



MELTON CITY COUNCIL

**Notice is hereby given that the Meeting of the
Melton City Council will be held in the
Council Chambers, Melton Civic Centre,
232 High Street Melton on
26 August 2024 at 7.00pm.**

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

**Roslyn Wai
CHIEF EXECUTIVE**

Visitors to the Gallery please note:

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

- Members of the public do not have a right to address Council and may only do so with the consent of the Chair or by prior arrangement.
- Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- A member of the public present at a Council meeting must not disrupt the meeting.
- The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 79.2.
- If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.
- The Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of the Governance Rules and whom the Chair has ordered to be removed from the gallery under Rule 80.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Scheduled Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than 10am on the day of the Scheduled Meeting by submitting questions into the receptacle designated for public questions at the Customer Service Desk, or via electronic medium as per Council website directions.

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

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17.12 MINUTES OF THE CEO EMPLOYMENT AND REMUNERATION COMMITTEE MEETING - 29 JULY 2024 **354**

To present the minutes of the CEO Employment and Remuneration Committee Meeting held 29 July 2024.

18. CLOSE OF BUSINESS **360**

1. **OPENING PRAYER AND RECONCILIATION STATEMENT**

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

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

Reconciliation Statement

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

2. APOLOGIES AND LEAVE OF ABSENCE

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

3. CHANGES TO THE ORDER OF BUSINESS

4. DEPUTATIONS

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

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

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 22 July 2024 be confirmed as a true and correct record.

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS

- Monday 8 July 2024 Summary of Informal Meeting of Councillors
- Monday 22 July 2024 Summary of Informal Meeting of Councillors
- Monday 5 August 2024 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 8 July 2024, 22 July 2024 and 5 August 2024 provided as **Appendices 1-3** respectively to this report, be received and noted.

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - dated 8 July 2024
2. Summary of Informal Meeting of Councillors - dated 22 July 2024
3. Summary of Informal Meeting of Councillors - dated 5 August 2024



INFORMAL MEETING OF COUNCILLORS

| MEETING DETAILS: | | | |
|--|--|---------------------|--------|
| Meeting Name: | Briefing of Councillors (online) | | |
| Meeting Date: | Monday 8 July 2024 | Time Opened: | 6.15pm |
| | | Time Closed: | 9.09pm |
| Councillors present: | Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) Cr J Shannon Cr B Turner | | |
| Officers present: | R Wai Chief Executive Officer T Scoble Director City Life P Leersen Director Organisational Performance (CFO) E Keogh Head of Governance M Merritt Acting Director City Futures C Marshall Acting Director City Delivery R Hodgson Senior Governance Coordinator (arrived 7.14pm) H Taylor Coordinator Events and Culture (arrived 6.40pm and left 7.14pm) A Biscan Manager Recreation and Facility Activation (arrived 6.29pm left 6.40pm) S Phelagti Manager Capital Delivery (arrived 8.28pm and left at 9.05pm) C Cicuilla Head Major Project Delivery (arrived 7.14pm and left 7.24pm) S Rainford Senior Lawyer and Property Advisor (arrived 7.48pm and left 8.52) T Achkar Risk and Compliance Coordinator (arrived 6.15pm left 6.30pm) | | |
| Guests | | | |
| Apologies | Cr G Kesic N Whiteside S Romaszko Cr A Vandenberg Cr S Ramsey Cr L Carli Cr J Farrugia | | |
| Matters discussed: | 1. Compliance Framework 2. Response to Notice of Motion 876 – Town Centre Reserve Master Plan Refresh 3. Djerriwarrh Festival 4. Spartan Event Proposal update 5. Draft Reports 6. General Updates from Officers | | |
| CONFLICT OF INTEREST DISCLOSURES: | | | |
| Were there any conflict of interest disclosures by Councillors? | Nil | | |
| REPORT PRODUCED BY: | | | |
| Officer name: | Emily Keogh | Date: | 8/7/24 |



INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

| | | | |
|--|--|---------------------|-----------|
| Meeting Name: | Briefing of Councillors | | |
| Meeting Date: | Monday 22 July 2024 | Time Opened: | 6.19pm |
| | | Time Closed: | 6.35pm |
| Councillors present: | Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) Cr J Farrugia Cr J Shannon Cr B Turner Cr A Vandenberg (arrived 6.24pm) | | |
| Officers present: | R Wai Chief Executive Officer T Scoble Director City Life P Leersen Director Organisational Performance (CFO) S Romaszko Director City Futures N Whiteside Director City Delivery E Keogh Head of Governance R Hodgson Senior Governance Coordinator | | |
| Guests | Nil | | |
| Apologies | Cr G Kesic (Leave) Cr L Carli Cr S Ramsey | | |
| Matters discussed: | 1. Council Meeting Agenda | | |
| CONFLICT OF INTEREST DISCLOSURES: | | | |
| Were there any conflict of interest disclosures by Councillors? | N/A | | |
| REPORT PRODUCED BY: | | | |
| Officer name: | Emily Keogh | Date: | 22/7/2024 |



INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

| | | | |
|---|---|---------------------|----------------------|
| Meeting Name: | Briefing of Councillors | | |
| Meeting Date: | Monday 5 August 2024 | Time Opened: | 6.17 pm |
| | | Time Closed: | 8.16 pm |
| Councillors present: | Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) (online) Cr G Kesic Cr S Ramsey (joined the meeting online at 6.20pm) Cr J Shannon Cr B Turner Cr A Vandenberg (online) | | |
| 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) R Hodgson Acting Head of Governance A Hays Head of People and Customer (departed at 7.17pm) J Farrell Manager Customer Experience (departed at 7.17pm) D Blandford Manager Operations (joined online at 7.19pm & departed at 7.48pm) C Marshall Manager Engineering and Assets (joined online at 7.49pm & departed at 7.56pm) M Hutchinson Design and Investigations Coordinator (joined online at 7.49pm & departed at 7.56pm) | | |
| Guests | Nil | | |
| Apologies | Cr J Farrugia (On Leave) Cr L Carli | | |
| Matters discussed: | 1. Customer Experience Maturity Assessment Benchmarking Results 2. Draft Submission for new household waste and recycling system 3. Taylors Road Corridor Upgrade Plan Implementation Update 4. Mayoral Charity Fund 5. Events for next three months 6. General Updates from Officers | | |
| CONFLICT OF INTEREST DISCLOSURES: | | | |
| Were there any conflict of interest disclosures by Councillors | No | | |
| REPORT PRODUCED BY: | | | |
| Officer name: | Renee Hodgson | Date: | Monday 5 August 2024 |

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- The Hon. Sonya Kilkenny MP, Minister for Planning – Ferris Road Level Crossing Removal Project – Clause 52.03 Consultation Report and Project Boundary Plan
- The Hon. Sonya Kilkenny MP, Minister for Planning – Exford Road and Coburns Road, Melton South Level Crossing Removal – Designation of Project Area
- The Hon. Danny Pearson MP, Minister for Transport Infrastructure – Melton Advocacy Acknowledgement Letter

RECOMMENDATION:

That Council receive and note the following Parliamentarian and Departmental letters received by the Mayor, provided as **Appendix 1-3** to this report:

1. The Hon. Sonya Kilkenny MP, Minister for Planning – Exford Road and Coburns Road, Melton South Level Crossing Removal – Designation of Project Area
2. The Hon. Sonya Kilkenny MP, Minister for Planning – Ferris Road Level Crossing Removal Project – Clause 52.03 Consultation Report and Project Boundary Plan
3. The Hon. Danny Pearson MP, Minister for Transport Infrastructure – Melton Advocacy Acknowledgement Letter

LIST OF APPENDICES

1. The Hon. Sonya Kilkenny MP, Minister for Planning - dated 19 June 2024
2. The Hon. Sonya Kilkenny MP, Minister for Planning - dated 8 July 2024
3. The Hon. Danny Pearson MP, Minister for Transport Infrastructure - dated 31 July 2024



The Hon Sonya Kilkenny MP

Minister for Planning
Minister for the Suburbs

1 Spring Street
Melbourne, Victoria 3000 Australia

Ref: BMIN-1-24-2174

Cr Kathy Majdlik
Mayor
City of Melton
PO Box 21
MELTON VIC 3337

Dear Mayor

FERRIS ROAD LEVEL CROSSING REMOVAL PROJECT – CLAUSE 52.03 CONSULTATION REPORT AND PROJECT BOUNDARY PLAN

The Level Crossing Removal Project has requested that I approve a consultation report and project boundary plan for the above project under Clause 52.03 of the Melton Planning Scheme.

I wish to advise that I have approved the consultation report and project boundary plan. Copies of the approved documents are enclosed for your attention.

If you require further information, please contact Mr Gareth Wilson, Manager Transport Projects, State Project Facilitation, Department of Transport and Planning by emailing gareth.wilson@delwp.vic.gov.au.

Yours sincerely



The Hon Sonya Kilkenny MP
Minister for Planning

Date: 19/6/2024

Enc





The Hon Sonya Kilkenny MP

Minister for Planning
Minister for the Suburbs

1 Spring Street
Melbourne, Victoria 3000 Australia

Ref: BMIN-1-24-2685



Councillor Kathy Majdlik
Mayor
City of Melton
PO BOX 21
MELTON SOUTH VIC 3337

Dear Mayor

EXFORD ROAD AND COBURNS ROAD, MELTON SOUTH LEVEL CROSSING REMOVAL – DESIGNATION OF PROJECT AREA

The Level Crossing Removal Project has requested that I designate the project area for the Exford Road and Coburns Road, Melton South Level Crossing Removal Project pursuant to section 95(2)(a) of the *Major Transport Projects Facilitation Act 2009*.

I advise that I have approved the request for the designation of the project area. A copy of the order is enclosed for your information. The designation of the project area will come into effect the day the order is published in the Victorian Government Gazette.

If you require further information, please email Gareth Wilson, Manager Transport Projects, State Project Facilitation, Department of Transport and Planning on gareth.wilson@transport.vic.gov.au.

Yours sincerely

The Hon Sonya Kilkenny MP
Minister for Planning
Minister for the Suburbs

Date: 8/7/2024

RECEIVED
17 JUL 2024



Major Transport Projects Facilitation Act 2009

(Section 95(2)(a))

**DESIGNATION OF THE PROJECT AREA FOR A DECLARED PROJECT
EXFORD AND COBURNS ROADS, MELTON SOUTH LEVEL CROSSING REMOVAL
PROJECT**

I, Sonya Kilkenny, Minister for Planning, pursuant to section 95(2)(a) of the Major Transport Projects Facilitation Act 2009 (the Act), designate the area of land shown on the plans referenced LEGL./24-016 and as generally indicated on the map in the Schedule, for the Exford and Coburns Roads, Melton South Level Crossing Removal Project declared by the Premier to be a declared project pursuant to section 10(1)(b) of the Act and published in the Government Gazette on 21 August 2023.

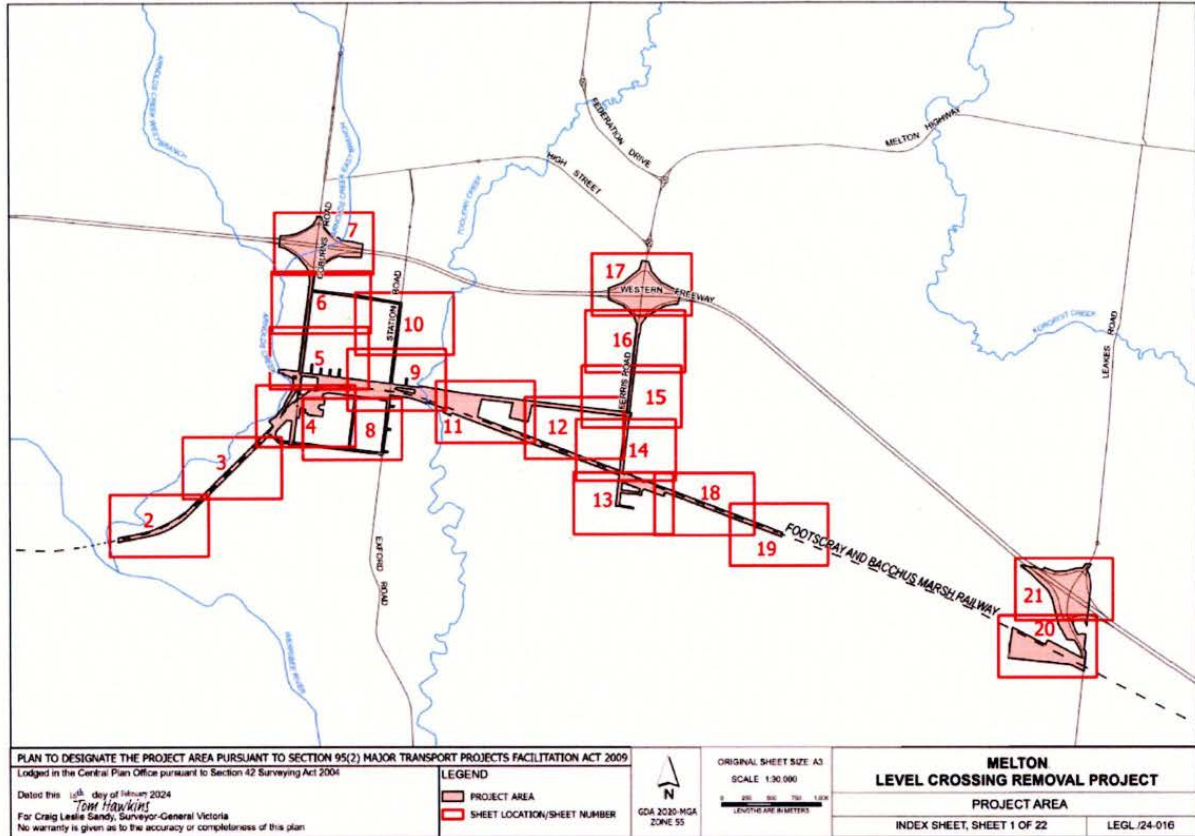
This order comes into effect from the date it is published in the Government Gazette.

Dated: 8 / 7 / 24



HON. SONYA KILKENNY MP
Minister for Planning

SCHEDULE



**The Hon Danny Pearson MP**

Assistant Treasurer
Minister for Transport Infrastructure
Minister for the Suburban Rail Loop
Minister for WorkSafe and the TAC

1 Spring Street
Melbourne, Victoria 3000 Australia

Ref: CMIN-1-24-2866

Cr Kathy Majdlik
Mayor
City of Melton
PO Box 21
MELTON VIC 3337

Dear Cr Majdlik

Thank you for your correspondence of 22 April 2024, in relation to Melton City Council's advocacy priorities. I apologise for the delay in responding.

I acknowledge Council's efforts in developing the advocacy priorities document and appreciate your interest in addressing the transport network impacts associated with significant growth in Melbourne's West.

This growth underpins the Victorian Government's recent decisions to get on and deliver the removal of four dangerous and congested level crossings at Hopkins Road, Ferris Road, Coburns Road and Exford Road. This investment will include the building of a brand-new, Melton Station. This work will take place in conjunction with the \$650 million Melton Line Upgrade, paving the way for the introduction of new 9-car V/Locity trains that will deliver a 50 per cent capacity uplift for passengers on the line.

Major Roads Projects Victoria is also undertaking a business case for a potential future upgrade of the Western Freeway between Melton and Caroline Springs. The Melton Highway between Crown Drive and the Regency is also funded for upgrade. Furthermore, in April 2024, the Government announced over \$65 million in Growth Area Infrastructure Contributions funding towards growth related projects in Melton.

The Department of Transport and Planning will continue to work with Melton City Council to explore opportunities to develop and progress transport infrastructure projects to support the growth in Melton.



I trust this information is of use. Thank you again for raising this matter.

Yours sincerely



The Hon Danny Pearson MP
Assistant Treasurer
Minister for Transport Infrastructure
Minister for the Suburban Rail Loop
Minister for WorkSafe and the TAC

31/07/2024

9. PETITIONS AND JOINT LETTERS

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

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

Nil.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 COUNCIL AND WELLBEING PLAN 2021-2025, ANNUAL ACTION PLAN 2023/24 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 Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24 Year-end Report for 2023/24.

RECOMMENDATION:

That Council receive and note the Council and Wellbeing Plan 2021-2025 Annual Action Plan Year-end Report (1 July 2023 – 30 June 2024) as presented at Appendix 1.

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 2023 - 30 June 2024), in the progressive achievement of the 2023/24 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 2023/24 Council and Wellbeing Annual Action Plan provides 62 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 2023/24 Council and Wellbeing Annual Action Plan, inclusive of the period from 1 July 2023 - 30 June 2024. 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 |
|----------------------|--|-------------------|
| Completed | The Action has been completed | 61 |
| On track | At least 90% of the action target has been achieved | 0 |
| Monitor | Between 75% and 90% of the action target has been achieved | 1 |
| Off Track | Less than 75% of the action target has been achieved | 0 |
| Total Actions | | 62 |

The following is a selection of actions achieved across 2023/24:

- A review of the Environmental Enhancement Program has been completed.
- The Western Plains South Green Wedge Management Plan.
- The development and publication of Environmentally Sustainable Design (ESD) guidelines for the City of Melton.
- The Melton Town Centre Revitalisation Plan was adopted by Council in April 2024.
- A review of the Melton Planning Scheme as adopted by Council in June 2024.
- The Melton Weir Parkland Strategy was adopted at the Council Meeting in June 2024.
- The development of a Roads Upgrade Strategy.
- The Melton Employment and Industrial Land Strategy was adopted at the Council Meeting in June 2024.
- Expanded the Customer Care program to support ratepayers needing financial assistance.

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 2023/24 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 2023/24 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 & Wellbeing Plan 2021-2025, Annual Action Plan 2023-24 Year-end Report



Council & Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Year-end Report

Melton City Council

cammsstrategy

Print Date: 01-Aug-2024



City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

OVERVIEW

ACTION SUMMARY

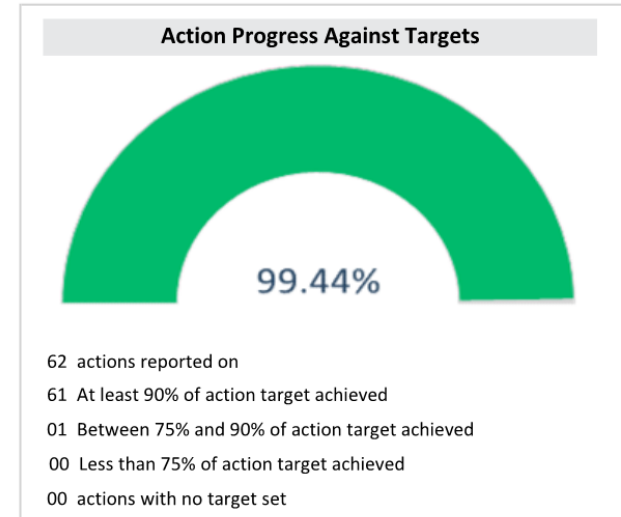
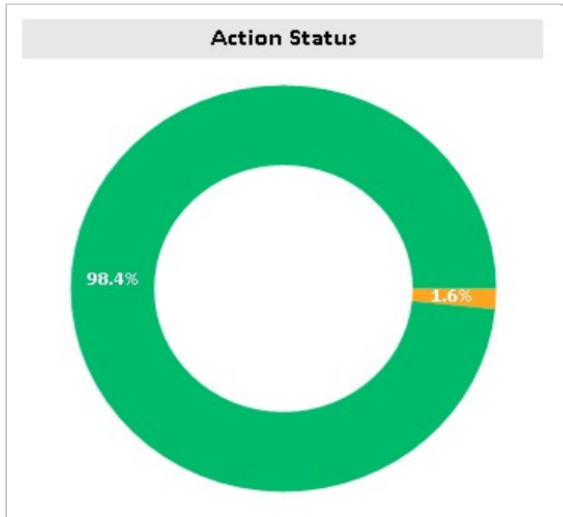
By Performance

61 On Track

0 Off Track

1 Monitor

0 Not Applicable



City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 75% and 90% of action target achieved



RED

Less than 75% of action target achieved



No target set


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

1 A safe City that is socially and culturally connected

1.1 A community that celebrates diversity and is inclusive of all

1.1.1 Drive initiatives that promote gender equity.

Action Title: 1.1.1.1 Deliver initiatives and develop stakeholder relationships with local organisations to support gender equality and gender diversity


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Social Planning & Wellbeing | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Supported a number of local organisations to deliver gender equality activities including the Multicultural Association for Community Empowerment (MACE), MiCare, Djirra, The Salvation Army, local sporting clubs, and the Western Bulldogs Community Foundation. Activities include an International Women's Day event, community workshops to challenge gender stereotypes and respectful relationships as part of a Burmese Parenting Group.

Last Updated: 19-Jul-2024

1.1.2 Contribute to a welcoming community which embraces diversity.

Action Title: 1.1.2.1 Enable community to celebrate and acknowledge diversity through community events, activities and programs

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Capacity | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Council's Cultural Diversity Week Festival in March 2024 brought together over 1000 residents of Melton from all diverse backgrounds, identities ages and abilities to celebrate the City of Melton's diverse communities through a variety of events.

This included the publication of the '12 dreams' series.

The community grant program supported the establishment cultural groups and also funded four cultural festivals/activities.

The Community Achievement Awards program was delivered including category for the Intercultural Engagement Leader of the Year.

Engaged with Melton Rainbow Social to deliver inclusive events and programs over IDAHOBIT and Pride month as well as commemoration of Transgender Day of Visibility and Day of Remembrance through raising the Transgender flag and awareness promotion.

Multicultural Association for Community Empowerment (MACE) delivered an International Women's Day event with a focus on disability inclusion.

In May Council hosted a Sorry Day event and Reconciliation Week programming included a film installation at the library, two cultural awareness sessions with emerging community groups and our main flag raising event.


In June Council delivered and supported programming for Refugee Week which incorporated Q&A interviews with local refugees, a professional symposium supporting service organisations to know how to assist refugees and a primary school-based celebration event.

Last Updated: 24-Jul-2024

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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.


Action Title: 1.1.3.6 Deliver initiatives and service improvements under the Growing and Thriving Strategy for people of all abilities and all ages

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Social Planning & Wellbeing | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Delivered actions to support older people, people with disabilities, early years and young people. Activities included programs on physical and mental health for people of all ages and all abilities, new Parent Group programs, supporting early literacy and language development for families, Men’s Sheds activities, road safety programs, and supported local sports and recreation clubs to deliver a Come and Try events for the This Girl Can campaign.

Last Updated: 19-Jul-2024

Action Title: 1.1.3.7 Deliver initiatives and service improvements to improve access and reduce inequalities for people of diverse identities and backgrounds


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Capacity | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Delivered community workshops targeted at Punjabi/Indian community to challenge gender stereotypes and provision of kit to deliver additional workshops in future. The MiCare Burmese Parenting program is being delivered. Facilitating with Djirra culturally responsive MARAM and cultural safety training. Supported Multicultural Association for Community Empowerment (MACE), to deliver an International Women’s Day event with a focus on disability inclusion. The Community Grants Program funded various Aboriginal Crisis Support and Food relief programs managed by the local Aboriginal Community Controlled Organisation (Kirrip) during the year. Delivered community training sessions aimed at increasing participation in community by diverse residents including increased awareness of the role of cultural diversity and need for cultural competence. Council also delivered tailored training programs with additional supports such as interpreters to reduce the barriers to participation for sectors of our community. Sons of the West program delivered to address social isolation barriers and issues with community. Council supported Melton Rainbow Social to deliver 'How to be a LGBTIQ+ ally' training on IDAHOBIT Day to enable local people to learn how to be more inclusive. Council increased accessibility of the Grant Writing and Information Sessions through hosting multiple sessions. Council hosted a Curious About Culture event exploring Congolese community information and the Nepalese speaking Bhutanese community emerging in Melton. In June Council hosted a symposium to assist local service organisations to learn how to better support local refugee and asylum seekers in their settlement journey.

Last Updated: 24-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

Action Title: 1.1.3.8 Delivery of externally funded programs to support the Health and Wellbeing of the community

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|--------------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Care & Active Living | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Council provided Commonwealth Home Support Program, Home and Community Care Program for Young People, Housing/Homeless Support Program, Reconnect Program and Integrated Family Support.

Highlights include


- Delivered 63,492 hours of domestic assistance, personal care, respite care, property maintenance and social support groups delivered to 1363 eligible resident’s older adults, people with disability and their carers.
- Delivered meals at home 18,519 , delivered meals at centre 2,487. Total meals provided to 21,006 eligible resident’s, older adults, people with disability and their carers.
- Access and Support provided a total of 264 hours to support to help the community navigate services.
- Housing Services supported a total of 95 households (96 children, 98 adults) who are experiencing homelessness or at risk of homelessness to address their housing and support needs.
- Reconnect Program supported 48 young people to stabilise their housing, improve their family relationships and re-engage with education, training, or work. The program also delivered 30 workshops to the community.
- Family Services provided a total of 7,063 support hours to 75 families to assist them with their children and parenting needs.

Last Updated: 17-Jul-2024

1.2 A safe community where people feel proud to live.

1.2.1 Invest in initiatives that promote road and community safety.

Action Title: 1.2.1.3 Complete initiatives and review the effectiveness of the Safe City, Proud Communities Plan


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Social Planning & Wellbeing | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Delivered a range of actions from the Safe City, Proud Communities Plan. Activities included the opening of the Atherstone Traffic School including a community art project, initiatives to increase online safety, digital literacy, and scams awareness, a road safety forum for a multicultural community in partnership with Fit to Drive and a social media and poster campaign for National Road Safety Week.

Last Updated: 19-Jul-2024

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

Action Title: 1.2.2.1 Develop and improve the reach, impact and accessibility of Council's Community Grants Program

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Grants and Awards | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The community grants program has been reviewed and endorsed by Council to improve reach, impact and accessibility. The new Community grants program launched in March 2024, introducing simpler processes for applicants and assessors.


Last Updated: 24-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

1.3 Local neighbourhoods are socially and culturally connected.

1.3.3 Build community resilience through COVID recovery initiatives.

Action Title: 1.3.3.3 Address social isolation challenges through improving access to community programs, events, services, and facilities

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|--------------------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Participation & Connection | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Supported multiple culturally and linguistically diverse community groups to establish and begin to utilise community centres across the municipality.

Officers planned and delivered:

-21 unique localised initiatives marking days of significance and social connection within community centres across the municipality.

-Three Community Activation Days celebrating the opening of new community centres, attracting over 1,500 residents collectively.


Officers supported the delivery of 13 social connection groups across the municipality utilising community centres. Eight groups were from culturally diverse backgrounds.

Last Updated: 17-Jul-2024

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

1.4.1 Work in partnership with health and community service providers to deliver initiatives that meet the needs of the community.


Action Title: 1.4.1.1 Strengthen relationships with and between existing and new health, education, community and social support services

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Social Planning & Wellbeing | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Council partnered with a range of community organisations to deliver programs including African Youth Initiative, Melton Rainbow Social, Djirra, Western Bulldogs Community Foundation, and Western Health. Council established the Melton Food Systems Collective with community partners from food relief and health promotion sectors. Council also supported the delivery of Heart Foundation Walking Groups across the community.

Last Updated: 24-Jul-2024

Action Title: 1.4.1.2 Delivery of an assertive outreach response initiative to people who are sleeping rough in our community

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|---|-----------|-------------|-------------|------------|---------|--|
| Community Wellbeing & Inclusion Coordinator | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: The assertive outreach response initiative has been implemented and a rough sleeping notification tool has been created on Council's webpage for stakeholders and members of the community to make notification.

There has been a total of 109 notifications received in the financial year 23/24.

Last Updated: 17-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

Action Title: 1.4.1.3 Invest in education and training opportunities for community sport, recreation and leisure

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|----------------------------------|-----------|-------------|-------------|------------|---------|--|
| Sport and Recreation Development | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: The Annual Women in Sports Breakfast was held on 12 December 2023 with 60 people attending. 12 community sports clubs supported the Get Active Expo as part of the Djerriwarrh Festival, promoting their clubs and participation in sport.

32 Volunteers from sports clubs attended a free RSA Course. The first Sports Club information night was held in March with 36 volunteers in community sport across 20 Clubs attending.

Last Updated: 24-Jul-2024

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.

Action Title: 1.4.2.2 Delivery of externally funded programs to support health and wellbeing of the community


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Social Planning & Wellbeing | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Delivered three externally funded programs to support health and wellbeing of the community which included the VicHealth Local Government Partnership Program, the Free from Violence Local Government Program and Melton Food Systems Collective project. Activities included vaping prevention workshops across City of Melton schools, the Safe Active Travel pilot program, the Men’s Health Week community event on men’s mental health and positive help-seeking behaviours, educational sessions for newly arrived communities on their legal rights and established the Melton Food Systems Collective.

Last Updated: 19-Jul-2024

1.4.4 Raise community awareness and deliver programs to prevent family violence.

Action Title: 1.4.4.3 Deliver initiatives under the Equality and Respect Strategy

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|---|
| Social Planning & Wellbeing | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The first year of the Equality and Respect Implementation Plan 2023-2025 has been delivered. Actions included a range of tailored staff training on preventing family violence for community-facing teams, capacity building with external stakeholders and community, supporting the delivery of MiCare’s Burmese Parenting Program, improving the use of inclusive language and imagery across Council communication channels.


Last Updated: 19-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

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

1.5.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture.

Action Title: 1.5.1.1 Deliver initiatives and enable the community to recognise and celebrate Aboriginal and/or Torres Strait Islander history and culture

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Capacity | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Delivered programming for Reconciliation Week, Sorry Day and NAIDOC over 2023/24. In July 2023 NAIDOC was celebrated through the first annual Western NAIDOC Ball hosted within Melton.

Sorry Day was marked by a film installation, community art installation and author talk at the Melton Library over 25-26 May. Reconciliation Week included two cultural awareness sessions learning more about Aboriginal culture and participating in interactive activities and cultural food.

Council hosted its flag raising event with performers, keynote speaker and indigenous food. Council launched a Reconciliation Melton Conversations page to provide a platform for information about Reconciliation and local action.


Officers are progressing the planning of a Stolen Generations marker in Melton which received funding in the 24/25 budget for the planning/consultation and design phase.

Council's My Dream project features active community members who have made a significant contribution towards making the City of Melton an inclusive and welcoming place where diversity is embraced and celebrated.

Last Updated: 24-Jul-2024

1.5.4 Provide leadership in reconciliation, build positive partnerships and community relationships, and support culturally appropriate activities, services and places.

Action Title: 1.5.4.3 Work with Traditional Owners, community stakeholders, and Aboriginal Controlled Community organisations to strengthen Aboriginal and Torres Strait Islander Reconciliation and services locally

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Capacity | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Council officers have continued to work with Kirrip (local Aboriginal Community Controlled Organisation) to support the delivery of culturally safe services and programs.

Delivered governance training to members of the Kirrip Aboriginal Corp Board as a part of Council's community training program.

Liaising with Djirra (Aboriginal Family Violence Service) to plan and deliver culturally responsive Multiagency Risk Assessment and Management and cultural safety training.

Through the Reconciliation Advisory Committee officers have commenced the planning of a Stolen Generations marker to be designed and installed in the City of Melton.

Council's Early Year's partnerships unit delivered programs to strengthen relationships with services that support local Aboriginal families including supporting the delivery of a 'Welcome Baby to Country' event. The Community Grants Program funded various Aboriginal Crisis Support and Food relief programs managed by the local Aboriginal Community Controlled Organisation (Kirrip) during the year.

Last Updated: 24-Jul-2024


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

2 A vibrant and healthy natural and built environment

2.1 A City with healthy waterways, biodiversity and ecosystems.

2.1.1 Ensure that new waterways are developed in a way that balances biodiversity enhancement with education and leisure.

Action Title: 2.1.1.2 Complete a masterplan for Lake Caroline


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Open Space Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The Lake Caroline Masterplan and Activation Strategy was adopted at the Council Meeting in June 2024.

Last Updated: 25-Jul-2024

2.1.3 Ensure biodiversity is well managed and protected, both on Council’s land and on private land.

Action Title: 2.1.3.1 Commence development of a Biodiversity Strategy

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------------|-----------|-------------|-------------|------------|---------|--|
| City Environment & Sustainability | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: The development of a Biodiversity Strategy has commenced. A detailed Background Report on biodiversity in Melton has been completed to inform the development of the Strategy in 2024/25.

Last Updated: 25-Jul-2024

2.2 A City resilient to the impacts of a changing environment.

2.2.1 Provide an integrated approach to land management that addresses risks, such as bushfire, uncontrolled weeds, flooding and storm events.

Action Title: 2.2.1.2 Complete review of Council's current Environmental Enhancement Program

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|---|-----------|-------------|-------------|------------|---------|--|
| Manager City Environment & Sustainability | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: A review of the Environmental Enhancement Program has been completed. Further refinement of the proposed alternative program model, along with detailed analysis of the potential financial implications of any changes to the program will now be undertaken.


Last Updated: 25-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

2.3 A City growing and developing sustainably.

2.3.1 Ensure land development practices minimise environmental harm and damage.

Action Title: 2.3.1.2 Complete the Western Plains South Green Wedge Management Plan


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Growth Area Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The Western Plains South Green Wedge Management Plan was adopted at the Council Meeting in February 2024.

Last Updated: 25-Jul-2024

2.3.3 Promote the use of Environmentally Sustainable Design guidelines in all aspects of the development of the City.

Action Title: 2.3.3.2 Develop and publish Environmentally Sustainable Design (ESD) guidelines for the City of Melton

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------------|-----------|-------------|-------------|------------|---------|--|
| City Environment & Sustainability | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: The Environmentally Sustainable Design (ESD) Guidelines have been completed. Internal consultation and activation will continue to integrate the guidelines into project management processes and ensure their effective implementation.

Last Updated: 25-Jul-2024

2.4 A City that mitigates and adapts to climate change, and is environmentally aware.

2.4.4 Reduce the amount of waste being sent to landfill.

Action Title: 2.4.4.3 Develop a Resource Recovery & Circular Economy Strategy

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------------|-----------|-------------|-------------|------------|---------|--|
| City Environment & Sustainability | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The development of the Strategy has commenced. Community Engagement was undertaken in February and March 2024 with responses currently being analysed to inform the development of the draft Strategy and implementation plan in December 2024.

Last Updated: 25-Jul-2024


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

3 A fast growing, innovative and well planned City

3.1 A City of 20 minute neighbourhoods.

3.1.1 Advocate to and work with the State Government and other stakeholders in planning for the City.


Action Title: 3.1.1.3 Advocate for minimal adverse impact in our community and where appropriate, make submissions on the Western Renewable Link Project

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Growth Area Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Council officers continue to review project technical reports and provide extensive feedback to the Technical Reference Group. The majority of the technical reports have progressed from the Existing Conditions stage to the Impact Assessment stage.

Last Updated: 25-Jul-2024

Action Title: 3.1.1.4 Complete a review of the Melton Planning Scheme


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Growth Area Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The Melton Planning Scheme review was adopted at the Council Meeting in June 2024.

Last Updated: 25-Jul-2024

3.1.2 Investigate opportunities to enhance the connectivity and activity of existing urban areas.

Action Title: 3.1.2.1 Complete the Melton Town Centre Revitalisation Plan


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Growth Area Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The Melton Town Centre Revitalisation Plan was adopted at the Council Meeting in April 2024.

Last Updated: 25-Jul-2024

3.1.3 Appropriately plan for future development of greenfield land and ensure linkages to existing communities and assets.

Action Title: 3.1.3.2 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

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Growth Area Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: 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.

Last Updated: 25-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

3.1.4 Undertake integrated open space planning to ensure all neighbourhoods have access to reserves, parks, gardens, heritage places and natural assets.


Action Title: 3.1.4.3 Commence a review the Open Space Plan 2016-2026

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Open Space Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: A review of the Open Space Plan is underway. A Project Working Group inception meeting was undertaken in June 2024 to determine internal stakeholder needs. Benchmarking with other growth area councils has commenced.

Last Updated: 25-Jul-2024


Action Title: 3.1.4.4 Complete the Dog Park Strategy and implementation plan

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-------------|-------------|-------------|------------|---------|--|
| Open Space Planning | In Progress | 01-Jul-2023 | 30-Jun-2024 | 75% | 100.00% |  AMBER |

Action Progress Comments: A draft Dog Park Strategy has been prepared. Officers are conducting a review of the Dog Off Lead Strategy following feedback from Councillors via a Briefing of Councillors. The revised draft strategy will be presented at a future Council meeting for Council to endorse the draft for community consultation.

Last Updated: 25-Jul-2024

Action Title: 3.1.4.5 Complete a review of the 2005 Masterplan for the Melton Weir


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Open Space Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The draft Melton Weir Parkland Strategy was adopted at the Council Meeting in June 2024.

Last Updated: 25-Jul-2024

3.1.6 Promote the take up of smart* technology to connect people, enhance safety and improve liveability.

Action Title: 3.1.6.1 Utilise new technologies to collect and collate client and community feedback and data to improve services within Community Care and Active Living

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|--------------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Care & Active Living | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: QR codes have been embedded into Community Care and Active Living annual operations including the Client Satisfaction Surveys and the Annual Service Reviews rolled out each financial year to capture the ongoing care needs of over 1,200 clients. The survey resulted in an overall client satisfaction rating of 94% across the business unit. QR codes will continue to be an option as a means of service communication with Community Care and Active Living for all clients embracing this technology.


Last Updated: 17-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

3.2 Health and community services accessible locally.

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.


Action Title: 3.2.1.4 Develop action plans for Council's agreed advocacy priorities regarding health and community services

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|---------------------------------|-----------|-------------|-------------|------------|---------|--|
| Advocacy & Government Relations | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The Advocacy Action Plan has been developed and allocated to council officers to further develop individual strategies and implement. Regarding Health and Community Wellbeing, the Advocacy and Government Relations team has focussed on services attraction, funding opportunities for the Plumpton Aquatic and Leisure Centre, the Cobblebank Community Services Hub and community infrastructure. Through the Advocacy Working Group, officers have been working across the organisation to identify priorities and respond to funding opportunities as they arise. This is reported to the Executive Leadership Team to keep informed on advocacy status and outcomes.

Last Updated: 10-Jul-2024

Action Title: 3.2.1.5 Facilitate the acquisition of land for the Plumpton Aquatic Centre


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Chief Financial Officer | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Council acquired the land for the Plumpton Aquatic Centre 28 December 2023 and became the legal landowner on this day. Council took formal possession of the land on 5 January 2024. A new title is currently being prepared for land.

Last Updated: 24-Jul-2024

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

Action Title: 3.2.2.1 Undertake master planning, concept designs and stakeholder engagement for the Cobblebank Community Services Hub


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-------------|-------------|-------------|------------|---------|--|
| Major Project Delivery | In Progress | 01-Jul-2023 | 30-Jun-2024 | 95% | 100.00% |  GREEN |

Action Progress Comments: Schematic design, costing and financial modelling were completed by end June 2024. A report will be prepared for the Council meeting in July 2024 to endorse the schematic design and cost plan.

Last Updated: 25-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report


Action Title: 3.2.2.2 Support community and health services to offer locally accessible services and work in partnership through Council's community facilities

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|--------------------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Participation & Connection | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: In partnership with Future Connect, officers successfully launched the YouthGrounds Coffee Project from Kurunjang Community Hub targeted at young people. Facilitated the JUNO Passport to Work Program. Delivered 34 programs from community centres with community service organisations including Western Health, Fight Parkinson's Victoria, St Vincent De Paul, Didi Bahini Samaj Victoria (DBSV), Mi Care, Djerrirarrh Community House and Multicultural Association of Community Empowerment Inc. (MACE). Supported multiple community service organisations to explore temporary accommodation within Council's community centres across the municipality.

Last Updated: 24-Jul-2024


Action Title: 3.2.2.3 Design and commence construction of the Weir Views, Aintree and Plumpton Children's and Community Centres

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Early Childhood | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Plumpton construction works commenced in February 24 and separable portion 1 (Licensed areas) are scheduled to be completed late 2024 for scheduled operations starting term 1 2025. Provider awarded contract at the July Ordinary Meeting of Council. The Aintree Community Centre will be delivered in partnership with the developers planned for the 2026 school year. Weir Views is on track for the 2026 school year.

Last Updated: 24-Jul-2024

Action Title: 3.2.2.4 Finalise planning for, and commence the concept design stage for the Plumpton Aquatic and Leisure Centre

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-------------|-------------|-------------|------------|---------|--|
| Major Project Delivery | In Progress | 01-Jul-2023 | 30-Jun-2024 | 95% | 100.00% |  GREEN |


Action Progress Comments: Masterplan, community engagement and cost plan were completed by end June 2024. A report will be prepared for the Council meeting in July 2024 to endorse the masterplan and cost plan.

Last Updated: 25-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

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

Action Title: 3.2.3.2 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


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Property and Investment | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The Exemplar Health consortium has been announced as the preferred bidder to enter exclusive contract negotiations with the Victorian Government. Continued support is being provided to the Victorian Health Building Authority in relation to Advocacy for the timely delivery of the new Melton Hospital.

Last Updated: 25-Jul-2024

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.

Action Title: 3.2.4.3 Implement actions to attract, retain and develop Council's Maternal and Child Health workforce and service

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Maternal Child Health | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Council has employed a number of graduate nurses in 23/ 24 via the MCH graduate program, support a large number of MCH student placements and casual staff have also transitioned to permanent roles.


The MCH student employment model was introduced to enable student MCH nurses to be employed to carry out consultations within the scope of practice of a registered midwife, with the aim being these nurses then continue as employees on the graduate MCH nurse program.

Last Updated: 24-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

3.3 A City with accessible infrastructure that meets the needs of all.**3.3.1 Ensure infrastructure and open space are designed, built and maintained to accommodate safety, growth, diverse needs and adaptability.**

Action Title: 3.3.1.2 Plan, develop and deliver opportunities for increased provision of recreation and leisure opportunities


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|----------------------------------|-----------|-------------|-------------|------------|---------|--|
| Sport and Recreation Development | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Council adopted the Sport and Recreation Facility Development Policy, the City of Melton Draft Tennis Strategy is to be presented at July Council meeting, the development of Allocation of Sport and Recreation Facilities Policy is nearing completion. Four Open Days throughout the year held at stadiums attracting around 1,560 visitors.

