan Option 1

This option is based on the nine Regional Development Victoria's (RDV) Regional Partnerships and proposes retaining RDV's Gippsland Region and combines the other eight regions to form four regions as follows:

- Goulburn and Ovens Murray Regional Partnership Regions combined.
- Loddon Campaspe and Mallee Regional Partnership Regions combined.
- Wimmera Southern Mallee and Central Highlands Regional Partnerships combined, excluding Golden Plains.
- Great South Coast and Barwon Regional Partnership Regions combined, with Golden Plains included.

The assessment against the review principles outlined in section 2 is as follows:

Principle: Each region should be of equal electoral size (number of councils)

Arguably complies as most reasonably practical. This option delivers one regional grouping (Gippsland) with six councils, three regional groupings with ten councils each and one regional grouping with 12 councils.

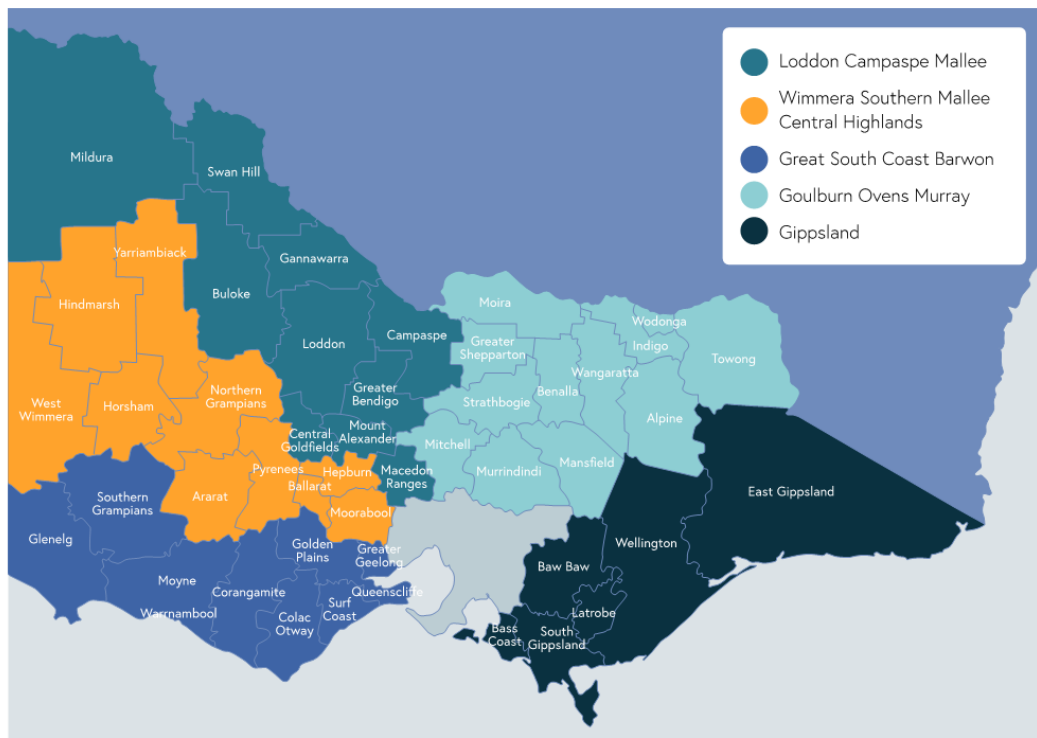
Principle: Each region should comprise of councils with common interests, be these spatial or by nature of the councils' operating environment

This option complies as all councils in each regional grouping have spatial continuity with associated community and economic interactions across some or all of a region's members.

Principle: MAV regions should align with other representative structures that engage with councils

This option substantially complies as it is based on Regional Development Victoria's (RDV) nine Regional Partnership Regions. The Gippsland Region is unchanged and the other eight RDV Regions have been combined to form four MAV Board regional groupings with Golden Plains shifting to a different region.

Non-Metropolitan Option 1





Non-Metropolitan Option 1	Member Councils	Number of Councils
Gippsland (G)	Bass Coast, Baw Baw, East Gippsland, Latrobe, South Gippsland, Wellington	6
Goulburn Ovens Murray (GOM)	Alpine, Benalla, Greater Shepparton, Indigo, Mansfield, Mitchell, Moira, Murrindindi, Strathbogie, Towong, Wangaratta, Wodonga	12
Great South Coast Barwon (GSCB)	Colac Otway, Corangamite, Glenelg, Golden Plains, Greater Geelong, Moyne, Queenscliffe, Southern Grampians, Surf Coast, Warrnambool	10
Loddon Campaspe Mallee (LCM)	Buloke, Campaspe, Central Goldfields, Gannawarra, Loddon, Greater Bendigo, Macedon Ranges, Mildura, Mount Alexander, Swan Hill	10
Wimmera Southern Mallee Central Highlands (WSMCH)	Ararat, Ballarat, Hepburn, Hindmarsh, Horsham, Moorabool, Northern Grampians, Pyrenees, West Wimmera, Yarriabiack	10
TOTAL COUNCILS		48



5.2.2 Non-metropolitan Option 2

This option proposes:

- the Gippsland and Rural North East regions are the same as Option 1.
- a different configuration for the three other MAV Board regions.

The assessment against the review principles outlined in section 2 is as follows:

Principle: Each region should be of equal electoral size (number of councils)

All regional groupings under this option have a different number of member councils, with the numbers ranging from six to 12.

