



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
27 May 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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To seek Council's approval for the proposed member nominations to the Intercultural Advisory Committee (IAC).

18. CLOSE OF BUSINESS **280**

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 April 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 15 April 2024 Summary of Informal Meeting of Councillors
- Monday 22 April 2024 Summary of Informal Meeting of Councillors
- Monday 6 May 2024 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 15 April 2024, 22 April 2024 and 6 May 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 15 April 2024
2. Summary of Informal Meeting of Councillors - dated 22 April 2024
3. Summary of Informal Meeting of Councillors - dated 6 May 2024



INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 15 April 2024	Time Opened:	6.16 pm
		Time Closed:	9.08pm
Councillors present:	Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) Cr L Carli (joined 7.31pm online) Cr G Kesic Cr S Ramsey (online) Cr J Shannon Cr B Turner		
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) E Keogh Head of Governance C Ciciulla Head Major Project Delivery M Merritt Manager City Strategy		
Guests	Tammy Beck Williams Ross Architects Bronwyn Raso Williams Ross Architects		
Apologies	Cr J Farrugia Cr A Vandenberg		
Matters discussed:	1. Presentation – Plumpton Aquatic and Leisure Centre 2. Draft Reports 3. General Updates from Officers		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors		Yes
Matter No.	Councillor making disclosure	Councillor left meeting
Draft reports 12.2, 12.4, 12.5	Cr Majdlik	Yes
12.2	Cr Shannon	Yes

REPORT PRODUCED BY:

Officer name:	Emily Keogh – Head of Governance	Date:	15 April 2024
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INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 22 April 2024	Time Opened:	6.18pm
		Time Closed:	6.53pm
Councillors present:	Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) Cr L Carli Cr J Farrugia Cr G Kesic Cr S Ramsey Cr J Shannon Cr B Turner		
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) E Keogh Head of Governance R Hodgson Senior Governance Coordinator B Angus Manager City Growth and Development M Merritt Manager City Strategy B Bensley Governance Officer		
Guests	Nil		
Apologies	Cr A Vandenberg		
Matters discussed:	1. Council Meeting Agenda		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		Yes
Matter No.	Councillor making disclosure	Councillor left meeting
Council Items 12.3, 12.4, 12.5	Cr Majdlik	Yes
12.3	Cr Shannon	Yes

REPORT PRODUCED BY:

Officer name:	Bernadette Bensley – Governance Officer	Date:	23 April 2024
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INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 6 May 2024	Time Opened:	6.17 pm
		Time Closed:	8.55pm
Councillors present:	Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) 7.20pm arrived Cr L Carli Cr G Kesic Cr S Ramsey (online) 6.26pm arrived Cr J Shannon (online) 6.22pm arrived		
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) E Keogh Head of Governance C Marshall Manager Operations (online) M Merritt Manager City Strategy A Ravindran Head of Technology (online)		
Guests	T Hedley Western Program Alliance (online) L Fletcher Western Program Alliance (online)		
Apologies	Cr A Vandenberg (suspended) Cr J Farrugia Cr B Turner		
Matters discussed:	1. Level Crossing Removal – Diggers Rest Designs Update 2. Harkness Cemetery Update 3. Community Bus Hire to Community Review Outcomes and Next Steps 4. Response to NoM 902 Outdoor Dining Measures 5. Managed Service Provider (MSP) for Microsoft Services 6. Audio Visual (AV) Technology Upgrade of Meeting Rooms 7. General Updates from Officers		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?	No		
REPORT PRODUCED BY:			
Officer name:	Emily Keogh, Head of Governance	Date:	6 May 2024

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- The Hon. Danny Pearson MP, Minister for Transport Infrastructure – Level Crossing Removal Project
- The Hon. Gayle Tierney MP, Minister for Skills and TAFE – Melton TAFE Campus

RECOMMENDATION:

That Council receive and note the following Parliamentarian and Departmental letters received by the Mayor, provided as **Appendix 1 and 2** to this report:

1. The Hon. Danny Pearson MP, Minister for Transport Infrastructure – Level Crossing Removal Project
2. The Hon. Gayle Tierney MP, Minister for Skills and TAFE – Melton TAFE Campus

LIST OF APPENDICES

1. The Hon. Danny Pearson MP, Minister for Transport Infrastructure - dated 5 April 2024
2. The Hon. Gayle Tierney MP, Minister for Skills and TAFE - dated 17 May 2024

**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-1-24-1092

Cr Kathy Majdlik
Mayor
Melton City Council
PO Box 21
MELTON VIC 3337
kathy.majdlik@melton.vic.gov.au

Dear Cr Majdlik

Thank you for your letter of 22 December 2023. I appreciate you taking the time to write me a congratulatory letter regarding my appointment as Minister for Transport Infrastructure and Minister for the Suburban Rail Loop. I apologise for the delay in responding.

The Allan Labor Government is committed to delivering a high-quality transport network that will create better connectivity for the growing community in Melbourne's west, including within the City of Melton.

This includes an investment of \$650 million to upgrade the Melton train line to improve safety, reduce congestion and create better connections for thousands of locals.

A new station will be delivered in Melton, alongside works to make Melton level crossing free by 2028 with the removal of four level crossings in the City of Melton. Early planning is underway for the Coburns Road and Exford Road projects and site investigations have commenced at Ferris Road in Melton South and Hopkins Road in Truganina.

We are also making the Sunbury Line level crossing free by 2026. Early works are underway to remove the level crossing at Calder Park Drive and close Holden Road at the level crossing in addition to planning for the removals at Old Calder Highway and Watsons Road in Diggers Rest.

Making the Sunbury Line and Melton level crossing-free will change how locals live, work and travel. With no level crossings in the area, journeys will be faster and more reliable, and local roads will be safer.



The Level Crossing Removal Project is working closely with the Department of Transport and Planning to support the development and growth of the area. This includes delivering more than 485 new car parks at Watergardens Station as part of the Car Parks for Commuters project to make it easier to catch the train.

Thank you again for writing to me.