Last Updated: 24-Jul-2024

3.3.2 Advocate for and support the development of diverse and affordable housing.

Action Title: 3.3.2.2 Commence a review Council's Housing Strategy and Character Design Guidelines (House Smart and House Rules)


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Growth Area Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Initial benchmarking work has been undertaken for this project. The recent release of the Victorian Government's Housing Statement will further inform this work.

Last Updated: 25-Jul-2024

3.3.3 Advocate to and work with the State Government for the timely delivery of State infrastructure to service the City.

Action Title: 3.3.3.1 Refresh Council's advocacy priorities and commence the implementation of action plans to lobby for the timely delivery of infrastructure

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|---------------------------------|-----------|-------------|-------------|------------|---------|--|
| Advocacy & Government Relations | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The new priorities document has been completed and distributed to all relevant State and Federal Ministers, local members and senior departmental executives resulting in a number of meetings. This has raised the profile of Council's priorities, and the transport infrastructure needs of our rapidly growing community. The advocacy work undertaken has led to increased local member representation of the transport priorities with Ministers.


Last Updated: 10-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

3.4 An integrated transport network that enables people to move around.

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.

Action Title: 3.4.1.2 Develop and commence implementation of action plans for Council's agreed advocacy priorities for transport infrastructure


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|---------------------------------|-----------|-------------|-------------|------------|---------|--|
| Advocacy & Government Relations | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The Advocacy Action Plan has been developed and allocated to council officers to further develop individual strategies and implement. The Advocacy and Government Relations team distributed the Advocacy Priorities Booklet to all relevant State and Federal Ministers and senior government representatives resulting in meetings with department executives. Additionally, Advocacy and Government Relations supported the Mayor and CEO in meetings with local members with evidence base and briefing notes to raise priorities and garner support. Council has contributed to LeadWest's campaign to attract funding bus services. Two Active Transport projects were funding following an application for Growth Areas Infrastructure Contribution funding.

Last Updated: 12-Jul-2024

3.4.2 Improve connectivity between existing and new communities.

Action Title: 3.4.2.1 Development of a Roads Upgrade Strategy with a focus on rural, interface, and growth area roads

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|------------------------------|-----------|-------------|-------------|------------|---------|--|
| Strategic Transport Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The development of Roads Upgrade Strategy has occurred that has seen technical assessments undertaken. Community consultation occurred over a four week period using an online map platform that received 621 contributions. The outcome of this strategy will assist with prioritisation of road upgrades across the municipality for consideration through our annual capital program.

Last Updated: 25-Jul-2024


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

4 A City that promotes greater education and employment

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

4.1.2 Support initiatives that create opportunities for new business, jobs and investment in the City.

Action Title: 4.1.2.3 Complete the Employment and Industrial Land Strategy for the Municipality


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Growth Area Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The Melton Employment and Industrial Land Strategy was adopted at the Council Meeting in June 2024.

Last Updated: 25-Jul-2024

4.1.3 Plan for key employment precincts within Precinct Structure Plans.

Action Title: 4.1.3.2 Prepare and endorse relevant Urban Design Frameworks for employment areas within approved Precinct Structure Plans

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Growth Area Planning | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: The Mt Atkinson Major Town Centre South Urban Design Framework Plan is being prepared by a developer and remains in progress. The Western Freeway Commercial Area Urban Design Framework has commenced and is being prepared by a developer. Council is working with the developer and the Department of Transport and Planning to resolve vehicle access issues. The draft Rockbank North (Aintree) Major Town Centre Urban Design Framework has been finalised, with consultation completed in November. Submissions are now being considered to inform any further changes to the document.

Last Updated: 25-Jul-2024

4.2 A City with a variety of education facilities accessible locally.

4.2.2 Maximise the use of existing Council facilities by external providers of educational programs.

Action Title: 4.2.2.1 Activate the use of library and community facilities for community learning

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Libraries | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: The Libraries' summer school holiday program delivered 39 activities to 1762 participants. Deliverables included a partnership with Western BACE STEM to engage families in technology and robotics; annual chess tournament; outdoor self-led story walk at Lake Caroline and Melton Botanic Garden; and arts activities provided by National Gallery Victoria. For 23-24, Libraries delivered a total of 1,381 learning and social engagement programs to 44,136 participants at our library facilities, community centres through our Library Access Points and outreach sessions to community groups and schools across the municipality.

Last Updated: 17-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

4.2.3 Advocate for the delivery of TAFE and tertiary education facilities and opportunities in the City.

Action Title: 4.2.3.2 Advocate for the timely delivery of the new TAFE in Cobblebank and continue to advocate for increased course offerings


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|---------------------------------|-----------|-------------|-------------|------------|---------|--|
| Advocacy & Government Relations | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The advocacy priorities document includes the need to increase the scope of course offerings for the new Melton TAFE with a broader offering that addresses skills shortages. The booklet was distributed to all relevant State and Federal Ministers and departmental executives. Council has continued to include this priority in meetings with local members to ask for their support in advocacy to Ministers. The delivery of TAFE continues to be a commitment for the Victorian Government.

Last Updated: 12-Jul-2024

4.2.4 Support local pathways between education, training and employment.

Action Title: 4.2.4.1 Work with local schools and learning networks to provide work experience and placement opportunities

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Libraries | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Melton City Libraries work with secondary and tertiary education providers to deliver student and industry work experience across the library service. In the financial year to date, we have hosted four tertiary and seven Year 10 students across both libraries. For the 23-24 financial year, Melton City Libraries hosted 2 Structured Workplace students, 6 tertiary placement students and 11 year 10 work experience students. One of our tertiary placement students has since secured employment with the library services.


Last Updated: 17-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

4.4 Lifelong learning opportunities that bring local communities together.

4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning.

Action Title: 4.4.1.2 Provide a range of learning programs and events to support literacy development and reading culture

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Libraries | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: From English Conversation Club, to Australian Citizenship Test assistance, Creative Writing Groups for Children, Teens and Adults to Author Talks and creative workshops, Melton City Libraries has offered over 915 programs with over 26,000 participants in the Year to Date. A highlight for Libraries this quarter was the delivery of the BIG Summer Read, a state wide campaign delivered across Victorian public libraries to prevent a decrease in kids' reading during the longer summer school holidays. This summer saw a remarkable turnout from children aged 0-18 in the City of Melton, with 335 registered participants collectively logging 7570 books.

For 23-24, Libraries delivered a range of programs to promote literacy development and reading culture. A total of 450 early years literacy programs were delivered to 22,228 children and parents. 320 literacy programs were delivered to 8,736 primary school aged children, and 59 programs were participated in by 249 secondary school students. Over 200 literacy programs were enjoyed by 2,300 adults over the year.

Last Updated: 17-Jul-2024

4.4.2 Help close the digital-divide by improving the community's digital literacy.

Action Title: 4.4.2.1 Support digital inclusion through access to technology, staff expertise and learning programs


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Libraries | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Libraries provide a Digital Support Booth and Device Advice support. Council delivered 39 booked sessions. Library team also support residents with using email, printing, online forms, accessing eResources, and navigating eGov services and applying for a myriad of government related services including visas/birth certificates/ passports/police checks/solar rebates/ABNS. For 23-24, library staff provided a total of 34 Digital Support Booth sessions and 35 Device Advice sessions to individual customers.

Last Updated: 24-Jul-2024

4.4.3 Create a learning culture in the City through early engagement with and support for children, young people and families.

Action Title: 4.4.3.1 Promote opportunities for children and young people to engage with education and learning opportunities

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Early Childhood | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: The range of initiatives delivered included:

- Access to Early Learning (AEL) supported 16 families.
- 488 families (625 children) have participated in the Smalltalk parenting program to build their parenting confidence and capacity. 55 of these families were provided additional support visits.
- 1219 families participated in Imagination Magic.

Last Updated: 24-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

Action Title: 4.4.3.2 Promote the benefits of reading to young children's learning outcomes through the provision of early years' literacy programs


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Libraries | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Libraries provide Early Years programs in the form of New Parent Talks, Baby Bounce, Toddler Time, Storytime and Parent/carer information sessions across both branches. A total of 450 early years literacy programs were delivered to 22,228 children and parents to promote the benefits of reading to language and cognitive development.

Last Updated: 24-Jul-2024

4.4.4 Partner with education providers to facilitate the delivery of education and training programs.


Action Title: 4.4.4.1 Work with providers to deliver the Kindergarten Culturally and Linguistically Diverse Engagement program

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Early Childhood | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Have engaged with the local community and professional stakeholders to establish a strong partnership to address attendance barriers and transition to school. The program has supported or engaged a total of 180 individual children across the initiative's objectives since January 2023. An interactive session specifically designed for CALD families facilitated by the Early Childhood Consultant was delivered at the Melton Learning Festival.

Last Updated: 24-Jul-2024

Action Title: 4.4.4.2 Actively promote Libraries as a partner of choice to facilitate lifelong learning opportunities

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Libraries | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Melton City Libraries continues to partner with Western BACE to deliver our school holiday and afterschool STEM programs, providing young people with a platform to engage in diverse hands-on STEM learning activities. Through Council's Memorandum of Understanding with learning providers Victoria University and Djerriwarrh Community Education, Libraries have supported work-ready learning initiatives to enable residents in their search for work and re-entry into the workforce.

Last Updated: 17-Jul-2024


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

5 A community that is actively engaged in the City

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

5.1.2 Invest in Council's capacity to design and conduct meaningful community engagement activities.

Action Title: 5.1.2.1 Engage children and young people to contribute to decisions about their communities and their wellbeing

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Early Childhood | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: Partnership with students at Melton Secondary College and Western Bulldogs Foundation engaged young people in Cultural workshops. 19 Freeza meetings were held with young people planning for events for young people by young people. The Western Bulldogs Leadership Project social impact projects were delivered. Young people engaged in evaluating Health & Wellbeing, CaLD and Education & Training programs delivered by Council.

Last Updated: 24-Jul-2024

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

5.2.1 Streamline customer access to Council by investing in new technology while maintaining non digital channels for people with access constraints.

Action Title: 5.2.1.2 Plan and design a Customer Relationship Management (CRM) solution that will enable anyone in the community, including those with accessibility issues, to engage with Council through a single system/portal for community engagement

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| IT Delivery | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: As part of the Technology Change Program, a key component of the Information Communication Technology (ICT) and Digital Strategy is now complete. The vendor evaluations have been completed, and the successful vendor has been employed for the program. The Technology Change Program (TCP) business case was presented to Council and endorsed for implementation.

Last Updated: 09-Jul-2024


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

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

6.1 An organisation that demonstrates excellence in customer and community service.

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


Action Title: 6.1.1.2 Expand the Customer Care program to support ratepayers needing financial assistance

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Revenue | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Officers have expanded the use of the existing policy based on current discretion. Further action will be addressed in December 2024 when the current policy is due for review where we will look at imbedding Essential Services Commission principles and other mechanisms to address financial hardship.

Last Updated: 17-Jul-2024

Action Title: 6.1.1.3 Implement recommendations of the Planning Services Review

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| City Growth and Development | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |


Action Progress Comments: Implementation of planning services review recommendations is ongoing. This year has seen a new software solution investigated and a focus on internal process improvements including bonds management and our business concierge service.

Last Updated: 25-Jul-2024

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.

Action Title: 6.3.1.2 Review Council's Policy Framework


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Governance | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Council's Policy Framework review is progressing, with a continual review process being embedded.

Last Updated: 11-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

Action Title: 6.3.1.3 Update Council's Compliance Framework


| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|-----------------------------|-----------|-------------|-------------|------------|---------|--|
| Governance | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: The updated Risk Compliance Framework was endorsed by ELT at the 26/6/2024 Executive Meeting.

Last Updated: 09-Jul-2024

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


Action Title: 6.3.5.1 Develop and commence implementation of an advocacy engagement plan

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|---------------------------------|-----------|-------------|-------------|------------|---------|--|
| Advocacy & Government Relations | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Advocacy engagement is targeted at all levels from Ministers to local members, executives of departments and government officers with a diversity of engagement. Additionally, there is a diversity of delivery including media and strategic communications, sharing evidence base, identification of grant opportunities, events and alignment with various interest groups including business, developers and community. Ongoing meetings were held with local members to advance Council's advocacy agenda and a program is now underway to establish strategic relationships with Department Executives.

Last Updated: 12-Jul-2024

Action Title: 6.3.5.2 Engage with the Commonwealth Government, Municipal Association of Victoria (MAV), and Aged and Community Care Providers Association (ACCPA) to support and contribute to the development of a new Aged Care System as part of the national Aged Care Reform

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|--------------------------------|-----------|-------------|-------------|------------|---------|---|
| Community Care & Active Living | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: Officers continued to engage with the Municipal Association of Victoria (11 meetings), and the Aged and Community Care Providers Association (12 meetings) to discuss Aged Care Reform and to identify challenges and opportunities for consultation and future training. Officers are now also attending a monthly National Sector Support and Development meeting (12), and State wide Victorian Sector Support and Development meeting (1).


Last Updated: 11-Jul-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Final Progress Report

6.4 An organisation that celebrates diversity and inclusion.

6.4.1 Build capacity of Council to ensure all programs and services are inclusive, accessible and consider intersectionality.

Action Title: 6.4.1.1 Undertake capacity building engagement and initiatives with relevant Council programs and services to further strengthen inclusive and accessible practises across Council

| Responsible Service Profile | Status | Start Date | End Date | % Complete | Target | On Target % |
|---------------------------------|-----------|-------------|-------------|------------|---------|--|
| Community Wellbeing & Inclusion | Completed | 01-Jul-2023 | 30-Jun-2024 | 100% | 100.00% |  GREEN |

Action Progress Comments: - All library staff completed Auslan interpreter level 1 training.

- Integrated inclusive and accessible platforms at Melton CARE Expo.
- Developed the Disability Implementation Plan, Year 2.
- Developed Access Keys and Social Stories for Taylors Hill and Melton Youth Centres.
- Delivered staff training session on Free from Violence, violence against women with disabilities.
- Completed Visitor Map for City of Melton with 13 listings including disability access information.
- Collaborated with NDIS provider to host the Next Chapter Book Club for adults with learning disabilities and launched Writeability with Writers Victoria to support writers with disabilities.
- Updated the MCC website with an Accessible Melton page.
- Delivered the Marveloo Project to enhance event accessibility.

Last Updated: 24-Jul-2024

12.2 MELTON CITY COUNCIL COMMUNITY GRANT AND FUND PROGRAM UPDATE AUGUST 2024

**Author: Jarrod Byham - Grants Delivery and Attraction Lead
Presenter: Troy Scoble - Director City Life**

PURPOSE OF REPORT

The purpose of this report is to advise Council of the outcomes of the latest round of Community Grants and Funds.

RECOMMENDATION:

That Council note the Community Grant and Fund Program Update.

REPORT

1. Executive Summary

Council's Community Grant and Fund Program commenced in March 2024 with the first round of funding already approved. Applications for the second community grants and fund program round were accepted from 1 May to 30 June 2024.

A total of eighteen (18) applications were submitted by the closing date. Sixteen (16) applications met the criteria for assessment and fifteen (15) of those applications were recommended for funding totalling \$63,490.20. This is the highest percentage of applications made being eligible and recommended for funding, evidence that the new program and user friendly processes implemented are having an impact for the community.

The two (2) ineligible/unsuccessful applicants will be provided feedback to assist them in considering a resubmission for a future round of funding.

In addition to this round of the Community Grants Program, Council officers continued to receive and process eligible Community Fund applications including Resident Achievement and New Group Fund applications. Since 1 March 2024 a total of forty-eight (48) Resident Achievement Fund applications have been approved to a total value of \$44,808 as well as seven (7) New Group establishment applications to a value of \$10,500.

2. Background/Issues

The Melton City Council Community Grant and Fund Program was adopted on 25 September 2023 and post development of policies and guidelines commenced in March 2024 for applications to be received by Community.

The new grants program transitions semi-annual grants to bi-monthly grant rounds. This change responds to user and Council feedback for more frequent access to grants and faster decision-making, reducing the need for extensive planning ahead of grant outcomes. The updated program now provides year-round access through bi-monthly assessments, recognising the importance of supporting, assisting, and partnering with community groups to initiatives that benefit the broader community, enhance community wellbeing, and contribute to Council's strategic objectives.

Applicants can apply for grants of up to \$5,000 in one of the following five categories:

- The Arts: Building community connections, expressing creativity and local culture through the arts.
- Sports & Hobbies: Increasing participation and accessibility of sports and hobbies.
- Healthy & Safe Living: Promoting a safer, healthier, and more connected municipality.
- Festivals & Events: Celebrating diversity and unity, bringing people together to strengthen social connections.
- Environment & Nature: Reducing our environmental footprint and protecting and enhancing the City of Melton's natural environment.

The objective is to ensure equitable distribution of funding across the five categories, although actual allocations are influenced by received applications. To promote all elements of the program, officers are actively encouraging applications in all categories.

The May/June 2024 Community Grants round opened on 1 May 2024 and closed on 30 June 2024. Applications were assessed against the Council adopted Community Grants and Fund Policy to ensure consistency with adopted policy and procedures.

Grant Assessment

The Assessment Panel operates under the adopted Terms of Reference and adheres to strict confidentiality and disclosure requirements as an Advisory Committee of Council. Applicants must disclose any conflicts of interest involving Panel members or Council Officers. The Governance team advises on managing conflicts during the assessment and authorisation process.

The Assessment Panel deliberates on funding allocations during their meetings, and recommendations require formal approval from Melton City Council's Chief Executive Officer (CEO). The table below lists the grants awarded funding in the March/April round. When applications are ineligible and there is sufficient time before the grant round deadline to address issues with the application, Officers assist applicants by supporting them to correct and resubmit their applications. If applications remain ineligible by the grant round deadline, the updated Grants program allows applicants to promptly resubmit for the following round.

Refer to Table 1: Approved May/June grant applications in **Appendix 1**.

3. Council and Wellbeing Plan Reference and Policy Reference

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

1. A safe City that is socially and culturally connected

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

4. Financial Considerations

For the May/June 2024 grant round, a total of \$63,490.20 has been allocated as per Table 1 in **Appendix 1**.

5. Consultation/Public Submissions

The following promotional and training activities were undertaken to support potential applications for the May/June Grant round:

- Presentation at the Western Health Forum
- Presentation at internal meetings including:
 - Empowering Communities Network
 - Safe City Advisory Committee Meeting
 - Melton Youth Forum
- Twelve personalised community group meetings, whilst also promoting art specific projects such as murals and productions
- In person Community Grant Writing Training at Caroline Springs Library and Melton Library
- Brochure promotion at Community Achievement Awards Alumni Engagement Breakfast, Volunteer Appreciation Lunch and Refugee Week Symposium
- Social media posts across a multitude of pages including City of Melton, Melton Learning Directory and Healthy City of Melton

E-newsletter promotion via Community Involvement E-newsletter, Learning Directory E-newsletter, and Library E-newsletter.

6. Risk Analysis

Council's Community Grant and Fund Programs strictly adhere to the relevant Policies, Guidelines and Terms of Reference to reduce and mitigate risks associated with the administration of this program. Risks related to conflict of interest are managed through declarations of interests and conflicts of interests from all relevant parties.

Council's revised Community Grant and Fund Programs also implements the recommendations of the internal audit conducted on the program in 2023 as adopted by Council.

7. Options

Council has the option to:

1. Note the report as per the officer's recommendation; or
2. Request further clarification in relation to the report.

LIST OF APPENDICES

1. Approved May June 2024 Grant Applications

Table 1: Approved May/June 2024 Grant Applications

| Applicant | Project | Project Description | Category | Ward | Amount |
|---|---|---|-----------------------|-----------|------------|
| Melton City Badminton Club | Engaging girls in Badminton – 2024 (Shuttle time for girls) | The club proposed a 22-week badminton program at Cobblebank Stadium, specifically designed to engage girls aged 8-15. The program aims to increase participation in community sports among young girls by eliminating cost barriers and providing a structured, supportive environment for them to learn and enjoy badminton while making lasting social connections. | Sports & Hobbies | Coburn | \$4,698.50 |
| Aintree Scout Group | Camping Equipment | The Aintree Scout Group has expanded rapidly since establishment 3 years ago, hence further camping and cooking equipment is needed to support the youth members. | Sports & Hobbies | Cambridge | \$4,762.80 |
| Hillside Football Club | Volunteer recognition & support project | Hillside Football Club are looking to purchase game day and training bibs for volunteers. The club aim to properly recognise their volunteers by providing bibs so they are easily identified. | Sports & Hobbies | Watts | \$528 |
| Hurricanes Netball Club | Hurricanes REVAMP | The project aims to refresh and add to the club's equipment, by providing new sporting resources to club members to inspire more children and families in the community to join the club. | Sports & Hobbies | Coburn | \$5,000 |
| Melton Centrals Junior Football Netball Club | Portable Stage | The group is seeking to purchase a portable stage to be used at various club functions including Jumper Presentations and B&F Presentations. The portable stage will also be used on a weekly basis during all games to provide an elevated view of the game for Timekeepers. This will assist volunteers to manage the game with ease and precision. | Sports & Hobbies | Coburn | \$5,000 |
| Melton Phoenix Football Club | Soccer equipment for Junior and 2nd Women's Teams | The project involves replacing or purchasing additional equipment to address the needs of Junior and Women players. The equipment required is training and match soccer balls, junior soccer goals and training bibs. It is essential to provide equipment that is functional and safe and meets the needs of a growing member list. | Sports & Hobbies | Watts | \$2,169 |
| Eynesbury Tennis Club | Ball Machine | The group is seeking to purchase a Tennis Ball Machine and appropriate balls. This will be advantageous for the club as it will provide another source of revenue through members and groups hiring the machine. | Sports & Hobbies | Coburn | \$3,132 |
| Rehmat Sandhu Foundation | Community Wellness Project | The Community Wellness Project includes educational workshops on various health and wellness topics. It is designed to empower attendees with the knowledge and tools they need to maintain their health. Workshops will cover areas such as mental health, addiction recovery, PTSD, physical fitness, and allied health. Social and recreational activities will also be planned under this initiative. | Healthy & Safe Living | Coburn | \$5,000 |
| Didi Bahini Samaj Victoria Aintree Group (DBSV) | Feet on the Ground | 'Feet on the Ground' is a physical fitness program designed to enhance overall health, socially, emotionally, and physically. Sessions with a trained facilitator will take place weekly at Timbertop Community Centre and will target the multicultural community, with babysitting provided for parents to encourage participation. | Healthy & Safe Living | Cambridge | \$4,999.90 |
| Socio-Cultural Syriac Association | The Last Friday 2024-2025 | The Last Friday program is a monthly social gathering in Fraser Rise. The aim is to strengthen the Syriac community social connections, specifically for elders, and build strong relationships among families while minimising the impact of language barriers. Facilitators will be invited to some sessions to speak in-language about community services and health issues. | Healthy & Safe Living | Cambridge | \$5,000 |

| Applicant | Project | Project Description | Category | Ward | Amount |
|---|--|--|-----------------------------|---------------|--------------------|
| St Catherine of Siena Catholic Church | Breakfast Club | The group is seeking to provide a weekly breakfast of toasted sandwiches, fruit, juice and yoghurt to approximately 150 students at Catholic Regional College Caroline Springs. Students will be provided with breakfast and the opportunity to sit and mingle with friends and staff to build better relationships. | Healthy & Safe Living | Cambridge | \$5,000 |
| Australian Integrated Fijian Association of Vic | Multicultural Christmas celebration | The group wish to hold a Multicultural Christmas event at Melton Community Hall in mid-December 2024. The event will celebrate the diverse cultural, religious and traditional values of the community during the festive season with cultural performances, traditional foods, craft workshops and interactive activities for children, youth and seniors. | Festivals, Events & Culture | Watts | \$4,900 |
| Australian Multicultural Community Centre | Victoria Spring Festival 2024 | The group plan to organise a Spring Festival to be held at Hannah Watts Park, Melton in September. The festival will feature rides, stalls, food trucks, games, activities and more. Aiming to bring the community together for a joyful time with friends and family, while fostering a sense of belonging and pride in the local community. | Festivals, Events & Culture | Coburn | \$5,000 |
| Melton Macedonian Seniors Group of Victoria | Community Lunch | The group is wishing to hold a celebration for Ilinden and the Feast of the Assumption Mary in August at Springside Pavillion. Macedonian group members will share the importance of these Macedonian national days, food, culture and tradition with the wider community attending. This event will enable seniors from ranging backgrounds to bond and create friendships. | Festivals, Events & Culture | Cambridge | \$3,300 |
| Greater Western Community Band | Raising profile and expanding capacity | The project is aiming to raise the profile and capacity of the band by outsourcing online presence to a digital marketing company. | The Arts | Coburn | \$5,000 |
| | | | | TOTAL: | \$63,490.20 |

12.3 RECOMMENDATIONS FOR 2024 MAYORAL CHARITY FUND

Author: Jarrod Byham - Grants Delivery and Attraction Lead
Presenter: Troy Scoble - Director City Life

PURPOSE OF REPORT

To present the recommendations for the allocation of funds within the City of Melton 2024 Mayoral Charity Fund.

RECOMMENDATION:

That Council note the assessment process completed and endorse the funding amounts in line with the recommendations by the Mayoral Charity Fund Assessment Panel outlined in **Appendix 1**.

REPORT

1. Executive Summary

Each year Melton Council budgets for the Mayoral Charity Fund, to provide support to a local charity or community organisation. This has taken place through a variety of formats, including a Mayoral Charity Ball or through a direct contribution to a community organisations. For the 2023/2024 Mayoral term, it was agreed that the \$40,000 allocated to the Mayoral Charity Fund be used to fund small community projects that benefit City of Melton residents.

A total of fifty seven applications were received as part of the submission process. Of the fifty seven applications, fifty three applications were confirmed as eligible. Council Officers assessed the level of community benefit of the project using a scoring matrix to determine recommended applications for funding in ranking order. A total of twenty one applications are recommended for funding, utilising the entire allocated budget.

2. Background/Issues

At the July 2024 Ordinary Meeting of Council, Council determined that the \$40,000 allocated to the Mayoral Charity Fund will be used to fund small scale community projects, activities, events or the purchase of vital equipment. The fund is a one off fund to provide opportunities for not-for-profit community organisations to apply for project funding to benefit the Melton Community. Organisations could apply for funding up to \$2,000 to cover costs associated with a project.

Application Requirements

Applications for the 2024 Mayoral Charity Fund opened on 23 July 2024 and closed on 11 August 2024.

The application required eligible groups to provide contact details, a short description of the project, a budget with a single quote for items over \$250, and explanation on how their project will benefit the Melton community. The maximum funding available to applicants was \$2,000.

Eligibility Requirements

Mayoral Charity Fund applicants had to satisfy the following eligibility requirements consistent with the criteria and guidelines of Council's endorsed funds and grants targeting similar organisations and funding amounts:

- Be based in the City of Melton
- Have an ABN or a completed Statement by a Supplier Form
- Demonstrate not-for-profit status
- Have Public Liability Insurance of at least \$20 million
- Have no outstanding debts owing to Council
- Have fully acquitted previously funded projects
- Not be related to harmful industries

Projects must also:

- Directly benefit Melton residents
- Not be related to the delivery of core curriculum of education providers
- Must not have happened prior to the fund closing on 11 August 2024
- Be completed within 12 months from the date of approval from Council
- Take place inside the City of Melton, unless the application demonstrates a direct benefit to City of Melton residents
- Not be the responsibility of Council or already receiving funding from Council
- Not be the responsibility of other levels of government.

Fifty-seven applications were received. Four applications were deemed ineligible. Officers provided immediate feedback to these applicants and provided additional time to rectify issues. These have also been referred to the Community Grants and Fund program.

In total, post assessment, twenty one applications have been recommended for funding, totalling \$40,020.

Funding Assessment Process

The Mayoral Charity Fund has been administered consistent with Council's other community funds. The process to determine eligibility and funding recommendations included:

1. Application eligibility assessment completed by Grant Officers
2. Eligible applications were reviewed by an internal selection panel to independently verify the process and determine level of benefit of the applications using a 1-5 scoring scale (5 being a very high level of community benefit). The scoring system enabled officers to rank applications from highest benefit to lowest benefit for the Melton community based on information provided.
3. Funding recommendations reviewed and approved by the Director City Life and CEO.

All Officers involved in the above process adhered to all confidentiality and disclosure requirements. 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, individual assessments, and funding outcomes).

The panel's funding recommendations are detailed at **Appendix 1**.

3. Council and Wellbeing Plan Reference and Policy Reference

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

1. A safe City that is socially and culturally connected

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

4. Financial Considerations

Council has allocated \$40,000 for the Mayoral Charity Fund. Funding for this round is as per the table below in the 2023/2024 Council budget:

| Available Budget 2023/24 | Recommended funding | Remaining Budget |
|--------------------------|---------------------|------------------|
| \$40,000 | \$40,020 | \$0 |

5. Consultation/Public Submissions

Council's Mayoral Charity Fund was promoted to community through a range of available media and other opportunities including:

- Social media posts across City of Melton, Healthy City of Melton, Young Communities, Melton City Libraries and Melton Learning Directory
- E-news items in Community Involvement e-news, Melton City Libraries and Melton Learning Directory
- Email distribution to relevant networks including recreation, leisure, emergency management, environmental, youth related and community groups and organisations, activity providers for FairGo 4 Youth Fund and past applicants of the Community Grants Program from 2020 (approximately 300 groups)
- Local newspaper advertisements

Successful fund recipients will be published on Council's website and Officers are planning to have their application acknowledged formally by the Mayor.

6. Risk Analysis

The administration of the 2024 Mayoral Charity Fund through a Community Fund round ensures transparency and fairness in the distribution of the fund.

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

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

Council Officers 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.

Council Officers have also agreed to preserve the confidentiality of all application information supplied.

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

7. Options

Council note the assessment process completed and endorse the funding amounts in line with the recommendations.

LIST OF APPENDICES

1. **CONFIDENTIAL** - Recommended Mayoral Charity Fund Applications (2024)

12.4 RESPONSE TO NOTICE OF MOTION 876 (CR ABBOUSHI) - TOWN CENTRE RESERVE, CAROLINE SPRINGS

Author: Aaron Biscan - Manager Recreation and Facility Activation

Presenter: Troy Scoble - Director City Life

PURPOSE OF REPORT

To respond to Notice of Motion 876 (Cr Abboushi) to update the existing master plan at Caroline Springs Town Centre Recreation Reserve.

RECOMMENDATION:

That Council note the report and updated master plan for Caroline Springs Town Centre Recreation Reserve.

REPORT

1. Executive Summary

At the Scheduled Meeting of Council dated 31 July 2023, Council resolved via Notice of Motion 876 raised by Councillor Abboushi:

That Council, in consultation with all user groups at Town Centre Reserve, Caroline Springs, update and develop the existing master plan at the reserve to set the strategic direction for the future of the site and report to Council at a future scheduled meeting.

This report presents an updated master plan for Caroline Springs Town Centre Recreation Reserve. This report provides further information on the delivery of the existing master plan, consultation undertaken with user groups and opportunities for further consideration for the future development of the reserve.

2. Background/Issues

At the Scheduled Meeting of Council dated 31 July 2023, Council resolved to receive an updated master plan for Caroline Springs Town Centre Recreation Reserve.

Caroline Springs Town Centre Recreation Reserve

Caroline Springs Town Centre Recreation Reserve ('the Reserve') is an 8.6-hectare parcel of land bounded by The Parade, The Crossing, College Road and Brunton Avenue in Caroline Springs. The existing master plan for the Reserve, developed in 2008, is attached as Appendix 1. The design intent of the master plan was to activate the Reserve as a community space with a dual focus of unstructured passive and active recreation catering for all age groups and abilities.

The Reserve comprises a 5-court indoor stadium (Caroline Springs Leisure Centre), an 11-court regional level tennis complex, 2 ovals used primarily for football and cricket, a skate park, multi-purpose basketball/netball courts, playground and an extensive path network and associated infrastructure.

The Reserve is home to the Caroline Springs Cricket Club, Caroline Springs Football Club and Caroline Springs Tennis Club and multiple groups and schools which access the Caroline Springs Leisure Centre on a regular basis.

Existing Master Plan Implementation

An analysis on the implementation of the existing master plan has been completed (Table 1). An updated master plan based on this analysis and works undertaken since the original master plan was developed has been prepared and is attached as Appendix 2.

Table 1: Master Plan Implementation

| Master Plan Item | Status | Description |
|--|---------------------|--|
| Community Youth Activity Node (CYAN) Plaza & multi-purpose court | Completed | Skate park and seating constructed in the south-east of the Reserve. Three basketball hoops and a multi-purpose basketball/netball court constructed in the north-east of the Reserve. |
| Indigenous shrub planting | Completed | Trees and garden beds planted throughout the Reserve. |
| Drinking fountains | Completed | Four drinking fountains installed. |
| Rubbish bins | Completed | Multiple stainless steel 240 litre bin enclosures installed. |
| BBQ facilities | Completed | BBQ facilities provided. |
| Exercise stations | Not completed | Not completed. Scheduled for 2024/25. |
| Seating/picnic table | Completed | Multiple seats installed around the ovals and tennis precinct. |
| Lighting | Completed | Lighting provided around the path network. |
| Sporting complex (and proposed extension) | Completed | The Caroline Springs Leisure Centre was constructed in 2008 as a 3-court indoor stadium. In 2019, the centre was extended to include a further 2 indoor courts. |
| Future library | Completed | The Caroline Springs Library and Learning Centre has been constructed. |
| Future pool | Completed | A private indoor learn to swim school has been constructed in the south-east corner of the Reserve. |
| Football/cricket oval | Completed | Football/cricket oval constructed including 100 lux floodlights, a turf wicket table, coaches' boxes, storage and an electronic scoreboard. |
| Multi-sport playing field | Completed | Multi-sport playing field constructed including 50 lux floodlighting, player and spectator shelters and ball protection fencing. |
| Tennis courts | Partially completed | Twelve tennis courts master planned. An eleven-court regional level tennis facility was constructed in 2019. |

| Master Plan Item | Status | Description |
|-----------------------------|---------------------|--|
| Netball courts | Partially completed | Four netball courts master planned. One multi-purpose basketball/netball court was constructed in 2019. |
| Adventure playground | Partially completed | A local level playground was installed in 2010. The playground installed does not meet a modern 'adventure playground' standard, however is considered appropriate for the reserve and location. |
| Proposed cricket nets | Completed | Four cricket nets constructed near the skate park. |
| Emergency vehicle access | Completed | Emergency vehicle access provided on both Brunton Avenue and College Street. |
| Existing car parking areas | Completed | Existing car parking retained. Additional car parking provided around the Reserve. |
| Tennis and netball pavilion | Completed | Tennis pavilion completed. Netball pavilion incorporated into the leisure centre and sports pavilion. |
| Viewing mounds | Completed | Viewing mounds constructed between the ovals. |
| Path network | Completed | Path network constructed throughout the Reserve. |

Key Issues and Opportunities

Engagement has been undertaken with existing user groups including the Caroline Springs Cricket Club, Caroline Springs Football Netball Club and Caroline Springs Tennis Club. Feedback was sought specifically on opportunities for the future development of the Reserve given the works undertaken in recent years and the updated master plan.

The following feedback was provided:

- The Caroline Springs Football Netball Club and the netball association using the leisure centre advocated for the provision of two competition outdoor netball courts. There is an opportunity to incorporate outdoor netball courts as a bookable space managed through the Caroline Springs Leisure Centre.
- The Caroline Springs Football Netball Club support the redevelopment of Oval 1 and whilst Council's standard for sportsground lighting is 100 lux, support investigating upgrading of the sportsground lighting to 150 lux. The Sport and Recreation Facility Development Policy provides opportunities to support club contributions towards delivering higher standard facilities. Officers will work with the tenant club, similar to other sportsground lighting projects, to contribute funding towards an upgrade from 100 lux to 150 lux during this project should the tenant club wish to pursue.
- The Caroline Springs Tennis Club support the construction of a 12th tennis court to align with Tennis Victoria's sub-regional facility standards. This is also a recommendation of the Draft City of Melton Tennis Strategy.
- Oval 2 is scheduled to be reconstructed and upgraded to a football/cricket oval in 2024/25 inclusive of 100 lux LED floodlighting, oval fencing, ball protection fencing, manual scoreboard (consistent with Council's Sport and Recreation Facility Development Policy) and players and spectator shelters. The existing user groups have been consulted throughout the planning and design stage of this project.

- The installation of exercise stations is scheduled to take place in 2024/25 following the completion of the Oval 2 redevelopment project.
- The landscaping in front of the sports pavilion is scheduled to be upgraded in 2024/25. The existing user groups have been consulted throughout the planning and design stage of this project. An access audit was completed as part of this project. Several improvements are required to ensure the sports pavilion and surrounds meet access requirements. Additional works will be planned for Council consideration to improve access to and around both the sports pavilion and leisure centre.
- General improvements at the reserve around lighting and safety have also been provided.
- The playground installed does not meet the 'adventure playground' standard specified in the master plan. The playground is scheduled for replacement in 2026/27. Consultation with the community will take place on the type of playground to be provided as part of this project.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

3.3 A City with accessible infrastructure that meets the needs of all.

4. Financial Considerations

There are no financial considerations associated with this report. All projects identified in the updated master plan will be referred to the Council annual budget process and infrastructure plan for further consideration and timing.

5. Consultation/Public Submissions

Consistent with the Notice of Motion 876, engagement has been undertaken with existing user groups including the Caroline Springs Cricket Club, Caroline Springs Football Netball Club and Caroline Springs Tennis Club. Feedback was sought specifically on opportunities for the future development of the Reserve and the updated master plan.

Engagement has not been undertaken with the broader community, leisure centre user groups and sporting associations in updating the master plan. The primary purpose to updating the existing master plan from 2008 has been to ensure all the developments that had been undertaken since 2008 are reflected on the plan. Once updated, feedback was then provided from the user groups to ensure accurate and also consider the future strategic development of the reserve. There is an opportunity to update the master plan and reserve further in the future. Any additional opportunities identified by user groups that may impact broader community or public use would require broader community consultation should they be pursued.

All user groups at the reserve have been provided the report with no objections to the final draft.

6. Risk Analysis

Not applicable

7. Options

That Council note the report and updated master plan for the Caroline Springs Town Centre Recreation Reserve.

That Council note further updates to the master plan for the Caroline Springs Town Centre Recreation Reserve will be required to incorporate opportunities identified by user groups for broader community consultation.

LIST OF APPENDICES

1. Caroline Springs Town Centre Recreation Reserve Master Plan 2008
2. Caroline Springs Town Centre Recreation Reserve Master Plan 2024

CAROLINE SPRINGS TOWN CENTRE RECREATION RESERVE – MASTER PLAN 2008



Caroline Springs Town Centre Recreation Reserve Masterplan

LEGEND

-  EXISTING TREES
-  EXISTING CYAN
-  EXISTING LIGHTING
-  EXISTING DRINKING FOUNTAINS
-  EXISTING SEATING
-  EXISTING BBQ
-  EXISTING BINS
-  EXISTING SCOREBOARDS
-  EXISTING COACH BOXES
-  EXISTING SHELTERS
-  EXISTING STORAGE
-  FUTURE INTERPRETIVE SIGNAGE
-  FUTURE PROPOSED EXERCISE STATION
-  EXISTING INFRASTRUCTURE
-  SPORTING COMPLEX
-  FOOTBALL / CRICKET OVAL
-  CRICKET NETS
-  CAR PARKING
-  PLAYSPACE
-  TENNIS HITTING WALL
-  COMMUNITY BASKETBALL HOOPS
-  NETBALL/ BASKETBALL COURT
-  TENNIS COURTS
-  FUTURE OVAL



Scale - 1:2000 @A3



12.5 EXFORD AND GREIGS ROAD IMPROVEMENT PROJECTS, INCLUDING BRIDGE STRENGTHENING AND WIDENING AND ROUNDABOUT UPGRADE UPDATE

Author: Matthew Hutchinson - Coordinator Design and Investigations

Presenter: Neil Whiteside - Director City Delivery

PURPOSE OF REPORT

To provide an update to Council on the Exford Road and Greigs Road Improvement Projects, including the Bridge Strengthening and Widening and Roundabout Upgrade.

RECOMMENDATION:

That Council:

1. Note the update on Exford Road and Greigs Road Improvement Projects, including Bridge Strengthening and Widening and Roundabout Upgrade.
2. Note the current cost estimate for the Exford Road and Greigs Road Bridge Strengthening and Widening Project is in the order of \$5.5M, which will require additional Council funding to undertake the project.
3. Note the current cost estimate for the Exford Road and Greigs Road Roundabout Upgrade Project is in the order of \$3.4M, which will require additional Council funding to undertake the project.
4. Note that Council Officers will continue to progress the Exford Road and Greigs Road Improvement Projects, including Bridge Strengthening and Widening and Roundabout Upgrade and refer the additional Council funding required to deliver the projects to the 2025/26 Annual Budget process.

REPORT

1. Executive Summary

The Exford Road and Greigs Road Bridges Upgrade Project is a Council initiated project to address safety concerns by widening the existing bridges and to strengthen them suitable for Higher Mass Limit (HML) vehicles. The current bridges are very narrow and in their current state, are not suitable for HML vehicles.

The Exford and Greigs Road intersection requires an upgrade to make it suitable for the current and growing traffic volumes. A roundabout is proposed to address the congestion and safety issues at this intersection.

As part of the detail design and construction methodology assessment for the bridges it was found the bridge decks required strengthening. Due to the narrow width of the bridges the bridge deck strengthening could not be completed without full closure of the bridges for up to 4 months. Noting the issue of the required closure and the safety concerns with the width of the bridge and the existing barrier it was considered appropriate to expand the scope of the Project to upgrade and widen the two bridges. As a result, the project cost has increased from an estimated \$2M to \$5.5M.