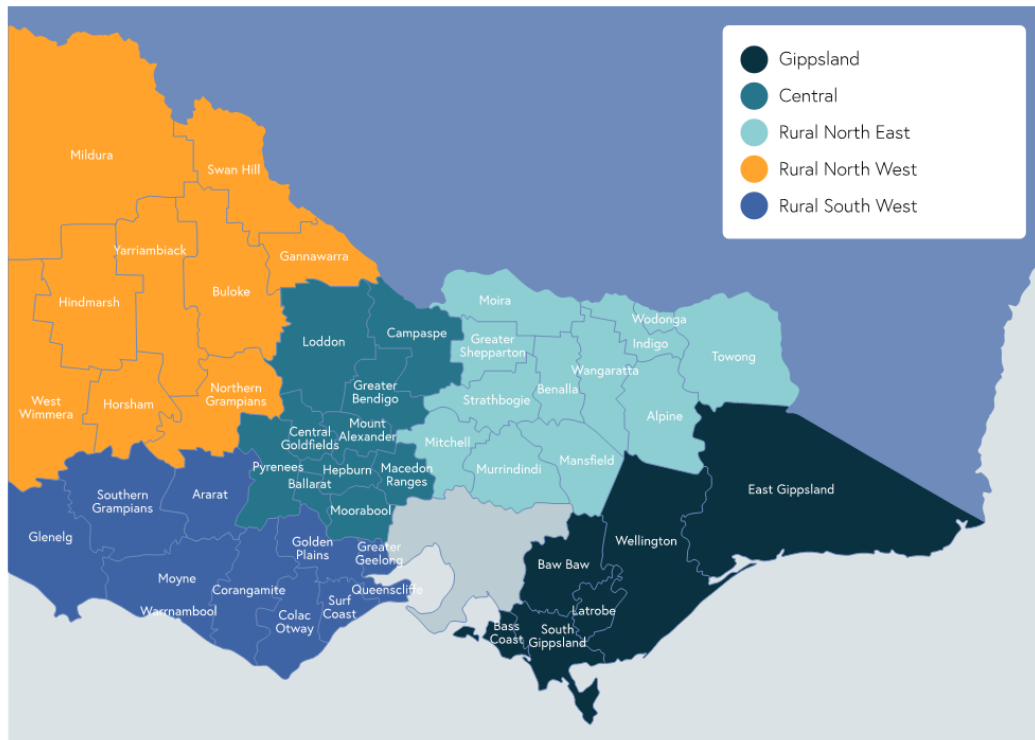
Principle: Each region should comprise of councils with common interests, be these spatial or by nature of the councils' operating environment

This option complies in that all councils in each regional grouping have spatial continuity with associated community and economic interactions across some or all of a region's members.

Principle: MAV regions should align with other representative structures that engage with councils

This option is not based on a single existing State or local government grouping of councils. It draws on a range of groupings of non-metropolitan councils. The Gippsland and Rural North East Regions reflect the existing regional groupings.

Non-Metropolitan Option 2





Non-Metropolitan Option 2	Member Councils	Number of Councils
Central (C)	Ballarat, Campaspe, Central Goldfields, Greater Bendigo, Hepburn, Loddon, Macedon Ranges, Moorabool, Mount Alexander, Pyrenees	10
Gippsland (G)	Bass Coast, Baw Baw, East Gippsland, Latrobe, South Gippsland, Wellington	6
Rural North East (RNE)	Alpine, Benalla, Greater Shepparton, Indigo, Mansfield, Mitchell, Moira, Murrindindi, Strathbogie, Towong, Wangaratta, Wodonga	12
Rural North West (RNW)	Buloke, Gannawarra, Hindmarsh, Horsham, Mildura, Northern Grampians, Swan Hill, West Wimmera, Yarriambiack	9
Rural South West (RSW)	Ararat, Colac Otway, Corangamite, Glenelg, Golden Plains, Greater Geelong, Moyne, Queenscliffe, Southern Grampians, Surf Coast, Warrnambool	11
TOTAL COUNCILS		48

Non-Metropolitan Options Comparison vs Current

Option 1

Option 2

Current Non-Metropolitan Regions*

MAV Board Region	Number of Member Councils	MAV Board Region	Number of Member Councils	MAV Board Region	Number of Member Councils
G	6	C	10	G	6
GOM	12	G	6	RNC	7
GSCB	10	RNE	12	RNE	12
LCM	10	RNW	9	RNW	8
WSMCH	10	RSW	11	RSC	8
				RSW	7
TOTAL COUNCILS	48	TOTAL COUNCILS	48	TOTAL COUNCILS	48

*Refer to Attachment 1



How to Provide Feedback

Our Members are invited to provide feedback about this Options Paper following a council resolution or if there is no resolution by responding via correspondence from the Mayor or Chief Executive Officer.

Written feedback is requested by 5pm on Wednesday 7 December 2022 and can be emailed to John Nevins via the email address mavboardregions@mav.asn.au.

The written feedback will be published on the MAV's Members extranet site unless requested otherwise.

The MAV Board will consider all feedback. The regional groupings will be determined at a Board meeting in December. All MAV Members and MAV delegates will be advised of the outcome within 14 days of the decision being made.

Queries can be directed to John Nevins by [email](#) or on **0411 191 918**.

