



MELTON CITY COUNCIL

Minutes of the Meeting of the Melton City Council

28 August 2023

**THESE MINUTES CONTAIN REPORTS DEALT WITH AT A
CLOSED MEETING OF COUNCIL**

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	For Council to consider Contract No. 21/028 regarding the provision of Internal Audit Services.	
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MELTON CITY COUNCIL

MINUTES OF THE MEETING OF THE MELTON CITY COUNCIL HELD
IN THE COUNCIL CHAMBER, CIVIC CENTRE, 232 HIGH STREET,
MELTON ON 28 AUGUST 2023 AT 7.00PM

Present: Cr Lara Carli (Mayor)
Cr Julie Shannon (Deputy Mayor)
Cr Steve Abboushi
Cr Justine Farrugia
Cr Goran Kesic
Cr Kathy Majdlik
Cr Sophie Ramsey
Cr Bob Turner
Cr Ashleigh Vandenberg

Roslyn Wai, Chief Executive Officer
Peter Leersn, Director Organisational Performance
Sam Romaszko, Director City Futures
Troy Scoble, Director City Life
Neil Whiteside, Director City Delivery
Luke Shannon, Executive Lead Strategic Initiatives
Megan Kruger, Head of Governance
Renee Hodgson, Governance Coordinator

1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Mayor, Cr Carli opened the meeting at 6.59pm with the opening prayer and reconciliation statement.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. CHANGES TO THE ORDER OF BUSINESS

Nil.

4. DEPUTATIONS

Nil.

5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR

Cr Shannon declared a material conflict of interest in Item 12.2 due to a family member's involvement with one of the grant applicant's.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 31 July 2023 be confirmed as a true and correct record.

Motion

Crs Majdlik/Vandenberg.

That the Minutes of the Meeting of Council held on 31 July 2023 be confirmed as a true and correct record.

CARRIED

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 17 July 2023 Summary of Informal Meeting of Councillors
- Monday 31 July 2023 Summary of Informal Meeting of Councillors
- Monday 7 August 2023 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 17 July 2023, 31 July 2023 and 7 August 2023 provided as **Appendices 1 - 3** respectively to this report, be received and noted.

Motion

Crs Abboushi/Kesic.

That the Summaries of Informal Meetings of Councillors dated 17 July 2023, 31 July 2023 and 7 August 2023 provided as **Appendices 1 - 3** respectively to this report, be received and noted.

CARRIED

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - 17 July 2023
2. Summary of Informal Meeting of Councillors - 31 July 2023
3. Summary of Informal Meeting of Councillors - 7 August 2023



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

<i>MEETING DETAILS:</i>				
Meeting Name:	Briefing of Councillors			
Meeting Date:	Monday 17 July 2023	Time Opened:	6.15 pm	
		Time Closed:	7.45 pm	
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr S Abboushi Cr G Kesic Cr S Ramsey Cr B Turner Cr A Vandenberg			
Officers present:	R Wai P Leersen S Romaszko T Scoble N Whiteside L Shannon M Kruger B Angus D Rudd	Chief Executive Officer Director Organisational Performance (CFO) Director City Futures Director City Life Director City Delivery Executive Lead Strategic Initiatives Head of Governance Manager City Growth and Development Manager City Design and Delivery		
Guests	Nil			
Apologies	Cr K Majdlik Cr Farrugia			
Matters discussed:	1. Pre-Council Meeting Agenda 2. Councillor Lounge Update			
<i>CONFLICT OF INTEREST DISCLOSURES:</i>				
Were there any conflict of interest disclosures by Councillors?		No		
<i>REPORT PRODUCED BY:</i>				
Officer name:	Megan Kruger	Date:	Monday 17 July 2023	



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 31 July 2023	Time Opened:	6.17 pm
		Time Closed:	6.50 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr S Abboushi Cr J Farrugia Cr G Kesic Cr K Majdlik Cr S Ramsey Cr A Vandenberg		
Officers present:	R Wai S Romaszko T Scoble N Whiteside P Leersen M Kruger B Angus M Milbourne R Hodgson	Chief Executive Officer Director City Futures Director City Life Director City Delivery Director Organisational Performance (CFO) Head of Governance Manager City Growth and Development Principal Strategic Planner Governance Coordinator	
Guests	Nil		
Apologies	Cr B Turner		
Matters discussed:	1. Council Meeting Agenda		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?		No	
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson	Date:	Monday 31 July 2023



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 7 August 2023	Time Opened:	6.16 pm
		Time Closed:	8.48 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr S Abboushi Cr K Majdlik Cr S Ramsey Cr A Vandenberg		
Officers present:	R Wai Chief Executive Officer S Romaszko Director City Futures T Scoble Director City Life N Whiteside Director City Delivery P Leersen Director Organisational Performance (CFO) L Shannon Executive Lead Strategic Initiatives M Kruger Head of Governance C Ciciulla Head Major Project Delivery D Rudd Manager, City Design & Strategy A Reynolds Coordinator Planning Projects (online)		
Guests	Andrew Wegener, Andrew Wegener Consulting (online)		
Apologies	Cr G Kesic Cr J Farrugia C B Turner		
Matters discussed:	1. Planning Services Review 2. Melton Town Centre Revitalisation Plan 3. Lake Caroline Masterplan 4. Melton Employment and Industrial Land Strategy 5. Plumpton Aquatic & Leisure Centre Project Update 6. Community Grants Review Project 7. General updates <ol style="list-style-type: none"> Djerriwarrh Festival 2023 Troups Road South, Mount Cottrell - Project Update Melton Recycling Facility Operating Contract Update Melton Homemaker Centre sod turning Council's Annual Action Plan 		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors		No	
REPORT PRODUCED BY:			
Officer name:	Megan Kruger	Date:	7/08/2023

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- The Hon. Anthony Carbines MP, Minister for Police
- The Hon. Gayle Tierney MP, Minister for Agriculture
- Luba Grigorovitch MP, Member for Kororoit
- The Hon. Jacinta Allan MP, Minister for Transport and Infrastructure

RECOMMENDATION:

That Council receive and note the following Parliamentarian and Departmental letters, received by the Mayor, provided as **Appendices 1 – 4** to this report:

1. The Hon. Anthony Carbines MP, Minister for Police – response to letter regarding police resourcing in Melton
2. The Hon. Gayle Tierney MP, Minister for Agriculture – response to letter regarding serrated tussock in the City of Melton
3. Luba Grigorovitch MP, Member for Kororoit – Public Transport System in the West
4. The Hon. Jacinta Allan, Minister for Transport and Infrastructure – response to letter regarding Melton Level Crossing Removals

Motion

Crs Turner/Ramsey.

That Council receive and note the following Parliamentarian and Departmental letters, received by the Mayor, provided as **Appendices 1 – 4** to this report:

1. The Hon. Anthony Carbines MP, Minister for Police – response to letter regarding police resourcing in Melton
2. The Hon. Gayle Tierney MP, Minister for Agriculture – response to letter regarding serrated tussock in the City of Melton
3. Luba Grigorovitch MP, Member for Kororoit – Public Transport System in the West
4. The Hon. Jacinta Allan, Minister for Transport and Infrastructure – response to letter regarding Melton Level Crossing Removals.

CARRIED

LIST OF APPENDICES

1. The Hon. Anthony Carbines MP, Minister for Police dated 19 July 2023
2. The Hon. Gayle Tierney MP, Minister for Agriculture dated 3 August 2023
3. Luba Grigorovitch MP, Member for Kororoit dated 4 August 2023
4. The Hon. Jacinta Allan MP, Minister for Transport and Infrastructure dated 6 August 2023

**Hon Anthony Carlines MP**Minister for Police
Minister for Crime Prevention
Minister for Racing121 Exhibition Street
Melbourne Victoria 3000
Telephone: (03) 9136 2888

Our ref: 23065185

Cr Lara Carli
Mayor
City of Melton
PO Box 21
MELTON VIC 3337By email: lara.carli@melton.vic.gov.au

Dear Mayor

POLICE RESOURCING – MELTON

Thank you for your correspondence of 21 June 2023 regarding police resourcing in the City of Melton, which you represent as Mayor.

I acknowledge the concerns you have raised regarding the capacity of police to respond to crime in the City of Melton. Please be assured that the Andrews Labor Government is committed to giving Victoria Police the resources it needs to keep our growing community safe and to undertake its duties effectively.

The Victorian Budget 2022-23 is delivering an additional 502 police and 50 Protective Service Officers (PSOs) to meet the growing needs of the state. This will bring a total of 3,637 new police officers to our streets, as a part of the government's record investment of more than \$4.5 billion. As a part of this commitment, the Brimbank Division has already received an additional 129 sworn police since 2016, including 23 family violence specialist police. The deployment locations for the 502 police and 50 PSOs will be a matter for the Chief Commissioner of Police.

I am pleased to advise that the Embedded Youth Outreach Program, a collaborative initiative operating outside of business hours, to reflect the time of day when young people are most likely to be at risk of offending or victimisation, is expanding to Melton.

The program aims to reduce long term involvement in the criminal justice system by engaging with the young person and their family, assessing their needs, and referring them to youth-specific supports. The initiative has been designed to help support disengaged youth, youth undertaking high risk behaviours including offending, youth who are victims of crime, missing persons, youth in custody, and families of the young person.

Since 2015-16, the Andrews Labor Government has also invested over \$3.6 million in 27 crime prevention grants to improve community safety in the Melton LGA. This funding has proved successful, as the latest crime statistics show the offence rate for the City of Melton has decreased 4.7 per cent compared to the previous 12-month period.



Our community is at its strongest and safest when we work together, respect each other, and are supported by a well-resourced, modern police force engaged with local communities. Neighbourhood Policing is a new state-wide community police and engagement model that is focused on increasing community safety at a local level and fostering greater engagement between communities, local businesses, and local police.

Neighbourhood Policing will ensure local community concerns are central to decision making and result in local police being more visible and accessible in the community in order to deter and prevent crime. Further information on how your constituents can get involved in this initiative is available on their local Victoria Police Eyewatch page. This can be located at www.police.vic.gov.au/eyewatch.

You may also wish to contact the Victoria Police Local Area Commander, Inspector Lisa Prentice-Evans, should you have any specific concerns.

Thank you for raising this important issue, and for the opportunity to respond to your concerns.

Yours sincerely



Hon Anthony Carbines MP
Minister for Police
Minister for Crime Prevention
Minister for Racing

19/07/23



The Hon Gayle Tierney MP

Minister for Training and Skills
Minister for Higher Education
Minister for Agriculture

121 Exhibition Street
Melbourne, Victoria 3000 Australia
Telephone: +61 3 8392 2220

Ref: CMIN-2-23-19779

Cr Lara Carli
Mayor, City of Melton
PO Box 21
Melton VIC 3023

Dear Cr Carli,

Thank you for your letter, regarding serrated tussock in the City of Melton.

The long-term management of established pest plants and weeds, such as Serrated tussock requires collaborative partnerships across community, industry, and government. Compliance on its own does not provide long-term benefits in the management of established pests.

I understand Agriculture Victoria Biosecurity Officers worked in collaboration with Land Management staff from the Melton City Council in 2022 to undertake property inspections and provide advice on the management of Serrated tussock to landowners of concern on behalf of the community and Council. Agriculture Victoria will continue to work collaboratively with Council to deliver community-led programs.

To support increased community engagement and capacity in the management of established weeds the Victorian Government committed \$500,000 in the 2022/2023 budget for community grants. The first round of grants, targeted at areas of greatest concern to the community, opened in late March and closed on 12 May 2023. From this funding, the Victorian Serrated Tussock Working Party were recently awarded \$40,000 to continue the long-term management of Serrated tussock.

The Victorian Government has committed a further \$5 million from 2023 to support the expansion of the above-mentioned grants program. These initiatives are being delivered under the Partnerships Against Pests Program. Community groups will have an opportunity to access grants to build community awareness, knowledge, and capacity to manage pests and weeds of greatest concern to their local areas.

In addition to the above funding program, Agriculture Victoria has a long-standing partnership with the Victorian Serrated Tussock Working Party. This partnership prioritises control of isolated infestations of serrated tussock at the state level, followed by activities that contain Serrated tussock to areas where it has become established and finally includes activities that support active community groups with compliance support.

As part of ongoing work to ensure Victoria has a strong biosecurity system, the Victorian Government has been engaging with stakeholders and the community to understand how Victoria's

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biosecurity laws can be improved. A Discussion Paper proposing key reform topics was released in 2022 for stakeholder and public comment. Further information on the legislative reform is available on the Engage Victoria website at engage.vic.gov.au/reforming-victorias-biosecurity-legislation.

Thank you for taking the time to write to me.

If you require further information, please contact Peter Kennedy, Biosecurity Manager at Agriculture Victoria on telephone 0437 072 663.

Yours sincerely,



The Hon. Gayle Tierney MP
Minister for Training and Skills
Minister for Higher Education
Minister for Agriculture

3 / 8 / 23

Luba MEMBER FOR KOROROIT Grigorovitch MP

Friday 4 August 2023

Melton City Council

Dear Cr Carli (Lara) Mayor,

You would no doubt be concerned with the reporting in the news yesterday that the State Government was scrapping plans for improvements to the public transport system in the west. Nothing could be further from the truth. I take this opportunity to put your mind at ease in what the State Government is committed to deliver in the west.

The Andrews Labor Government is building big in the West – with major transport projects that will mean more room for more passengers on every rail corridor.

Our projects are sequenced with some completed, some under construction and some in the planning and design stages. Our comprehensive rail infrastructure pipeline for the West includes:

- Metro Tunnel – more trains more often for Sunbury and Werribee and Williamstown trains. Turn up and Go trains. Major Hubs like Sunshine and Footscray will have service frequency the equivalent of any other suburban stations – a train every few minutes. A year ahead of schedule – 2025.
- Ballarat Line Upgrade – this will include 200 extra weekly services delivered for stations along Melton line
- Melton Line Upgrade – will provide another 50% extra passenger capacity for Melton passengers
- In May last year we increased passenger capacity on the Wyndham Vale line by 50%.
- Getting rid of every Level Crossing on Sunbury and Werribee lines and in Melton
 - Coburns Road, Melton
 - Exford Road, Melton
 - Ferris Road, Melton
 - Hopkins Road, Truganina



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- New stations at Albion and Tarneit West – and we are planning for others.
- Sunshine Super Hub
- The Sunbury Line Upgrade – this will allow more trains more often when Metro Tunnel opens.

All these projects enable further investments. SRL Airport and Geelong Fast Rail are subject to Commonwealth Infrastructure Review. The outcome of this review will help inform the scope, sequencing, timing, and cost of future investments, including Melton and Wyndham Vale improvements.

No decisions have been made in relation to electrifying the existing Regional Rail Link tracks. Electrification to Wyndham Vale and Melton remain in the Government's rail network plans. The current projects will help enable it.

I trust that this information will go some way to alleviate Councils concerns.

As always please do not hesitate to contact my office should require any further information.

Warm regards Luba



**Luba Grigorovitch MP
Member for Kororoit District**



Hon Jacinta Allan MP

Deputy Premier
Minister for Transport and Infrastructure
Minister for the Suburban Rail Loop

1 Treasury Place
East Melbourne, Victoria 3002 Australia
Telephone: +61 3 8392 6100

Ref: CMIN-1-23-2974

Cr Lara Carli
Mayor
Melton City Council
LaraC@melton.vic.gov.au

6 / 08 / 2023

Dear Mayor

I refer to your letter of 30 May 2023 to the Hon. Melissa Horne MP, Minister for Roads and Road Safety, regarding the timeline for Melton level crossing removals. As the matter falls within my portfolio responsibilities, it has been referred to me for response.

The Andrews Labor Government is fast-tracking the removal of level crossings in Melton to pave the way for more services and bigger trains to cater for population growth in the area.

Four more level crossings will be gone for good and a brand new, modern Melton Station will be open to passengers by 2026, two years sooner than planned.

Removing the level crossings at Coburns Road, Exford Road and Ferris Road will make Melton boom gate-free and getting rid of the level crossing at Hopkins Road, Truganina will reduce congestion and improve access for trucks travelling around this industrial area.

Early planning is underway for these projects with site investigations taking place at Ferris Road and Hopkins Road.

The Melton Line will be transformed, and capacity increased by up to 50%, as part of the \$650 million Melton Line Upgrade, which will see the introduction of nine car VLocity trains by 2028.

Level crossings at Old Calder Highway and Watsons Road, Diggers Rest will also be removed in 2025, one year earlier than planned with community consultation currently underway.

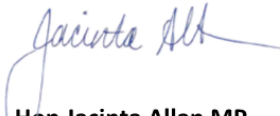
Removing the crossings will make the Sunbury Line level crossing free and reduce the amount of boom gate down time when the Metro Tunnel opens in 2025.

The project teams will share more information with you as each project progresses.