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

05/07/2024



The Hon Gayle Tierney MP

Minister for Skills and TAFE
Minister for Regional Development

Level 1, 2 Treasury Place
East Melbourne, Victoria 3002 Australia
Telephone: +61 3 8392 2220

Ref: CMIN-2-24-24144

Kathy Majdlik
Mayor
City of Melton
kathym@melton.vic.gov.au

Dear Cr Majdlik

Thank you for your letter dated 22 April 2024 regarding the new Melton TAFE campus.

As you will be aware, the 2023-24 Victorian Budget provided \$55 million to establish a new Melton TAFE campus. This includes funding to acquire land to accommodate a multi-stage development along with funding to design and construct a facility with a focus on construction skills training.

I was pleased to announce in October 2023 that Bendigo Kangan Institute had been selected to deliver and operate this campus on the basis of their well-established strengths in the delivery of construction and trades training and pre-existing geographic connection to the region.

The Office for TAFE Coordination and Delivery, alongside Bendigo Kangan Institute, has been working closely with the Melton City Council in the delivery of this new campus, including in relation to site identification. This collaboration recognises the collective interest the Victorian Government and the Melton City Council have in the delivery of a new TAFE campus in Melton.

While the new Melton Campus will have a focus on construction skills training, which responds to critical local skills needs in the area, I note the future opportunities you have identified to expand the scope of delivery at the campus to address skills in other areas such as logistics, health, education and community services. I recommend that you continue working closely with the Office of TAFE Coordination and Delivery and Bendigo Kangan Institute to consider these matters.

Thank you for taking the time to write to me. If you require further information, please contact David Miller, Executive Director, TAFE Service Delivery within the Department of Jobs, Precincts and Regions via email, david.x.miller@ecodev.vic.gov.au

Yours sincerely,

The Hon. Gayle Tierney MP

Minister for Skills and TAFE
Minister for Regional Development

17 / 05 / 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

10.1 SANCTION FOR INTERNAL ARBITRATION - SHANNON AND OTHERS & VANDENBERG (IAP 2023-11)

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 COUNCIL AND WELLBEING PLAN 2021-2025, ANNUAL ACTION PLAN 2023/24, THIRD QUARTER PROGRESS REPORT

Author: Bob Baker - Corporate Planning and Performance Coordinator

Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To provide the third quarter update on the progressive achievement of the Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter Progress Report.

RECOMMENDATION:

That Council receive and note the Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24 Third Quarter Progress Report (1 July 2023 – 31 March 2024) as presented at **Appendix 1**.

REPORT

1. Executive Summary

The Melton City Council and Wellbeing Plan 2021-2025 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 and through the production of Council's Annual Report.

Appendix 1 provides detail on activity for the third quarter (1 July 2023 - 31 March 2024), in the progressive achievement of the Annual Action Plan 2023/24.

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-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. The 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 Annual Action Plan 2023/24, inclusive of the period from 1 July 2023 - 31 March 2024. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥.

During the quarter Council implemented a new reporting tool to better manage the annual actions. As a result, the detail summary report looks different and includes information about the percentage complete of each action, target, action progress comments and a traffic light symbol highlighting the target %.

The following table provides a summary of progress against the actions.

Status	Description	Number of actions
Completed	The Action has been completed	6
On track	At least 90% of the action target has been achieved	56
Off Track	Between 75% and 90% of the action target has been achieved	0
Monitor	Less than 75% of the action target has been achieved	0
Total Actions		62

Six actions have been completed to the end of the third quarter:

- Delivery of an assertive outreach response initiative to people who are sleeping rough in our community.
- Develop and improve the reach, impact, and accessibility of Council's Community Grants Program.
- Invest in education and training opportunities for community sport, recreation, and leisure.
- Plan, develop and deliver opportunities for increased provision of recreation and leisure opportunities.
- Complete the Western Plains South Green Wedge Management Plan.
- Utilise new technologies to collect and collate client and community feedback and data to improve services within Community Care and Active Living.

The remaining 56 actions are on track to be completed in the final quarter of the year.

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 Annual Action Plan 2023/24 are contained within the Council approved 2023/24 Budget.

5. Consultation/Public Submissions

The Council and Wellbeing 2021-2025 planning process was undertaken 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 Melton City Council and Wellbeing Plan 2021-2025. The Annual Action Plan 2023/24 was prepared with internal consultation of Council staff and management.

6. Risk Analysis

Nil

7. Options

Nil

LIST OF APPENDICES

1. Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023-24, Third Quarter Progress Report



Annual Action Plan 2023/24, Third Quarter Progress Report

Melton City Council

cammsstrategy

Print Date: 09-May-2024



OVERVIEW

ACTION SUMMARY

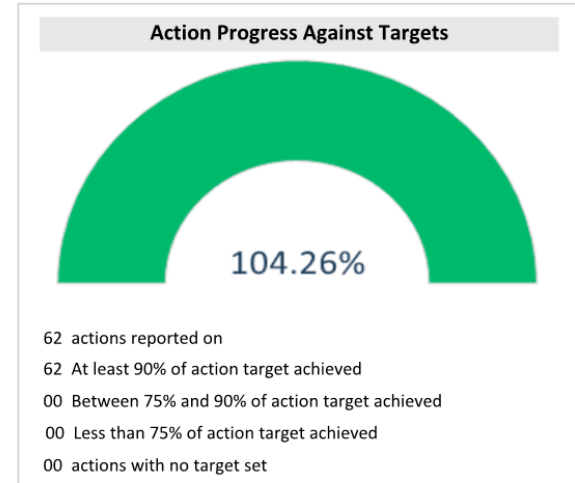
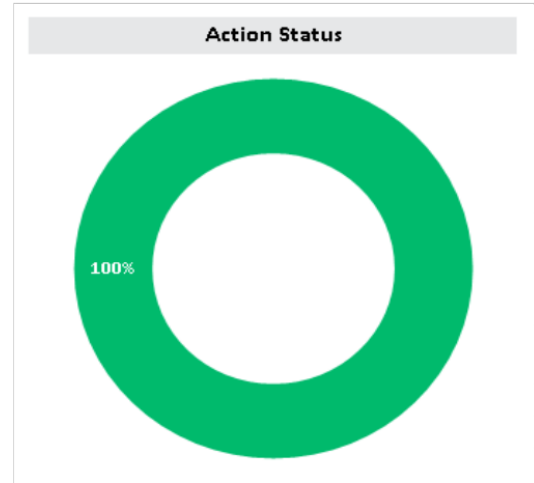
By Performance