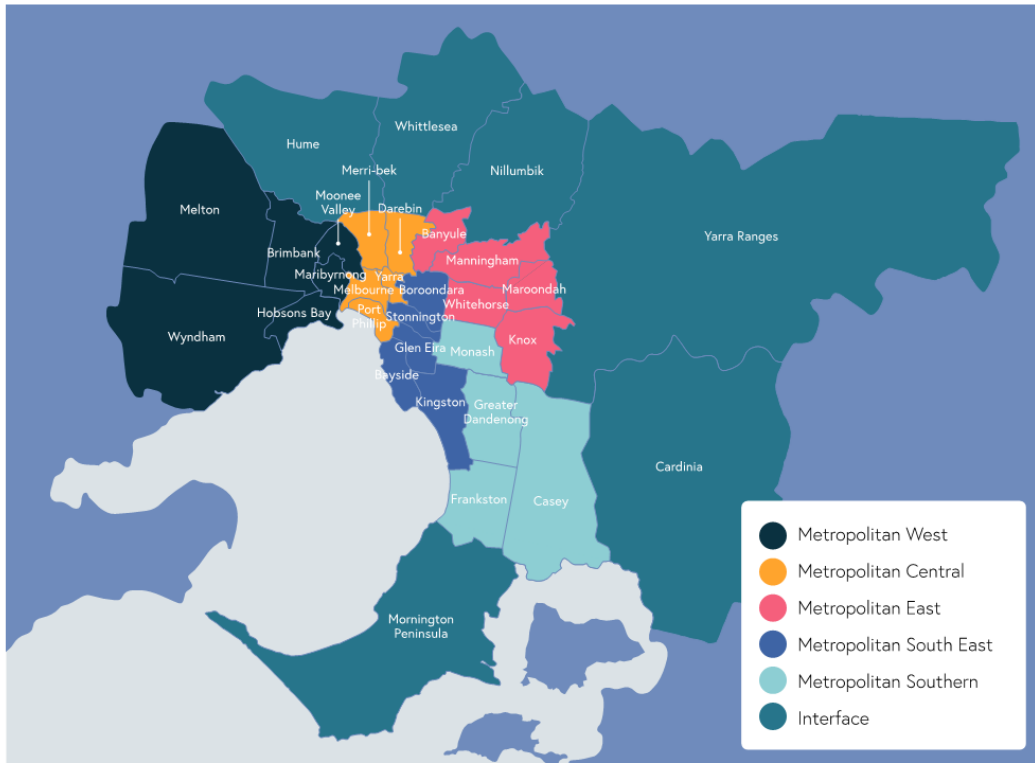
A copy of this Options Paper and the MAV Rules 2022 are available at mav.asn.au.



Attachment 1

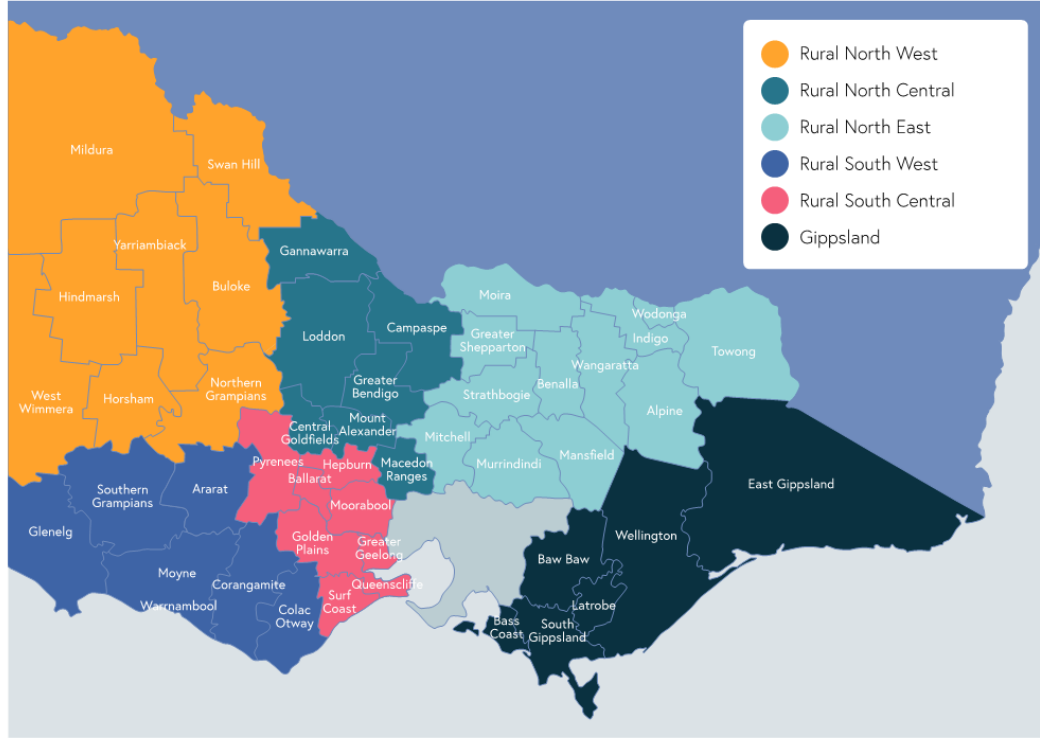
Current MAV Board Regions

Metropolitan Regions





Non-metropolitan Regions





Municipal Association of Victoria
GPO Box 4326, Melbourne 3001
O3 9667 5555
inquiries@mav.asn.au
www.mav.asn.au

12.5 PLANNING SCHEME AMENDMENT C236 - 206-388 BEATTYS ROAD, FRASER RISE

Author: Kate Barclay - Property and Investment Coordinator
Presenter: Luke Shannon - Executive Lead Strategic Initiatives

PURPOSE OF REPORT

To consider the adoption of Planning Scheme Amendment C236 to the Melton Planning Scheme.

RECOMMENDATION:

That Council:

1. Adopt Planning Scheme Amendment C236 as exhibited, without changes as contained in **Appendix 1**.
2. Submit the amendment to the Minister for Planning for approval.

REPORT

1. Executive Summary

The amendment applies to land located at 206-388 Beattys Road, Fraser Rise. The amendment seeks to apply a Public Acquisition Overlay (PAO) to part of 206-388 Beattys Road to facilitate the land acquisition for indoor recreation - aquatic centre in accordance with the Plumpton Precinct Structure Plan (PSP).

At the ordinary meeting of Council on 15 August 2022, Council resolved to seek Authorisation from the Minister for Planning to prepare and exhibit Amendment C236. Authorisation was received under delegation from the Minister on 25 August 2022.

The Amendment was exhibited from 21 September 2022 to 23 October 2022. No submissions were received during the exhibition period.