Thank you for raising this matter with me.

Yours sincerely



Hon Jacinta Allan MP
Member for Bendigo East
Deputy Premier
Minister for Transport and Infrastructure
Minister for the Suburban Rail Loop

9. PETITIONS AND JOINT LETTERS

Nil.

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

Nil.

11. PUBLIC QUESTION TIME

Submitter: Mark Dalton	
Question asked of Council	Response
Does council have a street tree planting program and if not why not?	Yes, Council has a Street Tree Planting Program where new street trees are planted on an annual basis and Council also plants street trees through a tree maintenance contract to replace trees that are either missing or in poor health.
Submitter: David O'Connor	
Question asked of Council	Response
Would Council please provide an update regarding Notice of Motion #734 (Cr Deeming)?	Notices of Motion 707 (Cr Abboushi) and 734 (Cr Deeming) - Future Provision of Dog Off-Lead Parks' was closed following a report presented to the Council Meeting on 12 April 2021.
Submitter: David O'Connor	
Question asked of Council	Response
When does Council anticipate the Draft Off-Lead Dog Strategy Plan to be made available for public comment?	A draft Off Lead Dog Park Strategy and Implementation Plan was presented at a recent briefing of councillors with a view to public comment occurring in September 2023. Further work is being undertaken on the strategy and plan, and the exact timing of public consultation is yet to be determined.

Submitter: Matt Pearse	
Question asked of Council	Response
Can the Council write to the Local MPS Steve Mcghie and Luba Grigorvitch MP as well as to the Public Transport Minister Ben Carroll and seek the urgent rerouting of City of Melton bus routes as per the Moving Melton Strategy so all residents have some degree of reliable public transport coverage.	<p>Council wrote to the Minister for Public Transport, the honourable Ben Carroll MP, in June this year requesting a reconfiguration of the City of Melton bus network to provide a low cost, more frequent and better-connected public transport service for our community.</p> <p>Council has received a letter from the Minister stating that the Department of Transport and Planning is undertaking planning of the network of which the outcomes of Council's Moving Melton Strategy will be considered.</p>
Submitter: Jasdev Singh	
Question asked of Council	Response
What is Council's opinion as to where the proposed road over rail crossing (ie. replacing the current level crossing) should be in respect of existing and prospective development of the Diggers rest township?	This project is being delivered by the Victorian Government through the Level Crossing Removal Authority. Council does not currently have a formal position.
Submitter: Christin Steudle	
Question asked of Council	Response
What is the ownership history of Diggers Rest Bowling Club?	Council owns the land that the Diggers Rest Bowling Club is located on.
Submitter: Christin Steudle	
Question asked of Council	Response
Has the State Government and or LXRP (Level Crossing Removal Project) approached or made any application, relating to the land at Diggers Rest Bowling Club?	No proposal has been put to Council relating to the land on which the Diggers Rest Bowling Club occupies.

Submitter: Robert Rau – Diggers Rest Residents Association	
Question asked of Council	Response
Is Council prepared to acknowledge and support the concept that the location of the road over (or under) bridge and its respective connector roads should be located and constructed providing for the highest of traffic efficiency and safety of operation and averting or minimising resident inconvenience or amenity, and also that these works be located consistent with the demand of a developing township?	On all projects within our road network, Council supports traffic efficiency and safety throughout our municipality.
Submitter: Tracey Vella	
Question asked of Council	Response
Would Council and/or Councillors be prepared to meet with Diggers Rest Residents in order to discuss their concerns regarding the proposed Calder Highway level crossing removal?	The Calder Highway level crossing removal is a project of the Victorian Government Level Crossing Removal Authority. Council representatives would be willing to attend a meeting of the Level Crossing Removal Authority and Diggers Rest residents.
Submitter: Tracey Vella	
Question asked of Council	Response
If yes, how would residents best organise such a meeting?	Council officers will contact the Victorian Government's Level Crossing Removal Authority to request a meeting be scheduled with Diggers Rest residents including an invitation to Council Representatives.

Cr Majdlik departed the meeting at 7.07pm and returned to the meeting at 7.09pm.

12. PRESENTATION OF STAFF REPORTS

12.1 COUNCIL AND WELLBEING PLAN 2021-2025 ANNUAL ACTION PLAN 2022/23 YEAR-END REPORT

Author: Bob Baker - Corporate Planning and Performance Coordinator
Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To present to Council the 2021-2025 Council and Wellbeing Plan Annual Action Plan End of Year Report 2022/23

RECOMMENDATION:

That Council receive and note the Council and Wellbeing Plan 2021-2025 Annual Action Plan Year-end Report (1 July 2022 – 30 June 2023) as presented at **Appendix 1**.

Motion

Crs Shannon/Kesic.

That Council receive and note the Council and Wellbeing Plan 2021-2025 Annual Action Plan Year-end Report (1 July 2022 – 30 June 2023) as presented at **Appendix 1**.

CARRIED

REPORT

1. Executive Summary

The 2021-2025 Melton City Council and Wellbeing Plan is prepared in accordance with the *Local Government Act 2020*. The Plan is reviewed on an annual basis to adapt to the evolving needs of our growing community.

Each year, Council produces an Annual Action Plan identifying the activities and initiatives that Council will work towards achieving, which respond to the strategic outcomes and strategies identified in the Council and Wellbeing Plan. This is aligned with the Council's annual budget development process.

The progressive achievement of the Annual Action Plan is reported at the conclusion of each quarter of the financial year, with a final summary provided at the conclusion of each financial year, through the production of Council's Annual Report.

Appendix 1 provides detail on activity for the fourth quarter (1 July 2022 - 30 June 2023), in the progressive achievement of the 2022/23 Council and Wellbeing Annual Action Plan.

2. Background/Issues

The Council and Wellbeing Plan is Council's primary vision and strategic planning document that establishes the direction Council has committed to for its 4 year term of office. The Council and Wellbeing Plan contains objectives, strategies and performance indicators.

Each year Council provides a range of services, activities and initiatives for the community. These key strategic activities and new initiatives are included in the development of an Annual Action Plan.

The 2022/23 Council and Wellbeing Annual Action Plan provides 59 actions that Council has committed to deliver. Council provides the community with quarterly progress reports that support Council's commitment in providing transparency, through public access to relevant information, decision making and strategic documents.

Appendix 1 provides a detailed summary on the status of each action in the 2022/23 Council and Wellbeing Annual Action Plan, inclusive of the period from 1 July 2022 - 30 June 2023. The areas with a stronger link to health and wellbeing are displayed with a heart icon.



The following table provides summary of progress against actions.

Status	Description	Number of actions
Achieved	The Action is completed.	42
On track	The action is on track and expected to be completed by the current timeline	16
Not on Track	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	1
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column	0
Total		59

The following is a selection of actions achieved across 2022/23:

- Delivered Phase 4 of the Local Partnership Grant Project - COVID recovery supported local communities from diverse backgrounds with health and wellbeing messaging and support during the COVID-19 pandemic. From Sep 2020 to Jan 2023 this project involved working with 9 local service agencies, 18 bicultural workers, reaching 36 language groups, and totalling 10,378 (4,318 households) people directly benefitting from the project. The project also included a weekly food relief component for vulnerable clients where 3,221 food relief packages were provided.
- The 'Your Career Your Way' community program, a collaborative effort between Melton City Libraries and Vic Uni's Skills and Jobs Centre, was introduced this financial year, and has been delivered in three separate iterations over the past 12-months. This bespoke initiative aims to assist the community in enhancing their skills awareness, establishing valuable networks, and gaining a comprehensive understanding of career and training prospects for individuals seeking to re-enter the workforce or pursue a career change.
- Delivered the 2022 Melton Lifelong Learning Festival from 3 Sep - 10 Sep 2022 with over 1,000 community members attending 40 free events.
- The City of Melton Cricket Strategy, City of Melton Football (AFL) Strategy and Rugby in the City of Melton Strategy Paper were completed and presented to Council.
- Facilitated an Inclusive Recruitment Workshop to local businesses, partnership programs with local community organisations through the Free From Violence Project and Engaging Dads training.

- Completed the review of the Toolern Precinct Structure Plan and Development Contributions Plan.
- A number of initiatives, including International Women's Day, were delivered as part of Council's commitment to raising community awareness of and prevention of family violence in the community.
- Council's advocacy priorities were implemented through:
 - ✓ Implementation of the Fix Our Roads campaign, successfully delivered from April to December 2022. Achievements included 15,000 people visiting the dedicated website, 5,500 people signing the online petition, and 48 mentions of Fix Our Roads in the Media.
 - ✓ State and Federal budget submissions - \$10 million was committed from both the State and Federal Governments to conduct a business case into upgrading the Western Highway, and \$14.9 million was committed from the Victorian Government to duplicate the Melton Highway between Crown Drive and The Regency in Plumpton.
 - ✓ Ongoing engagement with local members, ministers, shadow ministers, and candidates in the Victorian State Election and government departments.
 - ✓ Creation of the award-winning Moving Melton Transport Prospectus.
- Developed a Pedestrian and Cycling Plan for the City. The Plan has been integrated into the Moving Melton website and Council's Long Term Capital Plan and can be viewed online at <https://www.movingmelton.com.au/active>.
- The Hopkins Road Business Precinct Urban Design Framework was completed and adopted by Council at its meeting on 12 December 2022 and was approved by the Board of the Victorian Planning Authority.
- A total of 19,825 community members participated in 393 community programs from July 1, 2022 - June 30, 2023.
- Council partnered with the local community, football leagues and associations to form the Aintree (AFL) Football Club. Based at Frontier Recreation Reserve, the Club had 2 teams compete in the 2023 season.
- Council officers engaged with Sport and Recreation Victoria to implement a Fair Access Policy for Women and Girls using community sporting facilities.
- Completed the implementation of the roadmap for new Victorian Child Safe standards across Council.
- Goods on Footpath (Outdoor Trading) Automated Approvals was implemented on 11 July 2022 and the Skip Bins (Bulk Waste) Automated Approvals was implemented in January 2023.

The only action that was delayed during the year was the finalisation of the Western Plains South Green Wedge Management Plan which is now planned for delivery by end of the calendar year. Community consultation was completed in June 2023 with the submissions now being reviewed to inform the final plan.

Upon Council receipt of this update, the Progress Report will be published on Council's website.

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

Initiatives and activities delivered from the Action Plan are contained within the Council approved 2022/23 Budget.

5. Consultation/Public Submissions

The 2021-2025 Council and Wellbeing planning process was developed in response to the deliberative engagement requirements of the *Local Government Act 2020*. The process involved extensive consultation with stakeholders including the community, Council staff, government agencies, community organisations and private industry.

Council also initiated a Community Panel to support the development of the Plan. This process resulted in the publication of the 2021-2025 Melton City Council and Wellbeing Plan. The 2022/23 Council and Wellbeing Annual Action Plan is prepared from internal consultation of Council staff and management.

6. Risk Analysis

Nil

7. Options

That Council:

1. Note the report and appendix as provided; or
2. Request amendments be made, and report be resubmitted to a future Council meeting.

LIST OF APPENDICES

1. Council and Wellbeing Plan Annual Action Plan Year-end Report



Council's Annual Action Plan demonstrates how Melton City Council's activities are being delivered against the Council and Wellbeing Plan's objectives and strategies.

The Annual Report provides additional data including Council Plan strategic measures results, financial statements and capital works program.

This report provides a detailed breakdown of all actions in Council's 2022/23 Annual Action Plan. The Action Plan contains 59 actions. There are 52 strategies without actions in the 22/23 financial year. Across the first two years of the Council and Wellbeing Plan 2021-2025, 4 strategies have not had an action deployed over them.

Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥

Strategies highlighted in green are those determined by the Community Engagement Panel to be a priority for delivery across the four years of the Council and Wellbeing Plan

Completion dates for all actions are 30 June 2023 unless specified differently.

Status		Symbol	Number of Actions	% of Actions
Achieved	The Action has been achieved for the year.	✓	42	71.2%
On Track	The action is on track and expected to be completed by the designated timeline	●	16	27.1%
Not On Track	The Action has been delayed impacting on the designated timeline. An explanation, any remedial action and revised due date, where appropriate, will be provided in the 'Year to Date Comments' column	●	1	1.7%
Postponed	The Action has been deferred for the financial year. An explanation will be provided in the 'Year to Date Comments' column.	●	0	
		Total	59	100.0%

Theme 1: A safe City that is socially and culturally connected

Objective 1.1: A community that celebrates diversity and is inclusive of all ♥

Strategies:

1.1.1 Drive initiatives that promote gender equity ♥

1.1.2 Contribute to a welcoming community which embraces diversity ♥

1.1.3 Contribute to reducing inequalities among people living with disability, seniors, diverse faith and cultural groups, Aboriginal and/or Torres Strait Islander communities and LGBTIQ+ people ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
1	1.1.3	Deliver on the Growing and Thriving: A Strategy for All Abilities and All Ages	✓	Community Care and Active Living has fulfilled its commitments to the Growing and Thriving Strategy for this financial year, with additional ongoing collaboration opportunities provided to other areas within Council to raise the community profiles of the ageing and people with disability within our municipality in various stages of completion across the next financial year.	
2	1.1.3	Development of the Changing Places facility Caroline Springs Leisure Centre	✓	Development of the Changing Places facility has been completed. The opening is scheduled for August 2023.	
3	1.1.3	Develop the Affordable Housing Policy	●	The development of the policy is ongoing, with a draft currently underway. It is noted that a strategy to inform Council's position on affordable housing into the future is scheduled to occur in 2023/24.	30/06/2024
4	1.1.3	Delivery of externally funded programs to support health and wellbeing of the community	✓	<p>Community Care & Active Living: Housing Services supported 61 households to address their housing and other support needs. Commonwealth Home Support Program delivered services to 1,413 residents: 77,500 hours and over 19,000 meals. HACC-PYP delivered services to 301 residents: around 9,500 hours and almost 2,500 meals. Family Services delivered Integrated Family Support to 87 families. They have presented 3 "123 Magic" Programs supporting groups of parents to manage child behaviour.</p> <p>Community Planning: Phase 4 of the Local Partnership Grant Project - COVID recovery support for local communities from diverse backgrounds From Sep 2020 to Jan 2023 this project partnered 9 local service agencies, 18 bicultural workers, reaching 36 language groups, and totalling 10,378 (4,318 households) people directly benefitting from the project. The project also included a weekly food relief component where 3,221 food relief packages were provided.</p> <p>The multi-year Victorian Government funded Empowering Communities, Free from Violence, Kurunjang Community Strengthening Project, and VicHealth Partnership-funded programs continue to be implemented to improve community wellbeing and safety. Sons of the West and Daughters of the West programs were delivered in partnership with the Western Bulldogs Community Foundation, including a first time initiative with the Syriac Community Sons of the West Pilot. A Melbourne Airport grant funded Hospitality Pathway program ran with 274 registered and accredited community members.</p> <p>Child Family and Youth: The Supported Playgroup Program had 118 families enrolled in term 2 2023 and provided parenting support via thirteen groups and In Home Support program. Access to Early Learning (AEL) program has currently 15 families enrolled into the program to support participation in Early Learning programs. The Preschool Field Officer (PSFO) program has managed 109 referrals as of 30 June and is progressing well towards meeting funded target.</p> <p>Libraries & Arts: The 'Your Career Your Way' community program, a collaborative effort between Melton City Libraries and Vic Uni's Skills and Jobs Centre, was introduced this financial year, and has been delivered in three separate iterations over the past 12-months. This program will continue to be delivered as the fourth iteration commences in mid-July.</p>	

Objective 1.2: A safe community where people feel proud to live ♥

Strategies:

1.2.1 Invest in initiatives that promote road and community safety ♥

1.2.2 Empower the community to strengthen civic pride, social cohesion and a sense of belonging ♥

1.2.3 Work in partnership with emergency services ♥

1.2.4 Enhance the City's reputation with the broader community

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
5	1.2.1	Deliver initiatives under the Safe City, Proud Communities Plan	●	The implementation plan continues to deliver community outcomes and initiatives to improve and support community safety and connection. Highlights include the delivery of an online Community Road Safety Education session, activations at Little Blind Creek in Kurunjang and strong engagement and relationship development with community safety stakeholders.	
6	1.2.2	Develop and improve the reach, impact and accessibility of Council's Community Grants Program to empower community action on local initiatives.	✓	Council revised grant guidelines in September 2022 to improve accessibility followed by the delivery of training sessions in Sept 2022 and in May 2023 to support grant applicants. A grants Q&A video was also produced for the Lifelong Learning Festival that answers common questions related to the process. Officers continue to promote the grants program and requirements as opportunities arise - internally and externally including one-on-one support sessions. The community grants newsletter has had a full review and update by the Communications Team to improve its accessibility. The grants team continues to offer timely, clear and constructive feedback to all applicants (in person if preferred) to give them the greatest chance of success.	