Council had previously been successful in obtaining a Federal Government Bridge Renewal Program (BRP) Grant for of a little over \$1M. With the expanded scope of the Project including the addition of the roundabout a new submission was submitted to the Federal Government BRP for additional funds, however Council has recently been advised this application has been unsuccessful.

This report is presented to Council to provide an update on the Projects and to advise Council that additional Council funding (in the order of \$4.0M) will be required to deliver the Projects.

2. Background/Issues

Background

The Exford Road and Greigs Road Bridges are located west and east of the Exford and Greigs Road intersection over the Werribee and Toolern Creek Rivers respectively.



Figure 1 – Site layout

The Exford Road and Greigs Road Bridges Upgrade Project is a Council initiated project to address safety concerns by widening the existing bridges and to strengthen them suitable for (HML) vehicles. The current bridges are very narrow and in their current state, are not suitable for HML vehicles.

Exford Road and Greigs Road are important freight routes enabling an east-west connection between the Western Freeway and Ballan Road. An earlier Council investigation indicated that the existing bridges along Exford Road and Greigs Road are structurally inadequate under HML vehicle loadings. HML vehicles can only drive on designated freight routes or with specific route approval from the National Heavy Vehicle Regulator. HML vehicles can be any size but carrying a weight greater than what they are normally allowed to carry (their general mass limit). HML vehicles using this road would be no more than 6 per day.

Following the findings of the structural inadequacy of the bridges both bridges were removed from the HML route and no HML vehicles have been approved to use these bridges.

Issues**Bridge Strengthening Project**

Council officers engaged a structural engineering consultant to assess and prepare a report outlining what would be required to upgrade the bridges and estimated costs to do so. The Exford Road and Greigs Road Bridges Upgrade project was initially estimated to cost in the order of \$2.2M.

On this basis Council officers submitted a Federal Government Bridge Renewal Program (BRP) Grant application and Council was successful in receiving funding to the value of \$1,030,015 (approximately 50% of project cost estimate).

During the detailed design process of the bridges, it was found: -

- The bridge decks required an upgrade as part of the strengthening at a significant additional cost to the project.
- The existing barriers on both bridges do not meet current Australian Standards and would require upgrading if any works on the bridges are undertaken.
- Both bridges, particularly the Exford Road bridge, are narrow, and the Road Safety Audit recommended it be widened.
- The existing bridges are not wide enough to enable a single lane of traffic open and leave sufficient safe working space to upgrade the bridge decks.
- Both bridges would need to be closed to be able to construct the bridge decks for up to 4 months. This is not an acceptable traffic outcome for our community.
- Bridges could be widened with a shuttle flow arrangement to subsequently provide enough width to upgrade the bridge decks and minimise closure to estimated one week.

Due to the identified safety concerns with the existing bridges and the impact to the community of a four-month closure to both bridges it was considered appropriate to expand the scope of the project to include bridge widening and new bridge barriers.

The design was developed to include these elements and a new cost estimate was completed with the two bridges with a revised cost estimate of \$5.5M.



Figure 2 – Exford Road Bridge Site with Greigs Road bridge in the background. Google Street View July 2021



Figure 3 – Exford Road Bridge looking west. Google Street View February 2021

Roundabout Project

A separate but interlinked project being developed parallel to the Exford Road and Greigs Road Bridges Upgrade Project is the Exford / Greigs Road Roundabout Project. This project is critical to address the congestion and safety issues at this intersection and is funded by Council rates and developer contributions. This project is planned to be delivered in one tender and construction phase with the bridge upgrades.

The estimated cost of the roundabout is \$4M. The current budget for the project is \$0.45M in developer contributions and \$2.7M in Council funding.

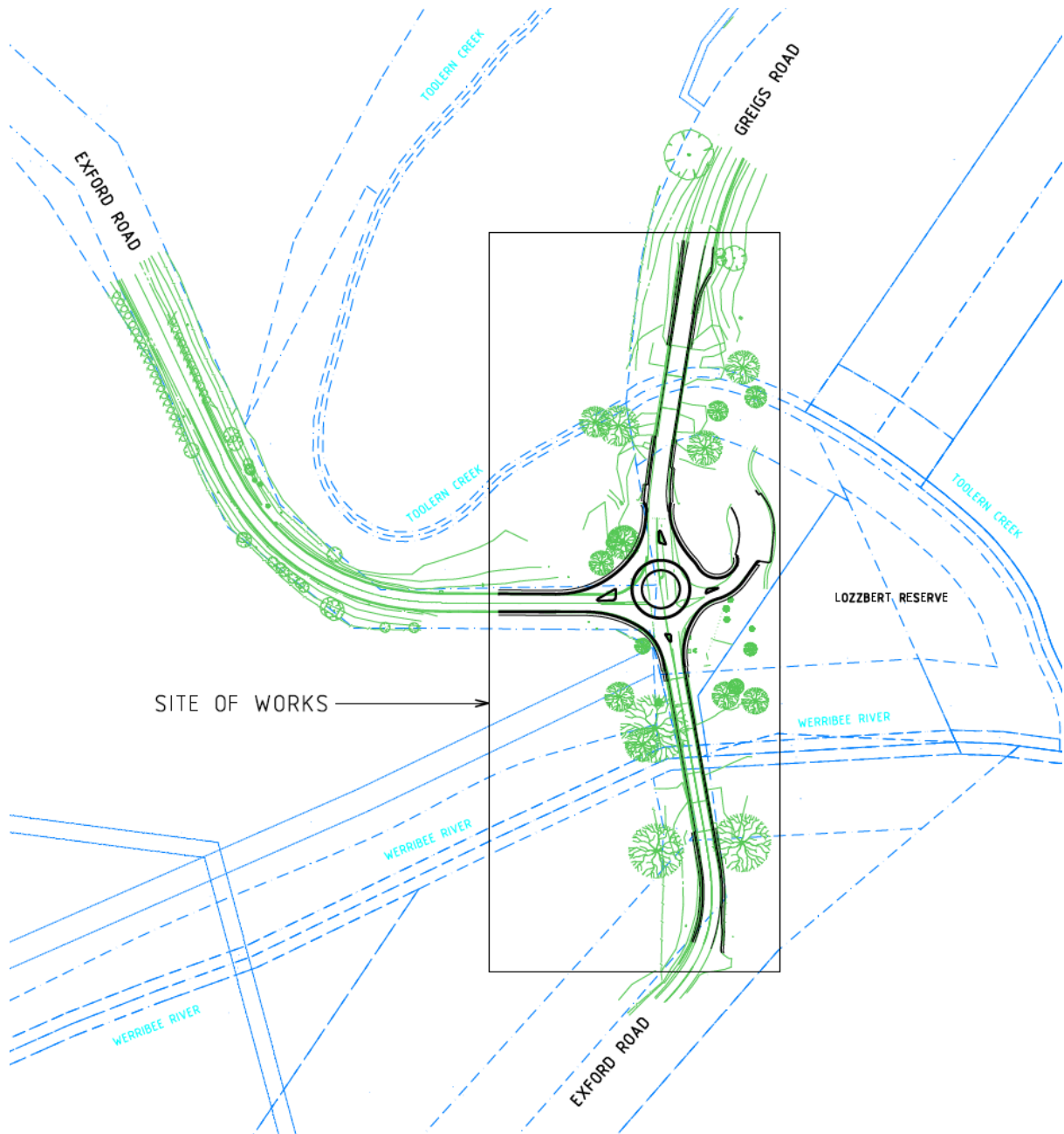


Figure 4 – Schematic drawing of roundabout project

Safety Issues

The Road Safety Audit on the bridges identified a number of risks, two of which were categorised as extreme. The narrow width of the bridges and the poor site lines from Exford Road to the west. Although these risks are not new and have existed since both bridges were constructed, the risk of a serious crash is ever increasing with the residential developments occurring along Greigs Road and Exford Road and the resultant increase in traffic volumes.

The below graph shows the increase in volume from 1907 vehicle per day (vpd) in 2005 to today's volume of 12,258 vpd.

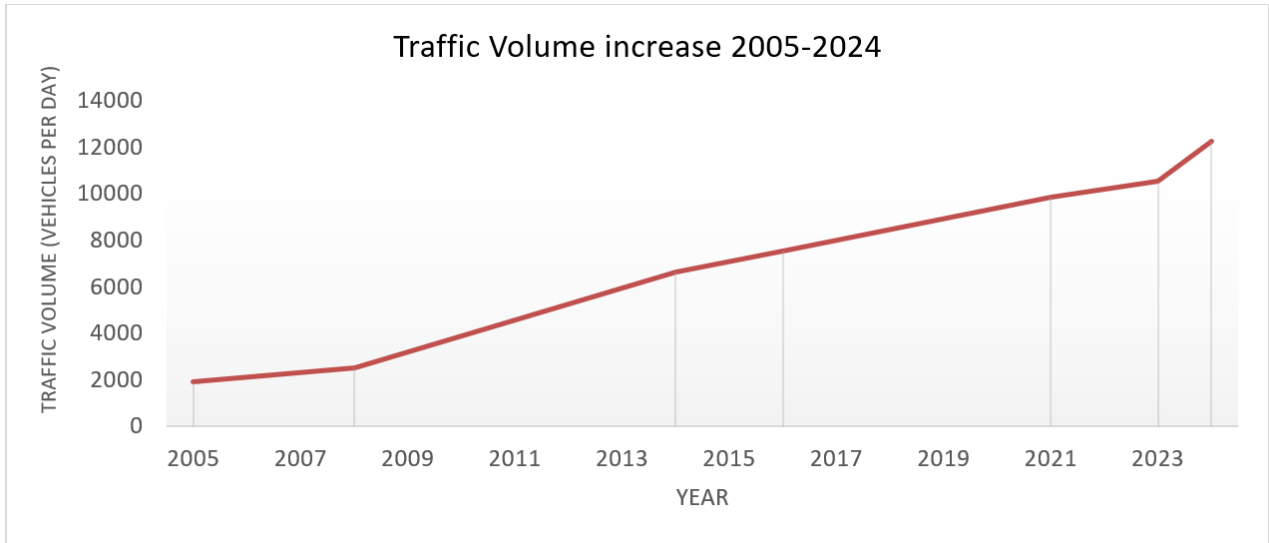


Figure 5 – Traffic volume increase at the Exford Road Bridge

The site line risk can be addressed with the introduction of the roundabout at the intersection of Exford and Greigs Road and the widened bridges providing an improved road alignment.

Since 2018 there have been 3 serious or other crashes on the bridges and 3 crashes at the intersection.

Federal Government Grant

With the significant increase in cost estimate for the Project and the addition of the roundabout a new grant application was submitted to the Federal Government BRP in late 2023 for a total project cost of \$7.4M made up of \$5,000,000 federal funding and \$2.4M in Council funding. Unfortunately, Council was informed in July 2024 that the application was unsuccessful.

Council officers will request feedback on the unsuccessful submission and if possible, re-submit for a future round of funding. Considering it has not been supported in this most recent funding program, Council cannot rely on or expect to receive future funding for this Project.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

3.4 An integrated transport network that enables people to move around.

4. Financial Considerations

Council has currently allocated Council funds of \$1,220,199 for the bridges project and have been successful at securing \$1,013,150 through the Federal Government's BRP. Total expenditure to date on design and approvals is \$350,000.

Council has currently allocated Council funds of \$2,700,000 for the roundabout project and developer contributions of \$450,000.

The current 2024/25 Capital Works Budget has an allocation of \$531,609 for service relocation works for the bridges and \$270,000 for the roundabout.

Additional Council funding in the order of \$3.27M will be required in the 2025/26 Capital Works Budget to undertake the bridge upgrade project based on the expanded scope.

Additional Council funding in the order of \$0.85M will be required in the 2025/26 Capital Works Budget to undertake the roundabout project.

| | Bridges | Roundabout | Total |
|--------------------------------|---------|------------|--------|
| Council Funding | \$1.2M | \$2.7M | \$3.9M |
| Grants | \$1.03M | | \$1.03 |
| Developer Contributions | - | \$0.45 | \$0.45 |
| | | | |
| Estimated costs | \$5.5 | \$4.0M | \$9.5M |
| | | | |
| Shortfall | \$3.27M | \$0.85M | \$4.1M |

| Annual Breakdown | Bridges | Roundabout | Total |
|------------------------------------|---------|------------|---------|
| 2023/24 (Actuals to date) | \$0.35M | \$0.12M | |
| 2024/25 (Allocated Funding) | \$0.5M | \$0.27 | \$0.77M |
| 2025/26 (Allocated Funding) | \$1.35M | \$2.5M | \$3.85M |

Table 1 – Financial summary

Following feedback on the unsuccessful Federal Government BRP Grant application Council will re-submit the project for a future funding round.

5. Consultation/Public Submissions

The intersection of Exford and Greigs Roads receives a number of requests for improvement, with over 20 requests received in the 2023/24 financial year. The bridges have not received many formal requests for improvements.

No public consultation about the Exford Road and Greigs Road Bridges Upgrade Project has been conducted at this time. Consultation with the community will occur closer to construction.

6. Risk Analysis

Option 1 – Proceed with Project with expanded scope.

The risks associated with proceeding with Option 1 is the usual project risks of time delays.

Option 2 – Not proceed with the bridges project.

There are a number of risks in not proceeding with the project.

- Ever increasing risk with the narrow bridges.
- The Department of Transport and Planning's new bus route into Eynesbury was initially concerned with the intersection and narrow bridge. They were comforted by the future Council project to address these concerns. Not proceeding with the bridges upgrade may have an impact on this bus route running in the future as traffic volumes continue to increase.
- The roundabout project at the intersection is linked with the design of the bridge and if the bridge is not proceeding the design would need to be changed to suit. This would compromise the design and be additional costs to the project.
- Although only a handful of enquires have been received since the HML ban on the bridges the freight industry would be disadvantaged without this east west connection.
- The existing grant of \$1,013,150 to upgrade the bridges would be forfeited and potentially \$100,000 in received grant income having to be paid back.

7. Options

Council has the options to:

1. Continue with the Exford Road and Greigs Road Bridges Upgrade Project, noting additional Council funding in the order of \$3.3M will be required to deliver the project.
2. Not proceed with the Exford Road and Greigs Road Bridges Upgrade Project and advise the Federal Government that Council is not proceeding with the project and therefore will return the Federal Government Grant of \$100,000 received to date.

LIST OF APPENDICES

Nil

12.6 PLANNING APPLICATION PA 2023/8368/1 - USE AND DEVELOPMENT OF A CHILD CARE CENTRE AND DISPLAY OF BUSINESS SIGNAGE AT 1220 LEAKES ROAD, ROCKBANK

Author: Valentine Sedze - Senior Major Development Planner
Presenter: Sam Romaszko - Director City Futures

PURPOSE OF REPORT

To consider the planning application for the use and development of the land for the purpose of a childcare centre and the display of business signage at 1220 Leakes Road, Rockbank.

RECOMMENDATION:

That Council issue a Notice of Decision to Grant a Permit subject to the conditions outlined in **Appendix 4** of this report.

REPORT

1. Background

Executive Summary

| | |
|---------------------------------|--|
| Proposal | Use and development of a childcare centre and the display of business signage |
| Existing Land Use | Vacant |
| Number of Objections | 6 objections 2 submissions in support of the proposal |
| Triggers for a Planning Permit: | Clause 32.08-2 (General Residential Zone) - A permit is required for the use of the land as a childcare centre. Clause 32.08-10 (General Residential Zone) – A permit is required to construct a building or construct or carry out works. Clause 43.01-1 (Heritage Overlay)- A permit is required to construct a building or construct or carry out works, including a fence, roadworks and display of a sign. Clause 52.05-13 (Signs)- A permit is required for the display of business identification signage. |
| Matters for Consideration | The response the neighbourhood character On and off-site amenity impacts Car parking and traffic impacts Responsiveness to the Rockbank Precinct Structure Plan |
| Delegation | As this planning application has received more than 5 objections it is referred to Council for determination. |

The Land and Surrounding Area

The subject site has an area of 6024m² and is located on the western side of Leakes Road, Rockbank. The site is located approximately 350m south of the Rockbank Train Station. The site adjoins Garner Grove to the west and will adjoin a future road along the northern boundary. An existing drainage and sewerage easement adjoins the rear boundary. The surrounding area is transitioning to an urban environment.

To the north, is the future Rockbank Major Town Centre, to the south-east is a local park and immediately west and south of the site is an emerging residential suburb (Accolade Estate).

The land is not affected by a Restrictive Covenant.

The land is affected by a S173 Agreement AS515689F; however the proposal does not breach any conditions of the Agreement. The Agreement relates to the payment of development contributions and delivery of infrastructure in accordance with the approved Development Contributions Plan.

The land is not considered to be of cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2007*.

Refer to **Appendix 1** for a locality plan

Refer to **Appendix 2** for Site Photos

The Application

The application proposes the use and development of a childcare centre and the display of business signage.

The proposed development is summarised as follows:

- The southern portion of the site will be used for the childcare centre (299.95m²). The northern portion of the site (3028.5m²) is vacant.
- The construction of a single storey, childcare centre building of 953m².
- The building will have a maximum height of 6.21m.
- The building comprises a reception area and lobby, eight rooms, shared bathroom facilities, nursery room, parents' room, laundry, kitchen, areas for staff and storage areas.
- The building will be constructed from brick, timber cladding, shiplap cladding, split face masonry with aluminium framed doors and windows and colour-bond shale grey roofing.
- A 1.8m high black power-coated aluminium fence is proposed along part of the eastern boundary.
- A 1.8m high timber acoustic fence is proposed along the entire length of the southern boundary.
- A 1.8m high aluminium slat fence is proposed along part of the western boundary.
- A 27-space car park to located at the north of the building with vehicle access proposed from Leakes Road.
- The childcare centre will accommodate a maximum of 126 children and 21 full time staff.
- The hours of operation are 6:30am to 6:30pm, Monday to Friday.
- Two signs are proposed on the northern and eastern façades, each measure 3.7m x 0.78m (2.886m²).
- On-site waste collection will be carried out by a private contractor.

Refer to **Appendix 3** for plans of the proposal.

2. Council and Wellbeing Plan Reference and Policy Reference

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

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way.

3.1 *A City that strategically plans for growth and development.*

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application

Public notification was carried out with letters sent to neighbouring properties and a sign displayed on site. Six objections to the proposal and two submissions in support of the proposal were received.

The grounds of objection are summarised as follows:

- There are adequate childcare centres in the precinct and an alternative use should be considered.
- The proposed car parking is inadequate and is likely to cause congestion.
- The proposed vehicle access point off Leakes Road may impact traffic flow.
- The potential demand upon on-street car parking which is in demand from commuters and residents.
- Inadequate pedestrian crossings at Leakes Road to support the proposal.
- The lack of information regarding the northern portion of the site.

Referral of the application

The application was referred to a number of internal Council Developments for review. Council's Infrastructure Planning Officer, Landscape Development Officer, Social Planner and Environmental Health Officer were all supportive of the application.

Council's Waste Services Officer and Urban Designer recommended design and operational amendments which have been included in the proposed conditions.

5. Planning Considerations

Planning Policy Considerations:

The proposal is consistent with the Melton Planning Scheme specifically the Planning Policy Framework and the Local Planning Policy Framework. Specially, the proposed use (childcare centre) is anticipated in the purpose of the applied General Residential Zone:

"...to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations".

The use will service local community needs and is compatible to its location that has and will have other non-residential uses. In particular, the childcare centre will be located in a residential area within the Rockbank Precinct Structure Plan area and on the periphery of the future Rockbank Major Town Centre.

The childcare centre use will be able to leverage off the nearby residential areas and the future Rockbank Major Town Centre whilst also complementing and contributing to service provision within the wider area of the Rockbank PSP.

Use and operation:

Whilst it is acknowledged that there are existing childcare centres within the area, economic factors/competition are not planning considerations and as noted above this area will increase in population and anticipated urban growth. Other services currently not located within the area are likely to be provided within the future Rockbank Major Town Centre which will be located immediately to the north of the site.

The proposed childcare centre's hours of operation (6.30 am to 6.30 pm, Monday to Friday) are usual hours for childcare and support working parents. Centres tend to be quieter in the morning and busier later in the morning. The hours are unlikely to have an adverse impact on the amenity of surrounding future residential areas.

Any potential noise from the car parking area alongside the southern common boundary with future residential properties will be mitigated by the proposed 1.8 metre high timber noise attenuated boundary fence.

Building Appearance:

The proposed façade treatments uses varied materials and finishes, along with vertical and horizontal articulation elements. These features will enhance the building's appearance ensuring it sits appropriately in the streetscape. The design response and layout of the proposal is an appropriate fit for this emerging area and preferred neighbourhood character.

A permit condition will seek to enhance the presentation of the building to Garner Street. The western wall of the building (i.e., Playroom 1 and toilet) must be relocated forward of the western most car space so the building. This requirement will be conditioned if any permit is to issue.

The proposed development layout plan provides ample opportunities for landscaping that will assist in softening appearance of the development and more effectively presenting it to the street.

The two trees shown to be removed on the plans have not yet been planted. If the trees are planted in accordance with the landscape masterplan for Accolade Estate, the proposed crossover would impact on these street trees. Any removal of street trees outside the two-year maintenance period by the developer, will need to be replaced in accordance with Council's Tree Planting and Removal Policy. The proposed signage is modest in size (2.886m² each) and is considered acceptable. However, a condition will require the location of the proposed signage to be shown on the plans.

Car Parking and Traffic:

The planning scheme requires car parking to be provided at a rate of 0.22 car spaces per child, The proposal therefore requires 27 spaces which are provided on site. The planning scheme does not require bicycle parking spaces for this site but two spaces are proposed.

The proposed main street location and adequate car parking provision will mean the proposal will have limited impact on local residential streets. Given the nature of the use, vehicle movements will rarely occur outside of peak drop off and pick up times. Any potential congestion will only occur for two short periods of time each day.

There is no unreasonable impact upon pedestrian amenity and the use of the existing footpath network will remain.

A future signalised intersection is planned for the future northern road adjoining the site and Leakes Road (which will be located approximately 50m north of the proposed vehicle access point to the site). This signalised intersection will provide an additional pedestrian crossing for Leakes Road.

Officer Summary:

An officer recommendation to support the proposal is based on an assessment against the requirements of the Melton Planning Scheme, Rockbank Precinct Structure Plan and consideration of written objections and submissions. The proposed childcare centre is appropriately located near the edge of an emerging residential area and the future commercial development to the north.

Access to the site will be provided in accordance with the requirements of Council's Infrastructure Planning team and on-site car parking is provided in accordance with Melton Planning Scheme requirements for the use.

6. Options

Council can determine to issue:

1. A Notice of Decision to Grant a Permit subject to the conditions outlined at appendix 6.
2. A Notice of Decision to Grant a Permit subject to varied conditions.
3. A Notice of Refusal.

7. Conclusion


The application has been assessed against the provisions of the Melton Planning Scheme and it is considered that the proposal demonstrates a high level of compliance against the relevant provisions. Furthermore, the proposal provides for a community need for an expanding population with minimal amenity impacts and provides a design that complements the emerging character of the precinct.



Therefore, it is recommended that the application be approved as outlined in **Appendix 4**.

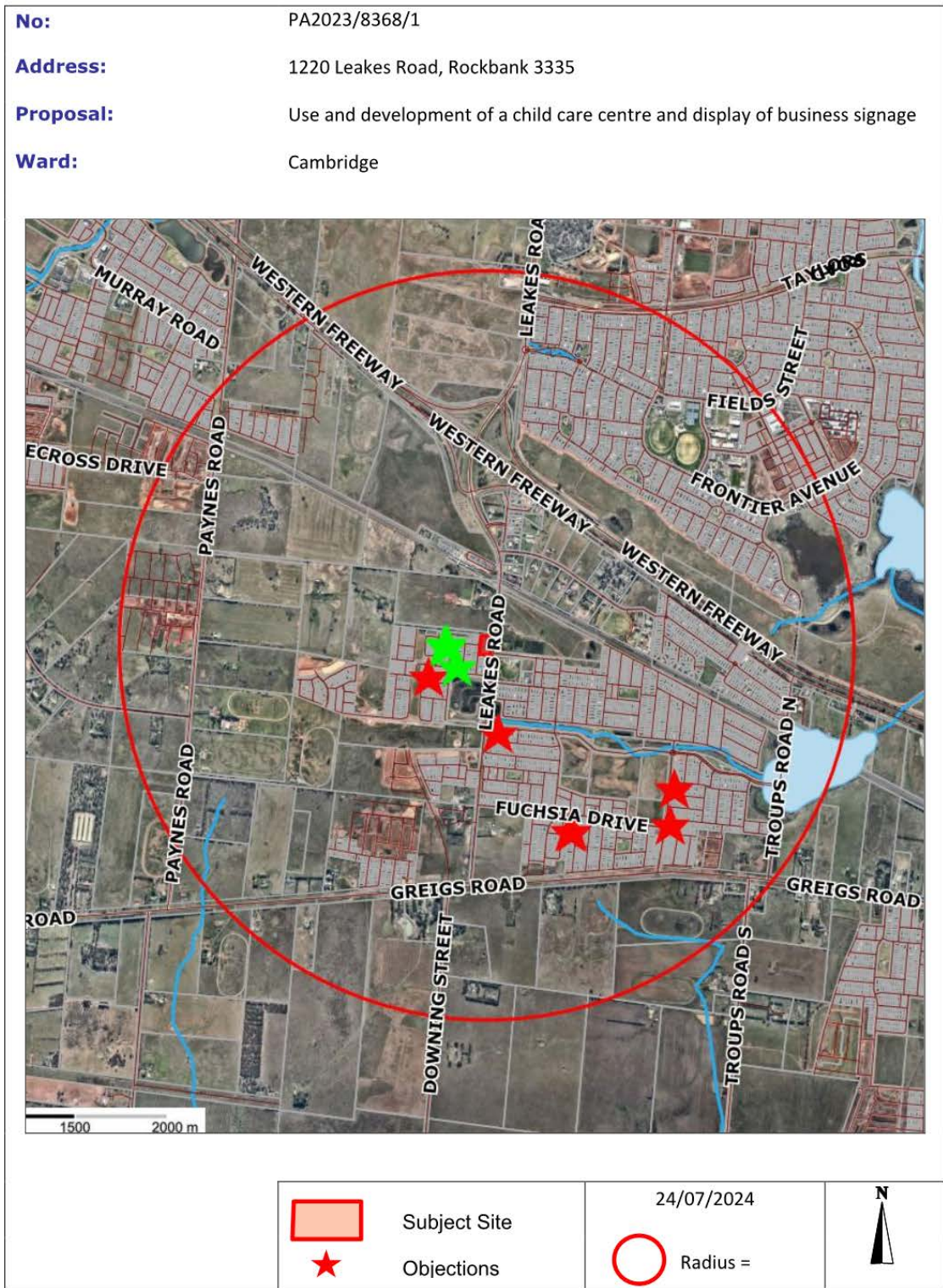
LIST OF APPENDICES

1. Locality Plan
2. Site Photos
3. Plans
4. Proposed Conditions

| | |
|------------------|--|
| No: | PA2023/8368/1 |
| Address: | 1220 Leakes Road, Rockbank 3335 |
| Proposal: | Use and development of a child care centre and display of business signage |
| Ward: | Cambridge |



| | | | |
|---|--------------|------------|---|
|  | Subject Site | 24/07/2024 |  |
|---|--------------|------------|---|



Appendix 2 – Site Photos



View of the southern portion of the site from Garner Grove – 29 July 2024



View of the northern portion of the site from Garner Grove – 29 July 2024



View of the entire site from Garner Grove – 29 July 2024



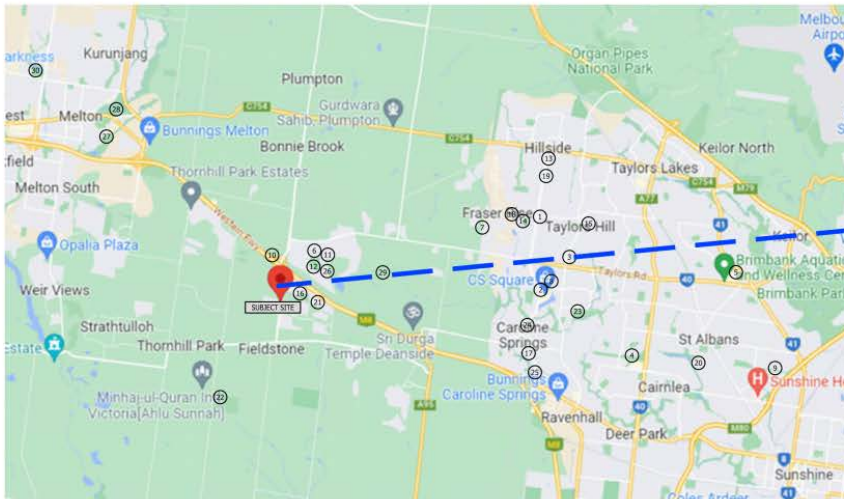
View of the southern portion of the site from Leakes Road – 29 July 2024



View of the northern portion of the site from Leakes Road - 29 July 2024

PROPOSED EARLY LEARNING CENTRE
ROCKBANK VIC 3335

| DRAWINGS REGISTER | | | |
|-------------------|---|-----|------------|
| DWG No. | DWG TITLE | REV | REV DATE |
| A01 | COVER PAGE, DRAWINGS REGISTER, LOCALITY CONTEXT PLAN | 1/1 | 05/06/2024 |
| A02 | SITE CONTEXT PLAN, DESIGN RESPONSE | 1/1 | 05/06/2024 |
| A03 | PROPOSED GRADING/FLOOR PLAN, DEVELOPMENT SUMMARY | 1/1 | 05/06/2024 |
| A04 | PROPOSED ROOF PLAN | 1/1 | 05/06/2024 |
| A05 | PROPOSED ELEVATIONS AND EXTERIOR FINISHES | 1/1 | 05/06/2024 |
| A06 | ARTISTIC IMPRESSIONS (TO BE PROVIDED AT A LATER DATE) | 1/1 | 05/06/2024 |



LOCALITY CONTEXT PLAN
LOCAL AMENITIES WITHIN DISTANCE OF SUBJECT SITE:

SHOPPING, ENTERTAINMENT & CIVIC

- ① TAYLORS HILL VILLAGE - 8.20M NORTH EAST
- ② CENTRAL SHOPPING CENTRE - 7.85KM EAST
- ③ WATERVALE SHOPPING CENTRE - 8.8KM EAST
- ④ BRIMBANK SHOPPING CENTRE - 13.0M EAST
- ⑤ KEILOR CENTRAL - 13.7KM EAST
- ⑥ AIRTREE COMMUNITY CENTRE HUB - 1.65KM NORTH EAST
- ⑦ FRASER RISE COMMUNITY CENTRE - 6.80M NORTH EAST
- ⑧ WEST WATERS HOTEL & ENTERTAINMENT COMPLEX - 8.15KM EAST
- ⑨ SUNSHINE HOSPITAL - 14.7KM EAST
- ⑩ ROCKBANK TRAIN STATION

ADDITIONAL TO THE ABOVE THERE ARE ALSO MORE THAN A DOZEN SMALL TO MEDIUM BUSINESSES THAT ARE WITHIN MELTON AND CAROLINE SPRINGS

EDUCATION, TRAINING & CHILDCARE

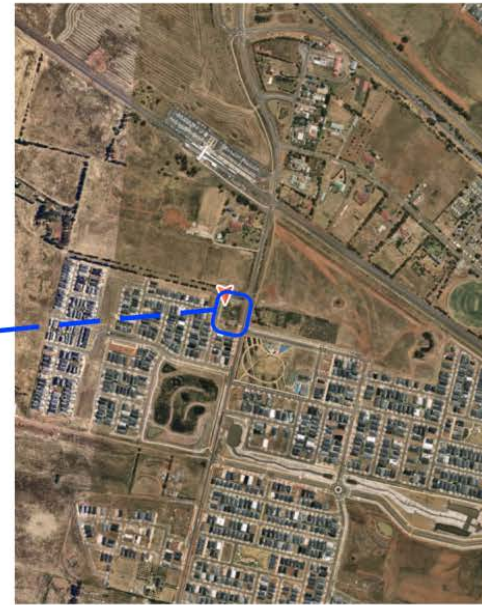
- ⑪ WOODLEA EARLY EDUCATION - 1.80M NORTH EAST
- ⑫ ONE TREE TIMBERTOP ELC - 1.70M NORTH EAST
- ⑬ WORLDKIDS ELC - 9KM NORTH EAST
- ⑭ PENGUIN CHILDCARE CAROLINE SPRINGS - 7.90M NORTH EAST
- ⑮ TAYLORS HILL YMCA ELC - 9.65KM NORTH EAST
- ⑯ ROCKBANK PRIMARY SCHOOL - 0.80M EAST
- ⑰ CHRIST THE PRIEST PRIMARY SCHOOL - 7.70M SOUTH EAST
- ⑱ SOUTHERN CROSS GRAMMAR - 7.90M NORTH EAST
- ⑲ PARKWOOD GREEN PRIMARY SCHOOL - 9KM NORTH EAST
- ⑳ VICTORIA UNIVERSITY ST ALBANS CAMPUS - 12.80M EAST

ADDITIONAL TO THE ABOVE THERE ARE SEVERAL EARLY LEARNING CENTRES AND KINDER GARDENS IN NEIGHBOURING SUBURBS TO THE NEIGHBOURING CAROLINE SPRINGS, TAYLORS HILL & MELTON. THE PROPOSED SITING OF THIS CENTRE WILL CATER FOR THE PROPOSED ESTATE AND GROWTH AREA.

PARKS, RECREATION & RESERVES

- ⑴ IAN COWIE RECREATION RESERVE - 0.6KM EAST
- ⑵ MT COTRELL RECREATION RESERVE - 3.60M SOUTH WEST
- ⑶ BURNSIDE HEIGHTS RECREATION RESERVE - 9.20M EAST
- ⑷ BROOKSIDE RECREATION RESERVE - 7.50M EAST
- ⑸ LAKESIDE RECREATION - 7.90M SOUTH EAST
- ⑹ FRONTIER PARK - 1.6 KM NORTH EAST
- ⑺ MELTON BOTANIC GARDENS - 7.20M NORTH WEST
- ⑻ MELTON VALLEY GOLF CLUB - 7.5KM NORTH WEST
- ⑼ KORORODI CREEK - 40M EAST
- ⑽ NAVAN PARK & LAKE - 19KM NORTH WEST

ADDITIONAL TO THE ABOVE THERE ARE ALSO MORE THAN A DOZEN SMALL NEIGHBOURHOOD GREEN SPACES THAT ARE WITHIN WALKING AND DRIVING DISTANCE FROM THE SUBJECT SITE.



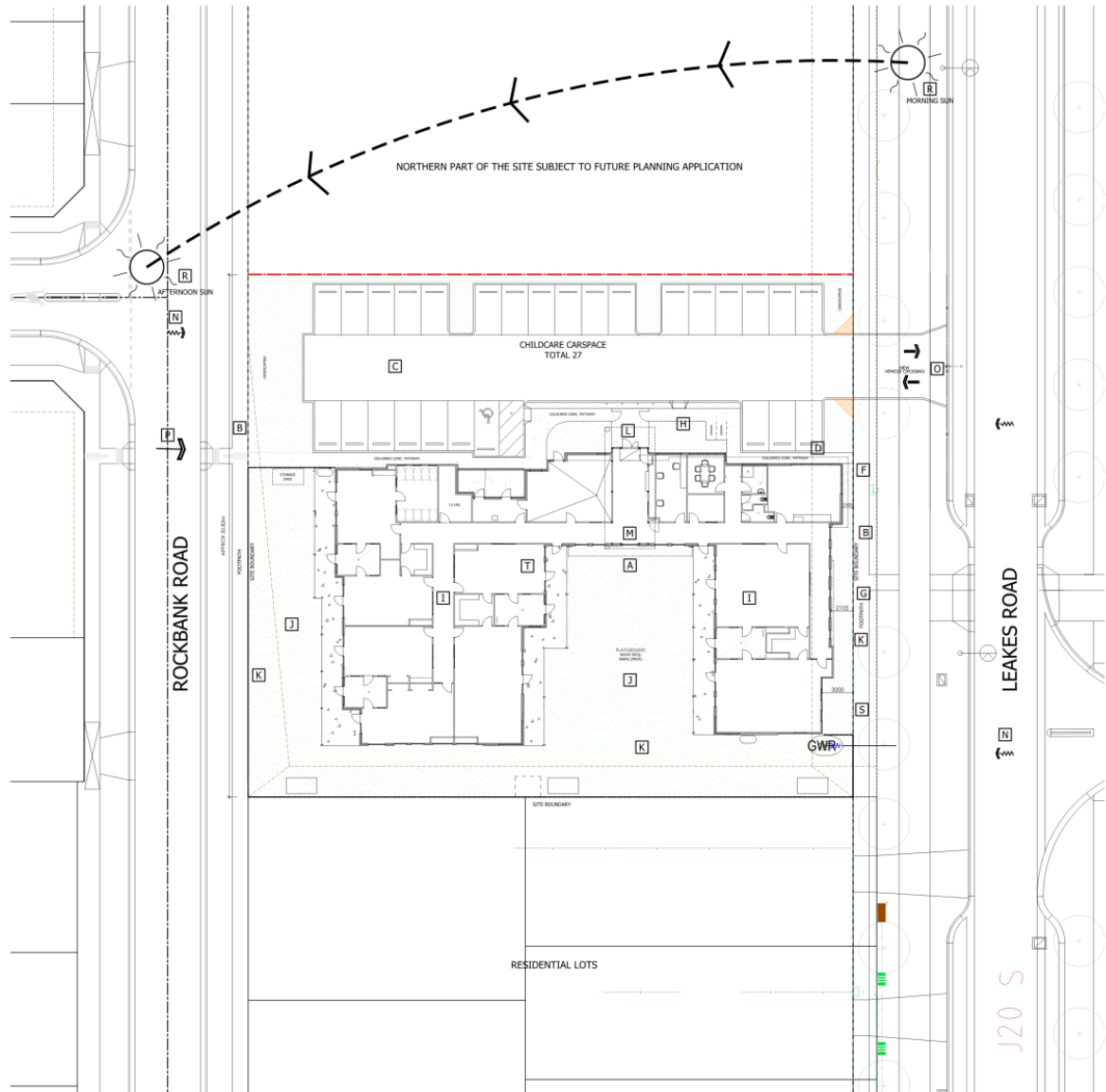
SATellite IMAGE
CONTEXT OF SUBJECT SITE IN PROPOSED ESTATE

| | |
|--|-----------------|
| PROJECT NAME | |
| REASON FOR DEVELOPMENT | |
| INTERNAL CHECK | |
| CLIENT APPROVAL | APPROVED (DATE) |
| SUBCOMMITTEE | APPROVED (DATE) |
| ISSUED FOR TENDER | |
| ISSUED FOR CONSTRUCTION | |
| CONSTRUCTION DRAWINGS MUST COMPLY WITH NATIONAL CONSTRUCTION BRAN | |
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| TOWN PLANNING ISSUE | |

| PROJECT CHILDCARE CENTRE 1220 LEAKES ROAD ROCKBANK VIC 3335 | | |
|--|------------|---------------------|
| REVISIONS | | |
| No. | DATE | REMARKS |
| 1/1 | 05/06/2024 | TOWN PLANNING ISSUE |
| 1/2 | 16/08/2024 | TOWN PLANNING ISSUE |
| 1/3 | 11/10/2024 | TOWN PLANNING ISSUE |
| 1/4 | 28/02/2024 | TOWN PLANNING ISSUE |
| 1/5 | 16/04/2024 | TOWN PLANNING ISSUE |
| 1/6 | 05/06/2024 | TOWN PLANNING ISSUE |

| | |
|---|---------------|
| | |
| LEVEL: 1 EAST WING, 10 WIMBORNEY CREEK, ARBROTHROCK VIC 3247 TEL: 0433 993 3288 Fax: 0433 993 3289 Email: admin@stratapna.com | |
| Copyright reserved to copyright of Stratapna. Copy all drawings on one side of a standard sheet. | |
| DISCIPLINE: ARCHITECTURAL | |
| DRAWING TITLE: SITE CONTEXT & LOCALITY | |
| DATE: 05/06/2024 | NOTED: |
| BRIEF NO: A1 | |
| REF: 2023 | |
| DRW: AC | CHECKED: AC |
| SCALE: AS SHOWN | REVISION: TP6 |
| BRIEF No: 01 of 6 | DWG No: A01 |