62 On Track

0 Off Track

0 Monitor

0 Not Applicable



City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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

* Dates have been revised from the Original dates

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Supported local women in the Multicultural Association for Community Empowerment (MACE), to deliver an International Women's Day event with a focus on disability inclusion;

Delivered community workshops targeted at the Punjabi/Indian community to challenge gender stereotypes including 'Girls Own Toolbox' and 'Dads and Kids Cupcake Decorating'

Liaising with Djirra to plan and deliver culturally responsive MARAM and cultural safety training;

Partnering with the Salvation Army to deliver Baby Makes 3 programming to new parents;

Supporting local sporting clubs to increase gender equity into programming through updated Fair Access Policy and associated tailored support;

Partnering with Western Bulldogs Community Foundation to deliver Sons and Daughters of the West program to Syriac community;

Last Updated: 09-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Community Capacity	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Council's Cultural Diversity Week Festival 2024 (the Festival) celebrated 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 of a local branch of the Scottish Business Networking and Culture and also fund two cultural festivals: the Shree Ramanavami Festival in Woodlea (Fraser Rise) and Sri Lankan Buddhist Vesak Festival.

Engaged with Melton Rainbow Social to deliver inclusive events and programs.

Transgender Day of Visibility recognition and flag raising, and awareness promotion was delivered between 18-31 March.

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


Collage Nouvea Workshop delivered for International Women's Day at Melton Library and Learning Hub.

Last Updated: 09-May-2024

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

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


Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Actions from the Growing and Thriving Implementation Plan 2023-24 that have been delivered in the last quarter include:

- Delivered community learning programs for people of all ages and all abilities focused on physical health.
- Delivered weekly session of Tai Chi for Arthritis, Nordic Walking, and Walking groups.
- Developed a Visitor Map with a disability lens with 13 out of 22 listings include disability access information.
- 28 educators completed cultural competency training to support the children and their families from vulnerable background
- Delivered 7 New Parent Group programs, supporting early literacy and language development for families and reached 176 families.
- Delivered the Space program for young people who identify with the LGBTIQ+ community

Last Updated: 24-Apr-2024


Action Title: 1.1.3.6 Deliver initiatives and service improvements to improve access and reduce inequalities for people of diverse identities and backgrounds

Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Community Capacity	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

- Action Progress Comments:** Delivered community workshops targeted at Punjabi/Indian community to challenge gender stereotypes including 'Girls Own Toolbox' and 'Dads and Kids Cupcake Decorating' and provision of kit to deliver additional workshops in future.
- The MiCare Burmese Parenting program is being delivered.
- Officers are liaising with Djirra to plan and deliver culturally responsive MARAM and cultural safety training.
- Supported local women led community group, Multicultural Association for Community Empowerment (MACE), to deliver an International Women's Day event with a focus on disability inclusion.
- Delivered various community training sessions aimed at increasing participation in community by diverse residents. Topics included increased awareness of the role of cultural diversity and need for cultural competence, a focus on developing project management skills and core governance capabilities when leading community groups.
- Sons of the West program currently being delivered and addresses social isolation barriers and issues with community
- Council has progressed the delivery of its Community Partnership Program which provides emerging groups with support and a plan to deliver partnership projects that increase access and reduce inequalities amongst community.

Last Updated: 09-May-2024

Action Title: 1.1.3.7 Delivery of externally funded programs to support the Health and Wellbeing of the community

Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Strategy Compliance	In Progress	01-Jul-2023	30-Jun-2024	79%	75.00%	 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:

- Over 60 support periods for Housing Services
- 18 Reconnect programs delivered and 53 client supports
- 5,000 hours of Child Protection and Family Service delivered
- 55,000 hours of support against the Commonwealth Home Support Programme (CHSP) including 13,000 meals
- 7,600 hours of support against the Home and Community Care Program for Younger People (HACC PYP) including 1700 meals.


Last Updated: 10-Apr-2024

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

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Coordinated the opening of the Atherstone Traffic School.
 Delivered initiatives to increase online safety, digital literacy and scams awareness.
 Engaged with key external organisations on community safety issues.
 Implemented education and awareness raising initiatives.
 Maintained a whole-of-organisation response to community safety issues.

Last Updated: 24-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Community Grants and Awards	Completed	01-Jul-2023	30-Jun-2024	100%	75.00%	 GREEN


Action Progress Comments: The community grants program has been reviewed and endorsed by Council to improve reach, impact and accessibility. Improvements include the execution of a detailed communication plan, implementation of a gender impact assessment, increased face-to-face and phone support with grant applicants, promotion of the program at Community events, and simplification of application forms. The new Community grants program launched in March 2024, introducing simpler processes for applicants and assessors. The first round of community grants under the new program will be awarded in June 2024.

Last Updated: 08-Apr-2024

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Community Participation & Learning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Supported four new culturally and linguistically diverse community groups to establish and utilise community centres in Aintree, Fraser Rise, Melton Township and Caroline Springs including Thee Coffee table – Kurunjang, Indian Senior Citizen Association - Fraser Rise, Woodlea Indian Seniors Social Group – Timbertop, The Iraqi/ Syriac social group which led to The Afghani Women's English Group – Stevenson House.
 Delivered six localised initiatives for Cultural Diversity Week and Neighbours Day between January and March 2024 within community centres.
 Delivered two Community Activation Days celebrating the opening of new community centres, attracting over 1,000 residents collectively.
 Supported the delivery of 13 social connection groups across the municipality utilising community centres. Eight groups were from culturally diverse backgrounds.