It is recommended that Council adopt the Amendment (**Appendix 1**) and submit the Amendment to the Minister for Planning for approval.

2. Background/Issues

The Melton City Council Aquatic Plan 2014-2034 (Aquatic Plan) was adopted by Council on 23 September 2014. The Aquatic plan was prepared to provide guidance and direction for the future provision of aquatic facilities across the City of Melton.

The Aquatic Plan endorsed the position to investigate options to purchase a site of four (4) hectares for a new district aquatic facility in the Plumpton Precinct Structure Plan (PSP) area and once a suitable site was identified, prepare a Business Case and Funding Strategy for consideration of Council.

The Plumpton Aquatic Leisure Centre Business Case and Funding Strategy – October 2017 (the Strategy) was prepared to implement the recommendation of the adopted Aquatic Plan 2014-2034. The Strategy was presented in the Confidential section of the Ordinary Meeting of Council on 16 October 2017. At this meeting Council resolved on the components consistent with a district level facility at the site within the Plumpton PSP.

Planning for the Kororoit and Plumpton PSPs commenced in 2013. The Precinct Structure Plans were exhibited in June 2016 and identified land located at 206-388 Beattys Road, Fraser Rise within the Plumpton PSP for indoor recreation - aquatic centre. Council prepared a submission to the Precinct Structure Planning process and provided support for the PSP at the 22 August 2016 Council Meeting.

An independent Planning Panel was convened to hear submissions made in relation to the exhibited Precinct Structure Plan. In relation to the aquatic centre the Panel found that the Beattys Road site identified for the aquatic centre was deemed the optimal location for the following reasons:

- Provides convenient and direct public transport connections
- Is highly accessible by pedestrians and cyclists
- Has good public exposure
- Is accessible from the broader catchment.

The Plumpton PSP was approved by the Minister for Planning on 1 February 2018 and gazetted into the Melton Planning Scheme in July 2018. The Infrastructure Contribution's Plan (ICP) was gazetted into the Melton Planning scheme in October 2019 and allocated as a land project 50 percent of the land for the aquatic centre to be funded through the ICP as it serviced the local catchment and the district catchment (**Appendix 3**).

The site 206-388 Beattys Road, Fraser Rise

The site of the proposed Aquatic Centre is located on land at 206-388 Beattys Road, Fraser Rise (**Appendix 2**). The wider site is located on the north eastern corner of the intersection of Beattys Road and Plumpton Road, Fraser Rise. The site is generally flat and cleared for agricultural uses. The site is currently formally accessed off Plumpton Road, no other roads are provided in and around the site, and no formal access is provided off Beattys Road.

The four (4) hectare site for the Aquatic Centre includes part of the Beattys Road reserve occupying 0.4 hectares, with the remaining 3.6 hectares in private ownership. Council needs to acquire 3.6 hectares of which 1.8 hectares is funded through ICP contributions.

A waterway dissects the site centrally from north to south, leading to a water catchment situated to the centre of the site, just north of Beattys Road. No development has commenced on the subject land and the site is currently not serviced by water, drainage, sewer, gas, electricity, nbn and road infrastructure. The land surrounding the site to the south east and the north east is slowly developing for residential purposes in accordance with the approved Plumpton PSP.

Planning Scheme Amendment C236

The amendment applies to land located at 206-388 Beattys Road, Fraser Rise. The land is subject to Clause 37.07 Urban Growth Zone, Schedule 11 Plumpton Precinct Structure Plan, and Clause 45.11 Infrastructure Contributions Overlay, Schedule 1 Plumpton & Kororoit infrastructure contributions plan, October 2019.

The amendment will provide certainty around the timing for the delivery of the aquatic centre for the growing population of Fraser Rise and surrounding suburbs within the Melton growth corridor by incorporating the Public Acquisition Overlay (PAO).

The amendment seeks to apply the PAO to part of 206-388 Beattys Road to facilitate the land acquisition for indoor recreation - aquatic centre in accordance with the Plumpton Precinct Structure Plan (PSP).

Specifically, the Amendment makes the following changes:

- Applies PAO13 to part of 206-388 Beattys Road, Fraser Rise and amends Planning Scheme Map nos. 9PAO and 10PAO;
- Amends the Schedule to Clause 45.01 Public Acquisition Overlay to introduce PAO13, to designate Council as the acquiring authority and specify land acquisition for indoor recreation – aquatic centre.

At the ordinary meeting of Council on 15 August 2022, Council resolved to seek Authorisation from the Minister for Planning to prepare and exhibit Amendment C236. Authorisation was received under delegation from the Minister on 25 August 2022.

The Amendment was exhibited from 21 September 2022 to 23 October 2022. No submissions were received during the exhibition period.

Council is continuing to engage with the Victorian Planning Authority (VPA) in relation to clarifying within the Plumpton Infrastructure Contributions Plan (ICP) the land funded via the ICP and the land Council needs to acquire.

This process would be facilitated via a further Planning Scheme Amendment, which would be led by the VPA. While this is not essential to the application of the PAO on the land at 206-388 Beattys Road, Fraser Rise, it may reduce the complexity of the compensation process following the vesting of the land to Council.

Strategic assessment

Ministerial Direction No 11 requires amendments to be assessed against several guidelines. This strategic assessment has been undertaken and it is considered that the amendment adequately addresses the guidelines.