1/26/2024 12:16:31 PM



DESIGN RESPONSE PLAN
SCALE 1:200

DESIGN RESPONSE

- A** SINGLE STOREY EARLY LEARNING CENTRE WHICH WILL ACCOMMODATE 126 CHILDREN RIGHT AT THE SOUTH OF THE PROPOSED MAJOR TOWN CENTRE.
- B** STREET SETBACKS - WIDE SETBACKS OFF SURROUNDING ROADS PROVIDE A PROPORTIONED CIRCULATION AROUND THE BUILDING FOR EQUALLY DISTRIBUTED EXTERNAL PLAY SPACES, ANCILLARY CAR PARK AND STORAGE PROVISIONS.
- C** PROPOSED VEHICLE CAR PARKING SITED NORTH ORIENTATION ALONG THE CHILD CARE CENTRE. THE PARKING SPACES WILL BE SET AWAY FROM THE WESTERN BOUNDARY 1.2 METRES WITH A LANDSCAPED TREATED BUFFER.
- D** PROPOSED CENTRE SIGN WILL BE POSITIONED AT PROMINENT INTERSECTION NORTH EAST CORNER - IT IS A SMALL NON-ILLUMINATED BUSINESS IDENTIFICATION SIGN AS SHOWN ON THE ELEVATION. THE EXACT WORKING HAS NOT YET BEEN ESTABLISHED. SIGN TO BE ADHERE TO MELTON CITY COUNCIL'S ADVERTISING SIGNAGE GUIDELINE. REFER ELEVATION FOR SIZE OF SIGN.
- E** ACCESSIBLE CAR SPACE IS POSITIONED CENTRAL TO ENTRY FOR CONVENIENT AND DIRECT ACCESS. 27 PARKING SPACES (TOTAL) PROVIDED WITH LANDSCAPING TO ITS SURROUND PLUS ON STREET PARKING
- F** THE BUILDING'S FRONTAL ARCHITECTURE ALONG LEAKES ROAD HAS BEEN METICULOUSLY FASHIONED TO EXUDE AN ESSENCE OF ROBUSTNESS AND EMERGENCY. A VIBRANT AND DYNAMIC CANOPY ENVELOPS THIS SECTION, SEAMLESSLY CURVING AROUND THE CORNER, RESULTING IN AN UNBROKEN AND COMMANDING VISUAL PRESENCE.
- G** THE BUILDING DESIGN OPT FOR A REDUCTION IN EXTERNAL MATERIALS, AIMING TO STREAMLINE THE VISUAL AESTHETICS, RESULTING IN A MORE IMPACTFUL AND VISUALLY CAPTIVATING STRUCTURE THEREBY AUGMENTING ITS OVERALL PRESENCE ON THE STREET.
- H** BICYCLE PARKING AREA
- I** GOOD SOLAR ACCESS PROVIDED TO ALL CHILDREN PLAYROOMS AREAS THROUGH THE USE OF SKYLIGHTS, CONVENTIONAL WALL HUNG WINDOWS AND HIGHLIGHT WINDOWS.
- J** BY SURROUNDING THE PLAYROOMS WITH OUTDOOR PLAY AREAS, THE DESIGN ENCOURAGES A HARMONIOUS BLEND OF INDOOR AND OUTDOOR ACTIVITIES, FOSTERING A DYNAMIC AND ENGAGING ENVIRONMENT FOR CHILDREN TO EXPLORE, PLAY, AND LEARN.
- K** APPROPRIATE LANDSCAPING TREATMENT FOR THE SITE IS PROVIDED WITH GARDEN AREAS PROPOSED ON BOUNDARIES (LANDSCAPE PLANS FOR DESIGN DETAILS TO FUTURE DETAILS). LANDSCAPING TO PROVIDE SUBSTANTIAL VALUE PRIVACY TO ADJOINING PROPERTIES ALSO TO AID IN WORKING AS AN ADDITIONAL ACOUSTIC BUFFER.
- L** THE BUILDING'S MAIN ENTRANCE WILL BE CONVENIENTLY SITUATED DIRECTLY OFF THE CAR PARK AREA, PROVIDING EASY ACCESS TO THE RECEPTION AREA. FROM THERE, A CORRIDOR WILL LEAD TO VARIOUS ESSENTIAL SPACES SUCH AS THE OFFICE, STAFF ROOM, LAUNDRY, PLANNING ROOM, AND TOILETS.
- M** POSITIONED CENTRALLY, THE ENTRY ALIGNS PERFECTLY WITH THE OUTDOOR PLAY AREA AT THE HEART OF THE DESIGN. THIS DELIBERATE PLACEMENT CREATES AN ENTICING VISUAL CORRIDOR WITHIN THE BUILDING, CAPTIVATING OCCUPANTS WITH CAPTIVATING VIEWS AND INTERACTIONS BETWEEN THE INDOOR AND OUTDOOR SPACES.
- N** PROPOSED ROAD INTERSECTION - POTENTIAL SOURCE OF NOISE FROM TRAFFIC TOWARD SUBJECT SITE
- O** CAR PARK VEHICLE ENTRY POINT
- P** AT ALL TIMES OF THE YEAR, BOTH IN THE MORNING AND IN THE AFTERNOON, PREVAILING WINDS ARE FROM THE WEST
- R** APPROXIMATE PATH OF SUN ACROSS THE SUBJECT SITE RAISING FROM EAST TO SET IN THE WEST
- S** THE BUILDING'S FRONTAL LAYOUT INCORPORATES A SUBTLE, PROGRESSIVE RECESSION ALONG ITS SOUTHEASTERN CORNER. THIS THOUGHTFUL DESIGN ELEMENT SERVES AS A GRADUAL SHIFT, SEAMLESSLY CONNECTING THE STRUCTURE TO THE RESIDENTIAL LANDSCAPE IN THE SOUTHERN DIRECTION, WHILE SMALL TANGENTLY FACILITATING A SMOOTH TRANSITION TO A MORE DENSELY DEVELOPED TOWN CENTRE IN THE NORTHERN DIRECTION.
- T** THE AIR CONDITIONING ROOF UNITS ARE INDICATED BY DASHED LINES. THEY ARE DESIGNED TO GROUP TOGETHER AND ALL POSITIONED TO FACE THE TOWN CENTRE, ENSURING THEY ARE NOT VISIBLE FROM PUBLIC VIEW. (REFER ROOF PLAN)

RESPONSIVENESS TO SITE

- THE DEVELOPMENT RESPONDS TO THE SITE OPPORTUNITIES AND CONSTRAINTS THROUGH THE FOLLOWING WAY:
 - THE SITE IS LOCATED BETWEEN RESIDENTIAL AREA AND THE PROPOSED MAJOR TOWN CENTRE AT NORTH.
 - THE SITE IS SITUATED BETWEEN TWO COLLECTORS ROAD AND IN WALKING DISTANCE TO THE PROPOSED TOWN CENTRE IT IS THEREFORE WELL POSITIONED.
 - THE TOPOGRAPHY OF THE AREA IS GENERALLY FLAT AND HAS LIMITED CANOPY VEGETATION.
 - THERE IS ACCESS TO PUBLIC TRANSPORT, WITHIN 6 MINS WALKING DISTANCE TO ROCKBANK TRAIN STATION.
 - THE SITE IS LARGE AND IS ABLE TO ACCOMMODATE THE PROPOSED BUILDING WITH GOOD SETBACKS AND LANDSCAPING OPPORTUNITIES.
 - THE BUILT FORM IS LOW SCALE AND THE CONTEMPORARY DESIGN IS APPROPRIATE DUE TO THE SETBACKS AND LOCATION CLOSE TO THE TOWN CENTRE.
 - A SINGLE VEHICLE ACCESS POINT IS APPROPRIATE AND EASILY CONTROLLED WHEN NOT IN OPERATION - SAFE ROAD ACCESS IS AVAILABLE.
 - THE FACADE OF THE CHILD CARE CENTRE FACING LEAKES ROAD HAS BEEN METICULOUSLY DESIGNED TO ENHANCE STRENGTH AND PROMINENCE, ENHANCING THE OVERALL STREET PRESENCE.

OPPORTUNITIES AND CONSTRAINTS

- ADJACENT TO MAJOR TOWN CENTRE AND WITHIN WALKING DISTANCE TO TRAIN STATION.
- PASSIVE SURVEILLANCE DAY, NIGHT AND OVER WEEKENDS
- SUBJECT SITE LOCATED WITHIN GROWTH AREA AND DEVELOPING ESTATE
- DEMAND FOR A RANGE OF CARE AND DIVERSE OPPORTUNITIES
- FLAT LEVEL SITE WITH MINIMAL FALL ACROSS SITE
- LOCATED ADJACENT TO MAIN ROAD WITH GOOD VISIBILITY WHEN ENTERING AND EXITING
- CENTRALLY LOCATED BETWEEN RESIDENTIAL AND COMMERCIAL DEVELOPMENT SITE
- EXISTING SERVICES UTILITIES, SITE READY FOR CONNECTIONS
- MIXED USE ZONES WITHIN WALKING DISTANCE (INCLUDES OF PUBLIC PARKLAND
- DISTANCE TO MELTON (WEST) AND CAROLINE SPRINGS (EAST) WITHIN 10km
- STREET PRESENCE ACTIVATES LEAKES ROAD FRONTAGE AND ENHANCE RELATIONSHIP WITH THE MAJOR TOWN CENTRE.

NOTES

- THERE ARE NO SIGNIFICANT TREES ON THE SUBJECT SITE
- A.H.D REFERENCE TO BE DETERMINED BY LICENSED LAND SURVEY AT LATER STAGE
- THE LOCATION OF FEATURES ON ADJOINING BUILDINGS ARE APPROXIMATE ONLY
- ALL DIMENSIONS ARE IN MILLIMETERS
- GROUND LEVELS MAY NECESSITATE LOW HEIGHT RETAINING WALLS OR BATTERS AT THE BOUNDARIES.

SYMBOL KEY



| PROJECT PHASE | |
|--|-----------------|
| REACH FOR DISTRIBUTION | |
| INTERNAL CHECK | |
| CLIENT APPROVAL | APPROVED (DATE) |
| "SUBCOMMITTEE" | APPROVED (DATE) |
| ISSUED FOR TENDER | |
| ISSUED FOR CONSTRUCTION | |
| CONSTRUCTION DRAWINGS MUST SHOW AN APPROVED CONTRACTOR EMP | |

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TOWN PLANNING ISSUE

| PROJECT | | |
|--|------------|---------------------|
| CHILD CARE CENTRE 1220 LEAKES ROAD ROCKBANK VIC 3335 | | |
| REVISIONS | | |
| NO. | DATE | REMARKS |
| TR1 | 20/08/2023 | TOWN PLANNING ISSUE |
| TR2 | 15/08/2023 | TOWN PLANNING ISSUE |
| TR3 | 11/10/2023 | TOWN PLANNING ISSUE |
| TR4 | 28/02/2024 | TOWN PLANNING ISSUE |
| TR5 | 15/04/2024 | TOWN PLANNING ISSUE |
| TR6 | 15/08/2024 | TOWN PLANNING ISSUE |

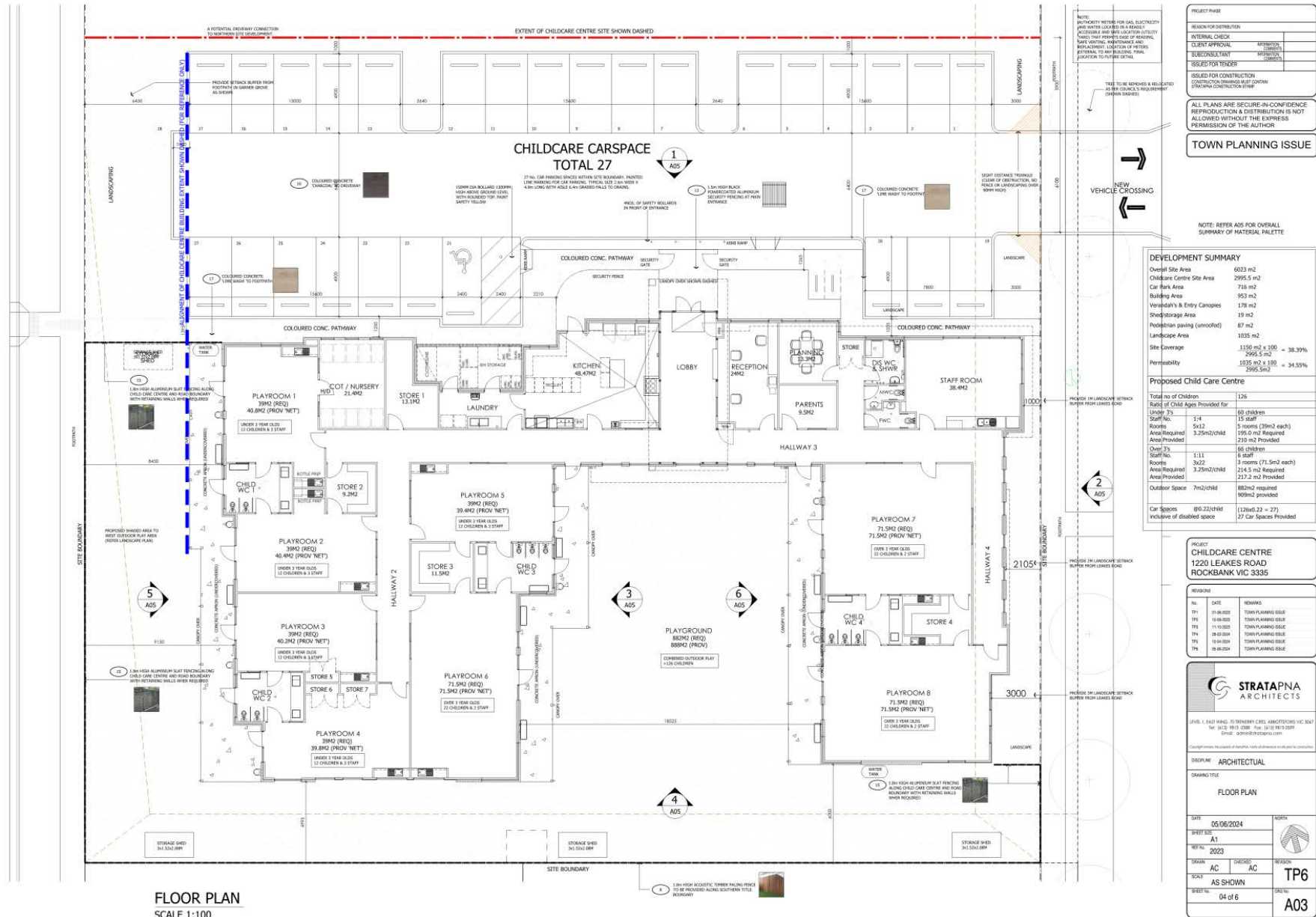
STRATAPNA ARCHITECTS

LEVEL 1, EAST WING, 25 TERNBERY CREEL, ABERVOIC VIC 3047
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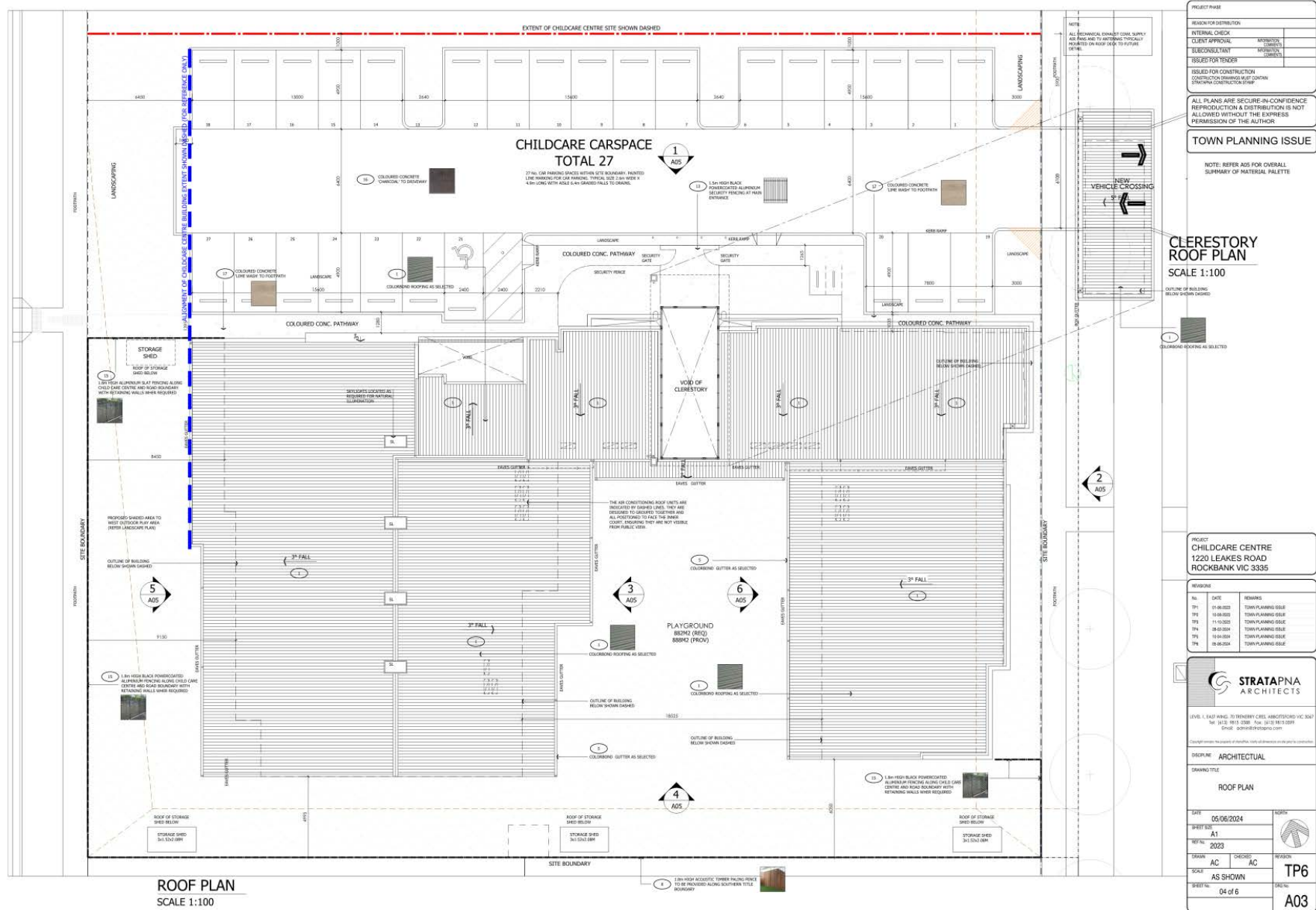
| DISCIPLINE | |
|----------------------|------------|
| ARCHITECTURAL | |
| DRAWING TITLE | |
| DESIGN RESPONSE PLAN | |
| DATE | NO. |
| 05/06/2024 | |
| DRAWN BY | CHECKED BY |
| A1 | |
| YEAR | REVISION |
| 2023 | |
| DRAWN BY | CHECKED BY |
| AC | AC |
| SCALE | NO. |
| AS SHOWN | TP5 |
| DRAWN BY | NO. |
| 02 of 6 | A02 |

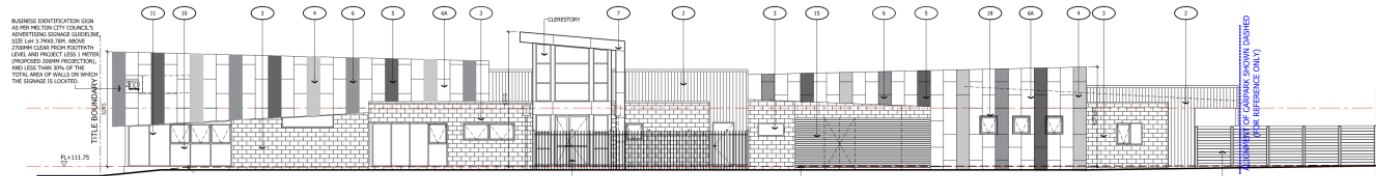
15/08/2024 1:38:14 PM



FLOOR PLAN
SCALE 1:100

1/20/2024 10:12:39 PM

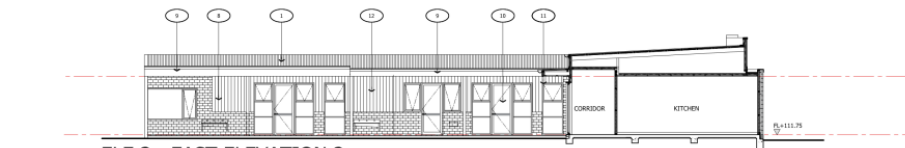




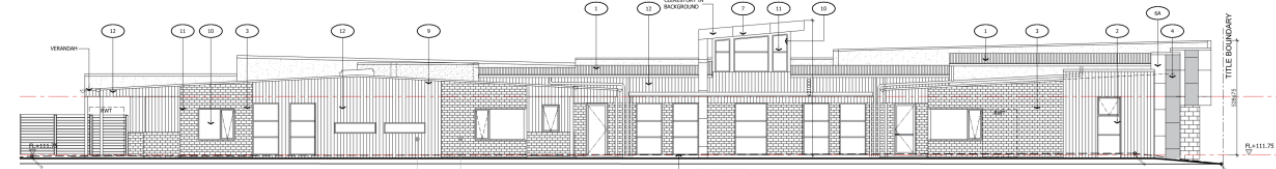
ELE 1 - NORTH ELEVATION
SCALE 1:100



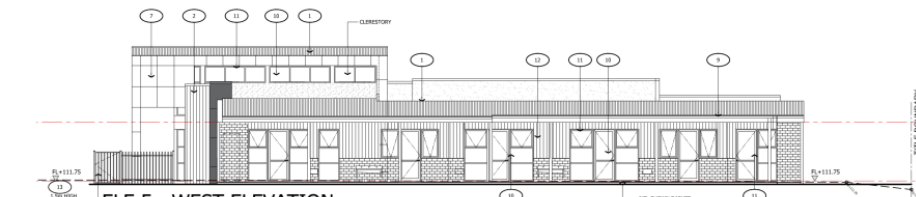
ELE 2 - EAST ELEVATION 1 (LEAKES ROAD)
SCALE 1:100



ELE 3 - EAST ELEVATION 2
SCALE 1:100



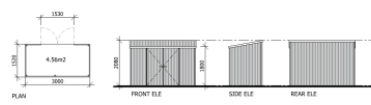
ELE 4 - SOUTH ELEVATION
SCALE 1:100



ELE 5 - WEST ELEVATION
SCALE 1:100



ELE 6 - WEST ELEVATION 2
SCALE 1:100



STORE SHED (TYPICAL)
SCALE 1:100

LEGENDS

| | |
|----|--------------------------------|
| FS | FINISHED BUILDING LEVEL (SITE) |
| FR | FINISHED RIDGE LEVEL (SITE) |
| FL | PROPOSED FLOOR LEVEL |

PROJECT PHASE

| | |
|-------------------------|--|
| SEARCH FOR DEVELOPER | |
| INTERNAL CHECK | |
| CLIENT APPROVAL | |
| "SUBCONSULTANT" | |
| ISSUED FOR TENDER | |
| ISSUED FOR CONSTRUCTION | |

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TOWN PLANNING ISSUE

EXTERNAL FINISHES - MATERIALS PALETTE

| | | |
|--|---|---|
| 1. COLORBOND SHALE GREY ROOFING & MANAWATER SIDING | 2. SPECIALLY GROUNDED TIMBER LOOK CLADDING PANEL | 3. SPLIT FACE BRICKERY |
| 4. ALUMINIUM PANEL - ORANGE | 5. ALUMINIUM PANEL - BLUE | 6. ALUMINIUM PANEL - YELLOW |
| 7. ALUMINIUM PANEL - WHITE | 8. ALUMINIUM PANEL - LIGHT BROWN (ENTRANCE CANOPY ONLY) | |
| 9. BRICK WALL | 10. CONCRETE FRASSET COPPING & PUSHING | |
| 11. CLEAR GLAZING AND COLOUR WINDOW PANELS | 12. BLACK ALUMINIUM WINDOW & DOOR PANELS | 13. SHIMMERED CLADDING WITH MARY FINISH |
| 14. BLACK POWDERCOATED ALUMINIUM ENTRY GATE AND FENCING TYP | 15. ACQUITY TIMBER FALING FENCING | 16. ALUMINIUM SLAT FENCING MOUNTAIN |
| 17. DEWEYVILLE COLORED CONCRETE "SANDAL" | 18. HORTONVILLE COLORED CONCRETE "SIRE WIND" | 19. BLACK WINDOW SHROUD |
| <p>iam learning</p> <p>PROPOSED SIGNAGE, REFER ELEVATION FOR LOCATION AND AREA. MIN. AREA NOT OVER 30% (+30%)</p> | | <p>STORAGE SHED COLORBOND ROOFING</p> |

GENERAL NOTE: WINDOWS
WINDOW AND DOOR STYLES (INCLUDING GREENING SHOWN) NOTIONAL ONLY - FINAL STYLE, SIZE AND GREENING TO BE DETERMINED. ASSUME ALL WINDOWS AND DOORS ARE OPERABLE UNLESS NOMINATED AS FIXED

PROJECT
CHILD CARE CENTRE
1220 LEAKES ROAD
ROCKBANK VIC 3335

REVISIONS

| NO. | DATE | REMARKS |
|-----|------------|---------------------|
| TP1 | 20/08/2023 | TOWN PLANNING ISSUE |
| TP2 | 15/08/2023 | TOWN PLANNING ISSUE |
| TP3 | 11/10/2023 | TOWN PLANNING ISSUE |
| TP4 | 28/02/2024 | TOWN PLANNING ISSUE |
| TP5 | 15/04/2024 | TOWN PLANNING ISSUE |
| TP6 | 15/08/2024 | TOWN PLANNING ISSUE |

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DISCIPLINE ARCHITECTURAL

DRAWING TITLE

ELEVATIONS

| | | | |
|-----------|------------|----------|-----|
| DATE | 05/06/2024 | NOTED | |
| BREIF NO. | A1 | | |
| REF NO. | 2023 | | |
| DRAWN | AC | CHECKED | AC |
| SCALE | AS SHOWN | REVISION | TP6 |
| BREIF No. | 04 of 6 | DWG No. | A05 |

15/08/2024 12:22 PM

Appendix 6 – Planning Permit conditions

A Notice of Decision to Grant a Planning Permit is recommended to be issued subject to the following conditions:

- 1) Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must generally be in accordance with the plans submitted with the application (Drawing Nos. A01 – A05, Revision No.TP6, dated 5 June 2024 prepared by STRATAPNA Architects) but modified to show:
 - a) The wall/floor area of the western portion of the childcare centre (i.e., at least Playroom 1 and toilet) relocated such that the building is located forward of the western most car spaces.
 - b) The updated development layout within the waste management plan.
 - c) Deletion of the notation 'trees nominated for removal'.
- 2) Prior to the commencement of the use hereby permitted, or such other time as agreed, the owner must, if required by the Responsible Authority, enter into an agreement, or agreements, under Section 173 of the *Planning and Environment Act 1987* which specifies:
 - a) The development contribution to be paid in accordance with the Approved Development Contributions Plan.

Application must be made to the Registrar of Titles to register the 173 Agreement on the title to the land under Section 181 of the Act.

The landowner under this permit must pay the reasonable costs of the preparation, execution, registration and any future amendments of the Section 173 Agreement.

Prior to the commencement of the use hereby permitted, or such other time which is agreed, a dealing number for the registration of the Section 173 Agreement must be provided to the Responsible Authority.

- 3) Before the development starts, a Schedule of Development Contributions must be submitted to and approved by the Responsible Authority. The Schedule of Development Contributions must show the amount or area (as applicable) of development contributions to the satisfaction of the Responsible Authority.
- 4) At least 21 days prior to the commencement of the use hereby permitted, a revised Schedule of Development Contributions must be submitted and approved by the Responsible Authority to reflect any changes to the levy rates. Unless with the prior written consent of the Responsible Authority, if Development Contributions are paid after the applicable indexation period but indexation has not been calculated and applied prior to the payment of contributions, an adjustment will be made to the contributions to reflect any increased contribution that ought to have been paid had indexation been applied. Any adjustment must be paid within six (6) weeks of the indexation being completed.

- 5) The monetary component of the development contribution must be paid to the Responsible Authority in accordance with the provisions of the Approved Development Contributions Plan for the land within the following specified time, namely not more than 21 days prior to the commencement of the use.
- 6) The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
- 7) Prior to the commencement of works, a Construction Management Plan must be prepared and approved by the Responsible Authority. When approved, the plan will be endorsed and will form part of this permit. The Construction Management Plan must include, but not limited to the following:
 - a. Proposed working hours;
 - b. Haulage routes to the site;
 - c. Methods of dust suppression;
 - d. Sediment control and gross pollutant management;
 - e. Procedures to ensure that no significant adverse environmental impacts occur as a result of the development;
 - f. Earthworks (Consistent with Construction Techniques for Sediment Pollution Control (EPA, 1991);
 - g. Showing where stockpiling, machinery wash down, lay down, storage and personnel rest areas occur;
 - h. Vehicle exclusion areas; and
 - i. Weed management measures to be undertaken during and post construction.In addition, the construction management plan must ensure:
 - a. All machinery brought on site to be weed and pathogen free.
 - b. All machinery wash down, lay down and personnel rest areas to be clearly fenced and located in disturbed areas.
 - c. Contractors working on the site to be inducted into an environmental management program for construction work.
 - d. Best practice erosion and sediment control techniques to be used to protect any native flora and fauna.
- 8) Before the building is occupied, an acoustic fence must be erected along the southern boundary of the site to a minimum height of 1.8 metres above natural ground level. The design of the fence must be prepared by a suitably qualified acoustic engineer. The details of the design and acoustic qualities of the fence must be to the satisfaction of the Responsible Authority.
- 9) Should any street trees require removal outside the two-year developer's maintenance period for the Accolade Estate, any costs associated with their removal and replacement must be borne by the permit holder. Any such costs will be based on the provision of one semi mature tree calculated in accordance with Council's Tree Planting and Removal Policy.
- 10) The use and development must be carried out and implemented by the permit holder in a manner which is consistent with the recommendations set out in the endorsed Waste

Management Plan prepared by One Mile Grid Pty Ltd dated 1 June 2023 (as amended from time to time) to the satisfaction of the Responsible Authority.

- 11) All waste collection is to be undertaken on site by a private contractor and in accordance with the approved Waste Management Plan unless with the written consent of the Responsible Authority.
- 12) Before the development starts, a landscape plan prepared by a person suitably qualified or experienced in landscape design must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - a) Location and identification of all proposed plants.
 - b) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - c) A survey (including botanical names) of all existing vegetation to be retained and/or removed.
 - d) Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary.
 - e) Details of surface finishes of pathways and driveways.

All species selected must be to the satisfaction of the Responsible Authority.

- 13) Before the occupation of the development starts or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
- 14) Unless otherwise agreed in writing by the Responsible Authority, the landscaping areas shown on the endorsed plans must be used for landscaping and no other purpose and any landscaping must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.
- 15) All car parking spaces must be designed to allow all vehicles to drive forwards both when entering and leaving the property.
- 16) All pedestrian access to buildings must be designed and constructed to comply with the Disability Discrimination Act 1992.
- 17) Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to Council's maintained legal point of discharge.
- 18) Prior to the occupation of the building, any proposed vehicle crossing must be constructed to an industrial standard in accordance with Council's Standard Drawings.
- 19) A 'Consent to Work within a Road Reserve' must be obtained from Council prior to the commencement of construction.

- 20) Any existing unused or redundant crossing(s) must be removed and replaced with concrete kerb, channel and nature strip to the satisfaction of the Responsible Authority. All vehicle crossing works are to be carried out with Council supervision under a Road Opening Permit.
- 21) Before the use or occupation of the development starts, the area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
- a) Constructed.
 - b) Properly formed to such levels that they can be used in accordance with the plans.
 - c) Sealed with a concrete or asphalt surface.
 - d) Drained.
 - e) Line marked to indicate each car space and all access lanes including appropriate signage, pavement symbols and bollards for all disabled car spaces.
 - f) Clearly marked to show the direction of traffic along access lanes and driveways.
- to the satisfaction of the Responsible Authority.
- Car spaces, access lanes and driveways must be kept available for these purposes at all times, to the satisfaction of the Responsible Authority.
- 22) Protective kerbs of a minimum height of 150mm must be provided to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
- 23) All civil and landscape works must be fully constructed and completed to the satisfaction of the Responsible Authority prior to the commencement of the use hereby approved.
- 24) All existing conditions affected by the development works hereby approved must be reinstated at no cost and to the satisfaction of the Responsible Authority.
- 25) All works associated with the development that is retained as the responsibility of the owner of the site to upkeep must be maintained in perpetuity to a standard that is to the satisfaction of the Responsible Authority. Otherwise, rectification works at the direction of and to the satisfaction of the Responsible Authority must be undertaken within a timeframe as directed by the Responsible Authority.
- 26) A minimum of twenty-seven (27) car spaces must be provided on the land for the use and development hereby permitted.
- 27) A minimum of one (1) car space must be provided for the exclusive use of disabled persons and be designed in accordance with Australian Standard AS2890.6 -2009. The car space must be provided as close as practicable to a suitable entrance of the building and must be clearly marked with a sign to indicate that the space must only be utilised by disabled persons.
- 28) Vehicles under the control of the operator of the use or the operator's staff must not be parked on neighbouring streets.
- 29) The use and development must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected, through:

- a) Transport of materials, goods or commodities to or from the land.
 - b) Appearance of any building, works or materials.
 - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
 - d) Presence of vermin.
 - e) Any other way as determined by the Responsible Authority.
- 30) Unless with the written consent of the Responsible Authority, the childcare centre may operate only between the hours of:
- a) 6:30am to 6:30pm, Monday to Friday.
- 31) Not more than one hundred and twenty-six (126) children may be present on the premises at any one time without the written consent of the Responsible Authority.
- 32) The nature and colour of building materials used in the construction of the buildings and works hereby permitted shall be of a non-reflective finish and in muted tones to the satisfaction of the Responsible Authority.
- 33) The site shall at all times be kept in a neat and tidy condition to the satisfaction of the Responsible Authority. Any litter shall be immediately removed from the site and surrounding area at the direction of the Responsible Authority.
- 34) Any litter generated by building activities on the site shall be collected and stored in an appropriate enclosure. The enclosure shall be regularly emptied and maintained such that no litter overflows onto adjoining land. Prior to occupation and/or use of the buildings, all litter shall be completely removed from the site.
- 35) Adequate provision shall be made for the storage and collection of garbage and other solid wastes within the curtilage of the site. This area shall be properly graded, drained and screened from public view to the satisfaction of the Responsible Authority.
- 36) The permit holder and/or occupier must promptly remove or obliterate any graffiti on the subject site which is visible to the public and keep the site free from graffiti at all times to the satisfaction of the Responsible Authority.
- 37) In areas set aside for car parking, measures must be taken to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
- 38) The loading and unloading of goods from vehicles must only be carried out from within the site.
- 39) No amplified public address system or other amplified sound is to be used in the external areas of the childcare centre except in cases of emergency.
- 40) Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade), No. N-1.

- 41) All pipes (except down-pipes), fixtures, fittings and vents servicing any building on the site must be concealed in service ducts or otherwise hidden from external view to the satisfaction of the Responsible Authority.
- 42) No air conditioning equipment, plant or the like shall be installed on the roof of the building such that it would be visible to the public without prior consent from the Responsible Authority.
- 43) Air-conditioning and other plant and equipment installed on the subject building(s) shall be positioned and baffled so that noise disturbance is minimised, to the satisfaction of the Responsible Authority.
- 44) All external lighting must be designed, baffled and located to ensure no direct light is emitted outside the boundaries of the subject land to the satisfaction of the Responsible Authority.
- 45) At all times during the construction phase of the development, the permit holder must take measures to ensure that pedestrians are able to use with safety any footpath along the boundaries of the site.
- 46) All security alarms or similar devices installed on the land must be of a silent type approved by the Standards Association of Australia and be connected to a registered security service.
- 47) During the construction phase, a truck wheel washing facility or similar device must be installed and used to the satisfaction of the Responsible Authority so that vehicles leaving the site do not deposit mud or other materials on roadways. Any mud or other materials deposited on roadways as a result of construction works on the site must be cleaned to the satisfaction of the Responsible Authority within two hours of it being deposited.
- 48) Once the use and/or development hereby permitted has started it must be continued and completed to the satisfaction of the Responsible Authority.
- 49) The location and details of the sign(s), including supporting structures, as shown on the endorsed plans, must not be altered unless with the prior written consent of the Responsible Authority.
- 50) The sign(s) must not contain any flashing or moving light to the satisfaction of the Responsible Authority.
- 51) The sign(s) must not be illuminated by external or internal light.
- 52) The sign(s) must be constructed and maintained to the satisfaction of the Responsible Authority.
- 53) No bunting, streamers, windvanes or the like shall be displayed unless with the prior written consent of the Responsible Authority.

- 54) The signage approved by this permit expires 15 years from the date of issue. All signage must be removed to the satisfaction of the Responsible Authority by this date.
- 55) The premises must take all practical measures to prevent any nuisance from occurring from the property. Appropriate measures must be taken to prevent noise from the proposed business having an adverse effect on neighbouring properties. The premises must not cause a nuisance, as defined under the Public Health and Wellbeing Act 2008.
- 56) Dispose of all waste in accordance with the Environment Protection Act 2017 and Environment Protection Regulations 2021.
- 57) A food business storing, preparing, or handling food intended for sale must be registered under the Food Act 1984 through Council's Environmental Health Unit prior to trading. Food business must adhere to the Food Act 1984 and Australian New Zealand Food Standards Code. It is highly recommended that the business goes through the plan assessment process prior to construction to ensure the premises and fit outs are compliant under relevant legislation. Further information can be obtained by contacting the Council's Environmental Health Unit.
- 58) The childcare centre must abide by the Tobacco Act 1987 for both indoor and outdoor areas.
- 59) This permit will expire if one of the following circumstances applies:
- a) The development is not started within two years of the date of this permit.
 - b) The development is not completed within four years from the date of this permit.
 - c) The use is not started within two years of the completion of the development.
 - d) The use is discontinued for a period of two years.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards (for a request to extend the time to commence the development) or twelve months after the permit expires (for a request to extend the time to complete the development).

NOTE(S):

Drains

All drains contained within the allotment, except in drainage easements, must remain the property of the landowners and must not be taken over by Council for future maintenance.

All vehicle pathways contained within the allotment, other than stated in this permit, must remain the property of the landowners and must not be taken over by Council for future maintenance.

The proposed vehicle crossing must have clearance from other services, public light poles, street sign poles, other street furniture and any traffic management devices.

Advanced Trees

- An advanced tree under this permit shall generally constitute the following:
Evergreen – minimum container size 45 litre spring ring, 50mm calliper at ground level.
- Deciduous – minimum calliper at ground level 65mm, minimum height 2 metres.

Building Over Easements

Any building or works to occur within an easement must be carried out to the satisfaction of the Responsible Authority. In addition, the following will apply:

- a) Access to any drainage pit in the easement is to be maintained.
- b) The Responsible Authority reserves the right to excavate, lay, repair or replace pipes within the easement.
- c) The Responsible Authority is not liable for any damage from such works and that reinstatement shall be the owner's responsibility and at the owner's expense.
- d) Prior to a building approval being issued, any drain(s) existing in the easement are required to be shown on the plans, with a detailed sketch indicating any pier and beam footings required to span these public assets.
- e) Building approval must be obtained prior to the commencement of the works.
- f) Construction (engineering) Plans with details of additional pit(s), must be submitted to and approved by the Responsible Authority.

Registration Under Food Act 1984

The premises is required to be registered with Council's Health Department under the Food Act 1984.

Registration Under Health Act 1958

The premises is required to be registered with Council's Health Department under the Health Act 1958.

12.7 INSTRUMENT OF DELEGATION TO CHIEF EXECUTIVE OFFICER

Author: Renee Hodgson - Acting Head of Governance
Presenter: Renee Hodgson - Acting Head of Governance

PURPOSE OF REPORT

To vary the S5 Instrument of Delegation to the Chief Executive Officer dated 3 April 2023.

RECOMMENDATION:

That Council, in the exercise of the power conferred by s.11(1)(b) of the *Local Government Act 2020* (the Act), resolves that:

1. Clauses 1.3.1, 1.3.2 and 1.3.3 of the S5 Instrument of Delegation to the Chief Executive Officer (**the Instrument**) dated 3 April 2023 be varied to state:
 - a. 1.3.1. insurance premiums that exceeds \$1,500,000;
 - b. 1.3.2. the fire services property levy that exceeds \$6,000,000; or
 - c. 1.3.3. developer payouts that exceeds \$25,000,000 per DC/ICP reference code;
2. The variations subject to clause (1)(a), (1)(b) and (1)(c) come into effect on 26 October 2024 and remain in force until the first Council meeting following the swearing in of the new Council following the 2024 Local Government Elections and at such time the variations are rescinded, and the conditions and limitations revert to those currently set out in the Instrument dated 3 April 2023 provided at Appendix 1;
3. All other conditions and limitations of the Instrument remain unchanged.
4. The duties and functions set out in the Instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

REPORT

1. Executive Summary

A Council may, by Council resolution, vary an Instrument of Delegation and delegate to a member of its staff a range of powers, duties or functions of a Council under the *Local Government Act 2020* (Act), or any other applicable Act.

Local Government elections are being held on 26 October 2024. For the period following the elections, until a new Council is sworn in, financial approval may be sought which may exceed the Chief Executive Officer's existing financial delegations pursuant to the S5 Instrument of Delegation (**the Instrument**) authorised by resolution of Council on 27 March 2023 and dated 3 April 2023. A variation to the Instrument is proposed to come into force on 26 October 2024 until the first Council meeting following the swearing in of the new Council following the 2024 Local Government Election. The Instrument is provided as **Appendix 1**.

This variation will allow for the proper and efficient use of Council's powers by enabling the Chief Executive Officer to undertake the day-to-day management of the organisation in a timely and responsive manner.

At its meeting held 8 August 2024, the Audit and Risk Committee supported an increase to the financial delegations of the Chief Executive Officer until such time as a new Council is sworn in following the 2024 Local Government Election.

2. Background/Issues

Well-constructed Instruments of Delegation are important as a person exercising a delegation is effectively 'standing in the shoes of the Council'. A decision made under delegation is a decision of the Council.

This report presents the proposed variations to clauses 1.3.1, 1.3.2 and 1.3.3 to the *S5 Instrument of Delegation to the Chief Executive Officer* to Council for approval.

This Instrument was approved by Council at its meeting on 27 March 2023 and came into effect on the common seal being affixed on 3 April 2023.

This Instrument has been reviewed and updated to reflect changes, specifically with respect to expenditure limitations, to accommodate for the period following the 2024 Local Government election, where there will be no sworn in Councillors for a period of approximately three weeks. The variations are proposed to remain in force until the first Council Meeting following the swearing in of the new Council following the 2024 Local Government Election at which time the conditions and limitations of the Instrument will revert to the conditions and limitations currently set out in the Instrument.

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

There are no financial considerations as a result of the Recommendation.

5. Consultation/Public Submissions

There is no public consultation requirement as a result of the Recommendation.

6. Risk Analysis

The same risks apply in decision making by Officers as for decisions by Council.