Objective 1.3: Local neighbourhoods are socially and culturally connected ♥

Strategies:

- 1.3.1 Provide opportunities for arts participation and appreciation ♥
- 1.3.2 Promote opportunities for social connection ♥
- 1.3.3 Build community resilience through COVID recovery initiatives ♥
- 1.3.4 Support community programs delivered by local organisations and community groups ♥
- 1.3.5 Invest in festivals and celebrations in partnership with the community and local business ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
7	1.3.2	Review Council's Major Event Program	✓	The service model review of the Council's Major Event Program has been completed and outcomes being considered for implementation.	31/12/2023
8	1.3.3	Address social isolation challenges for those who access programs, events, services, and facilities	✓	<p>Community Planning: Officers partnered with five partner social support agencies in the Melton Local Partnership Project to deliver a Christmas Lunch event for the families who have been accessing our Local Partnerships food relief program. 238 people attended the event. Distributed food hampers/ food bank pantry, and Coles gift cards. Amazon donated 200 children's gifts. A local Empowerment Pathway Program has been supported to support women to establish a forum so they can keep in touch with one another and help in social connection. Delivered 393 community learning programs from Council's community centres, Neighbourhood Houses and in partnership with the Melton Revitalisation project. The 2022 Melton Lifelong Learning Festival ran from 3 Sep - 10 Sep 2022 with over 1,000 community members attending 40 free events. Collection points for food donations were set up at three community centres (Fraser Rise Community Centre, Timber Top Community Centre & Melton Central). Food was donated to Melton South Community Centre, Catholic Care & Djerriwarrh Community and Education Services who distributed the food to families seeking help over the festive period. The Sons of the West and Daughters of the West Programs were delivered, along with the Sons of the West Syriac Community Pilot program.</p> <p>Families & Children Services: The Access to Early Learning (AEL) Program currently has 15 families and children enrolled who are being supported with accessing Early Learning.</p> <p>Libraries & Arts: Libraries continue to support community craft groups to meet, socialise and learn, and host weekly in person and online English Conversation Clubs that are facilitated by community volunteers. A strong Home Library and Click+Deliver program offers house-bound community members access to Library collections delivered directly to their door, along with a strong digital e-Collection providing a wide-range of resources for our community to access at home and away.</p> <p>Recreation & Youth: Council supported sports clubs to host 'Come and Try' days with the aim of involving people who may not feel comfortable playing competitive sports, including the Melton Phoenix Soccer Club Soccer Mums program. Local sports leagues have also engaged with Council to facilitate and promote activities such as RDNFL girls come and have a kick program. The program encourages mums to come along and kick a ball, wear what they want and have a laugh. The Vic Health This Girl Can Campaign - Sports Club Incentive initiative was delivered by Council. Nine sports clubs received \$500 each for hosting female friendly 'Come and Try' days.</p>	
9	1.3.3	Report on community and business recovery and resilience initiatives developed in response to COVID-19	✓	<p>A COVID-19 recovery and resilience lens has continued to be applied to Council's work. In particular, the following activities were delivered across a range of areas: Libraries & Arts: - Digital Support Booth at Melton Library - dedicated 1:1 community support with everyday tech tasks, including using email, printing, filling in online forms, accessing eResources, accessing vaccination certificates and navigating eGov services. - Click and Deliver- additional home delivery available at no cost. City Strategy: The Melton Town Centre Revitalisation Project continues to support economic uplift to the precinct. Economic Development & Tourism: - Melton Jobs Hub</p>	

10	1.3.4	Undertake a review of the existing Community grants programs to identify efficiencies including greater access for the community	✓	Community grants review has been completed with findings and proposed recommendations now being finalised for presentation to Council at the August 2023 briefing.	31/12/2023
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Objective 1.4: A City that promotes positive public health and wellbeing outcomes to our community ▼

Strategies:

- 1.4.1 Work in partnership with health and community service providers to deliver initiatives that meet the needs of the community ▼
- 1.4.2 Invest in the mental wellbeing, healthy eating and physical activity of all our community with an emphasis on children and young people ▼
- 1.4.3 Improve community health and wellbeing outcomes related to sexual and reproductive health and harm caused by tobacco, alcohol and drug use ▼
- 1.4.4 Raise community awareness and deliver programs to prevent family violence ▼
- 1.4.5 Support children and young people to learn, develop and reach their full potential ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
11	1.4.2	Plan, develop and provide opportunities for increased provision of recreation and leisure opportunities	✓	The City of Melton Cricket Strategy, City of Melton Football (AFL) Strategy and Rugby in the City of Melton Strategy Paper were completed and presented to Council. The Strategies have been developed to help guide the future planning, development and growth of these sports over the next 10 years. The development of a City of Melton Tennis Strategy has commenced and is expected to be completed late 2023. A review of the Plumpton Aquatic Leisure Centre Business Case and Funding Strategy has been completed and presented to Council. The development of the Plumpton Aquatic Leisure Centre has progressed to the master planning stage. The Personal Training - Use of Public Open Space Policy was reviewed, updated and renamed to the Group/Personal Training - Use of Public Open Space Policy. The policy has been implemented with Council's Guidelines and Application Forms updated to reflect the changes to the policy. Applications are also now accessible via an online portal. The City of Melton Recreation and Leisure Advisory Committee was appointed and meetings were held in July 2022, November 2022 and March 2023.	
12	1.4.4	Identify and deliver family violence intervention to support families and children at risk of family violence	✓	There have been 374 family violence consultations & 76 Multi-Agency Risk Assessments (MARAM) assessments conducted during Family Violence Consultations by the Maternal and Child Health Family Violence & Service Navigation Social Worker and the MCH Team this year. A further 5,631 family violence screening assessments were conducted by Maternal & Child Health Nurses during Key Ages & Stages consultations.	
13	1.4.4	Deliver initiatives under the Equality and Respect Strategy	✓	The Strategy continues to deliver community outcomes and initiatives, highlights include the delivery of an Inclusive Recruitment Workshop to local businesses, partnership programs with local community organisations through the Free From Violence Project and Engaging Dads training which early childhood professionals.	

Objective 1.5: A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination ▼

Strategies:

- 1.5.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture ▼
- 1.5.2 Incorporate Aboriginal culture into the built environment
- 1.5.3 Identify and protect Aboriginal places of significance
- 1.5.4 Provide leadership in reconciliation, build positive partnerships and community relationships, and support culturally appropriate activities, services and places ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
14	1.5.4	Work with stakeholders and community to strengthen Aboriginal and Torres Strait Islander Reconciliation and Aboriginal Controlled Community organisations and services locally.	✓	Melton City Council appointed Bundyi Girri Consulting to facilitate a series of Aboriginal community meetings (workshops) over Oct and Nov, with an overarching focus on further strengthening the relationships across the City of Melton, in relation to Traditional Owner/First Nations groups. Bundyi Girri facilitated and consulted with Aboriginal community members to gather feedback to shape the development of Council's next Reconciliation Action Plan and the Aboriginal Community Controlled Hub scoping report. Aboriginal Controlled Community service Djirra was supported to establish a service site in Melton City, and Elizabeth Morgan House is supported by Council for accommodation. The Reconciliation Advisory Committee continues and additional new members have been appointed. The Council CEO and City Life Director meet regularly with the CEO of Kirrip.	
15	1.5.4	Develop a scoping report for Council on the need and opportunity for a future, Aboriginal controlled, Aboriginal Community Hub in the City of Melton	✓	The completed report was presented to Council on 27 March 2023.	31/12/2022

Theme 2: A vibrant and healthy natural and built environment

Objective 2.1: A City with healthy waterways, biodiversity and ecosystems ▼

Strategies:

- 2.1.1 Ensure that new waterways are developed in a way that balances biodiversity enhancement with education and leisure ▼
- 2.1.2 Ensure the maintenance and protection of waterway ecosystems
- 2.1.3 Ensure biodiversity is well managed and protected, both on Council's land and on private land
- 2.1.4 Advocate to the State Government to complete the acquisition of the Western Grassland Reserve and other biodiversity conservation reserves

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
16	2.1.1	Develop a masterplan for Lake Caroline	●	A consultant has been appointed and has completed background reports in readiness for community consultation proposed to commence in August 2023.	30/06/2024

Objective 2.2: A City resilient to the impacts of a changing environment ▼

Strategies:

- 2.2.1 Provide an integrated approach to land management that addresses risks, such as bushfire, uncontrolled weeds, flooding and storm events
- 2.2.2 Employ the principles of climate change adaptation in Council infrastructure
- 2.2.3 Support initiatives that promote cooling of the urban environment ▼
- 2.2.4 Ensure assets are adequately renewed, maintained, fit for purpose and resilient to changing climate conditions

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
17	2.2.1	Develop a report for Council investigating the adoption of a chemical free and environmentally friendly 'GrazeAway' managed weed control program	✓	Officers have completed work on reviewing the 'GrazeAway' program, consulting with industry, and evaluating alternatives for chemically and environmentally friendly weed control methods. While goats (and other grazing animals) can be effective in the management of some weed species, the use of goats cannot be used for the management of serrated tussock, as the plant can be potentially fatal to grazing animals.	
18	2.2.2	Implement actions from Councils Climate Change Adaptation Plan in line with council's pledge under the Climate Change Act.	✓	An assessment of six Council facilities was completed as part of the Heat Wave Spaces Project. This was completed in partnership with the Western Alliance for Greenhouse Action (WAGA) and the Department of Environment, Land, Water and Planning (DEWLP). Council officers are reviewing the findings and will be incorporating these assessments into the development of the ESD Guidelines scheduled for completion in 2023.	

Objective 2.3: A City growing and developing sustainably ▼

Strategies:

- 2.3.1 Ensure land development practices minimise environmental harm and damage
- 2.3.2 Promote the efficient use of resources in the development of the City
- 2.3.3 Promote the use of Environmentally Sustainable Design guidelines in all aspects of the development of the City
- 2.3.4 Support the conservation and restoration of heritage places

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
19	2.3.1	Finalise the Western Plains South Green Wedge Management Plan	●	Community consultation on the Western Plains South Management Plan was completed in June 2023. Submissions received are being reviewed and will inform completion of the final plan that will be considered by Council later in 2023.	31/12/2023
20	2.3.2	Complete the review of the Toolern Precinct Structure Plan and Development Contributions Plan	✓	The review has been completed and was adopted at the Council Meeting on 15 August 2022. The Development Contributions Plan planning scheme amendment has been submitted to the Department of Environment, Land, Water and Planning in August, and is awaiting authorisation by the Minister for Planning.	
21	2.3.3	Develop and publish Environmentally Sustainable Design (ESD) guidelines for Melton	●	The development of Environmentally Sustainable Design (ESD) guidelines for Melton is currently underway, with completion scheduled by February 2024.	

Objective 2.4: A City that mitigates and adapts to climate change, and is environmentally aware ▼

Strategies:

- 2.4.1 Educate and engage the community in local environmental and sustainability issues and decision making ▼
- 2.4.2 Maximise the use of alternative water sources and reduce Council's reliance on potable water
- 2.4.3 Advocate and lead in moving to a low carbon economy
- 2.4.4 Reduce the amount of waste being sent to landfill
- 2.4.5 Facilitate access to and appreciation of local natural landscapes and places of cultural heritage

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
22	2.4.4	Develop a Resource Recovery & Circular Economy Strategy	●	A consultant has been appointed for the development of the Strategy, with anticipated completion in June 2024.	30/06/2024
23	2.4.4	Develop a report for Council on opportunities to help reduce the number of single use coffee cups being sent to landfill	✓	Officers have prepared a report that was presented to the Council Meeting on 27 March 2023. Council supported a trial of recycling options at key facilities within the City of Melton, that has been referred to the annual budget process for consideration.	

Theme 3: A fast growing, innovative and well planned City

Objective 3.1: A City of 20 minute neighbourhoods ▼

Strategies:

- 3.1.1 Advocate to and work with the State Government and other stakeholders in planning for the City
- 3.1.2 Investigate opportunities to enhance the connectivity and activity of existing urban areas ▼
- 3.1.3 Appropriately plan for future development of greenfield land and ensure linkages to existing communities and assets ▼
- 3.1.4 Undertake integrated open space planning to ensure all neighbourhoods have access to reserves, parks, gardens, heritage places and natural assets ▼
- 3.1.5 Support local place making and buy local initiatives ▼
- 3.1.6 Promote the take up of smart* technology to connect people, enhance safety and improve liveability

* smart technology includes devices such as a sensor which can help make the delivery of Council services more efficient, QR codes on public art to provide information or digital models of the municipality to aid with planning decisions.

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
24	3.1.1	Advocate for minimal adverse impact in our community and where appropriate, make submissions on the proposed Western Victoria Transmission Network Project.	✓	Council officers continue to review technical reports and respond to draft documentation for the upcoming Environmental Effects Statement process being prepared by Ausnet Services for the Western Transmission Network Project (now known as the Western Renewables Link Project). Council's response aligns with its adopted position to support the consideration of (transmission) options that have less impact on the community. This action will continue into the 23/24 financial year and Council will participate in the Environmental Effects Statement process when a date is set between Ausnet Services and the State Government.	30/06/2024
25	3.1.1	Complete a review of the Melton Planning Scheme	●	A written report is being prepared which reviews the provisions of the Melton Planning Scheme. The report draws on a comprehensive analysis of the Planning Scheme, strategies and plans, VCAT outcomes and consultation with internal stakeholders. The Planning Scheme Review will continue into the 23/24 financial year.	30/06/2024
26	3.1.3	In partnership with the Victorian Planning Authority, lead and progress good planning and community outcomes through the preparation of Precinct Structure Plans and Infrastructure Contributions Plans.	✓	Council officers continue to work with the Victorian Planning Authority (VPA) who are leading the preparation of the Melton East Precinct Structure Plan and Infrastructure Contributions Plan. The Melton East Precinct Structure Plan is expected to progress to community consultation later in 2023. The Victorian Planning Authority have placed Rockbank South and Kororoit Part 2 Precinct Structure Plan development on hold until further notice.	
27	3.1.4	Prepare a Dog Park Strategy including an implementation plan	●	A draft strategy and implementation plan has been completed and will be released for community feedback in September 2023, with anticipated completion in late 2023.	30/11/2023
28	3.1.4	Undertake a review of the 2005 Masterplan for the Melton Weir.	●	Community consultation was completed in June 2023. Completion of the draft Strategy and further community consultation will occur later in 2023.	30/06/2024
29	3.1.5	Deliver projects under Melton Revitalisation Project	✓	The delivery of projects under the Melton Revitalisation Project is ongoing. The projects funded in the fourth round are on track. Our Digital Strategy has been completed, and the launch phase is scheduled for July/August. Planning for Arts events is underway, although the event delivery date is yet to be confirmed due to delays with Kids Zone. Our Buy Local seasonal campaigns and business trader engagement efforts are ongoing, and we have successfully completed school holidays activations and delivered seasonal promotions. Social campaigns for major holidays have been executed, with more to come in Quarter one 2023/24. Council is reviewing the Wallace Square Pop Up Park and Outdoor Dining concept based on community and business engagement.	