The Amendment supports the Planning Policy Framework. Specifically, it supports:

- Clauses 11.02 Managing Growth and 11.03 Planning for Places. The Amendment supports the development of a walkable neighbourhood and facilitates the logical and efficient provision of infrastructure.
- Clause 15.01-4S Healthy Neighbourhoods seeks to achieve neighbourhoods that foster healthy and active living and community wellbeing including conveniently located public spaces for active recreation and leisure and amenities and protection to support physical activity in all weather conditions.
- Clause 19 Infrastructure, this amendment proposes to ensure land is available to facilitate the timely delivery of community and recreation infrastructure to support the growing population.
- the Local Planning Policy Framework and the Municipal Strategic Statement. It supports Clause 21.02-1 Urban Growth Areas, which aims to manage urban growth in a timely way through providing open space that facilitates a range of recreational opportunities in appropriate locations with good connectivity and supporting the provision of infrastructure in areas where growth is occurring.
- Clause 21.11-1 Provision of Infrastructure, which aims to ensure new development and community infrastructure meets the needs of the community in a timely and efficient way. Urban development needs to be properly staged and managed to ensure that development and community infrastructure are provided in an efficient, sensible and timely manner.

Land Acquisition and Compensation Process

Following approval of the Amendment by the Minister for Planning, PAO13 would then be gazetted into the Melton Planning Scheme and applied to part of the land at 206-388 Beattys Road, Fraser Rise.

Council is then required to issue a Notice of Intention to Acquire (NOIA) the land giving notice that the land will be compulsorily acquired in accordance with the *Land Acquisition and Compensation Act 1986* (the LAC Act).

Following the issue of NOIA and two months after the service of the NOIA, Council can then issue a Notice of Acquisition (NOA) and the land is vested to Council. Given that a NOIA expires after six months, this generally means that an acquiring authority has a period of two to six months in which to complete its acquisition following the Notice of Intention to Acquire.

An initial offer of compensation must be made within fourteen days of publishing the Notice of Acquisition. The LAC Act contains procedures to address any dispute in relation to the value of the portion of the acquired land not funded under the ICP.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

3. A fast growing, innovative and well-planned City

3.2 Health and community services are accessible locally.

4. Financial Considerations

The Kororoit and Plumpton ICP is collecting contributions to acquire land and construct identified transport, community and recreation infrastructure projects located within the Plumpton PSP area.

There is a current allocation within Council's operating budgets of \$4 million to contribute to the costs of acquisition for the 1.8ha to be funded by Council.

Land acquired through the PAO process often costs Council more than land transferred by agreement because the process is one where there can be a dispute on valuation. However, if a landowner is not intending on developing land in a reasonable time or is unwilling to negotiate, it is the timeliest mechanism left for Council to secure the land it needs to facilitate community infrastructure in a timely manner.

The ultimate process for compensation and final reimbursement will continue to play out following the application of the PAO and the landowner will be entitled to compensation commensurate with the process under the Land Acquisition and Compensation Act 1986 (the LAC Act).

Council officer time and resources are involved in the preparation, public exhibition, panel hearing process and adoption of an amendment. Council is required to pay the statutory fees associated with the amendment.

The costs associated with Planning Scheme Amendments are generally covered by Council's recurrent budget.

5. Consultation/Public Submissions

Public Exhibition

At the ordinary meeting of Council on 15 August 2022, Council resolved to seek Authorisation from the Minister for Planning to prepare and exhibit Amendment C236. Authorisation was received under delegation from the Minister on 25 August 2022.

Council made a request under section 20(1) of the *Planning and Environment Act 1987* from the notice requirements of section 19 to exempt the requirement of a notice in the newspaper on the basis that only one landowner was materially affected by the Amendment. An exemption was granted on 2 September 2022.

Amendment C236 was exhibited from 21 September to 23 October 2022 in accordance with s145 of the *Planning and Environment Act 1987*. Letters were sent via hardcopy and via email to:

- The affected landowner.
- The Victorian Planning Authority.
- Prescribed Ministers.

A notice was also placed in the Government Gazette on 21 September 2022.

The amendment was also available for public inspection during the exhibition period at the following locations:

- On Council's website.
- On the Department of Environment, Land, Water and Planning's website.
- At the Melton City Council Municipal office.

In addition to the statutory notification of the land owner, Council directly contacted the land owner.

The exhibition period concluded on 23 October 2022 and no submissions were received.

6. Risk Analysis

Should Council choose to abandon the Amendment, it would prevent the designation of land for a public purpose and there would be no certainty around the timing of the acquisition of the land. This would further delay the planning for the aquatic facility resulting in a continued lack of sporting and recreational facilities for the growing community.

Councils timeline for the delivery of the Aquatic Centre and the lead in times for a facility of this nature mean that Council requires certainty of delivery of the required land.

The November 2022 State election may delay Ministerial approval of the Amendment.

Regarding notification to the landowner, prior to the approval of the Amendment by the Minister, the Minister may direct Council to give further notice to satisfy the Minister that the landowner received adequate notice of the Amendment. This applies even though the Council has addressed the notice requirements of the Act.

7. Options

Council can resolve to either:

1. Adopt Amendment C236 into the Melton Planning Scheme as exhibited and without changes as contained in **Appendix 1** and submit the Amendment to Minister for Planning for approval.
2. Not adopt Amendment C236 into the Melton Planning Scheme.

LIST OF APPENDICES

1. C236 Planning Scheme Ordinance
2. 206-388 Beattys Road, Fraser Rise
3. Extract Plumpton PSP Plan 3

Planning and Environment Act 1987

MELTON PLANNING SCHEME

AMENDMENT C236

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Melton City Council, which is the planning authority for this amendment.

The amendment has been made at the request of Melton City Council.

Land affected by the amendment

The amendment applies to part of 206-388 Beattys Road, Fraser Rise as shown in the map below



What the amendment does

The amendment seeks to apply a Public Acquisition Overlay (PAO) to part of 206-388 Beattys Road to facilitate the land acquisition for indoor recreation - aquatic centre in accordance with the Plumpton Precinct Structure Plan (PSP).

Specifically, the Amendment makes the following changes:

- Applies PAO13 to part of 206-388 Beattys Road, Fraser Rise and amends Planning Scheme Map nos. 9PAO and 10PAO;
- Amends the Schedule to Clause 45.01 Public Acquisition Overlay to introduce PAO13, to designate Council as the acquiring authority and specify land acquisition for indoor recreation – aquatic centre.