Should Council not be minded to adopt the recommendations as set out in this report, decisions may be delayed until such time as a new Council is sworn in which may expose Council to financial, legal or reputational risks.

7. Options

Council has the option to:

1. Adopt the Recommendation as presented.
2. Consider alternate variations.

LIST OF APPENDICES

1. S5 Instrument of Delegation to the Chief Executive Officer dated 3 April 2023

Melton City Council

S5 Instrument of Delegation to The Chief Executive Officer

In exercise of the power conferred by s 11(1) of the Local Government Act 2020 (the Act) and all other powers enabling it, the Melton City Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on 27 March 2023;
- 2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

The Common Seal of the)
Melton City Council)
was hereunto affixed)



[Handwritten signature]..... Mayor

[Handwritten signature]..... Chief Executive Officer

MONDAY 3 APRIL 2023 Dated

Melton City Council

S5 Instrument of Delegation to The Chief Executive Officer

Delegation Sources

- Local Government Act 2020

Position

| Title | Position |
|-------|-------------------------|
| CEO | Chief Executive Officer |

Melton City Council

S5 Instrument of Delegation to The Chief Executive Officer

| Local Government Act 2020 | | | |
|---------------------------|--|----------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| 11(1) | <p>SCHEDULE</p> <p>The power to</p> <ol style="list-style-type: none"> 1. determine any issue; 2. take any action; or 3. do any act or thing <p>arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.</p> | CEO | <p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> 1. if the issue, action, act or thing is an issue, action, act or thing which involves <ol style="list-style-type: none"> 1.1. entering into a contract exceeding the value of \$500,000; 1.2. subject to paragraph 1.3, making any expenditure that exceeds \$500,000; 1.3. making any expenditure for: <ol style="list-style-type: none"> 1.3.1. insurance premiums that exceeds \$1,000,000; 1.3.2. the fire services property levy that exceeds \$5,000,000; or 1.3.3. developer payouts that exceeds \$12,000,000; 1.4. appointing an Acting Chief Executive Officer for a period exceeding 28 days; 1.5. electing a Mayor or Deputy Mayor; 1.6. granting a reasonable request for leave under s 35 of the Act; 1.7. making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; 1.8. approving or amending the Council Plan; |

Melton City Council

| Local Government Act 2020 | | | |
|---------------------------|-------------------------------|----------|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | <p>1.9. adopting or amending any policy that Council is required to adopt under the Act;</p> <p>1.10. adopting or amending the Governance Rules;</p> <p>1.11. appointing the chair or the members to a delegated committee;</p> <p>1.12. making, amending or revoking a local law;</p> <p>1.13. approving the Budget or Revised Budget;</p> <p>1.14. approving the borrowing of money;</p> <p>or</p> <p>1.15. subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;</p> <p>2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;</p> <p>3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;</p> <p>4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a</p> <p>4.1 policy; or</p> <p>4.2 strategy adopted by Council;</p> |

Melton City Council

| Local Government Act 2020 | | | |
|---------------------------|-------------------------------|----------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | 5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or 6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff. |

12.8 UPDATE OF COUNCIL'S GOVERNANCE RULES

Author: Bernadette Bensley - Governance Officer
Presenter: Renee Hodgson - Acting Head of Governance

PURPOSE OF REPORT

To update Council's Governance Rules in accordance with recent legislative amendments to the *Local Government (Electoral) Regulations 2020*.

RECOMMENDATION:

That Council adopt the updated Governance Rules, provided as **Appendix 1**, in accordance with the legislative amendment to the *Local Government (Electoral) Regulations 2020*, which amends the nomination day from 32 days to 39 days before election day.

REPORT

1. Executive Summary

Council's Governance Rules (the Rules) are required to comply with Section 60 of the *Local Government Act 2020* (the Act).

A legislative update to the *Local Government (Electoral) Regulations 2020* necessitates an update to Council's Election Period Policy, contained within the Rules.

An updated definition of Nomination Day from 32 days to 39 days before election day has been reflected in Council's Election Period Policy on page 46 of the updated Governance Rules, provided as **Appendix 1** to this report.

In accordance with the *Local Government Act 2020*, the updated Governance Rules are being presented to Council for adoption.

2. Background/Issues

Council's Governance Rules (the Rules) are required to comply with Section 60 of the *Local Government Act 2020* (the Act).

Council's Governance Rules were last adopted by Council on 25 March 2024 and include Council's Election Period Policy which forms a part of the Rules in accordance with the Act.

A legislative update to the *Local Government (Electoral) Regulations 2020* necessitates an update to Council's Election Period Policy, contained within the Rules.

Specifically, in regulation 5(1) of the *Local Government (Electoral) Regulations 2020*, the definition of nomination day was amended from 32 days before election day to 39 days before election day.

This amendment has been reflected in Council's Election Period Policy on page 46 of the updated Governance Rules, provided as **Appendix 1** to this report and, in accordance with the Act, is being presented to Council for adoption.

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

There are no financial considerations in relation to the recommendation made in this report.

5. Consultation/Public Submissions

Engagement will be at an informal level to make the community aware of the amendment to the nomination day. Notification of the updated Governance Rules will be published on the Melton Conversations page.

Nomination Day (17 September 2024) is currently published on the 2024 Council Elections page on Council's website.

6. Risk Analysis

Council may be in breach of Section 60 of the *Local Government Act 2020* (the Act) if the Governance Rules are not updated.

7. Options

Council has the option to:

1. Adopt the updated Governance Rules; or
2. Not adopt the updated Governance Rules which may result in a breach of Section 60 of the *Local Government Act 2020*.

LIST OF APPENDICES

1. Updated Governance Rules - August 2024



Governance Rules

August 2024



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INTRODUCTION

1. Nature of Rules

These are the Governance Rules of Melton City Council, made in accordance with section 60 of the *Local Government Act 2020*.

2. Date of Commencement

These Governance Rules commence on 25 March 2024.

3. Contents

These Governance Rules are divided into the following Chapters:

| Chapter | Name |
|-----------|--|
| Chapter 1 | Governance Framework |
| Chapter 2 | Meeting Procedure for Council Meetings |
| Chapter 3 | Meeting Procedure for Delegated Committees |
| Chapter 4 | Meeting Procedure for Community Asset Committees |
| Chapter 5 | Disclosure of Conflicts of Interest |
| Chapter 6 | Election Period Policy |

4. Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

| | |
|-------------------------------------|---|
| Act | means the <i>Local Government Act 2020</i> |
| Attend, attending and in attendance | Include attend, attending or in attendance by electronic means |
| Chief Executive Officer | includes an Acting or Interim Chief Executive Officer |
| Community Asset Committee | means a Community Asset Committee established under section 65 of the Act |
| Confidential Information | Has the same meaning as in section 3 of the Act |
| Council | means Melton City Council |
| Council meeting | means a meeting of the Council convened in accordance with these Governance Rules and includes a scheduled meeting and unscheduled meeting, whether held as face- to-face (in-person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance |
| Delegated Committee | means a Delegated Committee established under section 63 of the Act |

| | |
|-----------------------------|---|
| Delegated Committee Meeting | means a meeting of a Delegated Committee convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting, whether held as face-to-face (in-person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance |
| En Bloc | refers to a group of items on the Agenda for a Meeting which are considered and voted on as a group |
| Mayor | means the Mayor of Melton City Council |
| Quorum | Means an absolute majority in accordance with section 61(4) of the Act. |
| These Rules | means these Governance Rules |

Chapter 1 – Governance Framework

5. Context

These Rules should be read in the context of and in conjunction with the overarching governance principles specified in section 9(2) of *the Act*.

6. Decision Making

- (a) In any matter in which a decision must be made by Council (including persons acting with the delegated authority of Council), Council must consider the matter and make a decision:
 - (i) fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
 - (ii) on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations
- (b) Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered).
- (c) Without limiting anything in paragraph (b) of this sub-Rule:
 - (i) before making a decision that will directly affect the rights of a person, Council (including any person acting with the delegated authority of Council) must identify the person or persons whose rights will be directly affected, give notice of the decision which Council must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;
 - (ii) if a report to be considered at a Council meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
 - (iii) if a report to be considered at a Delegated Committee meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered.

Chapter 2 – Meeting Procedure for Council Meetings

Part A – Introduction

7. Title

This Chapter will be known as the "Meeting Procedure Chapter".

8. Purpose of this Chapter

The purpose of this Chapter is to:

- 8.1. provide for the election of the Mayor and any Deputy Mayor;
- 8.2. provide for the appointment of any Acting Mayor; and
- 8.3. provide for the procedures governing the conduct of Council meetings

9. Definitions and Notes

9.1. In this Chapter:

"absolute majority" means the number of Councillors which is greater than half the total number of Councillors of a Council.

"agenda" means the notice of a meeting setting out the business to be transacted at the meeting;

"Chair" means the Chairperson of a meeting and includes a Councillor who is appointed by resolution to chair a meeting under section 61(3) of *the Act*;

"disorder" means disruptive or disrespectful behaviour which negatively affects the ordinary function of Council meetings. Such behaviour may include but is not limited to – using aggressive, threatening or violent behaviour or language;

"hybrid" means a meeting format where some participants attend via electronic means and some participants attend in person.

"municipal district" means the district under the local government of a Council;

"notice of motion" means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting;

"notice of rescission" means a notice of motion to rescind a resolution made by Council;

"open to the public" means a Council meeting:

- Held in person at which members of the public have the opportunity to attend;
- Held in person where members of the public do not have the opportunity to attend, but which is livestreamed on Council's Internet site or livestreamed on Council's Internet site irrespective of method of attendance;

"quorum" a quorum at a Council meeting means an absolute majority; and

"written" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and writing has a corresponding meaning.

- 9.2. Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.

Part B – Election of Mayor

Introduction: This Part is concerned with the annual election of the Mayor. It describes how the Mayor is to be elected.

10. Election of the Mayor

The Chief Executive Officer must facilitate the election of the Mayor in accordance with the provisions of *the Act*.

11. Method of Voting

The election of the Mayor must be carried out by a show of hands.

12. Determining the election of the Mayor

- 12.1. The Chief Executive Officer must open the meeting at which the Mayor is to be elected, and invite nominations for the office of Mayor.
- 12.2. Any nominations for the office of Mayor must be:
- 12.2.1. In writing and in a form prescribed by the Chief Executive Officer; and
 - 12.2.2. seconded by another Councillor.
- 12.3. Once nominations for the office of Mayor have been received, the following provisions will govern the election of the Mayor:

1. Single Nomination

If there is only one nomination, the candidate nominated must be declared to be elected.

2. Two or More Nominations and Candidate Elected on First Vote

- If there are two or more nominations, the Councillors present at the meeting must vote for one of the candidates;
- In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.

3. Two Nominations or Two Remaining Candidates and No Candidate Obtaining an Absolute Majority On First Vote

In the event of two candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors in attendance at the meeting may vote again or can consider whether to resolve to conduct a new election at a later date and time.

4. Three or More Nominations and No Candidate Obtaining Absolute Majority on First Vote

In the event that:

- There are three or more candidates; and
- No candidate receives an absolute majority of votes;
- The candidate with the fewest number of votes must be declared to be a defeated candidate.
- If two candidates then remain, the process in Section 3 above is to be followed.
- If there are three or more candidates remaining the Councillors in attendance at the meeting will then vote for one of the remaining candidates;
- If one of the remaining candidates receives an absolute majority of the votes, they are duly elected. If none of the remaining candidates receive an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until two candidates remain. The process in Section 3 above is to be followed.
- If no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes then the candidate who is to be declared a defeated candidate will be determined by lot.

5. Elections Conducted by Lot

If a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:

- each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
- the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
- as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle.
- If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who

draws the paper with the word "Defeated" written on it must be declared the defeated candidate. The Councillors in attendance at the meeting will then vote for one of the remaining candidates.

- If one of the remaining candidates receives an absolute majority of the votes, they are duly elected. If none of the remaining candidates receive an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate, or determining the defeated candidate by lot, must be repeated until two candidates remain. The process in Section 3 above is to be followed.
- Where a Councillor is attending the meeting by electronic means they are to nominate a member of Council staff to draw out the paper on their behalf.

6. Resolution to Conduct a New Election

- If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified date and time.
- The resolution to conduct a new election at a later date and time must specify the date and time of the new meeting to conduct the election.

13. Election of Deputy Mayor and Chairs of Delegated Committees

Any election for:

- 13.1. any office of Deputy Mayor; or
- 13.2. Chair of a Delegated Committee

will be regulated by Rules 10-12 (inclusive) of this Chapter, as if the reference to the:

- 13.3. Chief Executive Officer is a reference to the Mayor; and
- 13.4. Mayor is a reference to the Deputy Mayor or the Chair of the Delegated Committee (as the case may be).

14. Appointment of Acting Mayor

If Council has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 14.1. resolving that a specified Councillor be so appointed; or
- 14.2. following the procedure set out in Rules 11 and (inclusive), at its discretion.

Part C – Meetings Procedure

Introduction: This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened, when and how business may be transacted at a meeting.

Division 1 – Notices of Meetings and Delivery of Agendas

15. Meetings Fixed by Council

Subject to Rule 17, Council must from time to time fix the date, time, place, and format (in person or electronic – including hybrid) of all Council meetings.

16. Council May Alter Meeting Dates

Council by resolution, or the Chief Executive Officer in consultation with the Mayor, may change the date, time, place and/or format of any Council meeting which has been fixed and must provide reasonable notice of the change to the public.

17. Meetings Not Fixed by Council

- 17.1. The Mayor or at least 3 Councillors may by a written notice call a Council meeting.
- 17.2. The notice must specify the date, time, place, and format of the Council meeting and the business to be transacted.
- 17.3. The Chief Executive Officer must convene the Council meeting as specified in the notice.
- 17.4. Unless all Councillors in attendance unanimously agree to deal with any other matter, only the business specified in the written notice can be transacted at the Council meeting.

18. Notice Of Meeting

- 18.1. A notice of meeting, incorporating or accompanied by an agenda of the business to be dealt with, must be delivered or sent electronically to every Councillor for all Council meetings at least 48 hours before the meeting.
- 18.2. Notwithstanding sub-Rule 18.1, a notice of meeting need not be delivered or sent electronically to any Councillor who has been granted leave of absence unless the Councillor has requested the Chief Executive Officer in writing to continue to give notice of any meeting during the period of their absence.
- 18.3. Reasonable notice of each Council meeting must be provided to the public. Council may do this:
 - 18.3.1. for meetings which it has fixed by preparing a schedule of meetings annually, twice yearly or from time to time, or prior to each such Council meeting; and
 - 18.3.2. for any meeting by giving notice on its website.

Division 2 – Quorums

19. Inability To Obtain a Quorum

- 19.1. If after 30 minutes from the scheduled starting time of any Council meeting, a quorum cannot be obtained:

- 19.2. the meeting will be deemed to have lapsed;
- 19.3. the Mayor must convene another Council meeting, the agenda for which will be identical to the agenda for the lapsed meeting; and
- 19.4. the Chief Executive Officer must give all Councillors written notice of the meeting convened by the Mayor.

20. Inability To Maintain a Quorum

- 20.1. If during any Council meeting, a quorum cannot be maintained then Rule 19 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.
- 20.2. Sub-Rule 20.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

21. Inability to Achieve or Maintain a Quorum Due to Conflicts of Interest

If a quorum cannot be achieved or maintained during a Council meeting due to a majority of Councillors having declared a Conflict of Interest in an item:

- 21.1. The Council must consider whether the decision can be made in an alternative matter such as:
 - 21.1.1. splitting the matter into two or more separate parts, so that a quorum can be maintained for each separate part; or
 - 21.1.2. making prior decisions in component parts of the matter at a meeting for which a quorum can be maintained, before deciding the overall matter at a meeting for which a quorum can be maintained; or
 - 21.1.3. deferring the item under consideration to facilitate the making of decisions on component parts of the matter at a meeting for which a quorum can be maintained.
- 21.2. If Council is unable to use an alternative manner, Council must decide to establish a delegated committee to make the decision in regard to the matter consisting of:
 - 21.2.1. all the Councillors who have not disclosed a conflict of interest in regard to the matter; and
 - 21.2.2. any other person or persons that the Council considers suitable.

22. Adjourned Meetings

- 22.1. Council may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- 22.2. The Chief Executive Officer must give written notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the

business remaining to be considered.

- 22.3. If it is impracticable for the notice given under sub-Rule 22.2 to be in writing, the Chief Executive Officer must give notice to each Councillor by telephone or in person.

23. Time limits for Meetings

- 23.1. A Council meeting must not continue after 10.30pm unless a majority of Councillors present vote in favour of it continuing.
- 23.2. A meeting cannot be continued for more than 30 minutes (or a further 30 minutes, if a majority of Councillors has already voted to continue it for 30 minutes).
- 23.3. In the absence of such continuance, the meeting must stand adjourned to a time, date and place announced by the Chair immediately prior to the meeting standing adjourned. In that event, the provisions of sub-Rules 22.2 and 22.3 apply.

24. Cancellation or Postponement of a Meeting

- 24.1. The Chief Executive Officer may, in consultation with the Mayor, in the case of an emergency necessitating the cancellation or postponement of a Council meeting, cancel or postpone a Council meeting.
- 24.2. The Chief Executive Officer must present to the immediately following Council meeting a written report on any exercise of the power conferred above.

Division 3 – Business of Meetings

25. Agenda and the Order Of Business

The agenda for and the order of business for a Council meeting is to be determined by the Chief Executive Officer in consultation with the Mayor so as to facilitate and maintain open, efficient and effective processes of government.

26. Change To Order Of Business

Once an agenda has been sent to Councillors, the order of business for that Council meeting may be altered with the consent of Council.

27. Urgent Business

If the agenda for a Council meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:

- 27.1. relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 27.2. cannot safely or conveniently be deferred until the next Council meeting.

Division 4 – Motions and Debate

28. Councillors May Propose Notices Of Motion

Councillors may ensure that an issue is listed on an agenda by lodging a Notice of Motion.

29. Notice Of Motion

- 29.1. A notice of motion must be sent via a Councillor's Melton email address to the Chief Executive Officer by 12 noon 6 days prior to the Council meeting to allow sufficient time for the Chief Executive Officer to include the notice of motion in agenda papers for a Council meeting and to give each Councillor at least 48 hours' notice of such notice of motion. For example, if the Council meeting is held at 7.00pm on a Monday, a notice of motion must be lodged with or sent to the Chief Executive Officer by 12noon on the Tuesday prior to the meeting.
- 29.2. It is recommended that a notice of motion call for a Council report, as opposed to an immediate decision, if the Notice of Motion proposes to:
 - 29.2.1. commit expenditure outside the current budget
 - 29.2.2. impact the current levels of service
 - 29.2.3. impact Council Policy
 - 29.2.4. contractually commit Council
 - 29.2.5. relate to Council legal proceedings
- 29.3. The Chief Executive Officer, in consultation with the Mayor, may reject any notice of motion which:
 - 29.3.1. is vague or unclear in intention;
 - 29.3.2. has already been raised in the current term of Council;
 - 29.3.3. relates to a matter which is to be considered at the Council Meeting in an Officer Report;
 - 29.3.4. relates to a matter outside the duties, functions and powers of Council;
 - 29.3.5. relates to a matter which is workplace operations;
 - 29.3.6. relates to a matter which should be dealt with through Council's budget development process;
 - 29.3.7. relates to a complaint which should be dealt with through Council's Complaint Management Process;
 - 29.3.8. is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - 29.3.9. deals with a subject matter already answered;

- 29.3.10. is repetitive of a question already asked by the person;
 - 29.3.11. is aimed at embarrassing a Councillor or a member of Council staff or directed at a Councillor or a member of Council staff;
 - 29.3.12. relates to confidential, personal or sensitive information;
 - 29.3.13. relates to personnel matters;
 - 29.3.14. relates to the personal hardship of any resident or ratepayer;
 - 29.3.15. relates to industrial matters;
 - 29.3.16. relates to contractual matters;
 - 29.3.17. relates to proposed developments;
 - 29.3.18. relates to legal advice;
 - 29.3.19. relates to matters affecting the security of Council property; or
 - 29.3.20. relates to any other matter which Council considers would prejudice Council or any person.
- 29.4. Before a notice of motion is rejected the Chief Executive Officer must:
- 29.4.1. give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and
 - 29.4.2. notify in writing the Councillor who lodged it of the rejection and reasons for the rejection.
- 29.5. The full text of any notice of motion accepted by the Chief Executive Officer, in consultation with the Mayor, must be included in the agenda.
- 29.6. The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.
- 29.7. Except by leave of Council, each notice of motion before any meeting must be considered in the order in which they were entered in the notice of motion register.
- 29.8. If a Councillor who has given a notice of motion is absent from the meeting or fails to move the motion when called upon by the Chair, any other Councillor may move the motion.
- 29.9. If a notice of motion is not moved at the Council meeting at which it is listed, it lapses.
- 29.10. If a notice of motion is lost, a similar motion may not be put before Council for at least six months from the date it was last lost, unless Council resolves that the notice of motion be re-listed at a future meeting.

29.11. A Notice of Motion cannot be raised during the Election Period.

Notices of Motion are not allowed during the Election Period so that decisions in relation to matters which are prohibited under *the Act* or the Election Period Policy are not put before Council for consideration, and that the incumbent Council does not make any decisions during the election period that will be binding on an incoming Council save for decisions which are part of the normal operating function of Council which includes most town planning matters.

30. Chair's Duty

Any motion which is determined by the Chair to be:

- 30.1. defamatory;
- 30.2. objectionable in language or nature;
- 30.3. vague or unclear in intention;
- 30.4. outside the powers of Council; or
- 30.5. irrelevant to the item of business on the agenda and has not been admitted as urgent, or purports to be an amendment but is not,

must not be accepted by the Chair.

31. Introducing a Report

31.1. Before a written report is considered by Council and any motion moved in relation to such report, a member of Council staff may introduce the report by indicating as concisely as possible, and by taking more than 3 minutes unless determined otherwise by the Chair:

- 31.1.1. 34.1.1 its background; or
- 31.1.2. 34.1.2 the reasons for any recommendation which appears.

31.2. Unless Council resolves otherwise, a member of Council staff need not read any written report to Council in full.

32. Introducing A Motion or an Amendment

The procedure for moving any motion or amendment is:

- 32.1. the mover must state the motion or amendment without speaking to it;
- 32.2. the motion or amendment must be seconded and the seconder must be a Councillor other than the mover. If a motion or amendment is not seconded, the motion or amendment lapses for want of a seconder;
- 32.3. if a motion or an amendment is moved and seconded the Chair must ask:
- 32.4. Does any Councillor wish to speak to the motion or amendment?"

- 32.5. if no Councillor indicates a desire to speak to it, the Chair may declare the motion or amendment carried without discussion;
- 32.6. if a Councillor indicates opposition or a desire to speak to it, then the Chair
- 32.7. must call on the mover to address the meeting;
- 32.8. after the mover has addressed the meeting, the seconder may address the meeting;
- 32.9. after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting,) the Chair must invite debate by calling on any Councillor who wishes to speak to the motion or amendment; and
- 32.10. if, after the mover has addressed the meeting, the Chair has invited debate and no Councillor speaks to the motion or amendment, then the Chair must put the motion or amendment to the vote.

33. Right Of Reply

- 33.1. The mover of a motion, including an amendment, has a right of reply to matters raised during debate.
- 33.2. After the right of reply has been taken the motion must immediately be put to the vote without any further discussion or debate.

34. Moving An Amendment

- 34.1. Subject to sub-Rule 34.2 a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.
- 34.2. A motion to confirm a previous resolution of Council cannot be amended.
- 34.3. An amendment must not be directly opposite to the motion.

35. Agreed alteration to Motion or Amendment

- 35.1. With leave of the Council both the mover and seconder of a motion or amendment may agree to an alteration proposed by another Councillor.
- 35.2. Any such alteration will not be regarded as an amendment to the motion or amendment.

36. Who May Propose an Amendment

- 36.1. An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.
- 36.2. Any one Councillor cannot move more than one amendment in relation to the motion.

37. How Many Amendments May Be Proposed

- 37.1. Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time.
- 37.2. No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

38. An Amendment Once Carried

- 38.1. If the amendment is carried, the motion as amended then becomes the motion before the meeting, and the amended motion must then be put.
- 38.2. The mover of the original motion retains the right of reply to that motion.

39. Foreshadowing Motions

- 39.1. At any time during debate a Councillor may foreshadow a motion so as to inform Council of their intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- 39.2. A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the Chair being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 39.3. The Chief Executive Officer or person taking the minutes of the meeting is not expected to record foreshadowed motions in the minutes until the foreshadowed motion is formally moved.
- 39.4. The Chair is not obliged to accept foreshadowed motions.

40. Withdrawal Of Motions

- 40.1. Before any motion is put to the vote, it may be withdrawn by the mover and seconder with the leave of Council.
- 40.2. If the majority of Councillors objects to the withdrawal of the motion, it may not be withdrawn.

41. Separation Of Motions

Where a motion contains more than one part, a Councillor may request the Chair to put the motion to the vote in separate parts.

42. Chair May Separate Motions

The Chair may decide to put any motion to the vote in several parts.

43. Priority of address

In the case of competition for the right of speak, the Chair must decide the order in which the Councillors concerned will be heard.

44. Motions In Writing

- 44.1. The Chair may require that a complex or detailed motion be in writing.
- 44.2. Council may adjourn the meeting while the motion is being written or Council may defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

45. Repeating Motion and/or Amendment

The Chair may request the mover or the person taking the minutes of the Council meeting to read the motion or amendment to the meeting before the vote is taken.

46. Debate Must Be Relevant to The Motion

- 46.1. Debate must always be relevant to the motion before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion.
- 46.2. If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chair may direct the speaker to not speak further in respect of the motion before the Chair.
- 46.3. A speaker to whom a direction has been given must comply with that direction.

47. Debate on Tabled Items

There is to be no debate on items which have been tabled.

48. Speaking Times

A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:

- 48.1. the mover of a motion or an amendment which has been opposed: 5 minutes;
- 48.2. any other Councillor: 3 minutes; and
- 48.3. the mover of a motion exercising a right of reply: 2 minutes.

49. Addressing the Meeting

Unless the Chair requests to be addressed by a specific pronoun:

- 49.1. Any person addressing the Chair must refer to the Chair as:
 - 49.1.1. Mayor; or
 - 49.1.2. Chairas the case may be;
- 49.2. all Councillors, other than the Mayor, must be addressed as:

49.2.1. Cr Surname

49.3. all members of Council staff must be addressed by their official title.

50. Right to Ask Questions

50.1. A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.

50.2. The Chair has the right to limit questions and direct that debate be commenced or resumed.

Division 5 – Procedural Motions

51. Procedural Motions

51.1. Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair.

51.2. Procedural motions require a seconder.

51.3. Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:

PROCEDURAL MOTIONS TABLE

| Procedural Motion | Form | Mover & Seconder | When Motion Prohibited | Effect if Carried | Effect if Lost | Debate Permitted on Motion |
|------------------------------------|---|---|---|---|-----------------------------|----------------------------|
| Deferral to later hour and/or date | That this matter be deferred to *am/pm and/or *date | Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion | (a) During the election of a Chair; (b) When another Councillor is speaking | Motion and any amendment postponed to the stated time and/or date | Debate continues unaffected | Yes |
| Deferral of debate indefinitely | That this matter be deferred until further notice | Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion | (a) During the election of a Chair; (b) When another Councillor is speaking; or (c) When the motion would have the effect of causing Council to be in breach of a legislative requirement | Motion and any amendment postponed but may be resumed at any later meeting if on the agenda | Debate continues unaffected | Yes |
| 3. The closure | That the motion be now put | Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion | During nominations for Chair | Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion | Debate continues unaffected | No |

Division 6 – Rescission Motions

52. Notice of Rescission

The purpose of a rescission motion is to provide an avenue to revisit Council decisions where the vote did not accurately reflect the opinion due to a misunderstanding, new information has arisen which may affect the decision of Council or some vital information was overlooked in Council forming its decision.

Rescission motions are not to be used to revisit decisions which are unpopular, or which Councillor/s did not vote in favour of.

- 52.1. A Councillor may propose a notice of rescission provided:
- 52.1.1. it is in writing;
 - 52.1.2. it is supported in writing by at least three Councillors;
 - 52.1.3. the resolution proposed to be rescinded has not been acted on; and
 - 52.1.4. the notice of rescission is delivered to the Chief Executive Officer within 24 hours of the resolution having been made setting out:
 - (a) the resolution to be rescinded; and
 - (b) the meeting and date when the resolution was carried.
- 52.2. Any Councillor proposing a notice of rescission is required to provide written justification that must include one or more of the following:
- 52.2.1. The vote did not accurately reflect the opinion held by the meeting due to the misunderstanding of the motion or for some other reasons;
 - 52.2.2. New information has become available which may affect the decision of Council; or
 - 52.2.3. Some vital information was overlooked in Council forming its decision.
- 52.3. The Chief Executive Officer, in consultation with the Mayor, may reject any notice of rescission which does not include the above justification, or appropriate evidence in relation to the justification.

It should be remembered that a notice of rescission is a form of notice of motion.

Accordingly, all provisions in this Chapter regulating notices of motion equally apply to notices of rescission.

- 52.4. Once there is a valid rescission it should be circulated to the Mayor and Councillors as soon as possible and not wait for the Agenda.
- 52.5. A resolution will be deemed to have been acted on if:

- 52.5.1. its contents have or substance has been communicated in writing to a person whose interests are materially affected by it; or
 - 52.5.2. a statutory process has been commenced so as to vest enforceable rights in or obligations on Council or any other person.
- 52.6. The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:
- 52.6.1. has not been acted on; and
 - 52.6.2. is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with sub-Rule 52.1.4,
- unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Monday.

Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Sub-Rule would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

53. If Lost

If a motion for rescission is lost, a similar motion may not be put before Council for at least six months from the date it was last lost, unless Council resolves that the notice of motion be re-listed at a future meeting.

54. If Not

If a motion for rescission is not moved at the meeting at which it is listed, it lapses.

55. May Be Moved By Any Councillor

A motion for rescission listed on an agenda may be moved by any Councillor in attendance but may not be amended.

56. When Not Required

- 56.1. Unless sub-Rule 56.2 applies, a motion for rescission is not required where

Council wishes to change policy.

56.2. The following standards apply if Council wishes to change policy:

56.2.1. if the policy has been in force in its original or amended form for less than 12 months, a notice of rescission must be presented to Council; and

56.2.2. any intention to change a Council policy, which may result in a significant impact on any person, should be communicated to those affected and this may include publication and consultation, either formally or informally.

Division 7 – Points of Order

57. Chair To Decide

The Chair must decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.

58. Chair May Adjourn to Consider

58.1. The Chair may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.

58.2. All other questions before the meeting are suspended until the point of order is decided.

59. Dissent From Chair's Ruling

59.1. A Councillor may move that the meeting disagree with the Chair's ruling on a point of order, by moving:

59.2. "That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".

59.3. When a motion in accordance with this Rule is moved and seconded, the Chair must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not in attendance, temporary Chair elected by the meeting) must take their place.

59.4. The Deputy Mayor or temporary Chair must invite the mover to state the reasons for their dissent and the Chair may then reply.

59.5. The Deputy Mayor or temporary Chair must put the motion in the following form:

59.6. "That the Chair's ruling be dissented from."

59.7. If the vote is in the negative, the Chair resumes the Chair and the meeting proceeds.

59.8. If the vote is in the affirmative, the Chair must then resume the Chair, reverse or vary (as the case may be) their previous ruling and proceed.

- 59.9. The defeat of the Chair's ruling is in no way a motion of censure or non-confidence in the Chair, and should not be so regarded by the meeting.

60. Procedure For Point Of Order

A Councillor raising a point of order must:

- 60.1. state the point of order; and
- 60.2. state any section, Rule, paragraph or provision relevant to the point of order.

61. Valid Points of Order

A point of order may be raised in relation to:

- 61.1. a motion, which, under Rule 30, or a question which, under Rule 62, should not be accepted by the Chair;
- 61.2. a question of procedure;
- 61.3. a matter which is contrary to these Rules;
- 61.4. a matter which is contrary to legislation;
- 61.5. a matter which is outside the duties, functions and powers of Council;
- 61.6. a matter that is irrelevant;
- 61.7. an error of fact; or
- 61.8. any act of disorder.

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

Division 8 – Public Engagement with Council

62. Public Questions

- 62.1. There must be a public question time at every Council meeting fixed under Rule 14 to enable members of the public to submit questions to Council.
- 62.2. Sub-Rule 62.1 does not apply during any period when a meeting is closed to members of the public in accordance with section 66(2) of *the Act*.
- 62.3. Public question time will not exceed 20 minutes in duration unless extended by further blocks of 20 minutes duration by resolution, up to a maximum of 2 further blocks.

- 62.4. Public Questions must be submitted to Council:
- 62.4.1. in writing, state the name and contact details of the person submitting the question and generally be in a form approved or permitted by Council; and
 - 62.4.2. lodged electronically at the prescribed email address prior to 10am on the day of the Council meeting or placed in the receptacle designated for the purpose at the Civic Centre Customer Service Desk prior to 10am on the day of the Council meeting.
- 62.5. No person may submit more than two questions at any one meeting, and no multi-part questions will be accepted as a singular question.
- 62.6. The Chair or their nominee may read to those in attendance at the meeting a question which has been submitted in accordance with this Rule.
- 62.7. A question may be disallowed by the Chair or the Chief Executive Officer if it is determined that it:
- 62.7.1. Relates to a matter which is to be considered at the Council Meeting;
 - 62.7.2. relates to a matter outside the duties, functions and powers of Council;
 - 62.7.3. Relates to a matter which is workplace operations;
 - 62.7.4. Relates to a complaint which should be dealt with through Council's Complaint Management Process;
 - 62.7.5. is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - 62.7.6. deals with a subject matter already answered;
 - 62.7.7. is repetitive of a question already asked by the person;
 - 62.7.8. is aimed at embarrassing a Councillor or a member of Council staff or directed at a Councillor or a member of Council staff;
 - 62.7.9. relates to confidential, personal or sensitive information;
 - 62.7.10. relates to personnel matters;
 - 62.7.11. relates to the personal hardship of any resident or ratepayer;
 - 62.7.12. relates to industrial matters;
 - 62.7.13. relates to contractual matters;
 - 62.7.14. relates to proposed developments;
 - 62.7.15. relates to legal advice;
 - 62.7.16. relates to matters affecting the security of Council property; or

62.7.17. relates to any other matter which Council considers would prejudice Council or any person.

62.8. Any question which has been disallowed by the Chair or the Chief Executive Officer must be made available to any Councillor upon request.

All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.

62.9. Like questions may be grouped together and a single answer provided.

62.10. The Chair may nominate a Councillor or the Chief Executive Officer to respond to a question.

62.11. A Councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent to the person who asked the question.

63. Submission Hearing

63.1. The Chief Executive Officer may, in consultation with the Mayor, elect to hold a Submission Hearing to allow people to address Council on a specific matter (such as planning matters or the adoption of key documents) or a Submissions Hearing may be recommended in a Council report.

63.2. Submissions must be submitted to Council in writing in accordance with the advertisement on the matter.

63.3. Each speaker or submitter must state or include their name and, where appropriate, whether they are speaking in support or against the matter. The statements are to be strictly limited to the officer recommendation or notice of motion before them.

63.4. Each speaker is to confine themselves to 3 (three) minutes each. Comments submitted in writing are to be of a length that will take not more than 3 (three) minutes to be read out.

63.5. No submissions received in writing will be read out during the Submission Hearing if the submitter is not present, but they will be circulated to all Councillors.

63.6. There is no right of reply or discussion allowed, and no questions can be directed to the Officers, Councillors or visitors in the gallery. The only statements that can be made are either directly related to the matter.

63.7. A submission may be disallowed by the Chair if the Chair determines that it:

63.7.1. relates to a matter outside the duties, functions and powers of Council;

63.7.2. Relates to a matter which is workplace operations;

63.7.3. Relates to a complaint which should be dealt with through Council's Complaint Management Process;

63.7.4. is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

- 63.7.5. deals with a subject matter already answered;
 - 63.7.6. is repetitive of a question already asked by the person;
 - 63.7.7. is aimed at embarrassing a Councillor or a member of Council staff or directed at a Councillor or a member of Council staff;
 - 63.7.8. relates to confidential, personal or sensitive information;
 - 63.7.9. relates to personnel matters;
 - 63.7.10. relates to the personal hardship of any resident or ratepayer;
 - 63.7.11. relates to industrial matters;
 - 63.7.12. relates to contractual matters;
 - 63.7.13. relates to proposed developments;
 - 63.7.14. relates to legal advice;
 - 63.7.15. relates to matters affecting the security of Council property; or
 - 63.7.16. relates to any other matter which Council considers would prejudice Council or any person.
- 63.8. Hearing meetings are not required to be open to the public or livestreamed but can be at the discretion of the Chief Executive Officer or the Chair.
- 63.9. No Agenda or Minutes will be created for Submission Hearings. Councillors will be provided with a running sheet which lists the submitters who wish to address Council on the matter.

64. Petitions and Joint Letters

- 64.1. Unless Council determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter, memorial or other like application until the next scheduled Council meeting after that at which it has been presented.
- 64.2. Every petition or joint letter presented to Council must be in writing (other than pencil), contain the request of the petitioners or signatories and be signed by at least 12 people.
- 64.3. Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated.
- 64.4. Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by Council.
- 64.5. Every page of a hard copy petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.

- 64.6. Electronic or online petitions, joint letters, memorials or like applications must contain the name and email address of each petitioner or signatory, which details will, for the purposes of this Rule, qualify as the address and signature of such petitioner or signatory.
- 64.7. Before petitions, joint letters, memorials or like applications are presented to Council, its compliance with Rule 64 must be verified by the Chief Executive Officer.
- 64.8. Petitions, joint letters, memorials or like applications will be included in the Council Meeting Agenda of the first scheduled Council Meeting following their receipt and application. Any petitions, joint letters, memorials or like applications received after the Agenda has been compiled will be presented to the next scheduled Council Meeting. If a petition, joint letter, memorial or other like application relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.

Division 9 – Voting

65. How Motion Determined

To determine a motion before a meeting, the Chair must first call for those in favour of the motion and then those opposed to the motion, then those abstaining from the vote, and must then declare the result to the meeting.

66. Silence

Voting must take place in silence.

67. Recount

The Chair may direct that a vote be recounted to satisfy themselves of the result.

68. Casting Vote

In the event of a tied vote, the Chair must exercise a casting vote.

69. By Show Of Hands

Voting on any matter is by show of hands.

70. Procedure For A Division

- 70.1. Immediately after any question is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.
- 70.2. When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.
- 70.3. When a division is called for, the Chair must:
 - 70.3.1. first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of their hands. The Chair must then state, and the Chief Executive Officer or any authorised officer must record, the names of those Councillors voting in the affirmative;

and

- 70.3.2. then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of their hands. The Chair must then state, and the Chief Executive Officer or any authorised officer must record, the names of those Councillors voting in the negative.

71. No Discussion Once Declared

Once a vote on a matter has been taken, no further discussion relating to the matter is allowed.

72. If Lost

If a motion is lost, a similar motion may not be put before Council for at least six months from the date it was last lost, unless Council resolves that the motion be re-listed at a future meeting.

73. En Bloc Voting

En bloc voting is not permitted.

Division 10 – Minutes

74. Confirmation of Minutes

- 74.1. At every Council meeting the minutes of the preceding meeting(s) must be dealt with as follows:
- 74.1.1. a copy of the minutes must be delivered to each Councillor no later than 48 hours before the meeting;
 - 74.1.2. if no Councillor indicates opposition, the minutes must be declared to be confirmed;
 - 74.1.3. if a Councillor indicates opposition to the minutes:
 - 74.1.4. they must specify the item(s) to which they object;
 - 74.1.5. the objected item(s) must be considered separately and in the order in which they appear in the minutes;
 - 74.1.6. the Councillor objecting must move accordingly without speaking to the motion;
 - 74.1.7. the motion must be seconded;
 - 74.1.8. the Chair must ask:
"Is the motion opposed?"
 - 74.1.9. if no Councillor indicates opposition, then the Chair must declare the motion carried without discussion and then ask the second of the questions described in sub-Rule 74.1.14;
 - 74.1.10. if a Councillor indicates opposition, then the Chair must call on the mover to address the meeting;

- 74.1.11. after the mover has addressed the meeting, the seconder may address the meeting;
- 74.1.12. after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting), the Chair must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion;
- 74.1.13. if, after the mover has addressed the meeting, the Chair invites debate and no Councillor speaks to the motion, the Chair must put the motion; and
- 74.1.14. the Chair must, after all objections have been dealt with, ultimately ask:
"The question is that the minutes be confirmed" or
"The question is that the minutes, as amended, be confirmed",
and they must put the question to the vote accordingly;
- 74.1.15. a resolution of Council must confirm the minutes;
- 74.1.16. unless otherwise resolved or required by law, minutes of a Delegated Committee requiring confirmation by Council must not be available to the public until confirmed by Council.

75. No Debate on Confirmation of Minutes

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

76. Deferral Of Confirmation of Minutes

Council may defer the confirmation of minutes until later in the Council meeting or until the next meeting if considered appropriate.

77. Form and Availability of Minutes

- 77.1. The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and to take the minutes of such meeting) must keep minutes of each Council meeting, and those minutes must record:
 - 77.1.1. the date, place, time and nature of the meeting;
 - 77.1.2. the names of the Councillors in attendance and the names of any Councillors who apologised in advance for their non-attendance;
 - 77.1.3. the names of the members of Council staff in attendance
 - 77.1.4. any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 5;
 - 77.1.5. arrivals and departures (including temporary departures) of Councillors during the course of the meeting;

- 77.1.6. each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
 - 77.1.7. the vote cast by each Councillor, including any abstention from voting;
 - 77.1.8. the vote cast by any Councillor who has requested that their vote be recorded in the minutes;
 - 77.1.9. Responses to public questions;
 - 77.1.10. the failure of a quorum;
 - 77.1.11. The grounds on which any item was listed as confidential business with reference to the types of confidential information described in s3(1) of *the Act*;
 - 77.1.12. any adjournment of the meeting and the reasons for that adjournment; and
 - 77.1.13. the time at which standing orders were suspended and resumed.
- 77.2. The Chief Executive Officer must ensure that the minutes of any Council meeting are:
- 77.2.1. published on Council's website; and
 - 77.2.2. available for inspection at Council's office during normal business hours.
- 77.3. Nothing in sub-Rule requires Council or the Chief Executive Officer to make public any minutes relating to a Council meeting or part of a Council meeting closed to members of the public in accordance with section 66 of *the Act*.