Objective 3.2: Health and community services accessible locally ▼

Strategies:

3.2.1 Advocate for and facilitate for the provision of health and community services and facilities to be within close proximity and safe access to public transport ▼

3.2.2 Plan and design Council facilities to accommodate health and community services ▼

3.2.3 Advocate for and support the development of the Melton Hospital and associated services ▼

3.2.4 Strengthen the health and community service system by working in partnership with providers and state government to attract additional services and support the expansion of existing services ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
30	3.2.1	Facilitate the acquisition of land for the Plumpton Aquatic Centre	●	Amendment C236 was gazetted into the Melton Planning Scheme 20 April 2023. The Public Acquisition Overlay (PAO) now applies to part of the land at 206-388 Beattys Road, Fraser Rise to facilitate the land acquisition for the aquatic centre in accordance with the Plumpton Precinct Structure Plan. In the coming months, Council officers will progress the next stages of the compulsory acquisition process.	
31	3.2.1	Implement Council's advocacy priorities	✓	Council's advocacy priorities were implemented through: - implementation of the Fix Our Roads campaign - State and Federal budget submissions - ongoing engagement with local members, ministers, shadow ministers, and candidates in the Victorian State Election and government departments - creation of the Moving Melton Transport Prospectus The advocacy work undertaken help support announcements that were funded in the Victorian State and Federal Government Budgets including school upgrades, a new TAFE, upgrade to the Melton line, a new Melton Station, a business case for the Western Highway, five level crossing removals, land acquisition for schools, early learning and maternal child health.	
32	3.2.1	Advocate for support to build the capacity of the Maternal and Child Health service.	✓	Officers are advised that Government commitments relating to Maternal and Child Health (MCH) made prior to the election will be fulfilled, which includes MCC advocacy priorities such as extending Key Age and Stage visits, support for multi-cultural and indigenous communities, strengthening father engagement. Advocacy continues through the Victorian Local Government Interface Councils network. Planning is under way to implement the Victorian MCH Student Model at MCC beginning in late 2023.	
33	3.2.3	Continue to advocate for the timely delivery of the Melton Hospital and support the Victorian Health Building Authority in planning and delivering the supporting infrastructure	✓	Council continues to support the Victorian Health Building Authority (VHBA) in the timely delivery of the Melton Hospital and continues to meet regularly to engage in conversations about the early activation of the precinct. The contract for construction of Bridge Road has been awarded, with co-investment from the VHBA, and works are underway. Council continues to work collaboratively with land owners within the Cobblebank precinct to ensure the delivery of the surrounding road network and supporting infrastructure is coordinated in a strategic and timely manner.	
34	3.2.4	Finalise planning for the Cobblebank Community Services Hub	●	The project team met individually with 17 community services to discuss their tenancy requirements. The prospective tenants are enthusiastic about the vision for the Cobblebank Community Services Hub (Hub) and are appreciative of being involved in the pre-design stage. The design services consultant has been appointed following the Council Meeting on 26 June 2023.	30/06/2024

35	3.2.4	Strengthen relationships with and between existing and new health, education, community and social support services	✓	<p>Council facilitated the ongoing delivery of The Melton New and Emerging Communities Network (MNECN). Representatives from more than 50 organisations are participating in the Network, including service providers, educational institutions, government departments, community organisations, and Council officers from different departments. The Network met four times in 2022-23. This collaborative work with Multicultural Health & Support Service delivered a project response related to Sexual and Reproductive health, Blood borne viruses and STIs.</p> <p>Curious About Culture - Afghan Community Profile event on 20 October 2022. 70 participants including Council staff, external service providers, and community members to learn how to engage more effectively with our new and emerging local Afghan community.</p> <p>Council increased the presence of mental health service providers at Kurunjang Community Hub and Timbertop Children's and Community Centre through IPC Head to Health, now operating three days from both locations. A Women's family violence support service now operates from Timbertop Children's and Community Centre once a week.</p> <p>A Delivering the Pathways to the Hospitality Industry project commenced in February with Council partnering with Jesuit Community College and Djerriwarrh Community and Education Services.</p> <p>White Card training ran from Jan-June 2023. Participants from targeted communities received a free white card accreditation. Participants were then linked in with a recruitment expert to assist them in creating a resume and ongoing job search.</p> <p>The Empowering Communities (Victorian Government funded) programs continue to be implemented with 12 Stakeholder organisations.</p> <p>Through the Safe City Community Advisory and the Preventing Family Violence Advisory Committees, Council holds regular stakeholder engagements with 15 external stakeholder organisations and agencies.</p> <p>Council have strengthened relationships with community organisations, supporting them to provide services to their unique and diverse communities. Supported organisations including but not limited to IPC health and Odyssey House Vic delivered important health and wellbeing programs and services from Community Centres and Neighbourhood Houses across the municipality.</p> <p>Over 268 ongoing hirers successfully applied to utilise Community Centres and Neighbourhood Houses to deliver weekly community programming across the municipality.</p>	
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Objective 3.3: A City with accessible infrastructure that meets the needs of all ♥

Strategies:

- 3.3.1 Ensure infrastructure and open space are designed, built and maintained to accommodate safety, growth, diverse needs and adaptability
- 3.3.2 Advocate for and support the development of diverse and affordable housing ♥
- 3.3.3 Advocate to and work with the State Government for the timely delivery of State infrastructure to service the City
- 3.3.4 Design, build and maintain the public realm to enable the promotion of physical activity ♥
- 3.3.5 Embrace new technology with the potential to revolutionise how city infrastructure are planned and managed sustainably

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
36	3.3.1	Complete a review of the Parks Development Program.	●	The review of the Parks Development Program is proposed to be incorporated into a revised Open Space Strategy for Melton, that will occur in 2023/24.	
37	3.3.2	Review Council's Housing Strategy and Character Design Guidelines	●	City Strategy is preparing scoping documentation and budget estimates to review Council's Housing Strategy and Character Design Guidelines that will occur in 2023/24.	30/6/2024
38	3.3.5	Establishment of a Digital Twin (3D Model) for the Melton CBD Town Centre Revitalisation.	✓	3D concept designs have been completed to enable community consultation for the Melton Revitalisation project.	

Objective 3.4: An integrated transport network that enables people to move around ♥

Strategies:

- 3.4.1 Advocate to the State and Federal Governments to deliver new and upgraded transport infrastructure to meet the needs of our growing community
- 3.4.2 Improve connectivity between existing and new communities ♥
- 3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of our community ♥
- 3.4.4 Improve accessibility, comfort and connectivity of key active transport routes ♥
- 3.4.5 Support the creation of a connected and active community through the design and delivery of safe walking and cycling networks ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
39	3.4.1	Execute and complete the Fix Our Roads Advocacy campaign	✓	The Fix our Roads campaign was successfully delivered from April to December 2022. Achievements include 15,000 people visited the dedicated website, 5,500 people signed the online petition, 48 mentions of Fix Our Roads in the Media. \$10 million was committed from both the State and Federal Governments to conduct a business case into upgrading the Western Highway and \$14.9 million committed from the Victorian Government to duplicate the Melton Highway between Crown Drive and The Regency in Plumpton. The campaign was successful in achieving election commitments from the Victorian Liberal Party to upgrade the Western Highway, Melton Highway and Taylors Road.	31/12/2022
40	3.4.3	Develop a report for Council on the feasibility and benefits of a heavy vehicle parking facility in the City of Melton	✓	A report has been prepared on the feasibility and benefits of a heavy vehicle parking facility in the City of Melton.	

41	3.4.4	Develop a Pedestrian and Cycling Plan for the City	✓	The plan was presented to a briefing of Councillors in September 2022. The Plan has been integrated into the Moving Melton website and Council's Long Term Capital Plan and can be viewed online at https://www.movingmelton.com.au/active .	
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Theme 4: A City that promotes greater education and employment

Objective 4.1: A strong local economy that attracts business growth and encourages new investment

Strategies:

- 4.1.1 Invest in programs that support local business to start, grow, connect and thrive
- 4.1.2 Support initiatives that create opportunities for new business, jobs and investment in the City
- 4.1.3 Plan for key employment precincts within Precinct Structure Plans
- 4.1.4 Advocate to state government to undertake the Precinct Structure Plans which are employment focussed to facilitate the creation of local jobs

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
42	4.1.2	Implement a range of investment attraction initiatives	✓	<p>Council successfully implemented a range of investment attraction initiatives in the City of Melton, including:</p> <p>The City of Melton Developer Forum which attracted 30 external sector stakeholders, resulting in positive feedback, follow-up inquiries, and productive engagement on specific topics.</p> <p>Facilitation of a round table conversation to address long-term developer disagreements and resolve problems with authorities and external agencies.</p> <p>The introduction of monthly Spendmap data alerts and shared Spendmap reports publicly, highlighting relevant industrial and activity centre news stories on Council's website.</p> <p>Council actively engaged with Invest VIC and internal departments to support key businesses.</p> <p>Council also developed a comprehensive digital strategy, including key messaging, specifically tailored for investors.</p>	
43	4.1.2	Prepare an Employment and Industrial Land Strategy for the municipality	●	<p>The preparation of the draft Employment and Industrial Land Strategy is well underway following the background report completed in the 2022/23 financial year. The draft strategy report will be reported to Council later in 2023 and will be subject to further stakeholder consultation. This action will continue into the 2023/24 financial year.</p>	
44	4.1.3	Prepare and endorse relevant Urban Design Frameworks for employment areas within approved Precinct Structure Plans.	✓	<p>The Hopkins Road Business Precinct Urban Design Framework was completed and adopted by Council at its meeting on 12 December 2022 and has been approved by the Board of the Victorian Planning Authority.</p> <p>The Mt Atkinson Major Town Centre South Urban Design Framework Plan is being prepared by a developer and is yet to be submitted in a form that complies with the requirements of the Precinct Structure Plan. Council is working cooperatively with the developer to progress this plan.</p> <p>The Western Freeway Commercial Area and Mt Atkinson Major Town Centre North Urban Design Framework has commenced and is being prepared by a developer. There have been further delays to the early stages of this project due to uncertainties about access to the Hopkins Road Freeway interchange. Council is working with the developer and the Department of Transport and Planning to resolve vehicle access issues..</p> <p>The draft Rockbank North (Aintree) Major Town Centre Urban Design Framework is being finalised for Council's consideration in 2023 prior to community consultation. This project will continue into the 2023/24 financial year.</p>	

Objective 4.2: A City with a variety of education facilities accessible locally ♥

Strategies:

- 4.2.1 Advocate for the timely delivery of primary, special and secondary schools
- 4.2.2 Maximise the use of existing Council facilities by external providers of educational programs ♥
- 4.2.3 Advocate for the delivery of TAFE and tertiary education facilities and opportunities in the City
- 4.2.4 Support local pathways between education, training and employment ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
45	4.2.3	Work in partnership with Victoria University under the MOU to enhance learning and education opportunities for the Melton community	✓	The Your Career Your Way program has been delivered in three separate iterations over the past 12-months. This bespoke initiative aimed to assist the community in enhancing their skills awareness, establishing valuable networks, and gaining a comprehensive understanding of career and training prospects for individuals seeking to re-enter the workforce or pursue a career change. Notably, this program is provided to the community free of charge. This program will continue to be delivered in 2024. Planning has continued for the delivery of the Western Melbourne English Program in the City of Melton in 2024. A strategic meeting with the University's Vice Chancellors, in relation to the Cobblebank Metropolitan Activity Centre, has been scheduled.	

Objective 4.3: A City with a diversity of local job opportunities with an increasing number of residents locally employed ♥

Strategies:

- 4.3.1 Encourage access to diverse and quality local employment opportunities
- 4.3.2 Advocate to State and Federal government and private industry for increased and diverse local employment opportunities
- 4.3.3 Partner with community organisations and the employment and education sectors to identify skill shortages and advocate for employment pathways ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
46	4.3.1	Develop a Council work placement program for our local community inclusive of people with a disability	●	A supplier has been identified to provide mentoring and coaching services to community members, including those with a disability. The supplier provides a pre-designed program which is unique in the marketplace, with the ability to move quickly into program delivery.	30/06/2024

Objective 4.4: Lifelong learning opportunities that bring local communities together ♥

Strategies:

- 4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning ♥
- 4.4.2 Help close the digital-divide by improving the community's digital literacy ♥
- 4.4.3 Create a learning culture in the City through early engagement with and support for children, young people and families ♥
- 4.4.4 Partner with education providers to facilitate the delivery of education and training programs
- 4.4.5 Advocate for the provision of digital technologies accessible to all

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
47	4.4.1	Deliver community capacity building, learning, and community leadership programs	✓	<p>Libraries provided 985 community learning programs across 2022-23, including 3 iterations of the Your Career Your Way job skills program in partnership with Victoria University, Citizenship Test Assistance sessions, English Conversation Clubs, Early Literacy Programs, STEM (Science, Technology, Engineering & Mathematics) learning programs for children delivered in partnership with Western BACE, Job Lab program delivered in partnership with Djerriwarrh Community & Education Services, and Genealogy Help delivered via a MOU with Melton Family History Group, as well as writing groups, craft groups, reading programs, and one-off community learning and development programs.</p> <ul style="list-style-type: none"> - Melbourne Airport Grant funded Hospitality pathway program ran 274 registered and accredited community members. - 102 community members graduated from the Daughters and Sons of the West Programs, including a pilot program delivered in partnership with the Syriac community. - More than 200 young people were engaged through focus groups on road safety education, followed by the first online road safety forum. - \$264,310 in Community Grants to 106 local groups and individuals. - A total of 19,825 community members participated in 393 community programs from July 1 2022 - June 30 2023. 	

Theme 5: A community that is actively engaged in the City

Objective 5.1: Deliberative engagement and communication with the community informs planning and decision making

Strategies:

- 5.1.1 Position the organisation to deliver robust deliberative engagement
- 5.1.2 Invest in Council's capacity to design and conduct meaningful community engagement activities
- 5.1.3 Provide the community with balanced, transparent and objective information

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
48	5.1.1	Deliver a community education program for community sport, recreation and leisure in the City of Melton	✓	The Women in Sports Leadership Program was completed (12 participants across 7 clubs). A Women in Sports Breakfast was held in December where local and elite athletes showcased their triumphs and challenges on their sports journeys. Over 80 people attended with a focus on female umpiring. Responsible Serving of Alcohol courses was held to support clubs to gain qualifications to host events and club functions (64 attendees). A Grant Writing session was conducted to assist all clubs upskill committee members (8 attendees). A first aid course provided club volunteers with valuable life saving skills (10 attendees).	28/02/2023

Objective 5.2: A range of platforms, including digital, that cater for accessible community engagement and consultation ♥

Strategies:

- 5.2.1 Streamline customer access to Council by investing in new technology while maintaining non digital channels for people with access constraints
- 5.2.2 Increase participation in online community engagement platforms
- 5.2.3 Provide opportunities for meaningful community engagement, especially with diverse faith and cultural groups ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
49	5.2.1	Enhance citizen engagement and experience through digitally accessible Council services	✓	2022/23 online services outcomes to enhance engagement and experience include: 1. A Multiple Animal Permit has been enabled as new online form 2. A Community Permit decision tool (Do I need a permit?) has been built for commercial businesses 3. Footpath Trading, Skip Bin, Outdoor Fitness and Roadside Trading automatic online form and automatic approvals have been completed with Service Victoria 4. Payment Self Service Kiosk rollout at Melton Civic Centre, Melton Library and Learning Hub and Caroline Springs Library and Learning Hub 5. Maternal Child Health (MCH) Sleep Session Bookings enabling parents to book into sleep and settling education sessions at Hillside or Kurunjang Community Centres or online sessions 6. Automated proof of payment is enabled to customer email inboxes 7. Electronic Direct Debit improvements have been deployed to simplify customer change of account 8. Facility Bookings - Increased online booking access to newly built Council facilities 9. Community Portal has seen 62,808 requests lodged online this financial year, saving 7,679 operational hours (or a total of \$476,328 of operational savings)	

Objective 5.3: Increased volunteerism in the City ▼

Strategies:

5.3.1 Invest in establishing systems and structures to enable strong volunteerism in the City ▼

5.3.2 Establish partnerships to promote volunteerism ▼

5.3.3 Promote the benefits of volunteerism ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
50	5.3.1	Invest in education and training opportunities for community sporting groups to enhance governance and sustainability	✓	Council partnered with the local community, football leagues and associations to form the Aintree (AFL) Football Club. Based at Frontier Recreation Reserve, the Club had 2 teams compete in the 2023 season. Governance support was provided to the newly established Aintree Soccer Club and Eynesbury Tennis Club . A session was conducted for sporting clubs to attend - Food for Athletes: Fuel for Performance and Recovery'. It covered the basics of the additional nutritional needs of active people and how, as clubs, we can create canteens that support our players performance whilst also being tasty and profitable (10 attendees) . Council officers engaged with Sport and Recreation Victoria to implement a Fair Access Policy for Women and Girls using community sporting facilities.	
51	5.3.2	Develop a Volunteer Promotion Plan in partnership with local agencies and groups to promote volunteerism and its benefits	●	Drafting of the plan is ongoing with some changes to the National Sport Volunteer Framework recently made that need consideration as part of the development of the promotion plan. The Plan is expected to be finalised by the end of August 2023.	31/08/2023
52	5.3.3	Through the implementation of the volunteer Promotion Plan, promote volunteer opportunities and benefits at Council and within the local community	●	Promotion to commence end of August 2023.	31/08/2023

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

Objective 6.1: An organisation that demonstrates excellence in customer and community service

Strategies:

6.1.1 Provide high quality, consistent and responsive customer service throughout all areas of Council

6.1.2 Establish an organisational approach to strategic planning for children and young people

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
53	6.1.1	Enhance cyber security within the organisation	✓	1. Several audits of information and cyber security controls were performed during 2022/23. Controls to meet rectifications relating to the Department of Transport information protection requirements were implemented. 2. Cyber security monitoring was commissioned to improve the identification and tracking of potential cyber-attacks. 3. An identity and access management project was completed. In addition, preparation and testing was completed for implementing a key control to verify authorised access to Council's network and systems. 4. Several risk assessment activities to determine the current security posture of Council were undertaken. 5. Implemented a managed detection and response platform for cyber security incident and event management. 6. Reviewed Council's Information Management Strategy. Evaluation of Council's Electronic Content Management (ECM) tool and sustainability of the tool. Recommended an Enterprise Information Management framework (EIM). 7. A new vendor for a Security Awareness and Training platform has been selected. 8. Collaborated with the Department of Premier and Cabinet of Victorian State Government and industry partner to implement an email authentication protocol. 9. Completed ACSC Essential Eight Assessment – The Australian Cyber Security Centre (ACSC) has developed prioritised mitigation strategies, to help organisations protect themselves against various cyber threats. 10. A review of information security policy and supporting procedures was performed.	
54	6.1.2	Implement the Roadmap for new Victorian Child Safe standards across Council	✓	The Roadmap implementation has been completed. A Project to manage ongoing risk and continuous improvement related to Child Safe standards has commenced.	
55	6.1.2	Implement findings of the Child Safe Audit 2021	✓	Findings of the Child Safe Audit 2021 has been implemented, noting changes in standards have occurred since the audit was completed. The Roadmap includes references to the audit findings. A Project to manage ongoing risk and continuous improvement related to Child Safe standards has commenced.	