Last Updated: 09-May-2024

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

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	

Action Progress Comments: Established the Melton Food Systems Collective Working Group with community partners from food access, relief and prevention environments. Supported local women led community group, Multicultural Association for Community Empowerment (MACE), to deliver an International Women's Day event with a focus on disability inclusion. Supported the delivery of six Heart Foundation Walking Groups across the community. Engaged with Community Health Nurses at Western Health on the issue of identifying vulnerable populations who could benefit from road and community safety education as part of the planning for the upcoming road safety forum. Held the Empowering Communities Project Action Group meeting where ways of maintaining established networks beyond the project's conclusion in June were explored. Partnering with MiCare to deliver the Burmese Parenting program with a gender equity lens. Partnering with Western Bulldogs Community Foundation to deliver Sons and Daughters of the West program to the Syriac community. Partnering with African Youth Initiative to deliver cultural awareness capacity building sessions to Council staff. Supporting Melton Rainbow Social to deliver programs to LGBTIQ+ communities. Liaising with Djirra to plan and deliver culturally responsive MARAM and cultural safety training; Partnering with the Salvation Army to deliver Baby Makes 3 programming to new parents; Supporting local sporting clubs to increase gender equity into programming through updated Fair Access Policy and associated tailored support; Stakeholder engagement with organisations on local accommodation needs through the Cobblebank Community Services Hub project and local accommodation in Council Facilities and Community Centres.

Last Updated: 09-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Community Wellbeing & Inclusion	Completed	01-Jul-2023	30-Jun-2024	100%	75.00%	

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. The initiative has resulted in 84 notifications received in the last 3 quarters.

Last Updated: 09-May-2024

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

Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation	Completed	01-Jul-2023	30-Jun-2024	100%	75.00%	

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. A Sports Club information night was held in March with 36 people from 20 Clubs attending. The night was supported with a number of internal departments providing information and networking opportunities.

Last Updated: 23-Apr-2024

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

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: VicHealth Local Government Partnership Program: delivered vaping prevention workshops and co-designed a number of vaping prevention posters.
 Free from Violence Local Government Program: delivered two Lunch and Learn sessions with Council staff focused on intersectionality and Gender and Artificial Intelligence and delivery of the MiCare Burmese Parenting Program
 Melton Food Systems Collective project: established the Melton Food Systems Collective Working Group with community partners from food access, relief and prevention environments and initiated food systems mapping.
 Empowering Communities Program: delivered educational sessions for newly arrived communities on their legal rights and community forums aimed at collecting valuable insights and addressing safety concerns directly from the residents.
Last Updated: 23-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN


Action Progress Comments: Delivered the MiCare Burmese Parenting program with gender equity programming
 Supported a local women led community group, Multicultural Association for Community Empowerment (MACE), to deliver an International Women's Day event with a focus on disability inclusion
 Delivered community workshops targeting the Punjabi/Indian community to challenge gender stereotypes.
Last Updated: 24-Apr-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Community Capacity	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Currently developing programming for Reconciliation Week, Sorry Day and NAIDOC.


First Reconciliation Advisory Committee meeting for 2024 held in March.

Progressing the planning for a Stolen Generations marker in Melton.

Last Updated: 09-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Community Capacity	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Council officers 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.

Council's Community Grants Program continues to provide food relief in the form of food parcels to more than 25 families every fortnight.

Last Updated: 09-May-2024


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Open Space Planning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: The Draft Lake Caroline Masterplan and Activation Strategy has been prepared. The draft document was presented at the March Council meeting where approval to proceed to community consultation and public exhibition was received. Consultation and public exhibition of the draft strategy is scheduled to commence on 19 April 2024.

Last Updated: 08-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
City Environment and Sustainability	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN


Action Progress Comments: The development of a Biodiversity Strategy has commenced with a desktop assessment underway.

Last Updated: 08-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
City Environment and Sustainability	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: A draft report has been received by officers and is currently under review.


Last Updated: 08-May-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Growth Area Planning	Completed	01-Jul-2023	30-Jun-2024	100%	75.00%	 GREEN

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

Last Updated: 08-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
City Environment and Sustainability	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN


Action Progress Comments: Consultants have provided a draft report on 15 March 2024. The project team is currently reviewing the document and recommendations.

Last Updated: 08-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
City Environment and Sustainability	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: The Project has commenced. Promotion of the strategy occurred at the Djerrirwarrh Festival. 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.

Last Updated: 06-May-2024


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Growth Area Planning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 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: 10-Apr-2024

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

Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Growth Area Planning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: A draft review of the Melton Planning Scheme has been prepared. The report draws upon a comprehensive analysis of the Planning Scheme, strategies and plans, VCAT outcomes, and extensive internal and external consultation. The review of the Melton Planning Scheme will be presented to the Council Meeting in May 2024.

Last Updated: 08-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Growth Area Planning	In Progress	01-Jul-2023	30-Jun-2024	90%	75.00%	 GREEN

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

Last Updated: 08-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Growth Area Planning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 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. The VPA have placed Rockbank South and Kororoit Part 2 Precinct Structure Plan development on hold until further notice.

Last Updated: 28-Mar-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Open Space Planning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: A review of the Open Space Plan is underway, with officers undertaking a review and preparing a brief for the procurement of a consultant.

Last Updated: 08-May-2024


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

Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Open Space Planning	In Progress	01-Jul-2023	30-Jun-2024	80%	75.00%	 GREEN

Action Progress Comments: The development of a Dog Park Strategy is underway, with a draft document currently being reviewed by officers.

Last Updated: 08-May-2024

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


Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Open Space Planning	In Progress	01-Jul-2023	30-Jun-2024	80%	75.00%	 GREEN

Action Progress Comments: The draft Melton Weir Parkland Strategy has been prepared. The draft document was presented to the Melton Weir Development Committee in November 2023 and subsequently at the 25 March Council meeting where approval to proceed to community consultation and public exhibition was received. Consultation and public exhibition of the draft strategy is scheduled to commence on 19 April 2024.

Last Updated: 08-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Strategy Compliance	Completed	01-Jul-2023	30-Jun-2024	100%	75.00%	 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: 07-May-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy	In Progress	01-Jul-2023	30-Jun-2024	77%	75.00%	 GREEN

Action Progress Comments: Detailed action plans are currently being developed and on track for completion and commencement of implementation by 30 June 2024.

Last Updated: 08-Apr-2024

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


Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Property and Investment	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 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: 11-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Major Project Delivery	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: The master planning has been completed by the architect and the three building options have been costed by the quantity surveyor. The financial models for the three building options have been developed and are scheduled to be presented to Council in February 2024.

The Cultural Heritage Management Plan is on track to be completed by March 2024.