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Why is the amendment required?

The amendment is required to facilitate the acquisition of land to be used for public purposes. The amendment will provide certainty around the timing for the delivery of the aquatic centre for the growing population of Fraser Rise and surrounding suburbs within the Melton growth corridor in accordance with the Plumpton Precinct Structure Plan.

In the interests of timely infrastructure planning and delivery, Council seeks to apply a Public Acquisition Overlay to ensure the land is set aside as identified in the Planning Scheme being required for a public purpose, Indoor Recreation - Aquatic Centre.

The land will be acquired using Section 112 of the Local Government Act 2020, which empowers a council to purchase or compulsorily acquire any interest in land for required purposes. In accordance with the *Land Acquisition and Compensation Act 1986*, the Council is required to apply a Public Acquisition Overlay (PAO) to the land before it proceeds to formally compulsorily acquiring it.

How does the amendment implement the objectives of planning in Victoria?

The amendment implements the following objectives of planning in Victoria, set out in Section 4(1) of the *Planning and Environment Act 1987* to:

- a) Provide for the fair, orderly, economic, and sustainable use, and development of land.
- c) Ensure a pleasant, efficient, and safe working, living and recreational environment for all Victorians and visitors to Victoria.
- e) Protect public utilities and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community.
- f) Facilitate development in accordance with the objectives of planning in Victoria.

The amendment implements these objectives by:

- Aiding the orderly and timely provision of necessary social and physical infrastructure throughout the municipality.

How does the amendment address any environmental, social and economic effects?*Environmental*

The Amendment will not result in adverse environment impacts.

Economic

The development of an aquatic facility will result in positive social outcomes through the provision of recreation facilities, leading to improved health outcomes.

Social

The development of community facilities provides net community benefit in respect to the timely delivery of infrastructure for community and recreation to support the growing community and will support positive community outcomes through improved access to recreation facilities.

Does the amendment address relevant bushfire risk?

The Amendment is not expected to result in increased bushfire risk and does not affect or alter any existing planning controls which relate to the management of bushfire risk. The amendment will not increase the risk to human life, property, community infrastructure and the natural environment from bushfire.

Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?

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The Amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under Section 7(5) of the Act.

The amendment is consistent with *Ministerial Direction No. 9 Metropolitan Planning Strategy*. The amendment will facilitate the development of land within the Urban Growth Boundary of Metropolitan Melbourne and will ensure infrastructure is provided in a timely manner for the growing community. The amendment implements the following directives by enabling a range of infrastructure investments that will support sustainable population growth, while improving the City's environmental, social, and economic well-being:

Direction 4.1 Create more great public spaces across Melbourne.

Direction 5.1 Create more 20-minute neighbourhoods.

Direction 5.2 Create neighbourhoods that support safe communities and healthy lifestyles.

Direction 5.3 Deliver social infrastructure that support strong communities.

The Amendment is consistent and complies with *Ministerial Direction No 11 Strategic Assessment of Amendments* under Section 12(2)(a) of the Act.

The Amendment is consistent with *Ministerial Direction No 18 Victorian Planning Authority advice on Planning Scheme Amendments*. Council has consulted with the Victorian Planning Authority throughout the preparation of the amendment. The Amendment does not propose the rezoning of land, rather the nomination of land by a Public Acquisition Overlay for a public purpose consistent with its designation in the Plumpton Precinct Structure Plan. The Victorian Planning Authority is supportive of the amendment.

How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

The Amendment supports the Planning Policy Framework. Specifically, it supports:

- *Clauses 11.02 Managing Growth and 11.03 Planning for Places*. The Amendment supports the development of a walkable neighbourhood and facilitates the logical and efficient provision of infrastructure.
- *Clause 15.01-4S Healthy Neighbourhoods* seeks to achieve neighbourhoods that foster healthy and active living and community wellbeing including conveniently located public spaces for active recreation and leisure and amenities and protection to support physical activity in all weather conditions.
- *Clause 19 Infrastructure* This amendment proposes to ensure land is available to facilitate the timely delivery of community and recreation infrastructure to support the growing population.

How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The Amendment supports the Local Planning Policy Framework and the Municipal Strategic Statement. It supports Clause 21.02-1 Urban Growth Areas, which aims to manage urban growth in a timely way through providing open space that facilitates a range of recreational opportunities in appropriate locations with good connectivity and supporting the provision of infrastructure in areas where growth is occurring.

The Amendment supports Clause 21.11-1 Provision of Infrastructure, which aims to ensure new development and community infrastructure meets the needs of the community in a timely and efficient way. Urban development needs to be properly staged and managed to ensure that development and community infrastructure are provided in an efficient, sensible and timely manner.

Local Planning Policies

No changes are required to give effect to local planning policies contained within the Melton Planning Scheme.

Does the amendment make proper use of the Victoria Planning Provisions?

The amendment makes appropriate use of the Victorian Planning Provisions. The application of the Public Acquisition Overlay is the appropriate planning tool to reserve and acquire land for a public purpose for the provision of a community facility for indoor recreation.

How does the amendment address the views of any relevant agency?

This amendment has been prepared in consultation with the Victorian Planning Authority (VPA) who is supportive of the Amendment.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

This amendment is not expected to have any significant impact on the transport system as defined under Section 3 of the *Transport Integration Act 2010* or the anticipated transport network and services envisaged by the current incorporated Plumpton Precinct Structure Plan.

Resource and administrative costs

- **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The Amendment will result in minor administrative and resource costs for the Council in preparing the Amendment and administering the planning scheme amendment process.

When the Amendment is approved, the Council will make appropriate provision in its budget for purchase of the land.