Objective 6.2: An adaptive, innovative and creative organisation

Strategies:

6.2.1 Invest in a skilled, motivated and high performing workforce through leadership and staff development programs

6.2.2 Invest in new and emerging technology that supports innovation

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
56	6.2.1	Implement Strategic Workforce Planning across Council	✓	Strategic implementation of workforce planning has continued through the Organisational Review (includes projected structural change in 4 business units outlined in the Workforce Plan) as well as localised workforce planning reviews. Further workforce planning initiatives are being implemented through the Team Melton Transformation Plan, the new Enterprise Agreement, the Gender Equality Action Plan (GEAP) and creation of a Talent Acquisition and Retention function in People and Culture.	
57	6.2.2	Implement an Automated Approvals Pilot for Skip Bin & Goods on Footpath Permits	✓	The Goods on Footpath (Outdoor Trading) Automated Approvals was implemented on 11 July 2022 and the Skip Bins (Bulk Waste) Automated Approvals was implemented in January 2023.	

Objective 6.3: An organisation that demonstrates excellence in civic leadership and governance

Strategies:

6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance

6.3.2 Engage with all levels of government to support Council's capacity to deliver outcomes in response to changes in legislation

6.3.3 Improve the transparency of organisational performance to our community

6.3.4 Invest in professional development opportunities for Councillors relevant to their civic responsibilities

6.3.5 Advocate to, and partner with all levels of government, community organisations and the private sector

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date
58	6.3.1	Ensure that Council policies are developed and reviewed as required	✓	Policy review efforts at Council are ongoing. A Policy Review Plan has been prepared with input from Executive and will form the basis for continued efforts in respect to the development, review and rationalisation of policies throughout 2023.	
59	6.3.4	Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept apprised of their civic and regulatory responsibilities via a series of 'Good Governance' briefings, seminars and initiatives.	✓	Councillors continue to be advised of upcoming professional development opportunities via the Councillor E-News and continue to be appraised of their civic and regulatory responsibilities via a series of 'Good Governance' briefings, seminars and initiatives.	

Having declared a material conflict of interest in Item 12.2 - Recommendations from the Semi-Annual Grant Assessment Panel Meeting June 2023, Cr Shannon departed the meeting at 7.17pm prior to any discussion commencing on the item.

12.2 RECOMMENDATIONS FROM THE SEMI-ANNUAL GRANT ASSESSMENT PANEL MEETING JUNE 2023

Author: Isabel Venables - Community Grants and Awards Officer
Presenter: Troy Scoble - Director City Life

PURPOSE OF REPORT

To present the recommendations for the allocation of funds within the City of Melton Semi-Annual Grants Program's June 2023 round.

RECOMMENDATION:

That Council:

1. Endorse the minutes of the Semi-Annual Grants Assessment Panel Meeting held on Thursday 20 July 2023, as presented in **Appendix 1**.
2. Adopt the recommendations of the Semi-Annual Grants Assessment Panel awarding \$83,443.77 of the allocated funds from the Semi-Annual Grants budget, as presented in **Appendix 1**.

Motion

Crs Ramsey/Turner.

That Council:

1. Endorse the minutes of the Semi-Annual Grants Assessment Panel Meeting held on Thursday 20 July 2023, as presented in **Appendix 1**.
2. Adopt the recommendations of the Semi-Annual Grants Assessment Panel awarding \$83,443.77 of the allocated funds from the Semi-Annual Grants budget, as presented in **Appendix 1**.

CARRIED

REPORT

1. Executive Summary

Melton City Council acknowledges its role in supporting, assisting and partnering with community groups in providing services that benefit the wider community, enhance community wellbeing and contribute to Council's strategic objectives.

Council achieves this through the provision of a range of grants available to the City of Melton community, including the Semi-Annual Grants Program.

In its capacity as an Advisory Committee of Council, this report provides the Semi-Annual Grants Assessment Panel's funding recommendations in relation to not-for-profit community groups and organisations who made an eligible application to the June 2023 Semi-Annual Grants round.

2. Background/Issues

Community grants strengthen relationships which unite the community through positive activities and create sustainable partnerships that encourage learning and self-sufficiency.

The Semi-Annual Grants Program provides opportunities for groups to submit competitive applications to one of two grants streams:

1. Community Project – this stream provides financial support up to \$10,000 for community projects that increase community participation and access to information, services and facilitate a strengthening in social wellbeing across the city.
2. Entry-Level – this stream provides financial support up to \$2,000 and is designed for groups that have little experience applying for grants or little experience implementing grant-funded projects.

Grants Assessment Panel

Semi-Annual Grants Assessment Panel members must adhere to all confidentiality and disclosure requirements as part of the assessment process. This includes not releasing information that they know, or should reasonably know, is confidential information (such as applicant names, contact details, funding requested, project scopes, Council Officer feedback, individual assessments and funding outcomes).

Eligibility Requirements

Semi-Annual Grant applicants must satisfy the following eligibility requirements:

- Being an incorporated for-profit group providing support, services or programs within the City of Melton, or receive auspice support from a non-profit organisation
- Having no outstanding debts owing to Council
- Having met all acquittal conditions of previous Council funding
- Having 80% of project participant's living in the City of Melton, and
- Having provided relevant quotations to budget items over \$250

All applications are reviewed in detail against all Council eligibility criteria prior to panel assessment. Only those applications meeting all eligibility criteria are assessed by the panel. Those that proceed for assessment require a 50% score or above to be considered for funding.

Applications for the June 2023 Semi-Annual Grants round opened on 1 June 2023 and closed 30 June 2023.

- One application was received for the Entry-Level Projects Stream, however, was not eligible for assessment as the applicant was not a not-for-profit group or organisation. Furthermore, the project was deemed as a profit-making venture.

In the Community Project Stream, 19 applications were received and four were deemed ineligible due to:

- \$20million in Public Liability Insurance was not able to be provided.
- Incorporation Certificate was not provided.
- Required quotations to support the grant submission were not provided.
- Project was facilitated by local school and limited to students only.

As a result of the preliminary assessment phase, Fifteen eligible applications proceeded to assessment.

The Assessment Panel is governed by a Terms of Reference, which Council endorsed at the 15 March 2021 Ordinary Council Meeting. The Assessment Panel meeting was held on Thursday 20 July 2023.

Panel recommendations

The panel's recommendations in relation to funding against the selection criteria are detailed at **Appendix 1**, which includes the panel meeting minutes, assessment rationales and funding recommendations.

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

Funding for this Semi-Annual Grants round is as per the table below in the 2023/2024 Council budget:

Available Budget 2023/24	Recommended funding	Remaining Budget
\$150,000	\$83,443.77	\$66,556.23

5. Consultation/Public Submissions

All funding available through Council's Community Grants Program is promoted across our community through a range of available media and other opportunities.

Following Council approval, successful grant recipients in this round will be published on Council's website.

Successful applicants will be invited to a formal recognition event. The event will enable Council to acknowledge and show appreciation to our community on the participation and leadership they displayed through the funded initiatives.

6. Risk Analysis

Community grant opportunities provided and administered by Council are promoted and provided in accordance with Council objectives, guidelines and procedures.

Council officers implement administrative changes to grants processes in line with audit recommendations and continuous improvement measures.

Assessment panel members must declare if they have, or could be perceived to have, a conflict of interest. If such a conflict exists, those assessment scores have not been included.

Assessment panel members have also agreed to preserve the confidentiality of all application information supplied.

Council Officers must also maintain robust documentation across all steps of the assessment process to create a thorough audit trail.

7. Options

The Semi-Annual Grants Program Assessment Panel is an Advisory Committee of Council, and Council has the authority to approve or not approve the panel's funding recommendations.

Consistent with Council's Grants Policy/Guidelines, the assessment panel has considered all the applications against the key selection criteria, met as a panel to determine the panel's agreed recommendations and now presents these findings to Council for approval.

LIST OF APPENDICES

1. June Semi-Annual Community Grants - Minutes from Grants Panel Assessment Meeting - **CONFIDENTIAL**

Cr Shannon returned to the meeting at 7.21pm.

12.3 AUDIT AND RISK COMMITTEE MINUTES - 10 AUGUST 2023

Author: Renee Hodgson - Governance Coordinator
Presenter: Megan Kruger - Head of Governance

PURPOSE OF REPORT

To report to Council on the activities of the Audit and Risk Committee as required by the *Local Government Act 2020*.

RECOMMENDATION:

That Council:

1. Note the confirmed minutes of the Audit and Risk Committee meeting held 10 August 2023 (minutes), provided as **Appendices 1 and 2** to this report.
2. Adopt the recommendations endorsed or approved by the Audit and Risk Committee, arising within the minutes.

Motion

Crs Kesic/Shannon.

That Council:

1. Note the confirmed minutes of the Audit and Risk Committee meeting held 10 August 2023 (minutes), provided as **Appendices 1 and 2** to this report.
2. Adopt the recommendations endorsed or approved by the Audit and Risk Committee, arising within the minutes.

CARRIED

REPORT

1. Executive Summary

The minutes of the Audit and Risk Committee meeting held 10 August 2023 are appended to this report as **Appendices 1 and 2**, with Appendix 2 containing the minutes of confidential items.

The minutes contain recommendations for the consideration of Council.

2. Background/Issues

The Audit and Risk Committee is established by Council pursuant to Section 53 of the *Local Government Act 2020* ('the Act').

The primary function and responsibility of the Audit and Risk Committee is to monitor the compliance of Council policies and procedures with the Act including any regulations, and chiefly, the overarching governance principles, Council's financial and performance reporting, Council's risk management and fraud prevention systems and controls and oversee the internal and external audit function.

The Audit and Risk Committee makes recommendations to Council for its consideration. These recommendations are set out in the minutes attached at **Appendices 1 and 2** for matters that the Audit and Risk Committee considered.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance.

4. Financial Considerations

Costs associated with the operation of Council's Audit and Risk Committee are provided for within Council's operating budget.

5. Consultation/Public Submissions

Not required.

6. Risk Analysis

A risk analysis is contained within each report to the Audit and Risk Committee.

Risks identified by the Audit and Risk Committee and recommendations in relation to same should be carefully considered by Council as these represent an independent and forensic appraisal of the issues.

7. Options

Council has the option to provide any feedback or direction to the Audit and Risk Committee it feels is appropriate on the discharge of the Committee's responsibilities under the Audit and Risk Committee Charter.

The Audit and Risk Committee is not a delegated committee and operates in an advisory capacity to Council, therefore Council has the discretion to accept, reject or amend the Committee's recommendations.

LIST OF APPENDICES

1. Audit and Risk Committee Minutes dated 10 August 2023 (excluding confidential items)
2. Audit and Risk Committee Minutes - Confidential Items - dated 10 August 2023 - **CONFIDENTIAL**



**Minutes of the
Audit and Risk Committee Meeting of
the Melton City Council**

10 August 2023

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

10 AUGUST 2023

Prior to the formal commencement of the meeting, pursuant to Item 7, the committee members met with Council's internal auditors in the absence of management to discuss relevant matters. The members then held an in camera conversation with Council's Chief Executive Officer, where Item 10.2, Provision of Internal Audit Services, was considered.

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6.	PRESENTATION OF STAFF REPORTS	7
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	To provide a presentation update to the Audit and Risk Committee regarding Information Technology Key Risks, covering the ICT and Digital Strategy and Security Roadmap.	
6.2	LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK REVIEW	7
	To present the changes to the Local Government Performance Reporting Framework.	
6.3	RISK MANAGEMENT STATUS REPORT	8
	To present to the Audit and Risk Committee the Key Risk Matters Update in 2023 ('the Report')	
6.4	ANNUAL WORK PLAN FOR 2023	8
	To allow the Committee to examine the agenda for this meeting against the <i>Annual Work Plan 2023</i> .	

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING		10 AUGUST 2023
6.5	REVIEW OF AUDIT AND RISK COMMITTEE CHARTER The Committee to review the Audit and Risk Committee Charter.	8
6.6	ASSESSMENT OF AUDIT AND RISK COMMITTEE PERFORMANCE To present the proposed template for the annual assessment of the Audit and Risk Committee as to the Committee's performance over the past 12 months.	10
6.7	INTERNAL AUDIT STATUS REPORT AS AT AUGUST 2023 To present the Internal Audit Status Report as at August 2023 (the Report).	10
6.11	INTERNAL AUDIT REPORT ON COUNCIL'S PAYROLL ACCURACY To present the final report for the Internal Audit of Council's Payroll Accuracy.	10
6.8	AUDIT AND RISK COMMITTEE BUSINESS UNDERTAKEN OUT OF SESSION - SCOPE FOR THE INTERNAL AUDIT OF FACILITIES MANAGEMENT To present the <i>Scope for the Internal Audit of Facilities Management</i> , as endorsed by the Audit and Risk Committee out of session on 4 August 2023.	10
6.9	SCOPE FOR THE INTERNAL AUDIT OF ROAD MANAGEMENT To present the <i>Scope for the Internal Audit of Road Management</i> .	11
6.10	SCOPE FOR THE INTERNAL AUDIT OF BUDGET AND FORECASTING To present the <i>Scope for the Internal Audit of Budget and Forecasting</i> .	11
6.12	MELTON CEMETERY TRUST PERFORMANCE SUPPORT PROGRAM REVIEW To present the final report for the performance review of the Melton Cemetery Trust.	11
6.13	INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT To present the Internal Auditors' Recent Issues Insights Quarterly Report, August 2023 (the Report).	12
6.14	SELF-ASSESSMENTS AGAINST INTEGRITY AGENCY REPORTS To provide an assessment of Council's existing frameworks against the recommendations contained within reports by regulatory and integrity agencies.	12

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

10 AUGUST 2023

6.15	REVIEW OF THE ADEQUACY AND EFFECTIVENESS OF KEY POLICIES, SYSTEMS AND CONTROLS AND THEIR CONSISTENCY WITH THE LOCAL GOVERNMENT PRINCIPLES	13
	To update the Audit and Risk Committee on the review of Key Policies and Procedures.	
6.16	DRAFT MELTON CITY COUNCIL LONG TERM FINANCIAL PLAN 2023-2033	13
	Audit and Risk Committee to note Melton City Council Financial Plan 2023-2033.	
6.17	QUARTERLY INVESTMENT HOLDINGS REPORT	13
	To present the Investment Holding Report for the twelve months ended 30 June 2023 (the report) and the revised investment objectives proposed for the Investment Policy Statement.	
6.18	CEO PROCUREMENT DELEGATIONS REPORT	13
	To provide the Audit and Risk Committee with a quarterly report on use of the role specific procurement delegations of the CEO whilst two value thresholds for procurement methodologies exist at Melton City Council.	
6.19	INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR AUGUST 2023	14
	To present the <i>Internal Audit Recommendations Tracking Report for August 2023</i> (the Report).	
7.	MEET WITH AUDITORS IN THE ABSENCE OF MANAGEMENT	7
8.	PUBLICATIONS	14
8.1	PUBLICATIONS	14
9.	OTHER MATTERS RAISED BY THE COMMITTEE	14
10.	CONFIDENTIAL BUSINESS	14
10.1	UPDATE ON ACTIONS TAKEN ARISING FROM OMBUDSMAN REPORT ON MK DATANET	15
	To present to the Audit and Risk Committee ('the Committee') an update on actions taken by Council, arising from the findings of the Victorian Ombudsman ('the Ombudsman') Report released on 9 June 2021 in relation to Melton City Council's engagement of IT company MK Datanet Pty Ltd.	