Last Updated: 03-Apr-2024

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Community Participation & Learning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: In partnership with Future Connect, officers launched the YouthGrounds Coffee Project from Kurunjang Community Hub in March targeted at young people.

Officers 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, Djerriwarrh Community House and Multicultural Association of Community Empowerment Inc. (MACE).

Last Updated: 09-May-2024

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

Action Title: 3.2.2.3 Design and commence construction of the Weir Views, Aintree and Plumpton Children's and Community Centres						
Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Child, Family & Youth	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Plumpton construction work due to commence in February 24. 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: 09-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Major Project Delivery	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Council awarded the Contract for Design Services for the Plumpton Aquatic and Leisure Centre (PALC) Project at the Council Meeting on 30 October 2023. The Council appointed architects commenced development of the PALC Masterplan in January 2024 and has made extensive progress with the development of the Draft Masterplan completed in March 2024. The PALC Draft Masterplan is scheduled to be presented to the Council Meeting in April 2024 for consideration for endorsement for community consultation.

Last Updated: 07-May-2024


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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Property and Investment	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Advocacy for the timely delivery of the new Melton Hospital is ongoing. Continued support is being provided to the Victorian Health Building Authority in relation to the planning process for the Hospital and the current tender process for the design, construction, financing and maintenance of the Hospital.

Last Updated: 28-Mar-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Maternal & Child Health	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Council has employed several new MCH staff, including a strong intake of student and graduate nurses for 2024. A number of casual staff have transitioned to permanent roles, supporting retention and development objectives and increasing available rostered hours. Roles to strengthen support for nurses have been extended where relevant to retention objectives, and some staff have been nominated/sponsored to complete professional development programs in leadership or nursing. Job advertisements have been refreshed to launch in 2024. The Student MCH employment model is being introduced Q4, this model will enable student MCH nurses to be employed to carry out consultations within the scope of practice of a registered midwife, the hope is these nurses will then continue as employees on the graduate MCH nurse program.


Last Updated: 09-Apr-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation	Completed	01-Jul-2023	30-Jun-2024	100%	75.00%	 GREEN

Action Progress Comments: Council adopted the Sport and Recreation Facility Development Policy. City of Melton Tennis Strategy drafted to be presented to Council at June Ordinary Meeting of Council. Development of Allocation of Sport and Recreation Facilities Policy has commenced for completion June 2024. Four Open Days throughout the financial year held at stadiums during the July and September 2023 school holiday periods, attracting around 1,560 visitors.
Last Updated: 09-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Growth Area Planning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Officers await the release of a detailed housing statement from State Government, which we anticipate will specify housing targets and provide the parameters for this project. Initial benchmarking discussions have been undertaken.
Last Updated: 10-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy	In Progress	01-Jul-2023	30-Jun-2024	90%	75.00%	 GREEN


Action Progress Comments: The new priorities document has been completed and has been sent to the printer for printing. Delivery is expected for Friday 12 April 2024. Once delivered, the booklets will be distributed to key stakeholders, Councillors and the Executive Leadership Team for advocacy for Infrastructure and services within the City of Melton. This task will be completed by 30 April 2024.
Last Updated: 08-Apr-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy	In Progress	01-Jul-2023	30-Jun-2024	70%	75.00%	 GREEN

Action Progress Comments: The transport priorities for Council have been incorporated in the Federal and State Budget Submissions and the Advocacy Priorities booklet. The booklet is currently being printed and due for distribution to key stakeholders and decision makers by the end of 30 April 2024. Council has continued participation in the Bus Awareness advocacy campaign through LeadWest. The transport priorities have also been included in briefs prepared for the Mayor and CEO to guide discussion in their meetings with local members and Ministers. These meetings were held during January, February and March 2024.

Last Updated: 08-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Strategic Transport Planning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: The technical assessments have been finalised to assess the current conditions of roads, paths, and lighting outlined in this strategy. Additionally, ongoing work is in progress to identify any gaps in our infrastructure networks. These efforts involve analysing traffic volumes, future demand modelling, maintenance data, and developments by various stakeholders. Community engagement has commenced and continuing through to the end of May 2024.

Last Updated: 08-May-2024


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Growth Area Planning	In Progress	01-Jul-2023	30-Jun-2024	80%	75.00%	 GREEN

Action Progress Comments: A Draft Melton Employment and Industrial Land Strategy has been prepared by officers. Community consultation was conducted between 15 January - 29 February 2024. Submissions are being considered and changes made to the Strategy before it is presented to Council for adoption in June 2024.

Last Updated: 30-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Growth Area Planning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 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 and Mt Atkinson Major Town Centre North 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: 03-Apr-2024

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

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Library Activation & Learning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 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.

Last Updated: 23-Apr-2024

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy	In Progress	01-Jul-2023	30-Jun-2024	70%	75.00%	 GREEN

Action Progress Comments: The Department is yet to announce the preferred location for the TAFE within Cobblebank but they are working closely with Council's Property and Investment Team to assess each location for its suitability to deliver the stage one of the TAFE, as well as future proof for additional stages. Council has been advocating for the Federal and State Governments to work in partnership to expand the course offering beyond the exclusive construction curriculum currently being planned for delivery.

Last Updated: 11-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Library Activation & Learning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 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.


Last Updated: 08-Apr-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Library Activation & Learning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 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.

Last Updated: 08-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Library Activation & Learning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Libraries provide a Digital Support Booth and Device Advice support. This quarter, library staff delivered 39 booked sessions. Library staff also provide tech assistance as part of their regular customer service shifts, helping patrons with using email, printing, filling in online forms, accessing eResources, and navigating eGov services.

Last Updated: 24-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Child, Family & Youth	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN


Action Progress Comments: The range of initiatives delivered this quarter included:

- Access to Early Learning (AEL) supported 16 families.
- 374 families (480 children) have participated in the Smalltalk parenting program to build their parenting confidence and capacity. 39 of these families were provided additional support visits.
- 944 families participated in Imagination Magic.
- The Grade 6 Transition workshop engaged with over 940 primary school students.
- A Parents Next Expo was run with approximately 80 parents attending.
- Wear it Purple LGTBIQ+ training was provided to 25 attendees.
- RSA, Provided First Aid, Defensive Driving, Construction White Card, Barista & Basic Café Skills workshops were delivered.
- 6 participants completed 2 Freeza Training.