78. Audiovisual Recordings of Council Meetings

- 78.1. An audiovisual recording will be taken of Council Meetings, and livestreamed to the public, where Council decides to consider Confidential Information, Council may resolve to close the meeting to the public, closing the public gallery and suspending the live stream and recording pursuant to section 66(1) of *the Act*.
- 78.2. The audiovisual recording will be archived for viewing on Council's website to accompany the publication of the meeting's Minutes.

Division 11 – Behaviour

79. Members of the Public Addressing the Meeting

- 79.1. Members of the public do not have a right to address Council outside Division 8 above and may only do so with the consent of the Chair or by prior arrangement.
- 79.2. Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- 79.3. A member of the public in attendance at a Council meeting must not disrupt the meeting.

80. Chair May Remove

- 80.1. The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 79.2.
- 80.2. The Mayor, in accordance with section 19(1)(b) of the Act, may direct a Councillor to leave a Council Meeting if the behaviour of a Councillor is preventing the Council from conducting its business.

It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens their authority in chairing the meeting.

81. Chair may adjourn disorderly meeting

If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, the Chair may adjourn the meeting to a later time on the same day or to some later day as they think proper. In that event, the provisions of sub-Rules 22.3 apply.

82. Removal from Chamber

The Chair, or Council in the case of a suspension, may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the Chair has ordered to be removed from the gallery under Rule 80.

Division 12 – Additional Duties of Chair

83. The Chair's Duties and Discretions

In addition to the duties and discretions provided in this Chapter, the Chair:

- 83.1. must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community; and
- 83.2. must call to order any person who is disruptive or unruly during any meeting.

Division 13 – Suspension of Standing Orders

84. Suspension of Standing Orders

- 84.1. To expedite the business of a meeting, Council may suspend standing orders.

The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.

84.2. The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of Council. An appropriate motion would be:

"That standing order be suspended to enable discussion on....."

84.3. No motion can be accepted by the Chair or lawfully be dealt with during any suspension of standing orders.

84.4. Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

Division 14 – Physical and Remote Attendance

85. Mode of Attendance

85.1. Each notice of meeting must indicate whether the relevant Council meeting is to be conducted:

85.1.1. wholly in person;

85.1.2. wholly by electronic means; or

85.1.3. partially in person and partially by electronic means.

85.2. The indication in the notice of meeting must be consistent with any Resolution of Council that has expressed a preference for, or otherwise specified, when Council meetings are to be conducted:

85.2.1. wholly in person;

85.2.2. wholly by electronic means; or

85.2.3. partially in person and partially by electronic means.

85.3. If a Council meeting is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means.

85.4. Any request must:

85.4.1. be in writing;

85.4.2. be given to the Chief Executive Officer no later than 24 hours prior to the commencement of the relevant Council meeting where possible; and

85.4.3. specify the reasons why the Councillor is unable to attend the Council meeting in person.

85.5. The Chief Executive Officer, in consultation with the Mayor, will consider each request and respond to the relevant Councillor at least 6 hours before the Council meeting.

- 85.6. Requests to attend by electronic means can be made in the following circumstances:
- 85.6.1. Where a Councillor has a contagious illness;
 - 85.6.2. Where a Councillor has a short-term medical condition or impairment;
 - 85.6.3. Where a Councillor has an ongoing medical condition or impairment.
 - 85.6.4. Where a Councillor has Carer responsibilities;
 - 85.6.5. If a Councillor has taken leave;
 - 85.6.6. If a Councillor is travelling for work;
 - 85.6.7. If a Councillor has taken compassionate leave;
- 85.7. Where the circumstances above exist, Councillors are encouraged not to attend the meeting and must consider their ability to fully participate in the meeting before applying to attend by electronic means;
- 85.8. Where a situation has not been provided for under these Rules the Chief Executive Officer may determine the matter.
- 85.9. The Chief Executive Officer may request evidence to support the application as required.
- 85.10. The Chief Executive Officer may approve and must not unreasonably refuse any request.
- 85.11. The Chief Executive Officer must ensure that any request received in accordance with sub-Rule .4 and any other request received from a Councillor to attend by electronic means is made known at the commencement of the relevant Council meeting.
- 85.12. A Councillor who is attending a Council meeting by electronic means is responsible for ensuring that they are able to access such equipment and are in such an environment that facilitates participation in the Council meeting.
- 85.13. A Councillor who is attending a meeting by electronic means must be able to:
- 85.13.1. hear the proceedings;
 - 85.13.2. see all Councillors and members of Council staff who are also attending the Council meeting, at least while a Councillor or member of Council staff is speaking;
 - 85.13.3. be seen by all Councillors, members of Council staff and members of the public who are physically present at the Council meeting; and
 - 85.13.4. be heard when they speak.
- 85.14. If the conditions above cannot be met by one or more Councillors attending a Council meeting, whether because of technical difficulties or otherwise:

85.14.1. the Council meeting will nonetheless proceed as long as a quorum is present; and

85.14.2. the relevant Councillor (or Councillors) will be treated as being absent from the Council meeting or that part of the Council meeting

unless the Council meeting has been adjourned in accordance with these Rules.

85.15. A Councillor who is attending a meeting by electronic means must be in a private, confidential space by themselves and be free from distractions.

85.16. Nothing in this Rule prevents a Councillor from joining (or re-joining) a Council meeting at the time that they achieve compliance with sub-Rule .13 even if the Council meeting has already commenced or has continued in their absence.

86. Meetings Conducted Remotely or partially in person and partially by electronic means

86.1. If a Council meeting is conducted wholly or partially by electronic means, the Chair may, with the consent of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

86.2. If the Chair is attending the Council meeting virtually and leaves the meeting due to technical issues the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not in attendance, temporary Chair elected by the meeting) must take their place until the Chair returns to the meeting.

86.3. If the Chief Executive Officer is attending the meeting virtually and leaves the meeting due to technical issues a member of the Executive Leadership Team will assist the Chair until the Chief Executive Officer is able to return to the meeting.

86.4. Council may resolve to make certain meetings in person only.

Division 15 - Miscellaneous

87. Urgent Decisions required under this Chapter

There are a number of Rules under this Chapter where the Chief Executive Officer has decision making power, will to exercise this power in consultation with the Mayor.

Where a matter is urgent and consultation with the Mayor is not possible, the CEO may determine the appropriate course of action and will notify the Mayor of any decisions made as soon as practicable following the decision.

88. Disputes in relation to Decisions required under this Chapter

There are a number of Rules under this Chapter where the Chief Executive Officer has decision making power, but will exercise this power in consultation with the Mayor.

Where agreement cannot be reached on a matter, the CEO may determine the appropriate course of action.

89. Procedure not provided in this Chapter

- 89.1. Where a situation has not been provided for under these Rules the Chair may determine the matter.
- 89.2. The Chair may adjourn the meeting to consider a situation not provided for under these Rules.

90. Criticism of members of Council staff

- 90.1. The Chief Executive Officer may make a brief statement at a Council meeting in respect of any statement by a Councillor made at the Council meeting criticising them or any member of Council staff.
- 90.2. A statement under sub-Rule 90.1 must be made by the Chief Executive Officer, through the Chair, as soon as practicable after the Councillor who made the statement has concluded their statement.

Chapter 3 – Meeting Procedure for Delegated Committees

91. Meeting Procedure Generally

If Council establishes a Delegated Committee:

- 91.1. all of the provisions of Chapter 2 apply to meetings of the Delegated Committee;
and
- 91.2. any reference in Chapter 2 to:
 - 91.2.1. Council is to be read as a reference to a Delegated Committee;
 - 91.2.2. a Council meeting is to be read as a reference to a Delegated Committee meeting;
 - 91.2.3. a Councillor is to be read as a reference to a member of the
 - 91.2.4. Delegated Committee; and
 - 91.2.5. the Mayor is to be read as a reference to the Chair of the Delegated Committee.

92. Meeting Procedure Can Be Varied

Notwithstanding Rule 92 if Council establishes a Delegated Committee that is not composed solely of Councillors:

- 92.1. Council may; or
- 92.2. the Delegated Committee may, with the approval of Council

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the Delegated Committee, in which case the provision or those provisions will not apply until Council resolves, or the Delegated Committee with the approval of Council resolves, otherwise.

Chapter 4 – Meeting Procedure for Community Asset Committees

93. Introduction

In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the Chief Executive Officer under section 47(1)(b) of *the Act*.

94. Meeting Procedure

Unless anything in the Instrument of Delegation provides otherwise, the conduct of a meeting of a Community Asset Committee is in the discretion of the Community Asset Committee.

Chapter 5 – Disclosure of Conflicts of Interest

95. Definition

In this Chapter:

- 95.1. “meeting conducted under the auspices of Council” means a meeting of the kind described in section 131(1) of *the Act* (whether such a meeting is known as a ‘Councillor Briefing’ or by some other name); and
- 95.2. a member of a Delegated Committee includes a Councillor.

96. Disclosure of a Conflict of Interest at a Council Meeting

A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which they:

- 96.1. are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the Council meeting immediately before the matter is considered and indicate whether it is a general conflict of interest or a material conflict of interest; and
- 96.2. must disclose that conflict of interest by providing to the Chief Executive Officer a written notice:
 - 96.2.1. advising of the conflict of interest;
 - 96.2.2. explaining the nature of the conflict of interest and indicating whether it is a general or material conflict of interest; and
 - 96.2.3. detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:
 - 96.2.4. name of the other person;
 - 96.2.5. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - 96.2.6. nature of that other person’s interest in the matter. The Councillor must leave the Council meeting immediately before the matter in which they have declared a conflict of interest is considered and not return to the meeting until after the matter has been disposed of.

97. Disclosure of Conflict of Interest at a Delegated Committee Meeting

- 97.1. A member of a Delegated Committee who has a conflict of interest in a matter being considered at a Delegated Committee meeting at which they:
- 97.2. are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the Delegated Committee meeting immediately before the matter is considered and indicate whether it is a general conflict of interest or a material conflict of interest; and
- 97.3. must disclose that conflict of interest by providing to the Chief Executive Officer a written notice:

- 97.3.1. advising of the conflict of interest;
- 97.3.2. explaining the nature of the conflict of interest and indicating whether it is a general or material conflict of interest; and
- 97.3.3. detailing, if the nature of the conflict of interest involves a member of a Delegated Committee's relationship with or a gift from another person the:
 - 97.3.4. name of the other person;
 - 97.3.5. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - 97.3.6. nature of that other person's interest in the matter.

The member of a Delegated Committee must leave the Delegated Committee meeting immediately before the matter in which they have declared a conflict of interest is considered and not return to the meeting until after the matter has been disposed of.

98. Disclosure of a Conflict of Interest at a Community Asset Committee Meeting

A Councillor who has a conflict of interest in a matter being considered at a Community Asset Committee meeting at which they:

- 98.1. are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the Community Asset Committee meeting immediately before the matter is considered and indicate whether it is a general conflict of interest or a material conflict of interest; and
 - 98.1.1. must disclose that conflict of interest by providing to the Chief Executive Officer a written notice:
 - 98.1.2. advising of the conflict of interest;
 - 98.1.3. explaining the nature of the conflict of interest and indicating whether it is a general or material conflict of interest; and
 - 98.1.4. detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:
 - (a) name of the other person;
 - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - 98.1.5. nature of that other person's interest in the matter.

The Councillor must, leave the Committee Asset Committee meeting immediately before the matter in which they have declared a conflict of interest is considered and not return to the meeting until after the matter has been disposed of.

99. Disclosure at a Meeting Conducted Under the Auspices of Council

A Councillor who has a conflict of interest in a matter being considered by a meeting conducted under the auspices of Council at which they are in attendance must:

- 99.1. disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the meeting immediately before the matter is considered and indicate whether it is a general conflict of interest or a material conflict of interest;
- 99.2. absent themselves from any discussion of the matter; and
- 99.3. as soon as practicable after the meeting concludes provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given to those in attendance at the meeting.

100. Disclosure by Members of Council Staff Preparing Reports for Meetings

- 100.1. A member of Council staff who, in their capacity as a member of Council staff, has a conflict of interest in a matter in respect of which they are preparing or contributing to the preparation of a Report for the consideration of a:

- 100.1.1. Council meeting;
- 100.1.2. Delegated Committee meeting;
- 100.1.3. Community Asset Committee meeting

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer disclosing the conflict of interest and explaining the nature of the conflict of interest and indicate whether it is a general conflict of interest or a material conflict of interest.

- 100.2. The Chief Executive Officer must ensure that the Report referred to in sub-Rule 100.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.
- 100.3. If the member of Council staff referred to in sub-Rule 100.1 is the Chief Executive Officer:
 - 100.3.1. the written notice referred to in sub-Rule 100.1 must be given to the Mayor; and
 - 100.3.2. the obligation imposed by sub-Rule 100.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

101. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power

- 101.1. A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the Chief Executive Officer explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

101.2. If the member of Council staff referred to in sub-Rule 101.1 is the Chief Executive Officer the written notice must be given to the Mayor.

102. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function

102.1. A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an *Act* by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the Chief Executive Officer explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest..

102.2. If the member of Council staff referred to in sub-Rule 102.1 is the Chief Executive Officer the written notice must be given to the Mayor.

103. Retention of Written Notices

The Chief Executive Officer must retain all written notices received under this Chapter for a period of three years.

104. Conflict of Interest Register

The Chief Executive Officer will maintain a Conflict of Interest Register for Councillors and Council staff which details:

- Councillor's or Council staff member's name
- Position Title
- Business Unit (for Council staff)
- Directorate (for Council staff)
- Date of Disclosure
- Description of matter
- Type and Nature of Conflict of Interest
- Details on how the conflict will be managed
- Supervisor's Name and Position Title
- Electronic Records Reference Number

Chapter 6 – Election Period Policy

1. Purpose

Melton City Council is committed to the principle of fair and democratic elections and will therefore adopt the practices within this Policy and relevant legislative requirements as outlined in the *Local Government Act 2020* (also referred to as '*the Act*').

This Policy addresses the requirements as outlined in section 69 of *the Act* in relation to the election period for local government elections and activities that are impacted during this time including decision-making, Council resources, public consultation and events, information and communications.

This Policy also addresses the requirements as outlined in *the Act* in relation to Councillor conduct and misuse of position during the election period. In addition to this policy, Council reinforces the importance of adhering to these requirements through its Code of Conduct for Councillors, which is about adopting good governance and leadership practices when representing Council and in dealings with the community, Council staff and other Councillors.

2. Application and Scope

This Policy applies to all Melton City Council Councillors, employees, contractors, consultants and volunteers during the statutory election period.

The election period (or caretaker period) for local government general elections commences at the time that nominations close on nominations day, ~~32-39~~ days before the election, and ends at 6.00pm on election day.

3. Decision Making

3.1. As per the requirements of section 69(2) of the *Local Government Act 2020*, Council is prohibited from making any decisions during the election period for a general election that:

3.1.1. relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or

3.1.2. commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or

3.1.3. the Council considers could be reasonably deferred until the next Council is in place; or

3.1.4. the Council considers should not be made during an election period.

3.2. As per the requirements of section 69(3) of the *Local Government Act 2020*, Council is prohibited from making any decisions during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

- 3.3. Council will refrain from making major decisions such as (but not limited to) the allocation of community grants and other significant direct funding to community organisations, major planning scheme amendments and changes to strategic objectives and strategies in the council plan. Any other decision will be considered only if absolutely necessary for Council operational purposes or pursuant to a statutory requirement.
- 3.4. Council will not make any decisions during the election period that will be binding on an incoming Council save for decisions which are part of the normal operating function of Council which includes most town planning matters.
- 3.5. Applications and proceedings made and conducted under Division 7 of Part 6 of the *Local Government Act 2020*, being Councillor Conduct Panels and VCAT, must be suspended during the election period for a general election.
- 3.6. If the Council considers that there are extraordinary circumstances where the municipality or the local community would be significantly disadvantaged by the Council not making a particular Major Policy Decision the Council will, by resolution, request an exemption from the Minister for Local Government, in accordance with section 177 of *the Act*.
- 3.7. The Chief Executive Officer will ensure that no Council Report goes to Council during the election period relates to a matter in section 3.1.1 above.
- 3.8. A decision made in contravention of this Policy is invalid (refer s69(4)) and any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is invalid by virtue of subsection (4) is entitled to compensation from the Council for that loss or damage (refer s69(5)).

4. Communication

- 4.1. Prohibition on Publishing Material
- 4.2. Section 304(2) of *the Act* prohibits a Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

A breach of this section of *the Act* is an offence.

4.3. Prohibited Material

Electoral matter is defined in *the Act* (refer s3(4) and s3(5)) and means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the Election Manager for the purposes of conducting an election.

4.4. Material is electoral matter if it expressly or implicitly:

- (a) refers to or comments on the election, a candidate for the election or an issue before the voters in connection with an election.

- (b) publicises the strength or weaknesses of a candidate
- (c) advocates the policies of the Council or of a candidate
- (d) responds to claims made by a candidate
- (e) publicises the achievements of the elected Council
- (f) publicises matters that have already been the subject of public debate
- (g) is about matters that are known to be contentious in the community and likely to be the subject of election debate
- (h) deals with Election Candidates' statements
- (i) refers to Councillors or candidates by name or by implicit reference.

4.5. Council Publications – Certification

All publications to be printed, published or distributed during the election period must be certified by the Chief Executive Officer or their delegate. The Chief Executive Officer or their delegate will not certify a publication in either electronic or hard copy format that contains electoral matter. This includes social media activities and online/digital communications.

The certification by the Chief Executive Officer will be recorded in Council's Electronic Records Management System in the following form:

'Certified by the Chief Executive Officer in accordance with the Election Period Policy'.

In considering whether to grant approval for the publication of materials during an election period, in accordance with the provisions of *the Act*, the Chief Executive Officer:

4.5.1. must not permit materials to be published which includes an express or implicit reference to, or comment on:

- (a) the election
- (b) a candidate in the election
- (c) an issue submitted to, or otherwise before, the voters in connection with the election.

4.5.2. may approve publication of material which only contains information about:

- (a) the election process itself
- (b) Council information that does not include any reference to a current Councillor otherwise precluded by this policy.

4.6. Media Services

During the election period Council's Communications team must not be used in any way that might promote a Councillor as an election candidate.

Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to certification by the Chief Executive Officer.

4.6.1. Media Releases and Enquiries

Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate. Where it is necessary to identify a spokesperson, the Chief Executive Officer will be consulted.

All media enquiries are to be directed to the Communications team.

All media releases and responses to media enquiries will require certification by the Chief Executive Officer.

Councillors will not use their position as an elected representative or their access to Council Officers and other Council resources to gain media attention.

During the election period no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained by the Chief Executive Officer. Any public statement must be approved by the Chief Executive Officer.

4.7. Correspondence from Councillors

Correspondence from Councillors on Council letterhead, or in relation to official Council business is not to occur during the election period. All correspondence during this time will come from the Chief Executive Officer or their delegate.

5. Council Publications

5.1. Council Agendas and Reports

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council policies and services.

Such information will not relate to new policy development, new projects or matters that are the subject of public or election debate or that might be perceived to be connected with a candidate's election campaign.

Items submitted for Public Question Time will be reviewed to ensure that they comply with the principles of *the Act* and this Policy.

5.2. Annual Report

Council is required by *the Act* to prepare an Annual Report. The Council's Annual Report will be published during the election period.

The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

5.3. Council Website

Material published on Council's website in advance of the election period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, as if it were published during the election period.

Councillor photos and contact information will remain available on the website during the caretaker period, but Councillors' profiles will be removed.

Any material published on Council's website during the election period must be certified by the Chief Executive Officer.

The Annual Report does not require certification by the Chief Executive Officer however; any publication of an extract or summary of the Annual Report will require certification.

An election period statement will be placed on Council's website advising that it will not be updating or adding new information to the website during the election period other than necessary operational information.

5.4. Social Media

Content generated by Council Officers is to be kept to the minimum level assessed to mitigate the loss of any readership or subscription to the social media account.

Content must not include Prohibited Material as defined under 109.3 of this policy.

Social media accounts that allow third party generated content to be disabled must disable that functionality for the election period.

Where not possible, prohibited content published by third parties must be deleted as soon as practical, and consideration given to the temporary suspension of the social media account during the election period.

An election period statement will be placed on Council's social media accounts advising that it will not be updating or adding new information to these accounts during the election period other than necessary operational information.

6. Public Consultation

For the purposes of this section of the policy, public consultation means a process which

involves inviting (formally or informally) individuals, groups, organisations, businesses or the community generally to provide comment or feedback on an issue, proposed action, policy, plan or strategy of Council.

Public consultation is to be avoided where possible during the election period.

Prior to the commencement of the Election Period, public consultation which is likely to become contentious or politically sensitive during the course of the Election Period should be postponed where possible and practicable until after the election has been completed.

Any public consultations continuing into or commencing in the Election Period requires approval from the Chief Executive Officer (CEO) and should avoid contentious or politically sensitive issues.

Where public consultation has occurred prior to the Election Period but a report on the consultation has not yet proceeded to a Council meeting, results of the consultation will also not be provided to Council until the Election Period has concluded.

Consultation for Permit Applications under the *Planning and Environment Act 1987* are exempt from this section of the Policy and can be conducted in accordance with statutory requirements.

7. Attendance at Functions and Events

7.1. Public events staged by external bodies

Councillors may continue to attend events and functions during the election period where necessary. Councillors must not use appearances at public events for the purposes of electioneering and are not to formerly speak at these events unless expressly authorised by the Chief Executive Officer. Where this express authorisation has been given any speech must be approved by the Chief Executive Officer.

7.2. Council Functions and Events

It is preferable that no Council-run events and functions are held during the election period. If any are proposed to be held during the election period, they must have prior approval from the Chief Executive Officer and be considered essential to the operation of Council.

Public events and functions during the election period will only be organised and run by Council's administration if they are part of Council's normal business activities. Officers will plan to avoid staging any functions, public events or the launch of publications during the election period. No election material or active campaigning, including within the context of speeches by Councillors, is to be conducted at Council run and sponsored events.

Councillors may continue to attend Council events and functions during the election period.

7.3. Speeches and Keynote addresses

Councillors may make speeches at Council organised or sponsored events and functions during the election period subject to approval by the Chief Executive Officer. Any speeches to be delivered by a Councillor during the election period must be written by Council staff under the direction of the CEO. The Councillor Speaking Opportunity Protocol continues to apply during the election period.

8. Access to Council Information

- 8.1. Council affirms that all candidates for the Council election will be treated equally in terms of assistance and advice relating to the conduct of the Council election. All election related enquiries will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer.
- 8.2. Information and briefing material prepared by Council staff for Councillors during the election period will relate only to factual matters, existing Council services, or information that would normally be available to the public. All such requests for information or action are to be issued through the Chief Executive Officers Executive Assistant who will keep a record of requests made and advice provided.
- 8.3. No information will be provided which relates to new policy development, new projects or matters that are the subject of public or election debate or might be perceived to be connected with a candidate's election campaign.
- 8.4. All requests for information or action are to be issued through the Governance Team who will keep a record of requests made and advice provided. In the interests of ensuring equal access to all candidates, if information is sent to one candidate or Councillor, it should be sent to all.
- 8.5. The Governance Team will maintain an 'Information Request Register' during the election period for all requests relating to electoral matters and non-routine requests for information from election candidates, including incumbent Councillors. The Information Request Register will be a public document that contains all requests for information by Councillors and candidates, and the responses given to those requests.

9. Council Resources

- 9.1. As per the requirements of section 304(1) of the *Local Government Act 2020*, a Councillor or member of Council staff must not use Council resources in a way that:
 - 9.1.1. is intended to; or
 - 9.1.2. is likely to:
affect the result of an election under this Act.

- 9.2. A Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.
- 9.3. Council will ensure that Council resources are not used inappropriately during an election period in ways that may influence voting in an election or provide undue advantage for a candidate. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer.
- 9.4. Council Staff will not authorise, use or allocate a Council resource for any purpose that may influence voting in the election, except where it only relates to the election process and is authorised by the Chief Executive Officer.
- 9.5. Council resources, including office or meeting facilities, support staff, hospitality services, equipment, stationery, printing, photographs/graphics/videos and branding, will be used exclusively for normal Council business during the election period and will not be used in connection with any election campaign or in a manner that may be construed as supporting an election campaign.
- 9.6. No Council logos, letterheads or other expressions of Melton City Council's brand (such as photographs/graphics, corporate colours, font and "H-symbol" key line) will be used for, or be linked in any way to, a candidate's election campaign.
- 9.7. Council resources, including office or meeting facilities, support staff, hospitality services, equipment, stationery, printing, photographs/ graphics/videos and branding are not to be used in ways that may influence voting in an election or provide undue advantage for a candidate.
- 9.8. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer.
- 9.9. Reimbursements of Councillors' out-of-pocket expenses during the election period will only apply to costs that have been incurred in performance of normal duties as a Councillor and not for expenses that could be perceived as supporting or being connected with the election.
- 9.10. Equipment and facilities such as phones, laptops, printers, etc., provided to Councillors for the purpose of conducting normal Council business will not be used for campaigning purposes. Where it is impractical for Councillors to discontinue their use of these facilities during the election period, Councillors will reimburse Council for the usage of those services in accordance with Council's Expenses Policy.
- 9.11. Council email addresses, facsimile numbers and telephone numbers will not be used as contact points in campaign material.

- 9.12. The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.

10. Council Staff


- 10.1. Prior to the election period, the Chief Executive Officer will ensure that all members of Council staff are advised in regard to the application of the Election Period Policy.
- 10.2. Council staff will not undertake an activity, or assist Councillors in a way that could create a perception that they are being used for electoral purposes, or which may affect voting in the election, except where it only relates to the election process and is authorised by the Chief Executive Officer.
- 10.3. Council staff must not make any public statement that can be interpreted as a political comment or have influence on the electoral process, public statement includes social media platforms. Council staff must make it clear when making comments related to the election that they are expressing their own views and not making an official comment.
- 10.4. It is critical that Council staff be, and appear to be, apolitical throughout the election period to maintain the confidence
- 10.5. Any Council employee who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate should advise their immediate supervisor before authorising, using or allocating the resource. The Manager will seek appropriate advice in order to ascertain whether the use of Council resources is in accordance with this Policy.

11. Role of the Election Manager

All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Election Manager or, where the matter is outside the responsibilities of the Election Manager, to the Chief Executive Officer.

12. Misuse of Position

In accordance with Sections 123 and 124 of *the Act* a Councillor will not intentionally misuse or intentionally direct, or seek to direct, a member of Council staff. A breach of either section attracts serious penalties including possible imprisonment.



Definitions

| Word or Term | Definition |
|---------------------|--|
| the Act | means the <i>Local Government Act 2020</i> . |
| Caretaker Period | has the same meaning as 'Election Period'. |
| Council Information | means any communication or material containing facts, data or material about the Council and its products, services, processes or functions. |
| Council resources | means human, material and financial resources of Council, including but not limited to, Council office and works spaces, staff (fulltime, part time, casual, contract) and volunteers, hospitality services, equipment and stationery used for normal Council business. |
| Delegated Committee | has the same meaning as in s3(1) of <i>the Act</i> and means: <ul style="list-style-type: none"> (a) a delegated committee established by a Council under section 63; or (b) a joint delegated committee established by 2 or more Councils under section 64; or (c) a committee, other than a Community Asset Committee, exercising any power of a Council under this <i>Act</i> or any other Act delegated to the committee under this <i>Act</i> or any other Act. |
| Delegation | means the giving of decision-making power(s) by instrument of a function, duty or power under any Act, where such delegation is allowed by law. |
| Election Period | has the same meaning as in section 3(1) of <i>the Act</i> and, in relation to an election, means the period that: <ul style="list-style-type: none"> (a) starts at the time that nominations close on nomination day; and (b) ends at 6 p.m. on election day |
| Electoral Matter | has the same meaning as in sections 3(4) of <i>the Act</i> and means matter which is intended or likely to affect voting in an election, but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election; <p>and</p> <p>Without limiting the generality of the definition of electoral matter, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:</p> <ul style="list-style-type: none"> (a) the election; or (b) a candidate in the election; or (c) an issue submitted to, or otherwise before, the voters in connection with the election |
| Event | means gatherings of internal and/or external stakeholders to discuss, review, acknowledge, communicate, celebrate, or promote a program, strategy or issue that is of relevance to the Council and its community and may take the |

| | |
|------------------------|--|
| | form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners, receptions, and balls. |
| Function | has the same meaning as 'Event' as defined in this policy. |
| Inappropriate Decision | means any decision: <ul style="list-style-type: none"> (a) that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election (refer s69(3) of the <i>Local Government 2020 Act</i>) (b) the Council considers could be reasonably deferred until the next Council is in place (refer s69(2)(c) of <i>the Act</i>) (c) the Council considers should not be made during an election period (refer s69(2)(d) of <i>the Act</i>) |
| Major Policy Decision | means any decision: <ul style="list-style-type: none"> (a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer (refer s69(2)(a) of <i>the Act</i>) (b) regarding the entering into a contract the total value of which exceeds one per cent of Council's income from general rates, municipal charges and service rates and charges in the preceding financial year. |
| Public consultation | means a process that involves inviting stakeholders (individuals, groups, organisations or the public generally) to comment on an issue or proposed action or proposed policy, and which includes discussion of the matter with the public. |
| Publications | means: <ul style="list-style-type: none"> • brochures, pamphlets, handbills, flyers, magazines and books • reports (other than Agenda papers and Minutes) • advertisements and notices, except newspaper notices of meetings • new website material • social media • emails with multiple addresses, used for broad communication with the community • bulk mail outs or identical letters sent to a large number of people by or on behalf of Council • media releases • material to publicise a function or event • Councillor speeches. |

| | |
|----------------------|--|
| Significant decision | means any decision: (a) that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions; and (b) that may have an irrevocable and/or significant impact on the municipality or a significant section of the community. |
| Social media | includes, but is not limited to Facebook, Twitter, YouTube, Flickr, LinkedIn, Pinterest, Snapchat, Instagram, TikTok accounts but does not include the private and individual social media accounts of any candidate or Chief Executive Officer or staff member. |

13. Related

| Name | Location |
|--|--|
| <i>Local Government Act 2020</i> (Vic) | www.legislation.vic.gov.au |
| <i>Local Government Act 1989</i> (Vic) | www.legislation.vic.gov.au |
| Code of Conduct (Councillors) | Governance Intranet Site and Council website |
| Code of Conduct (Employees) | Governance Intranet Site |

12.9 AUDIT AND RISK COMMITTEE MINUTES - 8 AUGUST 2024

Author: Bernadette Bensley - Governance Officer
Presenter: Renee Hodgson - Acting Head of Governance

PURPOSE OF REPORT

To present to Council the confirmed minutes (minutes) of the Audit and Risk Committee meeting held on 8 August 2024.

RECOMMENDATION:

That Council:

1. Note the confirmed minutes of the Audit and Risk Committee meeting held 8 August 2024, provided as **Appendix 1** to this report.
2. Adopt the recommendations endorsed or approved by the Audit and Risk Committee, arising within the minutes.

REPORT

1. Executive Summary

The minutes of the Audit and Risk Committee meeting held on 8 August 2024 are appended to this report as **Appendix 1**.

The minutes contain recommendations for the consideration of Council.

2. Background/Issues

The Audit and Risk Committee is established by the 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 **Appendix 1** 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. 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

Any and all financial considerations are set out within the reports and minutes of the Audit and Risk Committee.

5. Consultation/Public Submissions

Not applicable.

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. Confirmed Audit and Risk Committee Minutes - 8 August 2024



MELTON CITY COUNCIL

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

8 August 2024

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 AUGUST 2024

Prior to the formal commencement of the meeting, the Committee members met in camera in the absence of management to discuss relevant matters. The members then held an in camera conversation with Council's Internal Auditor, followed by an in camera conversation with Council's Chief Executive Officer.

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| 6.7 | INTERNAL AUDIT STATUS REPORT AS AT AUGUST 2024 To present the Internal Audit Status Report as at August 2024 (the Report). | 9 |
| 6.8 | INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR AUGUST 2024 To present the <i>Internal Audit Recommendations Tracking Report for August 2024</i> (the Report). | 9 |
| 6.9 | INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT To present the Internal Auditors' Recent Issues Insights Quarterly Report, August 2024 (the Report). | 10 |
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| 6.13 | CEO PROCUREMENT DELEGATIONS REPORT To provide the Audit and Risk Committee with a quarterly report on use of the role specific procurement delegations for the CEO whilst two value thresholds for procurement methodologies exist at Melton City Council, and a summary of CEO corporate credit card usage and compliance and seek endorsement from the Audit and Risk Committee to amend the CEO's Instrument of Delegation for the period following Council elections. | 11 |

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

8 AUGUST 2024

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| 6.16 | INFORMATION TECHNOLOGY KEY RISKS | 11 |
| | 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. | |
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| | To provide the Audit and Risk Committee with a summary of the disaster recovery activities associated with the recent outage of Council's IT Services. | |
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| 6.19 | ASSET MANAGEMENT REPORTING FRAMEWORK - STATUS REPORT (AUGUST 2024) | 12 |
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| 6.20 | MELTON PUBLIC CEMETERY - 2023/24 REPORT | 13 |
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| 6.21 | COMPLIANCE MANAGEMENT FRAMEWORK | 13 |
| | To seek the Audit and Risk Committee's endorsement of Melton City Council's Compliance Management Framework which guides Council's approach to compliance management. | |
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| | To brief the Audit and Risk Committee on Melton City Council's Risk and Compliance Roadmap for feedback and noting. The Roadmap | |

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 AUGUST 2024

outlines a program of works that will be prioritised over the next two years to uplift the organisation's risk and compliance maturity.

| | | |
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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 AUGUST 2024**MELTON CITY COUNCIL**

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE
MELTON CITY COUNCIL HELD IN THE MELTON CIVIC CENTRE,
232 HIGH STREET, MELTON ON 8 AUGUST 2024 AT 12.00PM

| | | |
|-------------------|--------------------------|-------------------------------------|
| Present: | Jeff Rigby (Chairperson) | Independent External Member |
| | John Watson | Independent External Member |
| | Bruce Potgieter | Independent External Member |
| | Cr Kathy Majdlik | Mayor |
| | Cr Julie Shannon | Councillor |
| Attendees: | Roslyn Wai | Chief Executive Officer |
| | Peter Leersen | Director Organisational Performance |
| | Sam Romaszko | Director City Futures |
| | Troy Scoble | Director City Life |
| | Neil Whiteside | Director City Delivery |
| | Renee Hodgson | Acting Head of Governance |
| | Angela Hays | Head of People and Customer |
| | Ajay Ravindran | Head of Technology |
| | Natalie Marino | Manager Finance |
| | Bernadette Bensley | Governance Officer |
| Guests: | Wilson Tang | Internal Auditor |

**1. WELCOME / ELECTION OF CHAIR (IF REQUIRED)
ACKNOWLEDGEMENT OF COUNTRY**

The Chairperson opened the meeting at 1.10pm with an Acknowledgement of Country and welcomed the Committee members and attendees.

The Chairperson welcomed Angela Hays, Head of People and Customer, to her first Audit and Risk Committee meeting.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**8 AUGUST 2024**

3. DECLARATIONS**3.1 DECLARATIONS OF INTEREST AND/OR CONFLICT OF INTEREST**

There were no declarations made by Committee members or attendees.

3.2 INTEGRITY DECLARATIONS

Council's Chief Executive Officer and Acting Head of Governance declared that aside from the matters reported under confidential business or any other reports in this agenda, there was no new or impending legal action against Council or instances of statutory breach or fraud that had come to their attention since the last meeting of the Committee and that are not prevented from being disclosed to the Committee by statutory or integrity agency procedural requirements.

Council's Internal Auditor, Wilson Tang, declared no obstruction to the work of internal audit.

4. MINUTES OF PREVIOUS MEETINGS

The Audit and Risk Committee ratified the out-of-session confirmation of the Minutes of the Audit and Risk Committee Meeting held on 4 June 2024 and noted by Council at the Scheduled Meeting held on 24 June 2024.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**5.1 TRACKING REPORT FOR AUDIT AND RISK COMMITTEE ACTIONS**

Author: Renee Hodgson - Acting Head of Governance
Presenter: Renee Hodgson - Acting Head of Governance

The Audit and Risk Committee noted the *Tracking Report for Audit and Risk Committee Actions as at August 2024*.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**8 AUGUST 2024**

The Chairperson advised that following a discussion with Committee members, Items 6.1, 6.11, 6.14, 6.18 and 6.20 will be received and noted without discussion.

6. PRESENTATION OF STAFF REPORTS**6.1 ANNUAL WORK PLAN FOR 2024**

Author: Renee Hodgson - Acting Head of Governance
Presenter: Renee Hodgson - Acting Head of Governance

The Audit and Risk Committee received and noted without discussion, the *Annual Work Plan 2024*.

6.2 INTERNAL AUDIT OF COUNCIL SAFETY (INCLUDING PSYCHOLOGICAL SAFETY) - FINAL REPORT

Author: Renee Hodgson - Acting Head of Governance
Presenter: Wilson Tang - Internal Auditor, Moore Australia

The Audit and Risk Committee:

1. Received and accepted the final report for the Internal Audit of Council Safety (Including Psychological Safety) (the Report); and
2. Recommended Council adopt the recommendations arising within the Report.

Action: Internal Auditor to amend the Requirement for the Course Title *Workplace Bullying & Occupational Violence (Councillors)* from Mandatory to Optional and provide an updated copy of the Final Report to Management.

6.3 INTERNAL AUDIT OF SOCIAL MEDIA - FINAL REPORT

Author: Renee Hodgson - Senior Coordinator Governance
Presenter: Wilson Tang - Internal Auditor, Moore Australia

The Audit and Risk Committee:

1. Received and accepted the final report for the Internal Audit of Social Media (the Report); and
 2. Recommended Council adopt the recommendations arising within the Report.
-

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**8 AUGUST 2024**

6.4 SCOPE FOR THE INTERNAL AUDIT OF DIVERSITY, EQUALITY AND INCLUSION

Author: Renee Hodgson - Acting Head of Governance
Presenter: Wilson Tang - Internal Auditor, Moore Australia

The Audit and Risk Committee recommended Council approve the *Scope for the Internal Audit of Diversity, Equality and Inclusion*.

6.5 SCOPE FOR THE INTERNAL AUDIT OF FLEET MANAGEMENT

Author: Renee Hodgson - Acting Head of Governance
Presenter: Wilson Tang - Internal Auditor, Moore Australia

The Audit and Risk Committee recommended Council approve the *Scope for the Internal Audit of Fleet Management*.

6.6 SCOPE FOR THE INTERNAL AUDIT OF RECRUITMENT

Author: Renee Hodgson - Acting Head of Governance
Presenter: Wilson Tang - Internal Auditor, Moore Australia

The Audit and Risk Committee recommended Council approve the *Scope for the Internal Audit of Recruitment*.

6.7 INTERNAL AUDIT STATUS REPORT AS AT AUGUST 2024

Author: Renee Hodgson - Acting Head of Governance
Presenter: Wilson Tang - Internal Auditor, Moore Australia

That the Audit and Risk Committee reviewed and noted the Internal Audit Status Report as at August 2024.

6.8 INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR AUGUST 2024

Author: Vanja Zdjelar - Governance Officer
Presenter: Renee Hodgson - Acting Head of Governance

The Audit and Risk Committee reviewed and noted the Internal Audit Recommendations Tracking Report for August 2024.

The Chairperson acknowledged Management's efforts in closing long-standing high risk actions.

Action: Bruce Potgieter to provide to Management a Report template for consideration to reformat the current Tracking Report and enable easier reading and analysis. In the absence of moving to a new report template, include a summary table in the cover report.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**8 AUGUST 2024**

6.9 INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT

Author: Renee Hodgson - Acting Head of Governance
Presenter: Wilson Tang - Internal Auditor, Moore Australia

The Audit and Risk Committee reviewed and noted the Internal Auditors' Recent Issues Insights Quarterly Report, August 2024..

Action: Management to consider information from Local Government Inspectorate Insights when completing the review of the Councillor Induction Manual.

6.10 YEAR END 2023-24 FINANCIAL REPORTING AUDIT UPDATE

Author: Natalie Marino - Manager Finance
Presenter: Peter Leersen - Director Organisational Performance

The Audit and Risk Committee;

1. Reviewed and noted the out of session papers circulated on 27 June 2024, and
2. Reviewed and noted this status update report.

Action: The Committee to provide feedback out-of-session on the Shell Financial Accounts for Management to consider for incorporation into the Report.

6.11 QUARTERLY INVESTMENT HOLDINGS REPORT

Author: Natalie Marino - Manager Finance
Presenter: Peter Leersen - Director Organisational Performance

The Audit and Risk Committee received and noted without discussion the Quarterly Investment Holdings Report.

6.12 MELTON CITY COUNCIL LONG TERM FINANCIAL PLAN 2025-2034

Author: Natalie Marino - Manager Finance
Presenter: Peter Leersen - Director Organisational Performance

The Audit and Risk Committee discussed and noted the Melton City Council Financial Plan 2025-2034, with the Committee acknowledging the strategic work and forward thinking by the organisation that has informed this long range financial plan.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

8 AUGUST 2024

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

That the Audit and Risk Committee:

1. Noted the CEO Procurement Delegations Quarterly Report and Credit Card Report.
2. Support the proposed Instrument of Delegation for the Chief Executive Officer to be presented to Council for consideration, to take effect from 26 October 2024 and the Committee further advises the Instrument should expire upon the swearing in of the new Council.