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**10 AUGUST 2023**

10.2	PROVISION OF INTERNAL AUDIT SERVICES	15
	To seek the support of the Audit and Risk Committee of an officer recommendation to Council in relation to provision of Internal Audit services.	
10.3	QUARTERLY LEGAL REPORT ON SIGNIFICANT LEGAL MATTERS	15
	To report to the Audit and Risk Committee on significant legal matters which may expose Council to an Order (or a financial penalty) in the sum of \$100,000 or more which are not covered or handled by Council's insurers.	
11.	NEXT MEETING	16
12.	CLOSE OF BUSINESS	16

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

10 AUGUST 2023

MELTON CITY COUNCIL

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE
MELTON CITY COUNCIL HELD IN THE GREY BOX FOREST ROOM,
CIVIC CENTRE, 232 HIGH STREET, MELTON ON
10 AUGUST 2023 AT 12.00PM

Present: Jeff Rigby, Chairperson, Independent External Member
Farshan Mansoor, Independent External Member
John Watson, Independent External Member
Lara Carli, Mayor
Goran Kesic, Councillor

Attendees: Roslyn Wai, Chief Executive Officer
Peter Leersen, Chief Financial Officer
Sam Romaszko, Director City Delivery
Troy Scoble, Director City Life
Luke Shannon, Executive Lead Strategic Initiatives
Megan Kruger, Head of Governance
Ajay Ravindran, Head of Technology
Natalie Marino, Manager Finance
Renee Hodgson, Governance Coordinator

Guests: Wilson Tang, Internal Auditor

1. WELCOME / ELECTION OF CHAIR (IF REQUIRED)

The Chairperson formally opened the meeting at 12.55pm with an Acknowledgement of Country and welcomed the Committee members.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DECLARATION OF INTEREST AND / OR CONFLICT OF INTEREST

There were no Declarations of Interest or Conflicts of Interest related to the matters of the Audit and Risk Committee meeting.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**10 AUGUST 2023**

4. MINUTES OF PREVIOUS MEETINGS

The Committee noted the Minutes of the Audit and Risk Committee Meeting held on 11 May 2023 and confirmed out of session, were adopted by Council at its Scheduled Meeting held on 26 June 2023.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**5.1 TRACKING REPORT FOR AUDIT AND RISK COMMITTEE ACTIONS****Author: Renee Hodgson - Governance Coordinator****Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee noted the *Tracking Report for Audit and Risk Committee Actions* as at August 2023, provided as **Appendix 1** to the report.

Actions:

Denote action item 13, regarding comments on overdue items, as complete and revise target dates for remaining open actions.

Committee to receive Community Grants internal audit report with updated management responses and target completion out-of-session to finalise the report.

6. PRESENTATION OF STAFF REPORTS**6.1 INFORMATION TECHNOLOGY KEY RISKS****Author: Ajay Ravindran - Head of Technology****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee noted the presentation update provided by Council's Head of Technology, Ajay Ravindran, regarding Information Technology Key Risks, covering the ICT and Digital Strategy and Security Roadmap.

Actions:

Management to share future business case for enterprise system in a briefing format.

Report tracking of strategy and roadmap expenditure to budget in a future Committee update.

Ajay Ravindran departed the meeting at 1.10pm.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**10 AUGUST 2023**

6.2 LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK REVIEW**Author: Megan Kruger - Head of Governance
Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee reviewed and noted the changes to the Local Government Performance Reporting Framework.

6.3 RISK MANAGEMENT STATUS REPORT**Author: Ajay Ramdas - Risk Officer
Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee reviewed and noted the Key Risk Matters Update.

Actions:***Management to consider reassessing title for the Strategic Risk Steering Committee.******Management to provide an in depth report on Council's Risk Management Framework at the Audit and Risk Committee's first meeting in 2024 in preparation for consideration of the Internal Audit scope for Risk Management, inclusive of a maturity assessment.***

6.4 ANNUAL WORK PLAN FOR 2023**Author: Renee Hodgson - Governance Coordinator
Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee noted the *Annual Work Plan 2023*, provided as **Appendix 1** to the report.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING10 AUGUST 2023

6.5 REVIEW OF AUDIT AND RISK COMMITTEE CHARTER

Author: Renee Hodgson - Governance Coordinator
Presenter: Megan Kruger - Head of Governance

The Audit and Risk Committee reviewed its Charter and recommended the following changes to Council for approval:

1. *Section 4 Terms of Appointment* –
 - a. Include wording to the effect 'Council will review Independent Member remuneration annually'.
 - b. Replace reference from 'General Manager' to 'Director'.
 - c. Remove duplication in relation to the arrangement of terms to avoid more than one member retiring at the same time.
 - d. Include provision for all Councillor members to have substitutes.
 2. *Section 5 Meetings* –
 - a. Amend 'The Chief Executive Officer, Chief Financial Officer, and **the organisation's lead governance and legal role** will represent the organisation and attend all meetings', to 'The Chief Executive Officer, Chief Financial Officer, and **Head of Governance** will represent the organisation and attend all meetings'.
 - b. Include stipulation that any meeting documents provided in hard copy must be destroyed at Council premises or surrendered to Council.
 3. *Section 7 Insurance* – specify reference to Council's professional indemnity insurance, rather than Council's insurance policies more broadly.
 4. *Section 8 Committee Member Regulatory Obligations* – insert wording in bold as follows: 'Details about these obligations are included **as guidance for Committee members** in Appendix A to this Charter.'
 5. *Section 10 Duties and Responsibilities* –
 - a. *Part A. External Audit, Dot point 5.* Amend from 'Ensure' to 'Monitor'.
 - b. *Part B. Internal Audit, Dot point 4.* Amend 'Receive, review and **recommend approval** or otherwise of the scope of work for each proposed audit prior to the audit being undertaken', to 'Receive, review and **approve** or otherwise of the scope of work for each proposed audit prior to the audit being undertaken'.
 - c. *Part C. Financial and Performance Reporting, Point 4.* Amend 'they are complete and consistent' to 'the Committee considers it appropriate or is satisfied'.
 - d. *Part E. Risk Management, Point 6.* Amend 'land/or' to 'and/or'.
 - e. *Part G. Compliance Management, Point 3.* Amend from 'Obtain briefings' to 'Receive briefings'.
 6. Ensure spelling is accurate throughout the Charter document.
-

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**10 AUGUST 2023**

6.6 ASSESSMENT OF AUDIT AND RISK COMMITTEE PERFORMANCE**Author: Renee Hodgson - Governance Coordinator**
Presenter: Megan Kruger - Head of Governance

The Audit and Risk Committee recommended Council endorse the proposed questions, set out at **Appendix 1**, for the annual assessment of the Audit and Risk Committee's performance, to be completed by all Committee members and senior officers who have regular interactions with the Committee, as referenced in the Audit and Risk Committee Charter, with the following amendments:

1. Question 2.5 amend 'annual' to 'biannual'.
2. Question 4.2 amend 'oversaw' to 'conduct'.
3. Question 6.1 amend 'The Committee reviewed and approved' to 'The Committee received'.

Action:

Distribute annual assessment survey to Committee members and management and management is encouraged to complete the survey, with separated results to be reported to the Audit and Risk Committee's November 2023 meeting.

6.7 INTERNAL AUDIT STATUS REPORT AS AT AUGUST 2023**Author: Renee Hodgson - Governance Coordinator**
Presenter: Wilson Tang – Internal Auditor

The Audit and Risk Committee reviewed and noted the Internal Audit Status Report as at August 2023.

Action:

Management to designate a sample of actions reported to the Committee as completed or closed to be reviewed by the Internal Auditor, within the budget provision for internal audit services and according to parameters agreed by management and the auditor (for example actions rated high risk).

6.11 INTERNAL AUDIT REPORT ON COUNCIL'S PAYROLL ACCURACY**Author: Megan Kruger - Head of Governance**
Presenter: Wilson Tang – Internal Auditor

The Audit and Risk Committee:

1. Received and accepted the final report for the Internal Audit of Council's Payroll Accuracy (the Report), provided as **Appendix 1**; and
2. Recommend Council adopt the recommendations arising within the Report.

Cr Carli departed the meeting at 1.50pm and returned to the meeting at 1.53pm

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**10 AUGUST 2023**

**6.8 AUDIT AND RISK COMMITTEE BUSINESS UNDERTAKEN OUT OF SESSION -
SCOPE FOR THE INTERNAL AUDIT OF FACILITIES MANAGEMENT****Author: Megan Kruger - Head of Governance****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee noted the endorsement made out of session on 4 August 2023 for the *Scope for the Internal Audit of Facilities Management*.

6.9 SCOPE FOR THE INTERNAL AUDIT OF ROAD MANAGEMENT**Author: Megan Kruger - Head of Governance****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee:

1. reviewed and endorsed the *Scope for the Internal Audit of Road Management* with a minor amendment on page 68 to change the reference to 'programs, practices and processes'; and
2. recommend Council approve the amended *Scope for the Internal Audit of Road Management*.

6.10 SCOPE FOR THE INTERNAL AUDIT OF BUDGET AND FORECASTING**Author: Megan Kruger - Head of Governance****Presenter: Wilson Tang – Internal Auditor****RECOMMENDATION:**

The Audit and Risk Committee:

1. reviewed and endorsed the *Scope for the Internal Audit of Budget and Forecasting* with a minor amendment to the objectives section stating 'strategic planning process in place for determining and detailing'; and
 2. recommend Council approve the amended *Scope for the Internal Audit of Budget and Forecasting*.
-

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING10 AUGUST 2023

6.12 MELTON CEMETERY TRUST PERFORMANCE SUPPORT PROGRAM REVIEW

Author: Pauline Hobbs – Acting Manager Engagement and Advocacy
Presenter: Roslyn Wai – Chief Executive Officer

The Audit and Risk Committee:

1. Noted the Melton Cemetery Trust Performance Support Program Review (Review), provided as **Appendix 1** to the report; and
2. Noted the implementation of the recommendations arising within the Review.

Action:

Committee to be kept abreast of any developments in relation to Council's future direction with the Melton Cemetery Trust.

6.13 INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT

Author: Renee Hodgson - Governance Coordinator
Presenter: Wilson Tang – Internal Auditor

The Audit and Risk Committee reviewed and noted the Internal Auditors' Recent Issues Insights Quarterly Report, August 2023, provided as **Appendix 1** to the report.

6.14 SELF-ASSESSMENTS AGAINST INTEGRITY AGENCY REPORTS

Author: Megan Kruger - Head of Governance
Presenter: Megan Kruger - Head of Governance

The Audit and Risk Committee:

1. Noted the results of the self-assessments conducted in relation to:
 - 1.1. The IBAC Special Report – Operation Sandon;
 - 1.2. The Victorian Auditor General's Office report on Regulating Food Safety;
 - 1.3. The Commission of Inquiry into Moira Shire Council Report; and
2. Request the actions identified within the report be included in the Internal Audit Recommendations Tracking Report as opportunities for improvement, and noting that some of the recommendations made in Operation Sandon are dependent on legislative changes.

Cr Kesic departed the meeting at 2.11pm and returned to the meeting at 2.16pm

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**10 AUGUST 2023**

6.15 REVIEW OF THE ADEQUACY AND EFFECTIVENESS OF KEY POLICIES, SYSTEMS AND CONTROLS AND THEIR CONSISTENCY WITH THE LOCAL GOVERNMENT PRINCIPLES**Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee noted the updated progress on the review of the Finance and Accounting Policies and Procedures.

6.16 DRAFT MELTON CITY COUNCIL LONG TERM FINANCIAL PLAN 2023-2033**Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee reviewed and discussed with management the Melton City Council Financial Plan 2023-2033.

6.17 QUARTERLY INVESTMENT HOLDINGS REPORT**Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee:

1. Reviewed and noted the Quarterly Investment Holdings Report.
2. Endorsed the revised investment objectives for each investment portfolio for inclusion within the revised Investment Policy Statement to be reviewed by Council in August 2023.

Action:

Management to consider a scenario based on the 2007 global financial crisis to 'stress test' the potential portfolio investment returns.

6.18 CEO PROCUREMENT DELEGATIONS REPORT**Author: Peter Leersen - Director Organisational Performance****Presenter: Roslyn Wai - Chief Executive Officer**

The Audit and Risk Committee noted the CEO Procurement Delegations Quarterly Report.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**10 AUGUST 2023**

6.19 INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR AUGUST 2023**Author: Renee Hodgson - Governance Coordinator****Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee reviewed the Internal Audit Recommendations Tracking Report for August 2023 and noted the exceptional achievement in terms of substantial reduction in outstanding audit actions.

7. MEET WITH AUDITORS IN THE ABSENCE OF MANAGEMENT

The Audit and Risk Committee members met in-camera with Council's Internal Auditor prior to the formal commencement of the meeting, as noted on page 2.

8. PUBLICATIONS**8.1 PUBLICATIONS**

The Audit and Risk Committee reviewed and noted the reports:

1. Annual Plan 2023–24 , Victorian Auditor-General's Office;
2. IBAC Annual Plan 2023/24, Independent Broad-based Anti-corruption Commission;
3. Glen Eira City Council's approach to contractor work, Victorian Ombudsman; and
4. Complaint handling casebook: Resolving issues informally, Victorian Ombudsman.

9. OTHER MATTERS RAISED BY THE COMMITTEE

The Chairperson of the Audit and Risk Committee requested an update regarding the 2022/23 External Audit, and this was provided verbally by Council's Chief Financial Officer, Peter Leersen.

The Chairperson of the Audit and Risk Committee proposed an amendment to the administrative process to introduce integrity declarations as part of future Committee meeting agendas, which was supported by the Committee. The integrity declarations will be in response to the following two questions on notice.

1. Has there been any obstruction to the work of internal audit or external audit?
2. Have there been any new or impending legal action against Council, instances of statutory breach or of fraud that have come to your attention since the last meeting of the Committee?

10. CONFIDENTIAL BUSINESS

The Committee discussed the following confidential reports:

10.1 Update On Actions Taken Arising From Ombudsman Report On MK Datanet

This report is considered confidential as it relates to legal privileged information.

10.2 Provision of Internal Audit Services

This report is considered confidential as it relates to private commercial information.

10.3 Quarterly Legal Report on Significant Legal Matters

This report is considered confidential as it relates to legal privileged information.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

10 AUGUST 2023

11. NEXT MEETING

Thursday 14 September 2023 at 12.00pm.

12. CLOSE OF BUSINESS

The meeting closed at 2.45pm.

Confirmed

Dated this

.....CHAIRPERSON

12.4 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Renee Hodgson - Governance Coordinator
Presenter: Megan Kruger - Head of Governance

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 - 5** to this report, and adopt the recommendations arising within the Minutes:

1. Melton Weir Development Committee – 4 July 2023
2. Heritage Advisory Committee – 6 July 2023
3. Reconciliation Advisory Committee – 18 July 2023
4. Disability Advisory Committee - 3 August 2023
5. Preventing Family Violence Committee - 9 August 2023

Motion

Crs Majdlik/Ramsey.

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 5** to this report, and adopt the recommendations arising within the Minutes:

1. Melton Weir Development Committee – 4 July 2023
2. Heritage Advisory Committee – 6 July 2023
3. Reconciliation Advisory Committee – 18 July 2023, and note the action under 5.6 of the Reconciliation Advisory Committee minutes as part of Council's Policy Review processes,
4. Disability Advisory Committee - 3 August 2023
5. Preventing Family Violence Committee - 9 August 2023.

CARRIED

Cr Abboushi called for a division thereby setting aside the vote.

For:

Crs Abboushi, Carli, Farrugia, Kesic, Majdlik, Ramsey, Shannon, Turner and Vandenberg

Against:

Nil

The Mayor declared the Motion **CARRIED UNANIMOUSLY**

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 2022/23 municipal year was approved by Council at its Scheduled Meeting on 12 December 2022.

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.

Appendix	Advisory Committee	Meeting Date
1.	Melton Weir Development Committee	4 July 2023
2.	Heritage Advisory Committee	6 July 2023
3.	Reconciliation Advisory Committee	18 July 2023
4.	Disability Advisory Committee	3 August 2023
5.	Preventing Family Violence Committee	9 August 2023

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 the Committee minutes and/or recommendations.

LIST OF APPENDICES

1. Melton Weir Development Committee - 4 July 2023
2. Heritage Advisory Committee - 6 July 2023
3. Reconciliation Advisory Committee - 18 July 2023
4. Disability Advisory Committee - 3 August 2023
5. Preventing Family Violence Committee - 9 August 2023



MINUTES

MELTON WEIR DEVELOPMENT COMMITTEE

held on Tuesday 4th July 2023 at 7:00pm on Microsoft Teams

In Attendance: Cr Lara Carli (Chair), Cr Julie Shannon, Cr Sophie Ramsey, Cr Bob Turner, Mark Frisby, Keith Frisby, Sam Romaszko, Darren Rudd, Jeanette Simson, Terry Wells, Robert Psaila, Chris Dynon, Sarah Howard

Chairperson: Cr Lara Carli

Minute Taker: Sarah Howard

1. Welcome

Acknowledgement of Country

2. Apologies

Cr Ashleigh Vandenberg, Cr Justine Farrugia, Cr Kathy Majdlik, Adrian Cope, Trudy Martin, Simon Jolly, Ed Smith, Steve Gale, Cr Goran Kesic, Cr Steven Abboushi, Troy Scoble & Nicole Vidac.