As part of Kindergarten Readiness Month, an open week was held from Monday, 11 to Friday, 15 March. Two online information sessions were also held.


Last Updated: 07-May-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Library Activation & Learning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN
<p>Action Progress Comments: Libraries continued to provide regular Early Years programs in the form of New Parent Talks, Baby Bounce, Toddler Time, Storytime and Parent/carer information sessions across both branches.</p> <p><i>Last Updated: 28-Mar-2024</i></p>						

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Child, Family & Youth	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN
<p>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. As part of the Melton Learning Festival, our CALD Outreach team organised an interactive session specifically designed for CALD families facilitated by the Early Childhood Consultant.</p> <p><i>Last Updated: 09-May-2024</i></p>						

Action Title: 4.4.4.2 Actively promote Libraries as a partner of choice to facilitate lifelong learning opportunities						
Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Library Activation & Learning	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN
<p>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.</p> <p><i>Last Updated: 08-Apr-2024</i></p>						


City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Child, Family & Youth	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN


Action Progress Comments: Students from Melton Secondary College were engaged in Cultural workshops in partnership with the Western Bulldogs Foundation & young people from African Youth Initiative. 19 Freeza meetings were held with young people making decisions on events for young people by young people. The Western Bulldogs Leadership Project social impact projects were delivered. Program evaluation surveys were conducted across 3 portfolios including Health & Wellbeing, CaLD and Education & Training.

Last Updated: 09-May-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Technology	In Progress	01-Jul-2023	30-Jun-2024	90%	75.00%	 GREEN

Action Progress Comments: The development of ICT and Digital Strategy is now complete. The vendor responses submitted through the Request for quote phase to council requirements have been evaluated based on the defined criteria. The council is currently in the final phase of vendor evaluations, which was issued to the market in late 2023. The business case is also advancing towards the final phase and will be submitted to the council before June 2024.

Last Updated: 09-Apr-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Revenue	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Council is pursuing better practice hardship programs and initiatives to support our community and Council. Officers presented to Council on 20 November 2023 the intentions to implement a program to support this.

Last Updated: 10-Apr-2024

Action Title: 6.1.1.3 Implement recommendations of the Planning Services Review

Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
City Growth and Development	In Progress	01-Jul-2023	30-Jun-2024	70%	75.00%	 GREEN

Action Progress Comments: Implementation of a new software solution and process improvements are underway with expected completion by the end of June.


Last Updated: 08-May-2024

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

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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Council's Policy Framework review is progressing and on track to be completed by the end of the 2023/2024 financial year.

Last Updated: 02-Apr-2024

Action Title: 6.3.1.3 Update Council's Compliance Framework


Responsible Service Area	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: This is on track to be completed by the end of the financial year, with the recruitment process for a Senior Risk and Compliance Coordinator (who will be the lead for this project) completed. The new Coordinator will commence at Melton City Council in mid-May and key dates will be scheduled with ELT and Council to ensure the 30 June 2024 timeframe will be met.

Last Updated: 11-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy	In Progress	01-Jul-2023	30-Jun-2024	68%	75.00%	 GREEN

Action Progress Comments: Each priority has been identified with a detailed engagement action plan to be developed to maximise return on investment. The action plans are currently being developed and will commence implementation by 30 June 2024.

Last Updated: 08-Apr-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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Strategy Compliance	In Progress	01-Jul-2023	30-Jun-2024	79%	75.00%	 GREEN

Action Progress Comments: Officers continued to engage with the Municipal Association of Victoria (11 meetings), and the Aged and Community Care Providers Association (9 meetings) to discuss Aged Care Reform and to identify challenges and opportunities for consultation and future training.


Last Updated: 10-Apr-2024

City of Melton Council and Wellbeing Plan 2021-2025, Annual Action Plan 2023/24, Third Quarter 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 Area	Status	Start Date	End Date	% Complete	Target	On Target %
Community Wellbeing & Inclusion	In Progress	01-Jul-2023	30-Jun-2024	75%	75.00%	 GREEN

Action Progress Comments: Activities and initiatives undertaken in Q1 & Q2:

- A Communication board was installed at the Atherstone Traffic school in December 2023.
- All Library staff has completed Auslan interpreter level 1 training.
- A range of inclusive and accessible platforms were integrated into the Melton CARE Expo, such as, social stories, large print signage, communication boards, sensory rooms, and Auslan interpreter.
- Successful application for \$180,000 funding application to purchase a Marveloo to support accessibility and inclusion at events
- Business Excellence Award for Disability Initiative
- Development of the Disability Implementation Plan, Year 2, in conjunction with 11 internal Council departments
- Development of Access Keys and Social Stories for the Taylors Hill and Melton Youth Centres
- Free from Violence staff session, Violence against women with disability.

Activities and initiatives undertaken in Q3:

- Visitor Map completed for the City of Melton, 13 out of 22 listings include disability access information. All participants invited to self-review. Promoted via Venture Melton Facebook page.
- Melton City Libraries collaborated with local NDIS provider, Mambourin, to host the Next Chapter Book Club—a small-group, interactive reading experience for adults with learning disabilities. The program featured weekly sessions with 8-10 participants and two support workers. Melton City Libraries collaborated with Writers Victoria to launch Writeability, a program designed to overcome traditional barriers preventing individuals with disabilities from connecting with writing and publishing.
- Melton City Council have promoted inclusion by celebrating days of significance on their social media posts such as Neurodiversity Week.

Last Updated: 09-May-2024

12.2 MELTON PLANNING SCHEME REVIEW 2024

Author: Timothy Blackie - Strategic Planner
Presenter: Sam Romaszko - Director City Futures

PURPOSE OF REPORT

For Council to consider the adoption of the Melton Planning Scheme Review Final Report (May 2024).

RECOMMENDATION:

That Council:

1. Adopt the Melton Planning Scheme Review Final Report (May 2024) (**Appendix 1**).
 2. Authorise the Chief Executive Officer to provide a copy of the report and its recommendations to the Minister for Planning as required under the *Planning and Environment Act (1987)*.
-

REPORT

1. Executive Summary

A Planning Scheme Review is a regular process to improve the local Planning Scheme, required under the *Planning and Environment Act (1987)*. Council Officers have undertaken a review in consultation with relevant Council departments and drafted the *Melton Planning Scheme Review Final Report (Appendix 1)*.