Where you may inspect this amendment

The amendment can be inspected free of charge at the Melton City Council website at www.melton.vic.gov.au/planningschemeamendments

The amendment is available for public inspection, free of charge, during office hours at the following places:

Melton Civic Centre

232 High Street
Melton VIC 3337

The amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at <http://www.planning.vic.gov.au/public-inspection>

Submissions

Any person who may be affected by the amendment may make a submission to the planning authority. Submissions about the amendment must be received by **23 October 2022**

A submission must be sent to:

General Manager Planning and Development
Melton City Council
PO Box 21
Melton VIC 3337

Alternatively, via email to citysupport@melton.vic.gov.au

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Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: **Week commencing 12 December 2022**
- panel hearing: **Week commencing 30 January 2023**

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MELTON PLANNING SCHEME

---/---/---
Proposed C236melt

SCHEDULE TO CLAUSE 45.01 PUBLIC ACQUISITION OVERLAY

1.0

Public acquisition

---/---/---
Proposed C236melt

PS Map	Acquiring Authority	Purpose of Acquisition
PAO1	VicRoads	Road
PAO3	Roads Corporation	Outer Metropolitan Ring /E6 Transport Corridor
PAO5	The Minister responsible for administering Part 2 of the Crown Land (Reserves) Act 1978	Western Grassland Reserves
PAO6	Director of Public Transport	Outer Metropolitan Ring / E6 Transport Corridor – Rail Connections
PAO7	Melton City Council	Road Purposes
PAO8	Public Transport Victoria	Calder Park Train Stabling and Maintenance Yards
PAO9	Western Region Water Corporation	Recycled Water Storage Facility
PAO11	Melbourne Water	Drainage
PAO12	Minister for Energy, Environment and Climate Change	Delivery of the Kororoit Creek Regional Park
PAO13	Melton City Council	Indoor Recreation - Aquatic Centre