3. Confirmation of minutes of previous meeting

Cr Turner/Cr Ramsey

That the Minutes of the Meeting on 15th November 2022 and the Workshop Notes from 1st March 2023 be confirmed.

CARRIED

4. Business Arising

4a. Changes to committee

- Ms Stephanie Skinner is no longer representing Wadawurrung Traditional Owners and has resigned from the Committee.
- Mr Daryl Akers has resigned from committee
- Mr Robert Psaila is no longer President of the Melbourne Runabout & Speedboat Club and has been replaced by Mr Chris Dynon as the representative for the Club on this Committee.

Discussion was had by the Committee as whether it is possible for Mr Psaila to be appointed to the Committee as a community member now that he is no longer on the Committee as the President of the Melbourne Runabout & Speedboat Club.

ACTION: Mr Rudd to confirm the process to appoint new members to the Committee.

ACTION: Ms Howard to send a thankyou letter to Ms Skinner, Mr Akers and Mr Psaila thanking them for their time on the Committee.

4b Consultant Update

Reference: Community Feedback Summary

An update was provided by Fitzgerald Frisby Landscape Architects on the community engagement and the findings and common trends in the feedback received.

The community feedback summary will be made available to the community on the Melton Conversations webpage following this meeting.

The draft Melton Weir Development Strategy will be ready to present to the Committee at its next meeting on 5th September 2023.

4c Southern Rural Water update

Mr Smith was an apology and therefore unable to provide an update to the Meeting.

ACTION: Ms Howard to request an email updated from Mr Smith on where Southern Rural Water are at in their discussions with Better Boating Victoria & recommendations for use of the water.

5. General Business

None.

6. Next Meeting

7:00pm-8:30pm Tuesday 5th September 2023 - Online

7. Close of Business

The meeting closed at 7:45pm.



MINUTES

HERITAGE ADVISORY COMMITTEE (HAC)

Held on 6 July 2023 at 5:30pm at the Melton Library and Learning Hub

Present: Cr Sophie Ramsey, Councillor
Cr Bob Turner, Councillor
Deb Slattery, Community Representative
Frank Sultana, Community Representative
Anne Woof, Community Representative
Alan Perry, Community Representative
Benjamin Petkov, Community Representative
Georgina Borg, Coordinator City Strategy(online)
Sera Jane Peters, Heritage Advisor

Chairperson: Cr Sophie Ramsey

Minute Taker: Sera-Jane Peters

1. Welcome

Councilor Ramsey opened the meeting and acknowledged Country.

2. Apologies

- Imran Mushtaq, Community Representative
- Tunc Ozlatif, Strategic Planner

3. Declaration of interests and/or conflict of interests

Nil.

4. Business Arising

Mr Ozlatif was to send information to all members about the Planning Panel for Amendment C231. Ms Borg provided a summary.

Mr Ozlatif was to contact Sean McManus regarding the opening of the cemetery reflective space, and it was confirmed the date is to be announced.

5. General Business

• Amendment C231

Ms Borg stated that this Amendment is a great milestone given that these heritage places are the last of the 'Conservation Desirables' list from the *Melton Heritage Study 2007*.

Ms Borg explained that the hearing for the Independent Planning Panel for Amendment C231 concluded after a two-day hearing over 14 and 15 June 2023.

The Planning Panel considered and heard two submissions in response to the planning scheme amendment that proposes to provide planning scheme protection for five places as per the recommendations of the 'City of Melton Heritage Assessment 2020/21' by Lovell Chen Architects and Heritage Consultants.

The Planning Panel considered submissions in relation to:



MINUTES

- Submitter 1: Unit 1-6, Unit 8-18, 19-115 Diggers Rest – Coimadai Road, Diggers Rest (Diggers Rest Army Housing Estate Precinct)
- Submitter 2: 740-794 Mt Aitken Road, Diggess Rest (Soldier Settlement Serial Listing)
- Submitter 2: 796-830 Mt Aitken Road, Diggers Rest (Soldier Settlement Serial Listing)

At the Planning Panel, Council was represented by Harwood Andrews and our submissions and expert evidence to the Panel can be found at the Melton Conversations Council webpage.

Submitter 1 did not appear at the hearing following further negotiation prior to the Panel Hearing, that assisted in resolving some of their concerns, resulting in the Planning Panel Hearing taking their submission as read.

Submitter 2 opposed the listing of their property on several grounds, primarily being related to the condition of the property.

Ms Borg advised that a Planning Panel Report will be available to Council 40 days after the conclusion of the Planning Panel hearing (13 July) and that Council officers anticipate that Council will be able to consider the Panel Report at the Ordinary Meeting on 25 September 2023. Ms Borg will notify the Committee when the report is available to view on the Melton Conversations webpage.

- **Heritage Assistance Fund Projects**

Ms. Peters noted that two of the Round 12 applicants have completed their works and is in the process of signing off the works and submitting their paperwork.

Council has allocated \$80,000 in the budget for the Heritage Assistance Fund for Round 13. Ms Peters informed the Committee that Council Officers would send letters to Heritage Overlay owners in August seeking applications.

- **Heritage Festival 2023 Review**

Ms. Peters sought feedback from the Committee about the 2023 Heritage Festival and ideas for the upcoming 2024 Heritage Festival.

Cr Ramsey suggested that we invite the relevant library staff who are running the festival to come to the next HAC meeting to convey feedback and future ideas for the 2024 festival. Ms Borg is to action this.

Cr Ramsey enjoyed the Cemetery Tour and suggested it be made permanent with interactive technology such as QR codes. Ms Slattery offered to discuss the potential of a grant for this project with the Family History Group.

Ms Slattery suggested consideration be given to the Pinkerton Homestead at Surbiton Park and the Rockbank Inn for the upcoming Heritage Festival.

Mr Petkov suggested consideration be given to Pinewood for the upcoming Heritage Festival.

6. Other Business

- Ms Borg noted that three member terms were ending in December and that Council officers will prepare the nomination process for later in the year.



MINUTES

Actions

- Ms Borg to notify the Committee when the Planning Panel report is uploaded on the Melton Conversations webpage.
- Ms Borg to organise a relevant Council officer from the library team to attend the next Committee Meeting.

7. Next Meeting

5:30pm 7 September 2023.

8. Close of Business

The meeting closed at 6:26pm.

Community Representative Member Terms

Name	Deb	Frank	Alan	Benjamin	Imran	Anne
Term Ends	December 2023	December 2024	February 2024	February 2023	December 2023	December 2023



MINUTES

RECONCILIATION ADVISORY COMMITTEE (RAC)

Held on 18 July 2023 at 6.35pm – 8:46pm at Melton Library

Members Present:

Cr Lara Carli (Chair)	Mayor, Melton City Council
Cr Ashleigh Vandenberg	Councillor, Melton City Council
Auntie Julieanne Axford	Member, Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation
<i>Arrived 7pm</i>	Chairperson, KIRRIP Aboriginal Corporation
Skye Gooch	
<i>Arrived 7:15pm</i>	
Peter Webster	Local Aboriginal Community Member
Karen Jones	Local Aboriginal Community Member
Joanne Layton	Local Aboriginal Community Member
Alex Osborne Briggs	Local Aboriginal Community Member
John Bentley	Local Community Member
Trevor Boyd King	Local Community Member
Jodie Turner	Community Capacity Coordinator, Melton City Council

In Attendance:

Roslyn Wai	CEO, Melton City Council
Troy Scoble	Director City Life, Melton City Council
Elyse Rider	Manager Healthy Connected Communities, Melton City Council

Apologies:

Amielia Wall	Local Aboriginal Community Member
Shane Evans	Aboriginal and Torres Strait Islander Community Engagement Officer, Melton City Council

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

Chairperson: Cr Lara Carli

Minute Taker: Jodie Turner

1. **Welcome, Introductions and Cultural Safety commitments**
 - All members present introduced themselves including three new members.
 - Karen Jones provided a Welcome to Country.
 - Chair read the cultural safety commitments and protocols.
 - No members attended online.
2. **Apologies and attendance**
 - As noted in the tables above.
3. **Declaration of interests and/or conflict of interests**
 - Nil.
4. **Confirmation of previous minutes of previous meeting**
 - The Chair advised that minutes for the 7 Dec meeting to the committee on 22 February 2023 were circulated for confirmation. The minutes were received at the Ordinary Meeting of Council on 27 March 2023.

MINUTES

- The 7 March 2023 meeting did not make quorum therefore it was not an official meeting of the Committee and the minutes were not received at a Council Meeting.
- 5. Business Arising**
- 5.1 Reconciliation Advisory Committee vacancies and Expression of Interest process
- Action closed.
 - Four new members were approved by Council at the 26 June 2023 Ordinary Council Meeting.
 - Noted new membership term and upcoming Terms of Reference review.
- 5.2 Proposed way forward with wording of Acknowledgement of Country
- Action open.
 - No updates.
- 5.3 Renaming of Darlingsford Lake
- Action open
 - Committee had previously requested additional names related to flora and fauna from Wurundjeri-Woiwurrung linguistics service.
 - Four additional naming options were presented:
 - Lake Wallaby – Buluk Wimbi
 - Lake Lightning – Buluk Djirringu
 - Crow Lake – Waa Buluk
 - Lake Pelican – Buluk Wadjil
 - This is the first step in the place naming process. Officers explained the name change process and the potential timeframe (up to 2 years) for processing and consideration that was outlined.
 - Names provided were discussed. Feedback and discussion included:
 - Name should relate to the type of landscape and local area.
 - The role of the Wurundjeri Corporation to provide possible Woiwurrung names and language.
 - Alternative names were also provided by Committee member and Wurundjeri woman Karen Jones.
 - The history of the lake and local flora and fauna, including birdlife and grasslands.
 - Dreamtime story connections and Moiety discussed: Bunjil and Waa.
 - Committee preference during discussion was Waa Buluk as Crow Lake.
 - The Committee agreed to defer the decision on a recommended name to the September 2023 meeting once all names are given consideration.
- Action: Committee member and Wurundjeri woman Karen Jones has additional naming options which officers will circulate prior to the September 2023 meeting.**
- 5.4 Cultural information training for Councillors and Executive
- Action closed.
 - Three sessions were held with additional sessions planned. Participants included Councillors, Executive, senior leaders and other key roles.
- 5.5 Djerriwarrh Festival feedback
- Action closed.
 - Feedback has been shared and is being incorporated in the 2023 event planning.
 - Committee advised that the Events team is joining the Healthy Connected Communities Business Unit which will strengthen the collaboration opportunities.



MINUTES

5.6 RAC feedback on Council Policy on Representation on Committees being developed. (consideration of sitting fees for First Nations RAC members)

- Action open
- The Committee noted the policy review process that is being undertaken.
- The Chair asked if there was any feedback to Council to inform the development of the policy. The Committee feedback included:
 - Seeking Council consider providing sitting fees and/or alternatives to support participation and the sharing of cultural expertise as per other local government committees, boards and corporate organisations.
 - Seeking information on sitting fees benchmarking in the western region. Officers reported that there is a varied response across the western region.
 - Vouchers for consideration as an alternative to monetary remuneration, including transport, grocery, babysitter / childcare support.
 - The importance of Aboriginal people being paid First Nations consultation knowledge as part of Reconciliation action.
 - Asking for professional specialised advice should come with a professional fee as other standard professional advice service sought. The AC is a panel providing advice on community and culture, and this should not be considered as free.
 - Traditional Owner Corporations also pay members to sit on consultation groups.
 - Covering the costs of attendance is important, a reimbursement model is appropriate.
 - Queried if supported whether the reimbursements would be backdated for long standing members.
 - Advised that discussions related to paying sitting fees for the RAC have been ongoing for the last seven years.
 - Committee members want to volunteer time, but don't want to be out of pocket to commit the time and want to be respected for their time and knowledge.
 - That Council note the need to reflect State and Federal Government consultation and engagement practice and policy with First Nations people (there is a suggested sitting fee schedule published by the Victorian Government).

RAC Motion:

- **Committee moved a motion to recommend to Council that:
*The RAC remunerate First Nations people who sit on the RAC.***
 - Jo Layton moved.
 - Karen Jones seconded.
 - Vote unanimously carried.

Action: The feedback provided by the Committee noted in the RAC minutes will be considered by Council as part of the policy review process.

5.7 Aboriginal Community Hub Scoping Report update

- Outstanding action closed.
- The scoping report was presented to Council on 27 March 2023.
- Council requested that officers return to Council with a briefing as to next steps including costs associated to progress.
- Peter Webster and officers discussed plans to meet to further discuss the Scoping Report findings and next steps consistent with the Council resolution.

Action: Officers to arrange a meeting between Kirrip CEO and Director City Life to discuss the scoping report findings.

MINUTES

5.8 Yadabiling Boopup art project

- Committee discussed:
 - Continued concern with the use of the Bullum Bullum name and story in the artwork.
 - Permission should have been sought by the artist from the family.
 - Pursuing the presentation of the artwork would continue to cause distress to the family associated.
 - Recommendation from the Committee to not hang this particular artwork due to a range of concerns with the artist and theme of the work.
 - This learning shows the importance of an arts protocol regarding consultation with TOs and authenticity and intellectual property.

Action: Officers advise Child, Families and Youth Business Unit to not proceed with hanging this artwork for the reasons outlined above.

Action: Officers to develop protocols regarding commissioned artwork from Traditional Owner artists being able to verify Traditional Owner support for the artist/imagery/concepts.

5.9 Mt Cottrell Massacre site monument

Committee discussed:

- The importance consulting TOs in collaboration as this is a shared RAP site. Discussion on location of the site between TOs and shared relevance of the site.
- The role of TOs in relation to traditional remains and memorial sites. Need to re-engage all TOs before specific plans are progressed.
- Broader relevance of site and impact of sharing local massacre history with broad community.
- The concern that insufficient research and planning had been undertaken to verify some aspects of the massacre details. Recommended that further commissioned research would be helpful.
- Information on previous/current plans or interests in the site.
- Recommending a more accessible memorial site than at Mt Cottrell and reengagement of TOs.

Officers clarified that the funding is allocated for TO consultation which will now progress.

Action: Officers to recommence consultation with TOs and report back to the committee with feedback.

6. General Business6.1 Reconciliation Action Plan (RAP) project

- Director City Life advised:
 - Intention of Council to develop a Reconciliation Australia Endorsed Reconciliation Action Plan
 - Further consultation and engagement with the RAC will be undertaken as part of the process.

6.2 Local Stolen Generations memorial

- Karen Jones presented initiative to mark and memorialise the Stolen Generations and ongoing trauma.
- Committee members unanimously supported the idea of this project.



MINUTES

- Committee noted that Cr Vandenberg outlined her intent to present a Notice of Motion to the July Ordinary Meeting of Council to work with the RAC to establish a Stolen Generations Marker.
- The Committee also noted Recommendation 37 from the Victorian Government Stolen Generations Reparations Steering Committee Report (March 2022) which reads: *"The Steering Committee recommends that markers to acknowledge and commemorate the Stolen Generations experience are established by the Victorian Government, all Local Government Authorities, all Aboriginal Co-operatives and service providers, and by Victoria Police."*
- Committee members noted that there are many memorials to wars and military service and this is an important initiative for Council consideration in remembering and educating community on this issue.

RAC Motion:

- **Committee members moved a motion to recommend to Council that: Council creates a memorial marker memorializing the Stolen Generation to be launched in Reconciliation Week 2024.**

Peter Webster moved.
Trevor Boyd King seconded.
Vote unanimously carried.

6.3 Recent events – Sorry Day, NAIDOC Ball

- Peter Webster thanked Council for their support for a successful NAIDOC Week event, the Western Ball held on 15 August 2023. He thanked the Deputy Mayor for the speech and advised positive feedback has been received from attendees.
- Peter Webster was awarded Elder Award as assigned by the Western NAIDOC Committee. The Committee congratulated Peter.
- Peter Webster provided feedback on the Reconciliation Week – Sorry Day event as Excellent landmark event of great importance to the community, the first walk in City of Melton, however we need to keep learning from these events. For example when Council partner with Community on future events there are specific First Nation protocols for these events that need to be considered and should be implemented. Some of these were highlighted.
- Committee discussed the planning of NAIDOC events in the future and suggested Council continue to run an event as well as support community led events.

Action: Officers to consult the RAC when planning next year's First Nations events (such as Reconciliation Week, Sorry Day, NAIDOC Week) to seek advice on protocols and ideas.

6.4 Updates from members

- Committee members advised that an Acknowledgment of Country should be added to the Recreation and Leisure Advisory Committee meeting proceedings.
- Committee members agreed that the Cultural Safety protocols do not need to be read out at every meeting but continue to be shared with meeting documentation and read occasionally and for new members.
- Skye Gooch reported that Djirra held a successful open day at their new Melton office on 4 July 2023 and will be fully operational on site by the end of the year.