6.14 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 received and noted without discussion the updated progress on the review of the Finance and Accounting Policies and Procedures.

6.15 REVIEW OF PROCESSES FOR COMMUNICATION OF COUNCIL'S EMPLOYEE CODE OF CONDUCT TO EMPLOYEES AND CONTRACTORS AND FOR MONITORING COMPLIANCE**Author: Jo Grainger - Manager, People and Safety****Presenter: Angela Hays - Head of People and Customer**

The Audit and Risk Committee received and noted the review of processes for communicating Council's Employee Code of Conduct to employees and contractors for monitoring compliance.

Action: Committee to consider inclusion of "*Review of Processes for Communication of Council's Employee Code of Conduct to Employees and Contractors and for Monitoring Compliance*" when reviewing and updating the Audit and Risk Committee Charter.

6.16 INFORMATION TECHNOLOGY KEY RISKS**Author: Ajay Ravindran - Head of Technology****Presenter: Ajay Ravindran - Head of Technology**

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

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**8 AUGUST 2024**

6.17 DISASTER RECOVERY TESTING UPDATE

Author: Ajay Ravindran - Head of Technology
Presenter: Ajay Ravindran - Head of Technology

The Audit and Risk Committee:

1. Received and noted the update provided by Council's Head of Technology, Ajay Ravindran, regarding disaster recovery activities associated with the recent outage of Council's IT Services; and
2. Noted the advice from Management that the position of IT Incident Officer is to be filled and it has been advertised.

6.18 INFORMATION MANAGEMENT POLICY

Author: Ajay Ravindran - Head of Technology
Presenter: Peter Leersen - Director Organisational Performance

The Audit and Risk Committee received and noted without discussion the Information Management Policy and the Policy Approval and Awareness Plan approved by the Executive Leadership Team.

Action: The Committee's thanks to be passed on to the webinar presenter, Vanessa Buhagiar, with the Committee acknowledging the work on the Information Management Policy.

6.19 ASSET MANAGEMENT REPORTING FRAMEWORK - STATUS REPORT (AUGUST 2024)

Author: Colin Marshall - Manager Engineering and Asset Services
Presenter: Neil Whiteside - Director City Delivery

The Audit and Risk Committee:

1. Received and noted the Asset Management Reporting Framework – Status Report (August 2024).
 2. To receive a further Asset Management Reporting Framework – Status Report at the Audit and Risk Committee Meeting scheduled for 5 December 2024.
-

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**8 AUGUST 2024**

6.20 MELTON PUBLIC CEMETERY - 2023/24 REPORT

Author: Sean McManus - Manager, Engagement & Advocacy
Presenter: Renee Hodgson - Acting Head of Governance

The Audit and Risk Committee received and noted without discussion the Melton Public Cemetery – 2023/24 Report.

6.21 COMPLIANCE MANAGEMENT FRAMEWORK

Author: Theresa Achkar - Senior Coordinator Risk & Compliance
Presenter: Renee Hodgson - Acting Head of Governance

The Audit and Risk Committee received, discussed and noted the Compliance Management Framework.

Action: The Committee provided feedback on the Compliance Management Framework:

- **5.2 Suggested wording “prioritise resources on significant residual risk ratings”**
- **Correct the spelling of ‘continuously’ in the diagram on page 7 of the Framework document**

Mayor Majdlik left the meeting at 2.42pm.

6.22 RISK AND COMPLIANCE ROADMAP

Author: Theresa Achkar - Senior Coordinator Risk & Compliance
Presenter: Renee Hodgson - Acting Head of Governance

The Audit and Risk Committee noted the Risk and Compliance Roadmap.

Action: Compliance Maturity Roadmap to be a standing item that reports progress against the two-year implementation plan.

6.23 ANNUAL ASSESSMENT OF AUDIT AND RISK COMMITTEE PERFORMANCE

Author: Renee Hodgson - Acting Head of Governance
Presenter: Renee Hodgson - Acting Head of Governance

Mayor Majdlik returned to the meeting at 2.45pm.

The Audit and Risk Committee discussed the results of the Annual Assessment of the Audit and Risk Committee Performance survey with specific reference to:

1. Providing more detail in the minutes of future meetings
2. Conducting induction sessions for Councillors nominated to the Audit and Risk Committee
3. Measures to improve time management of meetings
4. The Internal Audit workload for 2024
5. Including commentary on the Performance Assessment in the next Biannual Report to Council

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

8 AUGUST 2024

Action: Chairman to discuss the level of detail of meeting minutes with Acting Head of Governance.

Performance Assessment to be included in the Biannual Report.

Peter Leersen, Ajay Ravindran, Angela Hays left the meeting at 2.50pm.

Wilson Tang left the meeting at 2.55pm.

Neil Whiteside and Sam Romaszko left the meeting at 2.57pm.

7. OTHER MATTERS RAISED BY THE COMMITTEE

Nil.

8. CONFIDENTIAL BUSINESS

8.1 QUARTERLY GOVERNANCE REPORT

Author: Renee Hodgson - Acting Head of Governance

Presenter: Emily Keogh - Head of Governance

The Audit and Risk Committee received and noted the Quarterly Governance Report.

8.2 QUARTERLY LEGAL REPORT ON SIGNIFICANT LEGAL MATTERS

Author: Sian Rainford - Interim Senior Lawyer and Property Advisor

Presenter: Renee Hodgson - Acting Head of Governance

The Audit and Risk Committee received and noted the Quarterly Legal Report on Significant Legal Matters.

9. NEXT MEETING

Thursday 12 September 2024 at 12pm, in person at Melton Civic Centre – Special meeting for Financials, including draft Biannual Report.

10. CLOSE OF BUSINESS

The meeting closed at 3.02pm.

Confirmed

Dated this

.....CHAIRPERSON

12.10 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Vanja Zdjelar - Governance Officer
Presenter: Renee Hodgson - Acting Head of Governance

PURPOSE OF REPORT

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

RECOMMENDATION:

That Council:

1. 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:
 - a. Safer City Advisory Committee – 13 June 2024
 - b. Arts and Culture Advisory Committee – 11 July 2024
 - c. Intercultural Advisory Committee - 24 July 2024
 - d. Disability Advisory Committee – 1 August 2024
 - e. Policy Review Panel – 1 August 2024
2. Approve to set the application charge of \$200 as outlined in the proposed Telecommunication Facilities Policy and update the fees and charges schedule for inclusion in the Budget document.

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 Committee attached to this report form the written record of the committee meeting, 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 Councillor representation on Advisory Committees for the 2023/24 municipal year was approved by Council at its Scheduled Meetings on 2 and 27 November 2023.

The minutes of the following Advisory Committee, attached to this report, form the written record of the committee meeting 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. | Safer City Advisory Committee | 13 June 2024 |
| 2. | Arts and Culture Advisory Committee | 11 July 2024 |
| 3. | Intercultural Advisory Committee | 24 July 2024 |
| 4. | Disability Advisory Committee | 1 August 2024 |
| 5. | Policy Review Panel | 1 August 2024 |

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. Safer City Advisory Committee Minutes dated 13 June 2024
2. Arts and Culture Advisory Committee Minutes dated 11 July 2024
3. Intercultural Advisory Committee Minutes dated 24 July 2024
4. Disability Advisory Committee dated 1 August 2024
5. Policy Review Panel Minutes dated 1 August 2024



MINUTES

SAFER CITY ADVISORY COMMITTEE

held on 13 June 2024 at 10am at Melton Library and Learning Hub and Microsoft Teams

Present:

| | |
|---------------------|--|
| Cr Sophie Ramsey | Melton City Council |
| Cr Julie Shannon | Melton City Council |
| Katrina Ellis | Melton City Council |
| Stephen Hiley | Melton City Council |
| Jodie Turner | Melton City Council |
| Nicole Martin | Melton City Council |
| Stephanie Guillen | Department of Justice and Community Safety |
| Lisa Prentice-Evans | Victoria Police |
| Tanya Padgett | Djerriwarrh Community & Education Services |
| Mark Monahan | Edmund Rice Community Services |
| David O'Connor | Community Representative – Watts Ward |
| Tara Schofield | Community Representative – Coburn Ward |
| Osama Usuf | Community Representative – Cambridge Ward |

Guests:

| | |
|-----------------------|-------------------------|
| Elizabeth Johnston | Melton City Council |
| David Lord | Department of Education |
| Isabel Venables | Melton City Council |
| Luke Berry | Melton City Council |
| Marie-Claire Kasukulu | Melton City Council |
| Amber Waugh | Melton City Council |
| Shaninder Kaur | Melton City Council |

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

Chairperson: Councillor Sophie Ramsey

1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country.

MINUTES

2. Apologies

| | |
|--------------------|--|
| Cr Steven Abboushi | Melton City Council |
| Joanne Mutsaerts | Victoria Police |
| Alison Heap | Department of Justice and Community Safety |
| Benjamin Taylor | Western Health |
| Daniel Anskaitis | Melton City Council |
| Zoe Stewart | Fit to Drive Foundation |

3. Declaration of interests and/or conflict of interests

Nil.

4. Confirmation of minutes of previous meeting

Minutes of the Safe City Advisory Committee meeting held on 21 March 2024 were circulated to the Committee. The minutes were received by Council on 22 April 2024.

5. General Business**5.1 Melton City Council Grants Program**

An overview of Melton City Council Community Grants Program was provided. This included the difference between a Community Fund and Community Grant, eligibility requirements and how to apply and information about a new external grant finder, Grant Guru.

Action: Committee members to share contacts or organisations with officers who may benefit from learning about Council's grant programs.

Action: Officers to share grants presentation and links with the Committee.

5.2 UTURN 193 Program

Officers provided an overview of the UTURN 193 Program. UTURN is a crime prevention project led by Young Communities involving intensive case management with young people at risk of entering the criminal justice system. Discussions covered program eligibility, stakeholders, the initiative's impacts, and youth homelessness.

Action: Officers to share UTURN 193 program presentation and links with the committee.

5.3 Cyber Safety in City of Melton

Officers presented on Council's role in promoting cyber safety, highlighting efforts in scam awareness, cyber bullying prevention, digital literacy, and privacy. Further collaboration with City of Melton Libraries and potential partnerships with schools to enhance outreach and education were discussed.

Action: Officers to investigate connecting schools with cyber safety education and resources

5.4 Policing operations in City of Melton



MINUTES

An update was provided on police operations targeting high activity areas. The proactive work by the Proactive Policing Unit and Offender Management Team was highlighted, focusing on early intervention and youth services linkage.

The committee discussed the importance of sharing good news stories and work being done for the community considering the effect the media has on increasing fear around crime rates.

5.5 Member updates

Updates included National Road Safety Week activities and the activation of Atherstone Traffic School through community involvement. Committee members discussed opportunities to share more information about initiatives, including Target Zero.

Action: Officers to request additional resources from Target Zero.

6. Next Meeting

The next meeting is to be held on 12 September commencing at 10am in Microsoft Teams.

7. Close of Business

The meeting closed at 12:05pm.



MINUTES

ARTS AND CULTURE ADVISORY COMMITTEE

Held on Thursday July 11, 2024 at 5:30pm online (Teams meeting)

Present:

| | |
|-----------------|---------------------|
| Cr Lara Carli | Councillor |
| Cr Bob Turner | Councillor |
| Laura Kolaric | Melton City Council |
| Heidi Taylor | Melton City Council |
| Fikret Pajalic | Melton City Council |
| Tess Angala | Community Member |
| Ana Hansen | Community Member |
| John Bentley | Community Member |
| Rachel Chetcuti | Community Member |

Guests:

| | |
|-----------------|---------------------|
| Nathan Flanders | Melton City Council |
|-----------------|---------------------|

Quorum: *A minimum attendance of seven (7) committee members is required for a meeting to proceed, including two (2) Councillors.*

Chairperson: Cr Lara Carli

Minute Taker: Nathan Flanders

1. Welcome

Meeting opened at 5.33pm.

The Chair welcomed all attendees to the meeting and proceeded with the Reconciliation Statement.

2. Apologies

| | |
|------------------|------------------|
| Bec Carey-Grieve | Community Member |
| Dominic Wolfram | Community Member |
| Lucy Webster | Community Member |

3. Declaration of interests and/or conflict of interests

No conflicts declared.



MINUTES

4. Confirmation of minutes of previous meeting

Minutes of the Arts & Culture Advisory Committee meeting held on 11 April 2024 were received at the 27 May 2024 Ordinary Meeting of Council.

5. Business Arising

N/A

6. General Business

6.1 Western BACE Mural Update

Ana Hansen raised a potential conflict of interest from the previous meeting, which was deemed irrelevant due to the project's completion.

A review of the Western BACE mural project noted positive community feedback and highlighted that the final design incorporates elements of growth, sustainability, and nature as previously discussed.

6.2 Public Art Maintenance and Preservation Strategies

The process and status of current art maintenance strategies were explained. Reports will be prepared on future maintenance requirements and targeted areas.

6.3 Melton Town Centre/Melton Revitalisation Funding Public Art Project

The recommissioning of the mural in the Melton Town Centre was discussed, with plans for a 12-month arts program cycle to provide more opportunities for artists and keep the briefs dynamic. The removal of plants in front of the mural was noted. Ideas for the first brief were discussed.

Action

Further investigation of these options will be conducted, with the brief to be presented at the next meeting.

The committee members supported the abovementioned project.

6.4 Exploring Performing Arts Development

A workshop discussion was held on the needs of performing arts groups in the municipality. Key points included the need for storage space for props and sets, suitable venues. Accessibility needs were noted to vary depending on project timelines.

6.5 Plans for Upcoming Art Exhibition and Events

An overview of current exhibitions was provided, including highlights in the Melton & Moorabool Star Weekly. A public art commission is open for the 2024 Djerriwarrh Festival. Planning for the CS Gallery Windows is underway, with EOs for Christmas windows and the CS Annual Windows mural opening simultaneously.



MINUTES

The committee discussed options for the Christmas windows.

Action

Further investigation of these options will be conducted, with a report to be presented at a future meeting.

Members of the committee to be sent a draft of the future brief and artwork.

The committee members supported the abovementioned projects.

6.6 Collaboration Opportunities with Local Schools and Educational Institutions

Ideas for collaboration with local schools and educational institutions were solicited.

Action

Further investigation of these options will be conducted, with a report to be presented at a future meeting.

7. Other Business

8. Next Meeting

The next meeting is to be held on Thursday 29 August, commencing at 5:30pm to 7.00pm, online via Microsoft Teams

9. Close of Business

Chairperson closed the meeting at 6.31pm.



MINUTES

INTERCULTURAL ADVISORY COMMITTEE

Held on 24 July 2024 at 6.30 pm at Caroline Springs Library & Learning Hub

Members Present:

| | |
|------------------------|--|
| Cr Steve Abboushi | Councillor – Chair |
| Cr Julie Shannon | Councillor |
| Cr Bob Turner | Councillor |
| Amira Muminovic | Community Service Organisation representative |
| Lian Tu | Community Service Organisation representative |
| Aderajew (Andy) Asayhe | Local Intercultural Community representative |
| Victor Namutwe | Local Intercultural Community representative |
| Syed Asad Ali | Local Intercultural Community representative |
| Mukhles Habash | Local Intercultural Community representative |
| Kriti Kapoor | Local Intercultural Community representative |
| Patrick Kariuki | Local Intercultural Community representative |
| Karuna Malik | Local Intercultural Community representative |
| Gary Verma | Local Intercultural Community representative |
| Loudeen Lam | Local Intercultural Community representative |
| Dongling Ye | Local Intercultural Community representative |
| Kulvinder Singh | Local Intercultural Community representative |
| Durba Dhiman | Local Intercultural Community representative |
| Jodie Turner | Coordinator Community Capacity (Ex Officio) |
| Essan Dileri | Team Leader Diversity & Intercultural (Ex Officio) |

In Attendance:

- Henry Tamasese, Community Development Officer, Melton City Council
- Severina Lam, Team Leader Individual Youth and Family Services, MiCare
- Goytom Yabio, Ethiopian Orthodox Youth Group

Quorum: *Quorum will consist of two (2) Councillors, one (1) Council Officer, plus six (6) Local Intercultural Group and Community Services Organisation representatives.*

Chairperson: Cr Steve Abboushi

Minutes: Essan Dileri

1. Welcome

- The Chair welcomed all attendees to the meeting.
- The Chair gave an Acknowledgment of Country.

MINUTES

- All members briefly shared their background and the organisations/groups they are affiliated with.

2. Apologies

The Chair noted the following apologies:

| | |
|----------------|--|
| Cr Goran Kesic | Councillor |
| Kubir Khanal | Local Intercultural Community representative |
| Sylvia Dardha | Access & Support Officer (Ex Officio) |

3. Declaration of interests and/or conflict of interests

The Chair asked for members to declare any conflict of interests on the agenda items, none were declared.

4. Confirmation of minutes of previous meeting

Nil

5. Business Arising

Nil

6. General Business**6.1 Introduction of IAC**

- The Chair briefed the Committee on the purpose of the IAC, its roles and responsibility as it relates Council's ongoing work in the areas of diversity, inclusion and interculturalism.
- The Chair reiterated that the IAC works together with communities to support the City of Melton to be inclusive of all people, valuing and acknowledging the contribution of diverse communities within the municipality.

6.2 Terms of Reference and structure of IAC's meetings

- The Chair referred to IAC's Terms of Reference and the structure of the meetings.
- The Committee acknowledged they had received a copy of the Terms of Reference prior to the meeting and did not have comments or questions.

6.3 Discussion on key areas of focus for the IAC

- The Chair facilitated a session where the Committee members responded to the following questions:
 - What are some of the key areas of concern related to diversity, inclusion and interculturalism you would like the next IAC meeting to focus on?
 - Any suggestions for potential guest speakers?



MINUTES

- Council's venue hire process for community groups was identified as an area of interest to the committee.

Actions:

Officers to collate Committee members' responses to plan future IAC meetings focussing on identified priorities.

Officers to provide information from the Council's Venues team regarding questions of the members and share information on booking venues.

6.4 African Communities Working Group (ACWG)

- Officers provided an overview of the ACWG as a working group of the IAC and reported on the current work of the ACWG describing some of the key initiatives planned for the next two years.

6.5 Council Update (Cultural Diversity Events in 2024)

- Officers briefed the Committee on different cultural diversity events and programs that have taken place over 2024 including Cultural Diversity Week & Refugee Week events.
- Officers informed the Committee about the upcoming Djerriwarrh Festival in November and encouraged Committee members to participate and refer any groups to officers who would like to perform at the Intercultural Stage.

6.6 Updates from members

- The Chair invited members to provide any updates from their respective communities.

Action:

Officers to circulate flyers and information of the event when he receives them from Committee members.

7. Close of Meeting

- The meeting closed at 7.55pm.
- Officers advised that the next meeting will take place on 28 August 2024 at Melton Library and Learning Hub at 6.30pm.



MINUTES

DISABILITY ADVISORY COMMITTEE

Held on 1 August 2024 at 12:00 pm at the Dharra School, Aintree.

Present:

| Name | Title | In | Out |
|------------------|--|------------|-----------|
| Cr K Majdlik | Mayor | 12:00 p.m. | 2:00 p.m. |
| Cr S Ramsey | Councillor | 12:00 p.m. | 2:00 p.m. |
| T Scoble | Director, City Life | 12:30 p.m. | 2:00 p.m. |
| C Crameri | Manager of Community Care and Active Living | 12:00 p.m. | 2:00 p.m. |
| A Tan | Coordinator of Community Wellbeing and Inclusion | 12:00 p.m. | 2:00 p.m. |
| M Hutchinson | Design & Investigations Coordinator | 12:00 p.m. | 2:00 p.m. |
| N Migani-Roberts | Council Officer – Advocacy and Inclusion | 12:00 p.m. | 2:00 p.m. |
| A Alfonzo | Community Representative | 12:00 p.m. | 2:00 p.m. |
| L Campbell | Community Representative | 12:00 p.m. | 2:00 p.m. |

Chairperson: Cr K. Majdlik

Minutes: N Migani-Roberts

1. Welcome

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

2. Apologies

| | |
|------------|--------------------------|
| Cr L Carli | Councillor |
| R Wai | Chief Executive Officer |
| H Sayers | Community Representative |
| A Power | 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 2024 Disability Advisory Committee (DAC) meeting were endorsed at the Council meeting, held July 22, 2024.

5. Actions from previous minutes

Nil

6. Dharra School Tour

Lizzie Tout, the Principal of the Dharra School hosted a tour of the school facilities for the Committee members.

Action:

N. Migani-Roberts to email L. Tout, on behalf of the DAC thanking her for hosting the DAC.

7. Advocacy and Inclusion Officer Update

Disability Awareness Training

N. Migani-Roberts confirmed that mandatory Disability Awareness Training is scheduled to commence for Council's people leaders. The training sessions will be delivered in-person from 27 August through to 29 August 2024.

Following the conclusion of the in-person training, all remaining staff will complete four e-learning modules.

Training is delivered by Let's Talk Disability; all facilitators are with lived experience.

Business Excellence Awards

N. Migani-Roberts provided an update to the Committee on the Business Excellence Awards.

The finalists for the Disability Intuitive Award are:

Australian Integrated Care Service

Ihati Wellness

Autism Goals



MINUTES

The awards night will take place September 4 at Windmill Gardens Reception.

N. Migani-Roberts confirmed that all DAC Community Representatives will be invited to attend.

Action:

N. Migani-Roberts to email an invitation to all DAC Community Representatives inviting them to attend the Business Excellence Awards evening.

Marveloo

N. Migani-Roberts informed the Committee that the Marveloo has been delivered to Council on Wednesday 29 June 2024, and is currently stored at Council's Operations Centre.

As per funding guidelines, Melton City Council will host an Official Opening, which includes inviting The Hon. Lizzie Bladthorn, the Minister for Disability, and the Disability Advisory Committee to attend.

Our aim is to host the Official Opening to coincide with DJ Festival, providing an opportunity for the community to utilise the Marveloo at the event.

Action:

N. Migani-Roberts to provide an update to the Committee of the Official Opening details as information comes to hand and invite the DAC to attend.

Disability Implementation Plan (DIP)

N. Migani-Roberts provided the Committee with an overview of the highlights for the Year 2 DIP outcomes.

Cr. Ramsey suggested ideas for the 2024 International Day of People with Disability celebration.

Cr. Majdlik thanked C. Crameri, A. Tan and N. Migani-Roberts for their commitment to the Disability Implementation Plan.

Action:

N. Migani-Roberts to email Councilor's the Disability Implementation Plan Year 2 highlights.

Melton City Council Website update

N. Migani-Roberts informed the Committee that the Melton City Council website has recently been updated to reflect a dedicated 'Accessible Melton' page. This page includes links to various disability specific information pages.

N. Migani-Roberts informed the Committee that both the Melton City Council and Melton Conversations website pages have been updated to include 'Recite Me'- an accessibility software.



MINUTES

Action:

N. Migani-Roberts to email the Committee the link to the Accessible Melton website page.

Paralympics

N. Migani-Roberts informed the Committee that local resident and athlete, C. Addis will be representing Australia in the Para-table tennis at the Paris 2024 Paralympic Games, which will take place between 28 August and 8 September 2024.

8. Design & Investigations Coordinator Update

M. Hutchinson provided an update to the Committee on new and existing projects within the municipality, including level crossings removals; Diggers Rest has commenced, Melton, Ferris and Hopkins will commence in the next 3 months.

Troups Road South rural road upgrade was awarded by Council and will commence this year.

Taylors and Plumpton Road signalised intersection will be presented to Council in August 2024.

Ferris & Bridge Road intersection has had issues with copper theft. Council is hoping to get signals activated shortly.

9. Director City Life update

T. Scoble provide the Committee with a Major Project Update on the Plumpton Aquatic and Leisure Centre (PALC) and the Cobblebank Services Hub
At the July 2024 Scheduled Meeting of Council, Council approved the masterplan for the Plumpton Aquatic and Leisure Centre that included the following components and timeline:

- 50M indoor pool
- 25M outdoor Leisure pool
- 2 learn to swim pools
- Splash play area
- Warm water pool, spa and sauna
- Australian - first water sensory area
- 2000m² of commercial tenancy space
- 200m² allied health consulting rooms
- Gymnasium and fitness studios
- Event space and outdoor roof deck
- Slides
- Café

The facility will be planned to be 5 star green rated

Updated timeline:

- July 2024 – masterplan approved
- September – schematic design and EOI for head contractor complete
- March 2025 – Detailed design documents complete



MINUTES

August – Tender documentation and contract award completed
September 2025 – Construction commences
September 2027 – construction complete

Council have now approved Schematic design for Cobblebank with the following components:
8200m2 of commercial tenancy space
Basement carpark for 75 cars
5 star green rated building

Updated timeline:
October 2024 – Tender to be issued
February 2025 – Contract award at February Council meeting
March – Construction commences
September 2026 – Construction complete

10. Business Arising

Nil

11. General Business

N. Migani-Roberts provided the Committee with an update on the Melton Care Expo. The Expo will take place, Friday October 18, 2024, at the Cobblebank Stadium.

12. Next Meeting

Date: Thursday 5 September 2024.

Time: 12.00 p.m. – 2.00 p.m.

Melton Library and Learning Hub, Richards Room, Level 1

13. Close of business

The meeting concluded at 1:32 p.m.



MELTON CITY COUNCIL

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

1 August 2024

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MINUTES OF THE POLICY REVIEW PANEL

1 AUGUST 2024

MELTON CITY COUNCIL**MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL HELD IN THE VIA VIDEOCONFERENCE ON
1 AUGUST 2024 AT 9.00AM**

Present: Cr Majdlik (Mayor)
Cr Carli
Cr Shannon
Cr Ramsey

In Attendance: R Wai Chief Executive Officer
R Hodgson Acting Head of Governance
P Leersen Chief Financial Officer
S Rainford Interim Senior Lawyer & Property Advisor (joined 9.24am)

1. WELCOME

The Chair, Cr Majdlik, opened the meeting at 9.07am and welcomed the Panel Members.

2. APOLOGIES

Nil.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS**RECOMMENDATION:**

That the Minutes of the Policy Review Panel held on 26 June 2024 and adopted by Council at the Scheduled Meeting held on 22 July 2024 be noted.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL1 AUGUST 2024**6. PRESENTATION OF STAFF REPORTS****6.1 COVID-19 FINANCIAL ASSISTANCE (RATES AND CHARGES) POLICY****Responsible Officer:** Peter Leersen - Director Organisational Performance**Document Author:** Natalie Marino - Manager Finance**Date Prepared:** 19 June 2024**Recommendation:**

That the Policy Review Panel recommend Council retire the COVID-19 Financial Assistance (Rates and Charges) Policy.

Motion

Crs Carli/Ramsey.

That the Policy Review Panel recommend Council retire the COVID-19 Financial Assistance (Rates and Charges) Policy, noting its temporary nature.

CARRIED**1. Background****1.1 The Policy**

This policy was endorsed in 2019 to address financial hardship due to impacts of COVID-19 in a timely manner and with the appropriate level of flexibility to deal with the anticipated volume of hardship which was to be experienced by the community because of this pandemic.

Council officers are exploring alternative opportunities for hardship programs to imbed better hardship practices and to develop a work plan based on People, Process and Systems improvements.

1.2 Sources/benchmarking

n/a

1.3 Consultation

n/a

1.4 Communication and Implementation

The retired policy will be removed from the Intranet page and any website links will be removed.

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1.5 Compliance

In lieu of this policy, Council utilises the Financial Assistance (Rates and Charges) Policy which is current and is compliant with Section 170, 171 and 171A of the *Local Government Act* 1989 which continues to apply.

1.6 Measures of Success

n/a

LIST OF APPENDICES


1. Proposed to Retire - COVID-19 Financial Assistance (Rates and Charges) Policy - Current

MINUTES OF THE POLICY REVIEW PANEL

1 AUGUST 2024

Item 6.1 COVID-19 Financial Assistance (Rates and Charges) Policy

Appendix 1 Proposed to Rescind - COVID-19 Financial Assistance (Rates and Charges) Policy - Current

| | |
|---|---|
|  | COVID-19 Financial Assistance (Rates & Charges) Policy |
| Version No. | V 1.0 - 01 April 2020 |
| Endorsement: | Executive – 9 April 2020 Policy Review Panel - 22 April 2020 |
| Authorisation: | Council – 11 May 2020 |
| Review date: | 30 April 2021 |
| Expiry date: | to be determined by the Review Date |
| Responsible officer: | Revenue Coordinator |
| Policy owner: | Manager Finance |

1. Purpose

This policy aims to provide direction to Council's Officers when collecting and providing for debts owed to Council and to ensure Council takes into consideration the financial hardship of debtors caused by COVID-19. Council will provide assistance to those in financial hardship in accordance with the *Local Government Act 1989*, on a case-by-case basis while ensuring it does not jeopardise its ability to continue to carry out its core functions.

The policy will be guided by the principles of transparency, efficiency, capacity to pay and equity by treating all debtors consistently and in a fair manner.

2. Scope

This policy applies to ratepayers of Melton City Council in accordance with Sections 170, 171 and 171A of the *Local Government Act 1989*.

3. Definitions

| Word/Term | Definition |
|--------------------------------|---|
| Financial hardship | is a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary. |
| Payment plan and interest hold | the total deferral of all financial responsibilities due to an event can cause a secondary bout of financial stress when the event has concluded, and bills are owed. |

4. Policy

This policy is to address temporary financial hardship due to impacts of COVID-19. Council's existing Financial Assistance (Rates & Charges) Policy only allows for financial hardship experienced by a residential ratepayer's primary residence. This policy will apply to all rateable properties in Melton.

Council's aim is to provide assistance to ratepayers through the COVID-19 event without creating additional financial stress when the pandemic has been resolved.

Council will encourage ratepayers to set up a payment plan with Council tailored specifically to the ratepayers needs to reduce the amount of debt owing after the pandemic, ie. on a case-by-case basis. Council will hold interest on debt accumulated during the COVID-19 pandemic. The interest

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Item 6.1 COVID-19 Financial Assistance (Rates and Charges) Policy

Appendix 1 Proposed to Rescind - COVID-19 Financial Assistance (Rates and Charges) Policy - Current

hold will begin from the declaration of the State of Emergency, 16 March 2020, to allow for the debt to be paid without interest. When this policy expires, Councils Financial Assistance (Rates & Charges) Policy will apply.

If the ratepayer is unable to enter in to a payment plan, Council will defer the debt accumulated during the COVID-19 pandemic and will hold interest on this debt from the declaration of the State of Emergency, 16 March 2020, to allow for the debt to be paid without interest. When this policy expires, Councils Financial Assistance (Rates & Charges) Policy will apply.

Council will make a reasonable attempt to contact a customer about their overdue account. This may include a reminder letter, account statement, rate notice, email, SMS or phone call. During the COVID-19 pandemic, Council will suspend all legal action for the collection of rates and charges.

5. Responsibility /Accountability

| | |
|------------|--|
| 5.1 | Manager Finance |
| | <ul style="list-style-type: none"> For ensuring the policy is applied consistently. Determining deferrals of rates and charges under Section 170 of the <i>Local Government Act 1989</i> Determining the waiving of interest under Section 171A of the <i>Local Government Act 1989</i> |
| 5.2 | Debt Recovery Officer |
| | <ul style="list-style-type: none"> For the collection of Council's overdue rates and charges. |
| 5.3 | General Manager Corporate Services |
| | <ul style="list-style-type: none"> Determining deferrals of rates and charges under Section 170 of the <i>Local Government Act 1989</i> Determining the waiving of interest under Section 171A of the <i>Local Government Act 1989</i> |
| 5.4 | Council |
| | <ul style="list-style-type: none"> Determining the waiving of rates under Section 171 of the <i>Local Government Act 1989</i> |

6. References and links to legislation and other documents

| Name | Location |
|---|---|
| Sections 170,171,171A of the <i>Local Government Act 1989</i> (VIC) | http://www.legislation.vic.gov.au/ |

MINUTES OF THE POLICY REVIEW PANEL

1 AUGUST 2024

6.2 UPDATED LEASE AND LICENCE POLICY

Peter Leersen departed at and Sian Rainford joined the meeting at 9.24am.

Peter Leersen joined the meeting at 9.29am.

Responsible Officer: Renee Hodgson - Acting Head of Governance
Document Author: Sian Rainford - Interim Senior Lawyer and Property Advisor
Date Prepared: 01 July 2024

Recommendation:

That the Policy Review Panel recommend Council approve the amended Lease and Licence Policy, provided as **Appendix 2** to this report.

Motion

Crs Carli/Shannon.

That the Policy Review Panel recommend Council approve the amended Lease and Licence Policy, provided as **Appendix 2** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background**1.1 The Policy**

The Lease and Licence Policy was last reviewed by Officers in July 2019. Officers have in the first half of 2024, undertaken significant work in implementing new and updated processes with a view to centralise information related to Council's property portfolio.

To most effectively manage Council's property portfolio, a review of the lease and licence policy is required. The amended policy includes categorisation of the most common entities which Council enters into property occupancy arrangements with.

The policy outlines the appropriate use of an Expression of Interest process, considerations in determining rental amounts, and maintenance responsibilities to ensure Council is complying with relevant legislation and its obligations as landowner/landlord whilst maintaining a view to produce the best results for Council as a property owner.

1..2 Sources/benchmarking

In reviewing this policy, Officers considered the lease and licence policies of neighbouring Wyndham City Council, Hume City Council and Brimbank City Council.

The structure of the amended policy is similar to that of the Hume City Council, which categorises groups into commercial entities, community groups, and not for profit organisations which each have corresponding rights and obligations.

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Officers have engaged with the Council's internal legal and finance business units, to ensure the amended policy complies with all relevant legislation, Council policy procedure whilst capturing the integral role of these teams, in the management of Council's broad property portfolio.

Council's property portfolio is the subject of an annual, external audit directly related to annual rental income. The information provided in recent years has been insufficient, inaccurate and based on outdated information. This exposes Council to both financial and legal risks and undermines Council's transparency.

1.3 Consultation

Council consulted with relevant internal business units in the review of this updated policy. The updated policy has been endorsed by the Executive Leadership Team.

1.4 Communication and Implementation

Following and conditionally upon endorsement by the Policy Review Panel and Council, Officers will update the relevant Policy Register, publish the policy on Council's website, and communicate the policy to relevant stakeholders on request.

This policy will be fundamental in the ongoing and future negotiation of lease and licence arrangements for Council but will not impact upon the status of current arrangements, such as those lease and license agreements which were negotiated and formalised prior to endorsement of this amended policy.

Implementation of the amended policy will be the responsibility of the Legal and Property Team. Information and updates will be provided to relevant business units, to ensure Council is applying consistent practices across the organisation for the overall benefit of the community.

1.5 Compliance

The Policy is compliant with the *Local Government Act 2020* (Vic). Where applicable, the policy is also compliant with other relevant legislation such as the *Crown Land Reserves Act 1978* (Vic). The Policy will promote Council's compliance with the *Building Act 1993* (Vic), *Building Regulations 2018* and Council's obligations as a landowner/landlord under legislation such as the *Retail Leases Act 2003* (Vic).

1.6 Measures of Success

Officers will provide regular updates to the Executive Leadership Team on the progression of the property portfolio including the implementation of a debt recovery process to appropriately capture outstanding rental amounts. The update will provide a financial report on the outstanding rental amounts and accruals and strive to provide accurate projection of Council's property position in the foreseeable future. Officers aim to have the property portfolio fully updated before January 2025.

LIST OF APPENDICES


1. Lease and Licence Policy - Current
2. Lease and Licence Policy - PRP Changes

MINUTES OF THE POLICY REVIEW PANEL

1 AUGUST 2024

Item 6.2 Updated Lease and Licence Policy

Appendix 1 Lease and Licence Policy - Current

| | |
|---|---------------------------------|
|  | Lease and Licence Policy |
| Version No. | 2.0 |
| Endorsement | Executive - 16 July 2019 |
| Authorisation | Executive - 16 July 2019 |
| Review date | January 2021 |
| Responsible officer | Property Officer |
| Policy owner | Legal Officer |

1. Purpose

The purpose of this policy is to guide decision-making by Council, its officers and contractors, relevant to leases and licences over Council owned properties.

2. Scope

This Policy applies to all Melton City Council employees and contractors with responsibility for managing Council owned properties, where an existing or proposed lease or long term licence agreement applies.

This Policy applies to the leasing or licensing of Council owned properties, including Council owned land and buildings, and Crown Land where Council acts as the Committee of Management.

This policy will **not** apply to decisions related to:

- leasing of public, social or subsidised housing properties owned or managed by Council
- agreements to use property where Council is the tenant or licensee
- hire agreements
- licences for sporting facilities
- licences for kindergartens
- licences for less than 1 year (short term licences)

3. Definitions

| Word/Term | Definition |
|-------------------------|--|
| Committee of Management | An entity, which may include a Council, appointed under the provisions of the <i>Crown Land (Reserves) Act 1978</i> as responsible for managing property for the purposes for which it is reserved. |
| Commercial Organisation | An organisation commercial in nature or operated for the primary purpose of returning a commercial benefit, monetary gain or profit. Generally a commercial organisation: <ul style="list-style-type: none"> • levies fees/charges on participants aimed at recovering the operating costs and generating a personal profit • has no specific requirements to act on behalf of, or in the interests of the activity's participants • has primary objectives relating to generating a fee for service. |

MINUTES OF THE POLICY REVIEW PANEL

1 AUGUST 2024

Item 6.2 Updated Lease and Licence Policy

Appendix 1 Lease and Licence Policy - Current

| Word/Term | Definition |
|--------------------------|---|
| Community Group | <p>An organisation that is not-for-profit, a registered incorporated group or, association that is accessible and accountable to members of the community. A community group provides the community and/or its members with opportunities to engage in local community, cultural, leisure, and/or educational activities.</p> <p>Generally a community group or not-for-profit organisation:</p> <ul style="list-style-type: none"> • has primary objectives relating to community benefit and community engagement and participation • levies fees/charges on participants by club, paid into club funds operated by a committee or similar group with the responsibility of administering funds on behalf of the interest of the club/organisation • has an elected committee of management or executive group that act on behalf of and for the benefit of the club, organisation and/or the broader community. |
| Council Fees and Charges | Means those fees and charges that appear in an appendix to the approved budget applying in a given year. |
| Crown Land | Land gazetted under the provisions of the <i>Crown Land (Reserves) Act 1978</i> as being required for public purposes. |
| Council Plan | Means the current Council Plan as set out on Council's website as changed and updated from time to time. |
| Hire Agreement | A type of licence for short term and casual occupancy of property. |
| Landlord | Owner of land granting the Lease, (may also be called a Lessor) – in this case, Council. |
| Lease | An interest in land granted by an owner (<i>lessor</i>) to another person (<i>lessee</i>) granting exclusive possession of property for a certain period of time. |
| Lessor | Owner of land granting the Lease – in this case, Council (may also be called Landlord). |
| Lessee | Occupants of land under a lease, usually a commercial lease (may also be called a Tenant). |
| Long term licence | <p>Means a licence for 1 or more years.</p> <p>Permission granted by an owner (licensor) to another person (licensee) to occupy property (or part thereof) non-exclusively. For the purposes of this policy, general references to licences do not include hire agreements.</p> |
| Licensor | Owner of land granting the licence – in this case, Council. |
| Licensee | Occupants of land under a licence. |

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Item 6.2 Updated Lease and Licence Policy

Appendix 1 Lease and Licence Policy - Current

| Word/Term | Definition |
|----------------------|---|
| Relevant Legislation | Means all legislation (other than the <i>Local Government Act (1989)</i> that is relevant, from time to time, including but not limited to the <i>Retail Leases Act 2003</i> , <i>Residential Tenancies Act 1997</i> , <i>Crown Land (Reserves) Act 1978</i> , and <i>Charter of Human Rights and Responsibilities Act 2006</i> . |
| Tenant(s) | Occupants of land under a lease (may also be called a Lessee). |
| Tenant Liaison | Means a Council Officer/position which has a relationship with the tenant. |

4. Policy

Council manages a significant property portfolio. The over-riding objective is to maximise community benefit, subject to Council's legislative requirements particularly those as set out in the *Local Government Act 1989* ('the Act').

Responsibility for the management of Council's properties is centralised within the Legal and Governance in consultation with the Tenant Liaison within the relevant business units.

In considering the leasing or licensing of Council owned or managed property, the following matters must be considered:

5.1 Objective

5.1.1 Council's objective in managing property is to achieve the best outcome for the local community, having regard to the long term and cumulative effects of decisions, including promotion of the following factors:

- equitable access to community services and facilities
- cost-efficient and effective use of resources
- consistency with the objectives of the Council Plan and other Council policies, plans and strategies.

5.2 Avoiding informal arrangements

5.2.1 Council will allow occupancy only pursuant to a formal lease or licence agreement.

5.3 The decision to use a lease or licence

5.3.1 The distinction between a lease and licence is a legal one. The Tenant Liaison is to engage with the Legal Officer and/or Property Officer within the Legal and Governance business unit, early to understand, if what is proposed is a lease or licence, and whether specific statutory requirements could be triggered.

5.4 Determining rent and other costs

5.4.1 Fees and rent should be determined by Tenant Liaison in conjunction with the Property Officer and relevant General Manager or CEO.

5.4.2 Rent applying to commercial leases will be set by reference to a market assessment unless an exception applies.

5.4.3 Rent applying to leases entered into primarily social objective will be set according to the objective of this Policy and the following factors:

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Item 6.2 Updated Lease and Licence Policy

Appendix 1 Lease and Licence Policy - Current

- Equitable access to community services facilities
- Cost efficient and effective use of resources
- Consistency with the objectives of the Council Plan and other Council policies, plans and strategies.

5.5 Rates, taxes, outgoings, insurance and legal fees

Unless other Relevant Legislation provides to the contrary:

5.5.1 Rates, taxes and other outgoings will be borne by the Lessee or Licensee either wholly, in the case of a lease or proportionately, in the case of a licence.