MELTON PLANNING SCHEME

01/02/2018
C147
Proposed C236melt

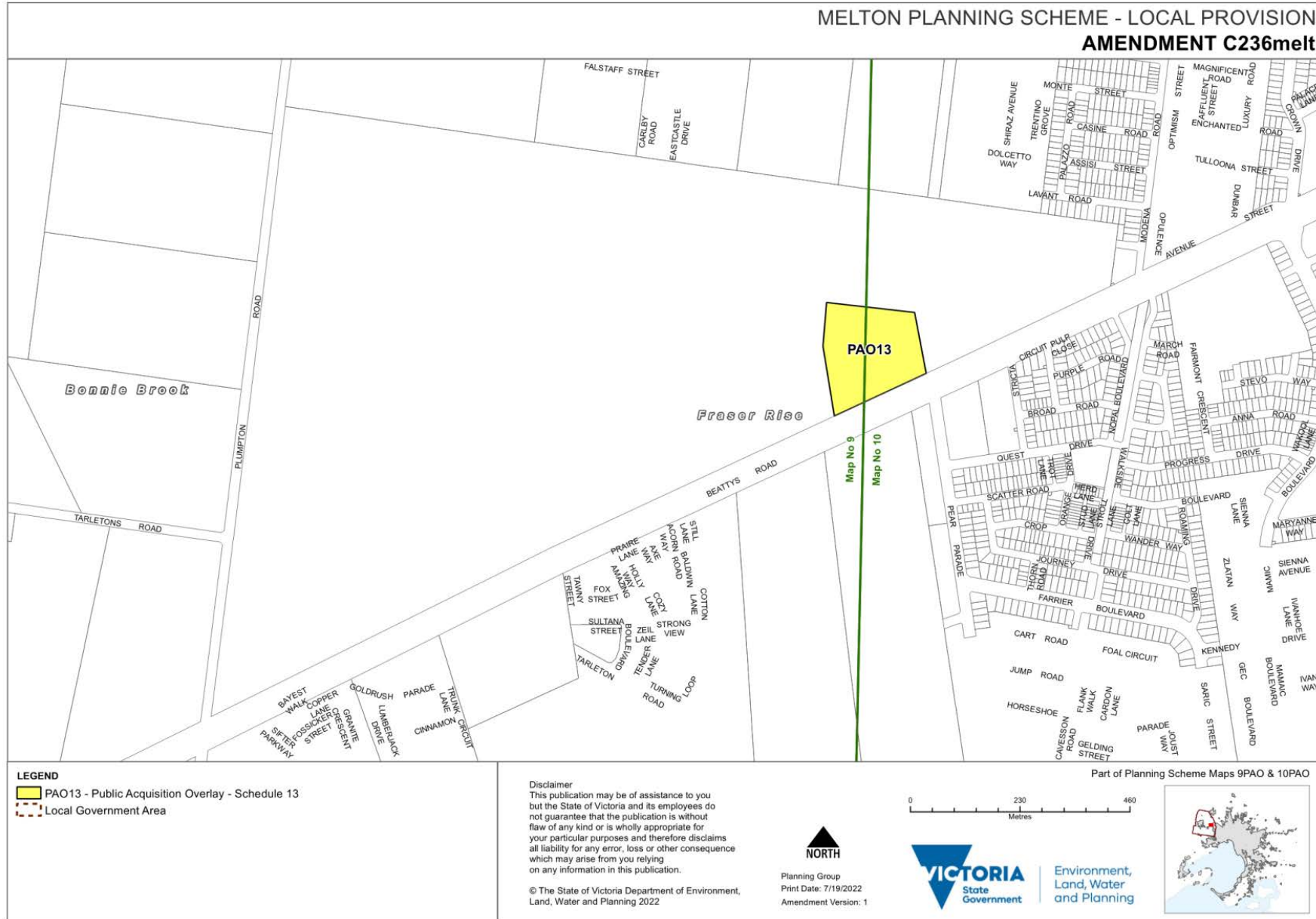
SCHEDULE TO CLAUSE 45.01 PUBLIC ACQUISITION OVERLAY

1.0

Public acquisition

25/08/2022
C208melt
Proposed C236melt

PS Map	Acquiring Authority	Purpose of Acquisition
PAO1	VicRoads	Road
PAO3	Roads Corporation	Outer Metropolitan Ring /E6 Transport Corridor
PAO5	The Minister responsible for administering Part 2 of the Crown Land (Reserves) Act 1978	Western Grassland Reserves
PAO6	Director of Public Transport	Outer Metropolitan Ring / E6 Transport Corridor – Rail Connections
PAO7	Melton City Council	Road Purposes
PAO8	Public Transport Victoria	Calder Park Train Stabling and Maintenance Yards
PAO9	Western Region Water Corporation	Recycled Water Storage Facility
PAO11	Melbourne Water	Drainage
PAO12	Minister for Energy, Environment and Climate Change	Delivery of the Kororoit Creek Regional Park
PA013	Melton City Council	Indoor Recreation - Aquatic Centre



*Planning and Environment Act 1987***MELTON PLANNING SCHEME****AMENDMENT C236****INSTRUCTION SHEET**

The planning authority for this amendment is the Melton City Council.

The Melton Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of one attached map sheet.

Overlay Maps

1. Amend Planning Scheme Map Nos 9PAO and 10PAO in the manner shown on the attached map marked "Melton Planning Scheme, Amendment C236".

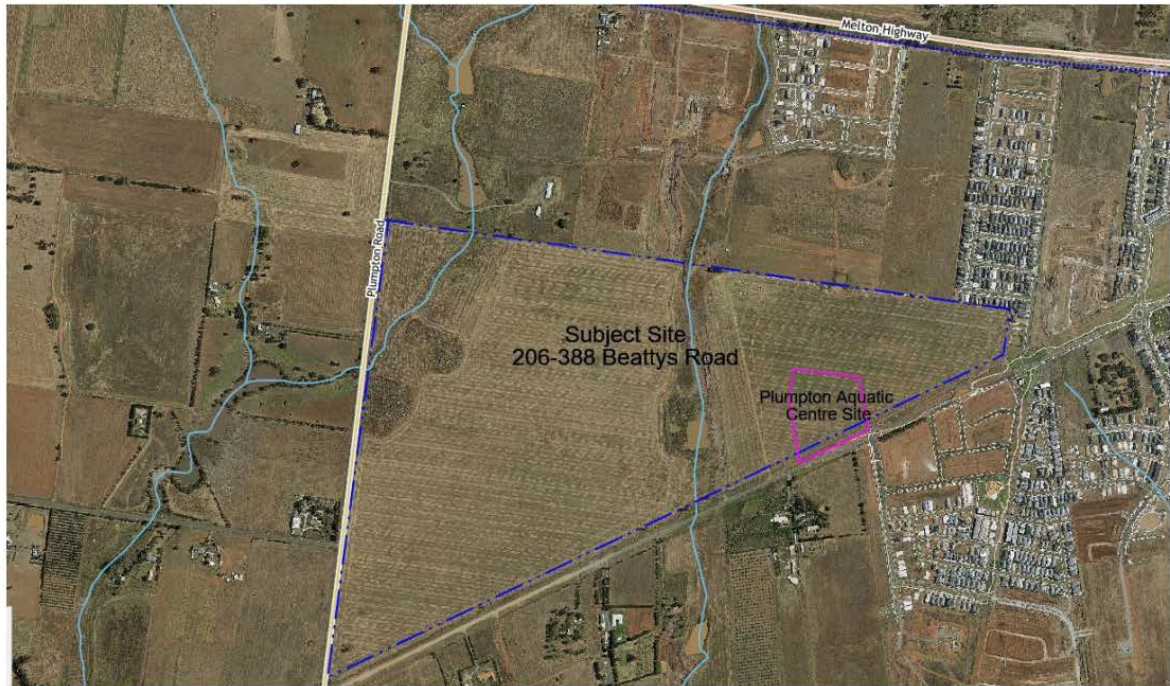
Planning Scheme Ordinance



The Planning Scheme Ordinance is amended as follows:

2. In **Overlays** – Clause 45.01, replace Schedule with a new Schedule in the form of the attached document.

End of Document

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-  Aquatic Centre
-  206-388 Beattys Road, Fraser Rise



Plan 3 - Extract from Plumpton Precinct Structure Plan

**13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES
AND COUNCILLOR REPRESENTATIONS AND
ACKNOWLEDGEMENTS**

Reports on external Committees and external Representative Bodies for which Councillors have been appointed by Council.

Address from Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees, advocacy on behalf of constituents and other topics of significance.

14. NOTICES OF MOTION**14.1 NOTICE OF MOTION 847 (CR ABBOUSHI)****Councillor: Steven Abboushi**

I hereby give notice of my intention to move the following motion at the Council Meeting scheduled to be held on 14 November 2022.

MOTION:

Council officers provide a comprehensive report as a matter of priority to Council on the performance of the Parks Asset Maintenance contract (No. 22/019) with the City of Melton that commenced on 1 July 2022.

OFFICER'S COMMENTS:

Council Officer's will action in accordance with the Notice of Motion subject to Council's decision.

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE

16. URGENT BUSINESS

17. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

- 17.1 2023 Community Achievement Awards Assessment Panel Meeting outcomes**
(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
- 17.2 Contract No. 22/052 - Melton Recreation Reserve Pavilion Construction**
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- 17.3 Contract 22/058 Bridge Road Community Hub, Strathtulloh - Design Services**
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- 17.4 Contract C23/002 Bridge Road Extension & Signalised Intersection Upgrade**
(h) as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
- 17.5 Contract 23/007 Aintree Childrens and Community Centre Contract 23/008 & Weir Views Childrens and Community Centre**
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

18. CLOSE OF BUSINESS