Action: Governance Team to request the inclusion of the Acknowledgement of Country in protocols for all Council Advisory Committees.

7. Next Meeting

The next meeting is to be held on Tuesday 5 September 2023.

MINUTES

8. Close of Business

The meeting closed at 8:46pm.



MINUTES

DISABILITY ADVISORY COMMITTEE

Held on 3 August 2023 at 12.00pm at the Melton Library and Learning Hub

Present:

Name	Title	In	Out
Cr L Carli	Mayor	12:00 p.m.	1:23 p.m.
Cr K Majdlik	Councillor	12:00 p.m.	1:23 p.m.
Cr S Ramsey	Councillor	12:00 p.m.	1:23 p.m.
R. Wai	Chief Executive Officer	12:00 p.m.	1:23 p.m.
T Scoble	Council Officer – Director City Life	1:00 p.m.	1:23 p.m.
A Tan	Council Officer – Housing Services Coordinator	12:00 p.m.	1:23 p.m.
N Migani-Roberts	Council Officer – Advocacy and Inclusion	12:00 p.m.	1:23 p.m.
M. Hutchinson	Council Officer – Manager Engineering Services	12:00 p.m.	1:23 p.m.
S Sales	Council Officer – Wellness and Engagement Coordinator	12:00 p.m.	1:23 p.m.
R Viojo	Council Officer – Carer and Volunteer Officer	12:00 p.m.	1:23 p.m.
T Woof	Community Representative	12:00 p.m.	1:23 p.m.
A. Afonzo	Community Representative	12:00 p.m.	1:23 p.m.
M Sidhu	Community representative	12:00 p.m.	1:23 p.m.
H Sayers	Community representative	12:00 p.m.	1:23 p.m.

Chairperson: Cr L Carli

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 - Manager Community Care and Active Living

L. Campbell - Community Representative



MINUTES

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

N. Migani-Roberts confirmed the minutes of the June Disability Advisory Committee (DAC) meeting were endorsed at the Council meeting, held 26 June 2023.

5. Actions from previous minutes

N. Migani-Roberts provided an update on the action arising from the DAC June meeting to facilitate the recommendation that relevant Council Officers to explore future opportunities for a disability hub within the City of Melton. Initial meetings have been held and discussions will continue.

6. Melton Care Expo

R. Viojo, Carer and Volunteers Connection Officer presented to the committee an overview of the 2023 Melton Care Expo. The virtual expo was in review due to a decline in numbers, it was confirmed that the in-person event will be going ahead.

The in-person expo will take place at the Cobblebank Stadium on Friday 13 October, 10:00 am till 2:00 pm.

The Committee are all invited to assist with the Care Expo as required.

M. Sidhu suggested that the community representatives could wear a badge, highlighting to the community that they are members of the DAC.

Cr. Ramsey suggested the inclusion of a 'medication list' to the Care Expo show bags to assist when people with disability need medical attention especially in emergencies.

Cr. Ramsey shared experiences previously had at a Care Expo workshop around Carer relaxation.

Action:

N. Migani-Roberts will update the Committee regarding the assistance needed as further information comes to hand.

M. Migani-Roberts to organise badges for DAC community representatives.

7. Advocacy and Inclusion Officer Update

Community Achievement Awards

N. Migani-Roberts provided an update to the Committee for the Community Achievement Awards.

Five nominations for the Access and Inclusion, Leader of the Year Award.

Nominations have now closed.

Community Grants

N. Migani-Roberts provided the Committee with an update of the FairGo 4 Youth Funding.



MINUTES

Thirty-six successful applications have been received with twelve of those successful applicants identifying as with disability.

Melton Business Excellence Awards

N. Migani-Roberts updated the Committee on the 2023 Melton Business Excellence Awards. Applications closed, 14 July 2023.

The three finalists have been announced.

- Discovering Strength
- Autism Goals
- NeuroRehab Allied Health Network.

M. Migani-Roberts will assist with judging.

The awards night will be held at the Windmill Garden Receptions, 14 September 2023.

All DAC community representatives will receive an invitation to the awards evening.

Changing Places

N. Migani-Roberts informed the Committee that the Official Opening of the Caroline Springs Leisure Center, Changing Place will take place on Monday 21 August at 10:00 am.

N. Migani-Roberts highlighted the importance of all DAC representatives attending the event.

N. Migani-Roberts shared with the Committee that Council was successful in obtaining funding to purchase a portable Changing Place called a Marveloo.

The Marveloo will be used for major Melton City Council events.

The Marveloo is expected to be completed within the next 18 months.

Young Communities Youth Forum

N. Migani-Roberts shared with the Committee that she has been invited to guest present at the Young Communities Youth Forum. The theme of the forum was Accessibility and Inclusion.

The forum took place on Thursday 8 June at the Fraser Rise Community Centre.

N. Migani-Roberts stated that this was a wonderful opportunity to discuss with young people what they felt was important for people in the City of Melton with disability.

Aintree Specialist School (interim name)

N. Migani-Roberts informed the Committee that the official name for Aintree Specialist School had been announced.

The name is the Dharra School. The name was chosen following a two-week community consultation. Dharra (pronounced *darr-rah*) is a Woi-wurrung word of the Wurundjeri people meaning white hawk.

Action:

N. Migani-Roberts to inform the Committee of potential opportunities for assistance with the Care Expo.



MINUTES

8. Business Arising

Nil

9. General Business

M. Sidhu presented to the Committee the National Disability Insurance Scheme (NDIS) quarterly data update and discussed its relevance to the City of Melton residents.

T. Scoble updated the Committee on the Plumpton Aquatic Centre and the inclusion of the sensory aquatic experience room, the first of its type in Australia. The Plumpton Aquatic centre will also include several accessible parking spaces, a changing place and water wheelchairs. A key principle for the design and planning of the facility is around accessibility.

T. Scoble highlighted that the Disability Advisory Committee will be involved in the engagement and consultation process.

N. Migani-Roberts provided the Committee with concept drawings of the sensory aquatic experience room to view.

A. Alfonzo updated the committee on, as a part of the local area of coordinators community capacity building project, the family, and carers team had made connections with Djerriwarrh Health, the coordinator of the Neighborhood House is happy to facilitate any community groups to use the facilities.

A. Alfonzo highlighted that the Neighborhood House has partnered with local builders so that participants who complete their white card course can gain employment including people with disability. They have also started a carers workers group.

M. Hutchinson provided the committee with an update with the 2023-2024 Capital Works Program, including the Disability Discrimination Act Program, The Pedestrian and Cycling Plan which has been delivered. Large projects that will commence this year include the Bulmans Road and signalised intersections.

Cr. Ramsey wished to acknowledge the passing of Lynette Holdsworth and the wonderful work that she has been involved in, within the area of disability.

10. Next Meeting

Date: 5 September 2023

Time: 12.00p.m. – 2.00p.m

Venue: Melton Library and Learning Hub, Pyke Room, Ground Floor

11. Close of business

The meeting closed at 1:23 p.m.



MINUTES

PREVENTING FAMILY VIOLENCE ADVISORY COMMITTEE

held on 9 August 2023 at 11:00am on Microsoft Teams

Present:

Cr Julie Shannon	Deputy Mayor
Cr Sophie Ramsey	Councillor
Elyse Rider	Melton City Council
Daisy Brundell	Melton City Council
Rayna Berg	Melton City Council
Aaron Tan	Melton City Council
Lisa Prentice-Evans	Victoria Police
Rachana Bangara	Brotherhood of St. Laurence
Lesley Murray	Department of Family, Fairness and Housing
Josie Mitchell	Department of Education (Respectful Relationships Brimbank Melton)
Dylan Aldous	Western Health
Nisha Gull-e-Nishat	GenWest

Guests:

Nicola Verbeek	Victoria Police
Hala Abdelnour	Institute of Non-violence

Quorum: *Quorum for the committee will require attendance of a minimum of one (1) Councillor, one (1) Council Officer, and comprising 30% of external agency committee members.*

Chairperson: Cr Julie Shannon, Deputy Mayor

Minute Taker: Rayna Berg, Health Promotion Officer

1. Welcome

Deputy Mayor Shannon opened the meeting at 11:06am, welcoming all attendees to the meeting and proceeded with Acknowledgement 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 Lara Carli	Mayor
Gehan Shehab	Department of Justice and Community Safety
Robyn Davis	MacKillop Family Services
Peter Webster	Kirrip Aboriginal Corporation
Lachlan Tom	Brimbank Melton Community Legal Service
Colleen Keeffe	Elizabeth Morgan House
Sarah Chong	MiCare
Sue Scott	Hope Street Youth and Family Services

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Minutes of the Preventing Family Violence Advisory Committee meeting held on 10 May 2023 were circulated to the committee for confirmation and received at the 31 July Ordinary Meeting of Council.



MINUTES

5. Business Arising

5.1 Update on actions from previous meeting – Rayna Berg

R Berg provided an update on actions from the previous meeting.

Guest speaker from Institute of Non-violence arranged to present on Cultural Safety at the present meeting. Necessary documents were circulated to the committee on 8 August 2023.

6. General Business

6.1 Member updates – All

Cr Ramsey reflected on the successful Welcome Baby to Country Event held at Melton Community Hall on Friday 4 August and requested that resources are shared with the Committee.

L Prentice-Evans provided an update on reported incidents of family violence in the City of Melton, highlighting a recent decline. The Inspector also mentioned two community events including a Community Forum in Diggers Rest and the Comm Safe Forum to be held on October 18.

J Mitchell provided an update on the Respectful Relationships (RR) program that is being delivered to 84 schools across the Brimbank-Melton area, including a recent forum on responding to disclosures for teachers and wellbeing staff. J Mitchell also announced that culturally specific resourcing is being developed for RR and will be shared when available.

R Berg welcomed Aaron Tan, Community Wellbeing and Inclusion Coordinator,. This team holds a diverse portfolio including Housing Services, Family Services, Reconnect Program and Advocacy and Inclusion with strong intersectionality to family violence links.

R Berg provided an update on the Free from Violence project and the Terms of Reference survey that was recently circulated.

Action

R Berg to attain resources from the Welcome Baby to Country event and RR and circulate.

L Prentice-Evans to send invitation to Comm Safe event to the Committee.

6.2 Cultural Safety in Family Violence Prevention: A Brief Introduction – Hala Abdelnour, Institute of Non-Violence

H Abdelnour presented on “Cultural Safety in Family Violence: A Brief Introduction”. Cultural Safety in practice, active bystander positions and cultural curiosity were discussed.

L Murray left the meeting at 12.18pm

D Aldous left the meeting at 12.32pm

L Prentice-Evans left the meeting at 12.40pm

Action

R Berg to circulate presentation and resources provided by H Abdelnour.

7. Next Meeting

The next meeting is to be held on Wednesday 1 November 2023, commencing at 11:00am, online via Microsoft Teams.

8. Close of Business

Deputy Mayor Cr Shannon closed the meeting at 12:56pm.

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

Reports were received from Councillors Shannon, Abboushi, Ramsey, Majdlik, Turner, Farrugia, Vandenberg, Kesic and Carli.

Cr Abboushi departed the meeting at 7.33pm and returned to the meeting at 7.43pm.

Cr Ramsey departed the meeting at 7.43pm and returned to the meeting at 7.45pm.

14. NOTICES OF MOTION**14.1 NOTICE OF MOTION 883 (CR KESIC) - 5G COMMUNICATION AND STREET LIGHTING INFRASTRUCTURE****Councillor: Goran Kesic****NOTICE:**

That Council officers advise Councillors of the regulatory controls, including planning controls associated with 5G communication and infrastructure and street lighting infrastructure and that the advice include an overall count of such infrastructure installed within the City of Melton between 30 January 2020 and 5 May 2023.

Motion

Crs Kesic/Shannon.

That Council officers advise Councillors of the regulatory controls, including planning controls associated with 5G communication and infrastructure and street lighting infrastructure and that the advice include an overall count of such infrastructure installed within the City of Melton between 30 January 2020 and 5 May 2023.

CARRIED

14.2 NOTICE OF MOTION 884 (CR RAMSEY) - FUTURE PLANNED CAPITAL IMPROVEMENTS TO MELTON SOUTH RECREATION RESERVE**Councillor: Sophie Ramsey****NOTICE:**

That Council;

1. Receive a briefing relating to future planned capital improvements to Melton South Recreation Reserve including proposed building upgrades and open space improvements.
2. Refer the construction of two tennis courts at Melton South Recreation Reserve to the 2024/25 budget process for consideration.

Motion

Crs Ramsey/Shannon.

That Council;

1. Receive a briefing relating to future planned capital improvements to Melton South Recreation Reserve including proposed building upgrades and open space improvements.
2. Refer the construction of two tennis courts at Melton South Recreation Reserve to the 2024/25 budget process for consideration.

CARRIED

14.3 NOTICE OF MOTION 885 (CR RAMSEY) - TRAFFIC CALMING MEASURES IN LAVARACK STREET, MELTON SOUTH**Councillor: Sophie Ramsey****NOTICE:**

That Council Officers investigate and provide a briefing to Councillors, on the need and anticipated costs for traffic calming measures (such as speed humps) in Lavarack St Melton South in line with Council's Traffic Calming Policy.

Motion

Crs Ramsey/Turner.

That Council Officers investigate and provide a briefing to Councillors, regarding traffic calming measures (such as speed humps) in Lavarack St Melton South in line with Council's Traffic Calming Policy.

CARRIED

14.4 NOTICE OF MOTION 886 (CR RAMSEY) - MEMORIAL BENCH IN HONOUR OF LYN HOLDSWORTH OAM**Councillor: Sophie Ramsey****NOTICE:**

That Council place a memorial bench near “big Red” at Toolern Creek in honour of Lyn Holdsworth OAM, for her commitment to the creek and the environment.

Motion

Crs Ramsey/Kesic.

That council consider developing a policy regarding memorial recognition for community members and then consider placing a memorial bench near “big Red” at Toolern Creek in honour of Lyn Holdsworth OAM, for her commitment to the creek and the environment, in line with this policy.

CARRIED

14.5 NOTICE OF MOTION 887 (CR SHANNON) - CHRISTMAS LUNCH FOR THE COMMUNITY**Councillor: Julie Shannon****NOTICE:**

That Council Officers provide a future briefing of Council regarding opportunities to facilitate, in conjunction with interested food relief agencies, Christian churches, community volunteers, and local businesses in the municipality, a Christmas lunch event on, or just prior to, Christmas Day 2023.

Motion

Crs Shannon/Farrugia.

That Council Officers provide a future briefing of Council regarding opportunities to facilitate, in conjunction with interested food relief agencies, Christian churches, community volunteers, and local businesses in the municipality, a Christmas lunch event on, or just prior to, Christmas Day 2023.

CARRIED

14.6 NOTICE OF MOTION 888 (CR SHANNON) - LETTER TO MINISTERS AND SHADOW MINISTERS ON VAPE CRACKDOWN**Councillor: Julie Shannon****NOTICE:**

That Council sends a letter to the appropriate ministers and shadow ministers of the Parliament of Victoria, requesting Victoria introduce licensing conditions on vaping products, in line with the recent South Australian VAPE crackdown.

Motion

Crs Shannon/Kesic.

That Council sends a letter to the appropriate ministers and shadow ministers of the Parliament of Victoria, requesting Victoria introduce licensing conditions on vaping products, in line with the recent South Australian VAPE crackdown.

CARRIED

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE**15.1 COUNCILLORS' QUESTIONS WITHOUT NOTICE**

Cr Ramsey

Apparently there's the latest in the Exford Road updates, including the lowering of the speed limit, what other upgrades and how can residents provide feedback for these changes?

15.2 COUNCILLORS' QUESTIONS WITHOUT NOTICE

Cr Shannon

Considering we had such a great Illuminate Melton event last year, will the Melton Township be having another one this year?

15.3 COUNCILLORS' QUESTIONS WITHOUT NOTICE

Cr Vandenberg

Could I please get an update on the nature play space at the Melton Botanic Garden, is it on track for completion and will there be an official opening for community members to attend that event?

15.4 COUNCILLORS' QUESTIONS WITHOUT NOTICE

Cr Vandenberg

Can Council provide an update on the development of a new boat ramp at the Melton Weir?

16. URGENT BUSINESS

Nil.

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 Major Maintenance Contracts - Performance Report 2022/2023

(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.

17.2 Contract No. 21/028 - Provision of Internal Audit 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.

Motion

Crs Majdlik/Ramsey.

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 Major Maintenance Contracts - Performance Report 2022/2023

(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.

17.2 Contract No. 21/028 - Provision of Internal Audit 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.

CARRIED

18. CLOSE OF BUSINESS

The meeting closed at 8.05pm.

Confirmed

Dated this

.....CHAIRPERSON