As part of the Planning Scheme Review, an independent planning consultant Schemology Pty Ltd has provided a peer review of the draft Report and identified potential improvements which have been taken into consideration in the final Report.

The review has identified the following key priority areas: Planning for Places, Housing and Settlement, Heritage, Climate Change and Environment, Discretionary Land Use Policy and Planning in the rural zones.

The final Report is now presented to Council to consider its adoption.

2. Background/Issues

This is the first Planning Scheme Review since 2012, and the municipality is experiencing rapid growth with the total municipal population expected to grow to over 485,000 people by 2051. A review is therefore needed to improve planning controls to address growth and improve land use and built form outcomes. The review identifies recommendations under the following groups:

- Planning scheme recommendations
- Further strategic work recommendations
- Process improvement recommendations
- Advocacy recommendations
- Minister for Planning recommendations

Further strategic work recommendations identify a work program for strategic planning projects that are required to improve the functionality of the planning scheme.

Through the review, the key priority strategic work areas identified include:

- **Planning for Places**

These projects may include updating Precinct Structure Plans, additional revitalisation measures for town centres, and improving planning controls which relate to town centres. These projects will ensure a greater sense of place through improved design, safety, traffic management, diversity of land uses and walkability.

- **Housing and Settlement**

Projects will seek to enhance the emerging residential character and housing diversity within established areas. Projects may include a updating the *House Smart 2014* and *House Rules 2015* documents with new housing character policy.

- **Heritage**

Review and update of the existing heritage policies including Melton's *Thematic Environmental History* and *Melton Heritage Study (2007)* and the *Melton Heritage Strategy (2011)*. Updating these documents ensures that they reflect the state of existing buildings and allows for the inclusion of any additional places or structures which have come to light since the previous documents were prepared. It is also recommended that Council review the dry stone wall guidelines and create a policy to ensure their retention, protection and appropriate treatment.

- **Climate Change and Environment**

Creation of a policy which responds to climate to change to ensure that new buildings and places are built and planned in an energy efficient and environmentally responsive manner. This may include a municipal Biodiversity Strategy and an Environmentally Sensitive Design (ESD) policy for both new buildings and the subdivision of land.

- **Discretionary Land Use Policies**

There are a number of land uses such as a medical centre or childcare centre which would require planning permits for the consideration of the land use and development. The report recommends the creation of discretionary land use policies for these types of developments which would guide where we'd like these uses to be located and set expectations around their design and form.

- **Planning in the rural zones**

This recommendation relates to the implementation of Green Wedge Management Plan actions and review of the dated Farming and Green Wedge planning provisions to ensure they are adequately delivering and protect land for farming uses.

Recent reviews of local policy content under the State government Smart Planning program, along with a previous Municipal Strategic Statement review, have ensured that most of the local policy content is already updated, and the improvements to existing local policy clauses identified in this review are relatively minor in nature.

Following comprehensive research, detailed consultation with relevant parties, and peer review, the *Melton Planning Scheme Review Final Report 2024* is ready to be considered for adoption by Council.

3. Council and Wellbeing Plan Reference and Policy Reference

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

2. A vibrant and healthy natural and built environment

2.3 A City growing and developing sustainably.

4. Financial Considerations

Consideration will need to be given to implementation of the Report recommendations into the Planning Scheme that is required in future budgets. This will include resources and mandatory fees for the preparation of the planning scheme amendments.

5. Consultation/Public Submissions

Council's Strategic Planning Officers consulted with various other Council departments, the relevant State Government departments and agencies, local planning consultants and developers.

Planning Departments

Council's Statutory Planners implement the Melton Planning Scheme through planning permit applications. Significant input into this Report was provided by that team, 37 issues, changes and ideas for further work were identified. Meetings were also held with Council's Strategic Planning Officers, Urban design Officers, Heritage Advisor and Open Space Planners.

State Government Departments and Agencies

Officers from 20 different local referral authorities were contacted with an invitation to complete a short survey seeking their feedback. Three (3) authorities provided feedback, with one suggesting Buffer Area Overlays for high pressure gas pipelines, one highlighting changes to State environmental legislation and one seeking to be informed of any new changes that may impact them.

Registered Aboriginal Parties

All three (3) Registered Aboriginal Parties were also contacted, with one submission received from the Wadawurrung, highlighting the importance of protecting environmental values of land around the Werribee River and Eynesbury and the release of their Country Plan.

Neighbouring Councils

All neighbouring Councils were consulted to gain feedback on common issues and impacts. Moorabool Shire Council provided a submission highlighting the need for cooperation in the Parwan border area.

Other Stakeholders

14 locally active planning consultants and developers were contacted with an invitation to complete a survey seeking their feedback for the Planning Scheme Review on any issues in the existing local content. One survey response was received, which provided the following feedback:

- Additional Developer Contribution Plan (DCP) staff are requested to address delays.
- Consider simpler and more efficient alternatives to Section 173 Agreements.
- Other positive comments about Council's processing of planning applications.

It is noted that a Developer Contributions Plan (DCP) Coordinator has been appointed since this comment was received. The use of Section 173 agreements will be considered by separate work undertaken by City Growth and Development.

6. Risk Analysis

Should Council proceed with adoption of the *Melton Planning Scheme Review Final Report* (May 2024), potential risks include:

1. An outdated planning scheme will limit Council's ability to manage the growth of the municipality and delivery quality land use and development outcomes.
2. Council would not meet its obligations under the *Planning and Environment Act 1987* which requires the preparation of regular reviews of the Melton Planning Scheme and the reporting of findings to the Minister for Planning.

7. Options

Council can resolve to either:

1. Adopt the *Melton Planning Scheme Review Final Report* (May 2024) and authorise officers to provide a copy to the Minister for Planning.
2. Not adopt the *Melton Planning Scheme Review Final Report* (May 2024) and undertake further reviews.