5.5.2 Where these have been charged to Council, the Property Officer will arrange to recoup the relevant amounts.

5.5.3 The Lessee and Licensee will be required to maintain their own insurance in accordance with the lease or licence agreement.

5.5.4 Any legal costs for the drafting of a lease or licence will usually be borne by Council in the first instance but will be recouped in relation to commercial tenants, consents, sub-leases, variations, transfers of lease and renewals and in relation to any substantial amendments to Council's first draft lease or licence and in any other circumstances as determined by the relevant General Manager or CEO.

5.6 Lease and licence standard term limits

5.6.1 The term of any lease or licence will be determined by the Tenant Liaison in conjunction with the Legal Officer and/or Property Officer and relevant General Manager or CEO.

5.7 Additional matters relevant to leasing and licensing of Crown Land

5.7.1 Where property is Crown Land, the Property Officer will familiarise themselves with the Department of Environment, Land, Water and Planning's policies and guidelines.

5.8 Charter of Human Rights and Responsibilities

As a public authority Council will take into account the charter in making any decisions.

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1 AUGUST 2024

Item 6.2 Updated Lease and Licence Policy

Appendix 1 Lease and Licence Policy - Current

6. Responsibilities

| | |
|------------|---|
| 6.1 | Tenant Liaison <ul style="list-style-type: none"> Liaise with the Lessee and/or Licensee Bring to the attention of the relevant General Manager or CEO the existence of groups, or entities requiring a tenancy and/or a space or tenancy to be filled Provide information and instructions to the Legal Officer and Property Officer in respect of any lease and/or licence as required. |
| 6.2 | Council officers and contractors <ul style="list-style-type: none"> To adhere to this Policy and other relevant Council policies and procedures. |
| 6.3 | Legal Officer and Property Officer <ul style="list-style-type: none"> To provide assistance and/or clarification to relevant Business Units in relation to a lease or licence To engage and consult with the Tenant Liaison. To arrange for the development of lease and licence agreements. To develop and review this policy. |
| 6.4 | Property Officer <ul style="list-style-type: none"> To engage and consult with the Tenant Liaison Manage Council's property portfolio pursuant to Council's legislative and operational requirements. |

7. References and links to legislation and other documents

| Name | Location |
|--|--|
| <i>Local Government Act 1989 (Vic)</i> | www.legislation.vic.gov.au |
| <i>Charter of Human Rights and Responsibilities Act 2006</i> | www.legislation.vic.gov.au |
| <i>Crown Land (Reserves) Act 1978 (Vic)</i> | www.legislation.vic.gov.au |
| <i>Retail Leases Act 2003</i> | www.legislation.vic.gov.au |
| <i>Residential Tenancies Act 1997</i> | www.legislation.vic.gov.au |
| <i>The Leasing Policy for Victorian Crown Land (2018)</i> | www.delwp.vic.gov.au |

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Item 6.2 Updated Lease and Licence Policy

Appendix 2 Lease and Licence Policy - PRP Changes

| Lease and Licence Policy | |
|----------------------------|--------------------------------|
| Date adopted | <insert date> |
| Adopted by | Council |
| Review due | August 2028 |
| Responsible officer | Property Officer and/or Lawyer |
| Records reference | <insert reference> |

1. Purpose

The purpose of this Policy is to guide and support decision making by Council, its officers and contractors in relation to occupancy arrangements on Council Land in accordance with its obligations under the Act. This Policy provides the detailed approach for the leasing and licensing of Council land for community and commercial use to obtain the best outcome for the council.

Through implementation of this Policy, Council will ensure sound financial management and effective administration of Council property.

As a public authority, Council has and will continue to consider obligations under the Charter of Human Rights.

2. Application And Scope

This Policy applies to all Commercial and Community leases and licenses in relation to Council owned land and buildings, and Crown land where Council acts as the Committee of Management.

The principles of this policy will be applied to:

- New leases and licences; and
- To those leases and licences which have expired and where renewal is pending.
- The policy should be read in conjunction with the:
 - *Local Government Act 2020* (the Act).
 - Melton City Council policies (various).
 - Committee of Management responsibilities under the *Crown Land (Reserves) Act 1978* (Vic).
- Council will only grant a lease or licence to a person or entity which meets the definition of a Tenant as defined in Assessment Criteria in section 6 of this Policy.
- A Lease or Licence can only be made with a legal entity. This Policy does not apply to leases for occasional hire arrangements, seasonal tenancies on Council's reserves and community buildings.

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Item 6.2 Updated Lease and Licence Policy
Appendix 2 Lease and Licence Policy - PRP Changes

This Policy does not apply to:

- leasing of public, social or subsidised housing properties owned or managed by Council
- agreements to use property where Council is the tenant or licensee
- hire agreements
- licences for sporting facilities;
- licences for kindergartens.

3. General Provisions

3.1. Group One – tenants occupy the Council premises on a commercial basis

An organisation commercial in nature or operated for the primary purpose of returning a commercial benefit, monetary gain or profit. Generally, a commercial organisation:

- levies fees/charges on participants aimed at recovering the operating costs and generating a profit.
- has no specific requirements to act on behalf of, or in the interests of the activity's participants.
- has primary objectives relating to generating a fee for service.

Examples of these Tenants are commercial organisations which have a commercial (business oriented) profit objective and Government organisations.

3.2. Group Two – community clubs and organisations

Tenants include recreational or community groups that service the community and are readily available to the City of Melton residents. These Tenants include member based fee-paying clubs, groups that charge for services and organisations that have the capacity to generate revenue from use of the Council Property or other activities consistent with the organisational purpose (but do not operate to make a commercial profit).

Examples include Sporting Clubs, Non- Government Organisations and Service Providers.

3.3. Group Three – Not for Profit Community Groups

Tenants include incorporated community groups that service the community and are not categorised as a Group One or Group Two Tenant. These Tenants do not have the capacity to generate a significant amount of income and operate on a not for profit basis.

Examples may include Toy Libraries, Scout Groups and Historical Societies.

Where a proposed Tenant may be classified in more than one Group, the Property Officer and/or Senior Lawyer will determine the appropriate classification.

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1 AUGUST 2024

Item 6.2 Updated Lease and Licence Policy

Appendix 2 Lease and Licence Policy - PRP Changes

In considering the leasing or licensing of Council owned or managed property, the following matters must be considered:

- Ensure that a transparent and consistent process is undertaken when negotiating and entering into leases or licences.
- Establish clear assessment criteria to determine the suitability of the Tenant.
- Ensure compliance with the Local Government Act 2020.
- Ensure sound financial management and adequacy of records management processes to ensure the completeness of the Council Lease and Licence register.
- Ensure all Tenants pay fair and reasonable rentals based on clear eligibility criteria and calculation methodologies, taking into consideration the type of tenant (as per tenant definition above)
- Establish an effective reporting mechanism for periodic leasing and licensing requirements and obligations including but not limited to insurance, financial statements, renewals or extensions, utility use, inspection processes such as Annual Essential Safety Measures Report (AESMR) and building management.
- Ensure that Council property is maintained, upgraded and occupied responsibly, having regard to Environmentally Sustainable Design and Development principles and the best outcome and interests of the community.
- Ensure that Council's Properties are leased or licensed in a way that is consistent with the objectives of the Council Plan and maximises the use of community assets in a responsible way.
- Protect Council's property and manage risk exposure.

3.4. Avoiding informal arrangements

Council will allow occupancy only pursuant to a formal lease or licence agreement.

3.5. The decision to use a lease or licence

Tenant Liaison is to engage with the Lawyer and/or Property Officer within the Legal, Governance and Risk Department early, to understand and determined the suitability of a lease or license, and any specific statutory obligations.

3.6. Determining rent and other costs

Fees and rent should be determined by referencing the Category Assessment table (attachment 1) and with consultation with the Tenant Liaison, the Property Officer and/or Lawyer and relevant Director or CEO.

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1 AUGUST 2024

Item 6.2 Updated Lease and Licence Policy

Appendix 2 Lease and Licence Policy - PRP Changes

Rent applying to leases for commercial organisations or for commercial purposes will be set by reference to a market assessment unless otherwise agreed upon at the absolute discretion of Council. Rent may be determined with consideration to the following factors:

- Equitable access to community services facilities,
- Community service and social policy obligations of Council,
- Fees and Charges Policy,
- Accessible pricing regime,
- Cost efficient and effective use of resources,
- Consistency with the objectives of the Council Plan and other Council policies, plans and strategies.

3.7. Rates, taxes, outgoings, insurance and legal fees

Refer to Tenant Category Assessment table (attachment 1) for general guidance.

Unless other Relevant Legislation provides to the contrary:

- Rates, taxes and other outgoings will be borne by the Lessee or Licensee either wholly, in the case of a lease or proportionately, in the case of a licence.
- Where these have been charged to Council, the Property Officer and/or Lawyer will arrange to recoup the relevant amounts.
- The Lessee and Licensee will be required to maintain their own insurance in accordance with the lease or licence agreement.
- Any legal costs for the drafting of a lease or licence will usually be borne by Council in the first instance but may be recouped in relation to commercial tenants, consents, sub- leases, variations, transfers of lease and renewals and in relation to any substantial amendments to Council's first draft lease or licence.

3.8. Lease and licence standard term limits

The term of any lease or licence will be determined by the Tenant Liaison in conjunction with the Property Unit and relevant member of the Executive but must not exceed terms as set out in the Tenant Category Assessment table (attachment 1).

3.9. Additional matters relevant to leasing and licensing of Crown Land

Where property is Crown Land, the Property Officer and/or Lawyer will familiarise themselves with the Department of Energy, Environment and Climate Action policies and guidelines.

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1 AUGUST 2024

Item 6.2 Updated Lease and Licence Policy
Appendix 2 Lease and Licence Policy - PRP Changes

3.10. Expression of Interest (EOI)

An expression of interest process may be conducted to determine a suitable tenant. The decision to conduct an EOI process will be made by the Property Coordinator and/or Senior Lawyer and will be based on factors including the following:

- The size of the Council property
- The location of the Council property
- The value of the Council property
- The expected rental return
- The likelihood of multiple interested applicants and users
- To ensure the Tenant delivers specific services.

3.11. Determining Not-For-Profit Status

In order to determine an organisation's not for profit status, Tenants must provide Council with the following information upon request:

- A copy of the organisation's constitution or governing documents which include suitable not for profit clauses and clearly demonstrates the not for profit status
- Evidence that the organisation consistently follow these clauses
- Confirmation that the organisation is registered on the Australian Charities and Not-for-profits Commission (ACNC) register.

3.12. Credit Assessment

A credit assessment may be required to determine the creditworthiness of a Tenant.

3.13. Delegation

Council is given the power to delegate any of its powers, duties and functions, other than for stipulated exceptions, under the Act. Powers to lease land are delegated pursuant to the S7 Instrument of Sub-Delegation from CEO to Council Staff.

- TBC – Power to execute or licence
- TBC – negotiate and undertake procedures related to leases & licences

3.14. Risk Management

Council will ensure that all leases and licences contain appropriate risk management measures including an obligation on the Tenant to:

- release and indemnify Council from all claims resulting from any damage, loss, death or injury in connection with the Council Property, unless such claims arise out of Council's negligence.
- effect and maintain adequate public liability insurance, noting the interest of Council and the Policy must contain a cross liability clause. A minimum cover of \$20 million must be provided under the Public Liability Policy.

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Appendix 2 Lease and Licence Policy - PRP Changes

- ensure any users of the Council property have appropriate insurance, this will include public liability insurance as a standard, and may include other insurance policies that relate specifically to the proposed use or category of Tenant.
- ensure the tenant provides an active annual certificate of currency.
- be responsible for complying with emergency and evacuation procedures and risk management practices.

Council will be responsible for ensuring:

- any users of the Council Property have appropriate insurance policies in place to support the proposed use and category of Tenant.
- it will take out and maintain building insurance for buildings on Council property for a full replacement value; and
- it does not insure the contents of any leased Council property.

3.15. Maintenance Obligations

Each Tenant is required to maintain the facility in accordance with a maintenance schedule attached to the lease or licence. The maintenance schedule will specify the clear responsibilities of Council and the Tenant (among other things) for maintaining the structure, the building, fixtures, fittings and the surrounds.

The level of maintenance responsibility will be outlined in a maintenance schedule. Council may undertake maintenance works on behalf of the Tenant and seek reimbursement.

3.16. Condition Assessment

A condition report of the Council property may be undertaken prior to the leasing or licensing of the Council Property with a copy attached to the lease / licence.

At the end of the lease or licence Council may require the Tenant to reinstate the Council Property to its original form prior to the Tenant's occupation.

3.17. Condition Audits

Tenants maybe required to complete regular condition reports of the Council property as determined by Council.

Council's Property Services department conduct annual audits of the buildings as a requirement of the AESMR and any upgrade works as described in Council's capital works program. Council may request access to the property for purposes of an AESMR assessment on an annual basis.

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3.18. Assessment Criteria

An assessment will be conducted to determine the suitability of a Tenant by considering the objectives of this Policy. The following criteria will be assessed in no particular order:

- Community benefit
- Financial return to Council
- Tenant's capacity to pay
- Future use of the Council property
- Impact on the Council property; and
- Suitability of the Council property for the proposed use:
 - Planning requirements
 - Building requirements
 - Other statutory requirements.

4. RESPONSIBILITIES

| | |
|------------|---|
| 7.1 | <p>Tenant Liaison</p> <ul style="list-style-type: none"> • Liaise with the Lessee and/or Licensee • Bring to the attention of the relevant member of Executive the existence of groups or entities requiring a tenancy and/or a space or tenancy to be filled • Provide information and instructions to the Lawyer and Property Officer in respect of any lease and/or licence as required. |
| 7.3 | <p>Lawyer and/or Property Officer</p> <ul style="list-style-type: none"> • To provide assistance and/or clarification to relevant Business Units in relation to a lease or licence • To engage and consult with the Tenant Liaison. • To arrange for the development of lease and licence agreements. • To develop and review this policy. • To engage and consult with the Tenant Liaison • Manage Council's property portfolio pursuant to Council's legislative and operational requirements. |

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5. Definitions

| Term | Definition |
|--------------------------|--|
| The Act | means the <i>Local Government Act 2020</i> |
| Committee of Management | An entity, which may include a Council, appointed under the provisions of the <i>Crown Land (Reserves) Act 1978</i> as responsible for managing property for the purposes for which it is reserved. |
| Common Areas | Common Areas are the parts of the Council Property provided by Council for common use, including access and egress roads, driveways and car parks within the property, entrances, exits and corridors and shared areas within the building/s |
| Council Fees and Charges | Means those fees and charges that appear in an appendix to the approved budget applying in a given financial year. |
| Council | Means Melton City Council. Where the policy refers to Council, this reference will be taken to mean a resolution of Council or pursuant to an instrument of delegation. |
| Council Land | Council owned or managed land and buildings including roads |
| Crown Land | Land gazetted under the provisions of the <i>Crown Land (Reserves) Act 1978</i> as being required for public purposes. |
| Hire Agreement | A type of licence for short term and casual occupancy of property. |
| Lease | An interest in land granted by an owner (<u>Lessor</u>) to another person (<u>Lessee</u>) granting exclusive possession of property for a certain period of time. |
| Lessor | Owner of land granting the Lease – in this case, Council. |
| Lessee | Occupants of land under a lease, usually a commercial lease (may also be called a Tenant). |
| Licence | Permission granted by an owner (licensor) to another person (licensee) to occupy property (or part thereof) non-exclusively. For the purposes of this policy, general references to licences do not include casual hire agreements. |
| Licensor | Owner of land granting the licence – in this case, Melton City Council. |
| Licensee | Occupants of land under a licence agreement. |

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Item 6.2 Updated Lease and Licence Policy

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| Term | Definition |
|----------------------|---|
| Market Rent | Is the rental income that a property would command in the open market. The figure is derived by recent lease transactions for a comparable space |
| Outgoings | Means water usage charges, electricity, gas and telecommunications assessed in connection with the Council Property |
| Rates & Taxes | Means any government rates and charges, taxes and levies including the Fire Services Levy |
| Relevant Legislation | Means all legislation (other than the <i>Local Government Act (2020)</i>) that is relevant, from time to time, including but not limited to the <i>Retail Leases Act 2003</i> , <i>Residential Tenancies Act 1997</i> , <i>Crown Land (Reserves) Act 1978</i> , and <i>Charter of Human Rights and Responsibilities Act 2006</i> . |
| Tenant(s) | Occupants of land under a lease (may also be called a Lessee). |
| Tenant Liaison | Means a Council Officer/position which has a relationship with the tenant. |
| Commercial Lease | A formal agreement to rent a building, vehicle, land or property that will be used for business' purposes. |

6. Related Documents

| Name | Location |
|--|--|
| <i>Local Government Act 2020 (Vic)</i> | www.legislation.vic.gov.au |
| <i>Charter of Human Rights and Responsibilities Act 2006</i> | www.legislation.vic.gov.au |
| <i>Crown Land (Reserves) Act 1978 (Vic)</i> | www.legislation.vic.gov.au |
| <i>Retail Leases Act 2003</i> | www.legislation.vic.gov.au |
| <i>Residential Tenancies Act 1997</i> | www.legislation.vic.gov.au |
| <i>The Leasing Policy for Victorian Crown Land (2018)</i> | www.deeca.vic.gov.au |
| <i>Local Government Act 2020 (Vic)</i> | www.legislation.vic.gov.au |

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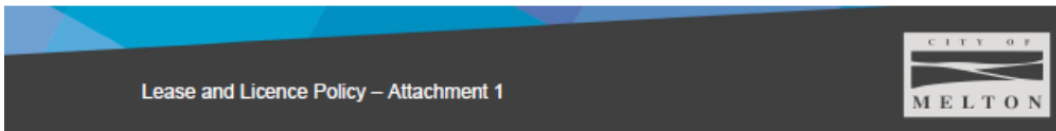
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Attachment 1:

| Categories | Rent | Outgoings | Maintenance | Rent Reviews | Legal Fees | Term |
|-------------|--|--|---|--|--|---|
| Group One | Commercial Rate + GST | All rates, taxes and levies to be paid by the tenant | All maintenance requirements paid by the Tenant | Market rent review at end of each term. Annual fixed increases at either CPI or 5% whichever is higher | 100% paid by the tenant | No longer than 20 years and subject to the Tenant and Council's requirements. The lease Term may include several options. |
| Group Two | Up to 80% discount of Commercial Rate +GST | All rates, taxes and levies to be paid by the tenant | All maintenance requirements paid by the Tenant | Market rent review at end of each term. Annual fixed increases at either CPI or 5% whichever is higher | 100% paid by the tenant | No longer than 20 years and subject to the Tenant and Council's requirements. The lease Term may include several options. |
| Group Three | \$1 - \$1000 per annum + GST | All rates, taxes and levies to be paid by the tenant | All maintenance requirements paid by the Tenant | No increase | 50% but not more than \$1,000. Requested tenant amendments, tenant will pay 100% | No longer than 20 years and subject to the Tenant and Council's requirements. The lease Term may include several options. |



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6.3 TELECOMMUNICATION FACILITIES POLICY

Responsible Officer: Renee Hodgson - Acting Head of Governance
Document Author: Sian Rainford - Interim Senior Lawyer and Property Advisor
Date Prepared: 25 July 2024

Recommendation:

That the Policy Review Panel recommend Council approve the Telecommunication Facilities Policy, provided as Appendix 1 to this report.

Motion

Crs Carli/Shannon.

That the Policy Review Panel recommend Council approve the Telecommunication Facilities Policy, provided as **Appendix 1** to this report, with changes made by the panel highlighted in yellow.

CARRIED

1. Background**1.1 The Policy**

Melton City Council (**Council**) receives regular requests from telecommunication providers/carriers proposing the installation of telecommunication infrastructure on Council owned and managed land. There exists a significant gap in the provision of telecommunication infrastructure within the Melton municipality.

Council does not currently have an endorsed policy position to manage applications for telecommunications facilities despite a known gap in communication infrastructure in the Melton community. Endorsement of the proposed Telecommunication Facilities Policy (**the policy**) will promote a timely, streamlined, and consistent approach to all requests, delivering the best possible result for the Melton community and maintaining cooperative relationships with key stakeholders including Telstra, Optus and Vodafone.

The policy recognises the Victorian Government "Connecting Victoria" program, which will see the construction of new mobile towers, upgrades to existing mobile towers, and adaption of existing towers for use by several providers in the immediate future. As part of the program, 33 sites have been designated as telecommunication facility project sites. 5 projects are completed and 28 remain in progress. Many of these sites will not progress, without Council's involvement and support.

The policy promotes Council Wellbeing Plan 3.3 which requires Council to promote "A City with accessible infrastructure that meets the needs of all".

1.2 Sources/benchmarking

Telecommunication Facilities Policies are in infancy across Victorian municipalities. This policy was benchmarked against three existing policies of Wyndham City Council, Booroondara City Council and Hume City Council, noting the policy of Hume City Council was endorsed in 2017 and has not been updated with the implementation of the *Local Government Act 2020 (Vic)*.

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The proposed policy is structured substantially the same form as that of Wyndham City Council's policy.

The policy follows the below structure:

1. Council will receive applications for telecommunication facilities via an Online Form on Council's website, with an associated application fee.
2. The Planning team, and other relevant business units will consider the proposed location of the facility, with particular consideration given to:
 - a. Visual impacts.
 - b. Consistency with objections of the Council and Wellbeing Plan, and other policies, plans or strategies.
 - c. Location preferences balanced with benefit to the community.
 - d. Existing known gaps in network.
3. The Property Team, in conjunction with the Planning Team will determine the level of community consultation that will apply. Key considerations will be if the site is likely to be of significant community interest, or where consultation is required under Council's community engagement policy or prescribed by legislation.
4. After internal approval of the proposed site, the Property Team will obtain a market rent valuation of the site, to determine the rental amount. This amount will be guidance only, and the final rental amount may be below the market valuation, for example, where a colocation is being proposed, or where the facility is funded under a Victorian or Commonwealth Government scheme.
5. The Property Team will work directly with the carrier to formalise the arrangement in a lease or licence agreement. Council will utilise a standard lease or license arrangement.
6. Proposed arrangements may at times trigger the need for a report to be presented to the Executive Leadership Team and/or to a meeting of Council, either as a result of the requirements under s115 of the *Local Government Act 2020* (Vic) or where Officers determined there is a need to do so. A need may include but is not limited to, where the proposal is likely to controversial, the subject of significant community interest or has been the subject of a refused planning permit application.

Officers have proposed an application fee of \$250 may apply. Wyndham City Council implement a \$275 application fee, Booroondara implement an application fee of \$2,000 exclusive of GST and Hume City Council do not charge an application fee. Council is not required to implement an application fee for applications of this type.

Officers consider that an application fee of \$250, is fair and reasonable giving due consideration to the objectives of Council's Fees and Charges Policy. The application fee considers the various and often complex processes involved in considering an application, negotiating a lease arrangement, community consultation and preparation of a Council report (where required). Should this position be accepted, Council will recommend that Council resolve to implement a fee of \$250 as and from the date of the policy being endorsed.

1.3 Consultation

Officers have consulted with relevant internal business units such as Planning Services as a integral stakeholder in the processing of requests. The Executive Leadership Team have endorsed the proposed policy.

All requests will be managed in accordance with Council's policies and procedures, including the lease and license policy and the community engagement policy.

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The policy proposes inherent consultation requirements, where a proposal may be of particular community interest, or where Council is otherwise required to consult with the community due to policy or legislation.

1.4 Communication and Implementation

Following and conditionally upon endorsement by the Policy Review Panel and Council, Officers will update the relevant Policy Register, publish the policy on Council's website, and communicate the policy to relevant stakeholders either on request, or where the policy will promote a better understanding of Council's management of requests.

1.5 Compliance

The policy is prepared in line with the *Code of Practise for Telecommunication Facilities in Victoria, July 2004 (the Code)* which is an incorporated document in all Victorian Council Planning Schemes. The code sets out the compliance obligations and requirements for the development and construction of telecommunication facilities across Victoria.

The policy is also compliant with other relevant legislation, including but not limited to the *Telecommunications Act 1997*, the *Telecommunications (Low-impact Facilities) Determination 2018*, the *Telecommunications Code of Practice 2021* and the *Local Government Act 2020 (Vic)*.

There are no required amendments to any Instruments of Delegations to implement this policy.

1.6 Measures of Success

Officers will provide regular updates to the Executive Leadership Team on the progression of applications for telecommunication infrastructure as part of the broader property portfolio. Each update will provide a financial report on the location, impact and financial considerations of existing and proposed telecommunication infrastructure. Officers will process outstanding applications in a timely manner, giving particular consideration to the length of time since initial application and the needs of the community.

LIST OF APPENDICES

1. Telecommunication Facilities Policy - PRP Changes

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Appendix 1 Telecommunication Facilities Policy - PRP Changes



| Telecommunication Facilities Policy | |
|-------------------------------------|---|
| Date adopted | <insert date> |
| Adopted by | Council |
| Review due | August 2026 |
| Responsible officer | Senior Lawyer and/or Property Coordinator |
| Records reference | <insert reference> |

1. Purpose

The purpose of the Telecommunication Facility Policy is to provide a consistent and transparent framework for the management of requests from telecommunication providers or their agents, to install telecommunication facilities on land owned by Council or on land where Council is appointed Committee of Management.

2. Application And Scope

Responsibility for the management of Council’s properties is centralised to Property Team in consultation with the Tenant Liaison Officer where applicable.

The objective of this policy is to:

- Evaluate the appropriateness of locations for telecommunication facilities as to not adversely impact surrounding land use.
- Provide clear guidelines to applications surrounding design, construction, and operations of telecommunications facilities.
- Where required, minimise the visual impact of telecommunication infrastructure associated with the provision of telecommunication services.
- Provide consistency with the objectives of the Council and Wellbeing Plan and other Council policies, plans and strategies.

3. General Provisions

This Policy is based on requests to Council for lease and license arrangement to Council as public land manager. Requests to Council as the responsible authority must be made through a planning permit application, pursuant to the *Planning and Environment Act 1987 (Vic)*.

This policy aims to recognise the community benefit of telecommunication infrastructure in consideration of the growing needs of modern communication within the City of Melton.

This policy encourages the co-location or upgrade of existing facilities, where appropriate.

In considering applications for telecommunication facilities, Council will:

- Comply with all relevant legislation, Council policy and procedure.
- Consider location preference and balance this with benefit to the community.



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Appendix 1 Telecommunication Facilities Policy - PRP Changes

- Ensure designs minimise visual impacts.
- Ensure required community consultation is undertaken, either by Council or by the provider in accordance with the *Local Government Act 2020* (The Act) and Council's Community Engagement Policy or where it is determined that the site may be of particularly community interest.

3.1. Legislation

Council may require the carrier to provide evidence of its compliance with relevant legislation, such as evidence of community consultation where required. Council will always verify the accuracy and compliance with the *Code of Practice for Telecommunications Facilities in Victoria, July 2004*.

The Code of Practice will:

- Set out the circumstances under which land may be developed for a telecommunication facility without a planning permit, and the required steps where a planning permit will be required;
- Set out the principles for design, siting, constructing and operations of a telecommunication facility, which a responsible authority must consider when deciding on a planning permit application.

3.1.1. Responsible Authority

As the Responsible Authority, Council must administer the Melton Planning Scheme. Clause 52.19 of the Melton Planning Scheme (Telecommunications Facility) outlines where a facility will require a planning permit.

3.1.2. Public Land Manager

Council is the public land manager of land where it is the owner, or the appointed Committee of Management. In its capacity as public land manager, Council has a duty to responsibly manage land and protect assets.

Council must provide a letter of consent to any application for a planning permit for a telecommunication facility on public land. Council must be notified in writing for any low-impact facility activity to be carried out on its land.

Council prefers a formal lease or license arrangement with all providers which consider access, maintenance and tenure, even where this may not be required by law. For high impact facilities, telecommunications companies must enter into a lease or a license with the landowner.

3.1.3. Local Government Body

Council must represent, and act in the best interest of the local community. Council will fulfill this obligation by contemplating visual and practical impact to Council amenities, when considering a request for a telecommunication facility to be installed.

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Item 6.3 Telecommunication Facilities Policy

Appendix 1 Telecommunication Facilities Policy - PRP Changes

3.2. Avoiding Informal Arrangement

Council will avoid occupancy arrangements without a lease or license agreement where possible. Council prefers and will encourage a formal lease or licence agreement, even where it is not required by law, as determined by the Property Officer and/or Senior Lawyer.

The lease or licence may be subject to three separate review processes: internal investigations, Council approval as landowner and Council as Responsible Authority including relevant statutory permits where applicable and Council's statutory obligation under relevant legislation.

The internal referral investigations process will provide relevant departments within Council an opportunity to review and provide information relating to the proposed Lease or Licence and any impact on the Council Property.

4. Council Assessment Considerations

The provider may be required to provide the following information:

- Reasons and evidence of a need for the proposed installation.
- Evidence that the applicant has exhausted alternative locations and solutions if requested by Council.
- The impact of the facility on the primary use of the land.
- The potential impact on the community, including evidence of community consultation where required.

Council may consider the following, when considering an application for the installation of a facility:

- Any proposed use of Council assets and services.
- The proposed commercial terms of the lease or license.
- The impact of the facility on the primary use of the land, any conflicts with primary purpose use of the land and the impact of the facility on the community.
- Impacts on Council reserves such as power and cabling services.
- Whether the proposed installation is inconsistent with any Council strategies, plans or other relevant use.

5. Determining rent and other costs

Council, as the owner of the subject site, is committed to ensuring that the best commercial terms are obtained for lease/licensing proposals. This includes the possibility of charging rental fees that may exceed the current market value, in order to benefit the community.

To determine appropriate rental fees, Council will seek a current market rental valuation for the proposed lease/licensed site from an independent valuer with experience in telecommunications facilities installations. Lease and license arrangements will include a CPI or fixed annual rental increase applied.

All costs which are as a direct result of the telecommunication facility will be the responsibility of the provider. This includes installation and maintenance of the facility and any associated infrastructure, restoration of Council infrastructure (if applicable).

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Appendix 1 Telecommunication Facilities Policy - PRP Changes



The provider will also be solely responsible for all outgoings, including Land Tax, and Council's reasonable costs incurred in preparing or reviewing the lease or license arrangement.

6. Application Fee

All applications are subject to an administrative fee of \$250 (inclusive of GST). This fee contributes towards the administrative costs associated with considering an application.

7. Community Consultation

Should a decision be made to enter into a lease or license with a telecommunications provider, under The Act, Council is required to undertake a community engagement process in accordance with Council's community engagement policy in respect to the lease of land. Council must include any proposal to lease land in a financial year budget where the lease is:

- for a term of one year or more and the rent or current market rent is \$100,000 or more per year; or
- for a term of 10 years or more.

All agreements will be advertised informing the community of the proposed telecommunications lease or licence agreement in accordance with Council's Community Engagement Policy and treated in the same way as acquiring or selling land.

8. Responsibilities

| | |
|--|--|
| <p>Tenant Liaison</p> | <ul style="list-style-type: none"> • Liaise with the Lessee and/or Licensee • Bring to the attention of the relevant member of Executive the existence of groups or entities requiring a tenancy and/or a space or tenancy to be filled • Provide information and instructions to the Legal Officer and Property Officer in respect of any lease and/or licence as required. |
| <p>Senior Lawyer and/or Property Coordinator</p> | <ul style="list-style-type: none"> • Consider all requests for use on Council land or Council facilities. All requests will be considered on a consistent basis with due consideration given to: <ul style="list-style-type: none"> a. Community benefit; b. Financial impact; c. Appropriate land use; and d. Neighbourhood amenity. • Council Officers will progress all applications in a timely manner and provide regular status updates to the applicant. |



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Appendix 1 Telecommunication Facilities Policy - PRP Changes

9. Definitions

| Term | Definition |
|------------------------|---|
| The Act | means the <i>Local Government Act 2020</i> |
| Co-located facilities | One or more facilities installed on or within an original facility or a public utility structure. This does not include a facility which is installed near, but not either on or within an original facility or public facility structure, will not be a co-located facility. |
| Low Impact Facilities | Small radio communications antennae and dishes erected on an existing tower or building that are designed to be unobtrusive. This may also include underground cables, public telephones, telecommunications pits in footpaths and co-located facilities. |
| High Impact Facilities | A tower that requires a Planning Permit under the Melton Planning Scheme. They are man-made structures that are always taller than they are wide, usually by a significant margin, generally built to take advantage of their height and can stand alone or as part of a larger structure. In the context of telecommunications, a tower requires a planning permit to be erected and is usually either a HUB or a BTU. |
| Lease | An interest in land granted by an owner (<u>Lessor</u>) to another person (<u>Lessee</u>) granting exclusive possession of property for a certain period of time. |
| Lessor | Owner of land granting the Lease – in this case, Council. |
| Lessee | Occupants of land under a lease, usually a commercial lease (may also be called a Tenant). |
| Licence | Means a licence for 1 or more years. Permission granted by an owner (licensor) to another person (licensee) to occupy property (or part thereof) non-exclusively. For the purposes of this policy, general references to licences do not include hire agreements. |
| Licensor | Owner of land granting the licence – in this case, Council. |
| Licensee | Occupants of land under a licence. |
| Relevant Legislation | Means all legislation that is relevant from time to time, includes but is not limited to the legislation set out in <i>Telecommunications Act 1997</i> , the <i>Telecommunications (Low-impact Facilities) Determination 2018</i> , the <i>Telecommunications Code of Practice 2021</i> and the <i>The Act (Vic)</i> . |

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Appendix 1 Telecommunication Facilities Policy - PRP Changes



| | |
|--------------|---|
| Tenant(s) | Occupants of land under a lease (may also be called a Lessee). |
| Installation | <ul style="list-style-type: none"> a. the construction of the facility on, over or under any land; and b. the attachment of the facility to any building or other structure; and c. any activity that is ancillary or incidental to the installation of the facility (for this purpose, installation includes an activity covered by paragraph (a) or (b). |

10. Related Documents

| Name | Location |
|---|---|
| Local Government Act 2020 | https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020 |
| Crown Land (Reserves) Act 1978 (Vic) | https://www.legislation.vic.gov.au/in-force/acts/crown-land-reserves-act-1978/128 |
| The Leasing Policy for Victorian Crown Land (2018) | www.delwp.vic.gov.au |
| Community Engagement Policy | Community Engagement Policy |
| Planning and Environment Act 1987 (Vic) | https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/156 |
| Code of Practice for Telecommunications Facilities in Victoria | chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://yarraranges.moderngov.com.au/documents/s5518/Attachment%20%20-%20Code%20of%20Practice%20for%20Telecommunication%20Facilities%20in%20Victoria.pdf |
| Melton Planning Scheme | |
| Application for the installation of Telecommunications Facilities | |

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7. GENERAL BUSINESS

Nil.

8. NEXT MEETING

Meetings will be scheduled following the 2024 Local Government Election.

9. CLOSE OF BUSINESS

The Mayor thanked the Panel for its efforts over the year and closed the meeting at 10.47am.

Confirmed

Dated this

.....CHAIRPERSON

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

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

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

14. NOTICES OF MOTION**14.1 NOTICE OF MOTION 926 (CR ABBOUSHI) - DUMPED RUBBISH/LITTER
EDUCATION AND AWARENESS CAMPAIGN****Councillor: Steven Abboushi**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 August 2024.

MOTION:

That Council develop a Dumped Rubbish/Litter Education and Awareness Campaign to educate residents about the effects of dumped rubbish and litter on public land in the City of Melton. The Campaign to consider effective education and awareness practices in other areas and include use of Council's website, social media, and other initiatives deemed appropriate by Council officers for implementation as soon as reasonably practicable.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.2 NOTICE OF MOTION 927 (CR ABBOUSHI) - CITY OF MELTON STAKEHOLDER YOUTH ENGAGEMENT SUMMIT**Councillor: Steven Abboushi**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 August 2024.

MOTION:

That Council facilitate a summit with key stakeholders across government including youth related agencies to explore opportunities of integrating approaches and resourcing efforts to:

1. Significantly increase youth engagement with education: Develop integrated approaches to enhance youth participation in education and / or extracurricular activities.
2. Reduce behaviours considered anti-social: Seek to address root causes of this behaviour in the City of Melton developing an integrated approach that leverages the strengths of all stakeholders.
3. A briefing of Council be provided to outline the planned approach for the Summit.

OFFICER'S COMMENTS:

Subject to Council decision on Notice of Motion 927, Council officers will prepare options for the approach to the Summit including information on budget considerations.

14.3 NOTICE OF MOTION 928 (CR ABBOUSHI) - TRAFFIC MANAGEMENT ON ORBIS AVENUE, FRASER RISE

Councillor: Steven Abboushi

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 August 2024

MOTION:

That Council conduct a traffic management investigation along Orbis Avenue, Fraser Rise, to evaluate potential solutions for managing traffic, including but not limited to parking restrictions, the installation of indented car parking, or any other appropriate traffic management measures as recommended by Council Officers to alleviate traffic congestion.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.4 NOTICE OF MOTION 929 (CR TURNER) - VINEYARD ROAD, DIGGERS REST**Councillor: Bob Turner**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 August 2024.

MOTION:

That Council:

1. Writes directly to the Minister for Planning, and the Minister for Roads and Road Safety and relevant Members of Parliament to highlight the concerns of the Diggers Rest community in relation to the Vineyard Road Corridor, including requesting:
 - a. An urgent investigation into the safety concerns raised by the community regarding the Vineyard Road Corridor; and
 - b. A review of capacity and timing for the duplication of Vineyard Road, including the Calder Freeway overpass bridge.
2. Writes to the Mayor and Councillors of Hume City Council in response to their letter received on 14 August 2024 with a commitment to jointly advocate on issues of shared priority relating to the Vineyard Road Corridor.

COUNCILLOR PREAMBLE:

Road safety is a number one priority for many of our residents. This Council has a track record of advocating for investment in roads with state and federal governments, and we are committed to the local roads. We know there is always more to be done by all levels of government on roads.

Council has previously advocated for our Diggers Rest residents on the Vineyard Road Corridor road safety with the Victorian Government's Department of Transport and Planning. Council requested that as the responsible authority they install safety barriers and reduce the speed limit. Resident concern is increasing on road safety in the Vineyard Road Corridor.

On 14 August 2024 Council received a letter from our Councillor colleagues of Hume City Council seeking we join them in joint advocacy to the Victorian Government for the upgrade of Vineyard Road.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.5 NOTICE OF MOTION 930 (CR MAJDLIK) - MT ATKINSON ESTATE - ACCESS TO TRANSPORT AND ESSENTIAL SERVICES**Councillor: Kathy Majdlik**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 August 2024.

MOTION:

That Council:

1. Write to:
 - a. The relevant Minister and local State Member of Parliament to outline the need for residents of the Mt Atkinson estate to access essential services such as hospitals and schools based on the proximity of where the essential service is located rather than based on postcode.
 - b. The relevant Minister and local State Members of Parliament requesting a review of the City of Melton bus network to create more frequent and direct routes and new bus routes for our emerging communities including Mt Atkinson.
 - c. Australia Post to request residents living in Mt Atkinson have postal services available locally which address current challenges and, if Australia Post is presently unable to provide these services, to advise the timeline as to when the services can be expected.
2. Request officers provide a report to Councillors outlining:
 - a. The process for suburb creation within the City of Melton, including options associated with boundary realignment, suburb naming and associated post codes.
 - b. New and developing suburbs which may share boundaries with other Local Government Areas and may experience adverse suburb or postcode impacts, with options to address these matters.
 - c. Any costs associated with the options presented

COUNCILLOR PREAMBLE

Residents of Mt Atkinson estate in Truganina have raised concerns of challenges experienced through a lack of public transport and the geographical anomalies of service access and delivery of being within the 3029 postcode and suburb of Truganina. Truganina is a suburb located within both the Cities of Melton and Wyndham. For Mt Atkinson estate residents this can result in services being aligned to the postcode area. Residents often have to travel further into the City of Wyndham for school and hospital services than closer and more accessible locations in the City of Melton. Australia post parcel services are also redirected to Hoppers Crossing than more accessible locations in the City of Melton.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.6 NOTICE OF MOTION 931 (CR MAJDLIK) - ETERNAL FLAME AT LAKE CAROLINE**Councillor: Kathy Majdlik**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 26 August 2024.

MOTION:

That Council:

1. Request Officers investigate the possibility of an 'eternal flame' located at Lake Caroline near the RSL ANZAC Memorial, with the feasibility of the project to include discussions with Caroline Springs Subbranch president and/or committee members and include any possibility of grants from the State or Federal Government.
2. Subject to the feasibility determining the project is possible, request Officers prepare a Business Case for the project to be considered as part of the upcoming 2025/26 Council Budget process.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE

16. URGENT BUSINESS

17. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

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

17.1 Contract No. 22-015 - Provision of Sanitary and Hygiene Services - Extension of Contract

(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. 23-032 - Weir Views Children's and Community Construction Services

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

17.3 Contract No. 24-034 - Taylors and Plumpton Road Signalled Intersection Construction Services

(h) as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).

17.4 Contract No. 24-038 - Navan Park Upgrade

(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.

17.5 Contract No. 24-039 - Earlington Square Park Upgrade

(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.

17.6 Contract No. 24-043 - Parks Development Program 2024-25 Package 1 – Hillside Recreation Reserve, Blackwood Drive Reserve and Barwon Street Reserve

(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.

17.7 Major Maintenance Contracts - Performance Report 2023/2024

(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.

17.8 Provision of Land for Active Open Space

(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.

17.9 Flavour Fest Contract Extension

(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.

17.10 Proposed Highway Declaration and Road Discontinuance

(e) as it relates to legal privileged information, being information to which legal professional privilege or client legal privilege applies.

17.11 Road Discontinuance - Melton Recreation Reserve

(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.

17.12 Minutes of the CEO Employment and Remuneration Committee Meeting - 29 July 2024

(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

18. CLOSE OF BUSINESS