LIST OF APPENDICES

1. Melton Planning Scheme Review Final Report (May 2024)

Melton Planning Scheme Review

Final Report

[May 2024]



OFFICIAL

Document Control

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Document History

Version	Date	Author	Summary of changes
1	29/4/2024	Tim Blackie	Peer reviewed the Report
2	14/5/2024	Tim Blackie	Formatted the Report

Contributors and Reviewers

The following people were involved, to different extents, in the process of developing and finalising this document, but were not responsible for its authorship:

- Contribute – had input into the creation of the document
- Review – receives the document in order to review and provide feedback

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Approval

Council Adoption Meeting

Proposed: 27 May 2024

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Executive summary

Why is the planning scheme being reviewed?

Council as the planning authority for the Melton Planning Scheme is required to review its planning scheme every four years under Section 12(B) of the *Planning and Environment Act 1987*.

Council last undertook a comprehensive review of the Planning Scheme in 2012. The findings of this review required the creation of a series of new plans and strategies and subsequent creation of an entirely new Municipal Strategic Statement (MSS) to respond to changes in State planning for the municipality. The new MSS was implemented by amendment C200 which was gazetted on 18 April 2019.

Recently the Planning Scheme was restructured to insert a new Policy Planning Framework to replace the former Local Policy Planning Framework. This policy translation was done via amendment C219melt and was a policy neutral amendment undertaken by the State Government and gazetted on 13 July 2023.

This review will be forwarded to the Minister for Planning as required under Section 12(B) of the *Planning and Environment Act* once complete. A planning scheme amendment to implement the findings of the review has been prepared and is attached in the form of marked up ordinance as **Appendix 1** to this report.

Characteristics of the municipal area

The City of Melton is a key part of Melbourne's western growth corridor and is one of Australia's fastest growing local government areas. Its population grew from 52,029 in 2001 to an estimated population of 192,865 on 30 June 2022 and in 2051, is forecast to be more than 440,000 (Id Consulting Pty Ltd, 2023). When the City reaches its ultimate built out stated post 2051 it is projected to be over 500,000 people.

The City's demographic profile varies with a high population of young families and children and an ageing population, which has implications for future housing diversity and increases pressure on community services and facilities.

Eleven new suburbs across the growth corridor have been created in the central growth corridor located between the existing suburbs of Melton and Caroline Springs. Growth has also occurred in Melton, Melton South, and Melton West. There are also smaller townships of Eynesbury, Toolern Vale, and Diggers Rest, and surrounding rural areas.

The key drivers of the economy are retail trade, education and training, construction, health care, manufacturing, and public administration. The agriculture sector plays a role in the economy although it is not a large employer. The City of Melton has good access to Melbourne's key freeways and airports, the Port of Melbourne, the State Significant Western Industrial Precinct, and the Regional Rail Link. These provide significant economic opportunities and a competitive advantage.

On average around 500 permit applications are received each year. However, the number of lots approved had been steadily increasing from 2,500 in 2017/18 to reach 7,258 in 2021/22 as increasingly large growth area suburb subdivisions were being lodged, before declining to 3,756 in 2022/2023. With the planned growth of Melton to a city of over half a million, it is likely that the numbers may return to the high levels of 2021/2022 again in coming years.

The municipality has a mixture of growth area suburbs, substantial established township areas, and less populous surrounding rural areas. Permit applications lodged reflect this mixture.

Key issues that come up frequently for the municipality include the impact of discretionary uses on their host zones, rapid population growth and urbanisation impacts on infrastructure and utilities, housing policy and neighbourhood character assessment of infill developments, and the use and protection of our remaining green wedge rural areas.

The main change impacting the municipality is and will continue to be rapid growth, having become the fastest growing municipality in Australia with an annual population growth of 6.42 percent in the Australian Bureau of Statistics data released in April 2023.

Overall health check

Overall, the Melton Planning Scheme is operating effectively, however there are opportunities for improvement through further strategic work. The settlement narrative in the scheme is clear but requires updating to reflect the latest Victorian government housing policy. There are gaps in the planning scheme on key issues such as discretionary uses. These have been identified in the proposed lists of future work strategic focus areas, and both current and proposed work will address these issues.

There are opportunities for efficiencies and improvements through a variety of measures such as removing anomalies, providing better rural zone schedules, improving the zones and design controls in the Caroline Springs Major Town Centre, providing guiding policy on discretionary uses, revising housing policy to be coherent and effective, and encouraging other key work such as buffer overlays and encouraging the creation of a biodiversity strategy.

Appeals to the Victorian Civil and Administrative Tribunal and activity for the Council is below average for a growth area Council in comparison to its peers.

Numerous small, policy neutral changes have been identified to bring the Melton Planning Scheme in line with the Ministerial Direction on the Form and content of planning schemes.

State Government led Precinct Structure Plans (PSPs) and developer contributions requirements are consistently underestimating the number of lots and population each new suburb needs to provide for as developers seek higher densities, leaving gaps in funding and infrastructure as detailed in **Chapter 5.7** of this report.

Top priorities for Council

This review has identified the following strategic planning priorities for Council.

Planning for Places

Facilitating Better Outcomes for Key Precincts. This consists of four priority projects needed to fix the existing planning of key precincts located in the City of Melton:

1. The **Toolern Precinct Structure Plan (PSP)** was one of the earliest and largest Precinct Structure Plans created in the State of Victoria. Unfortunately it lacks significant details such as functional layout plans for proposed transport projects, lacks concept plans for community and recreation projects, lacks project cost sheets, which has resulted in huge funding shortfalls between developer contributions levied for expected costs, and the actual cost of delivering these works.

To address this, an extensive review has been conducted, identifying a large funding shortfall for the precinct. The review proposes a range of changes including deleting redundant infrastructure projects and increasing development contribution fees, in order to make the completion of the precinct with all necessary infrastructure feasible. This project is important to Council. This project remains a focus and priority.

2. The **Caroline Springs Major Town Centre** area is subject to the Comprehensive Development Zone (CDZ). The CDZ provides little detail on the types of uses permitted or built form outcomes anticipated. This zone has allowed the rapid development of the town centre, most of the town centre has now developed and there are few infill development sites. The infill development is subject to loose development controls and is exempt from public notice and appeal right requirements.

Landowners and occupiers should be able to object to development that affects their amenity. Two changes are recommended:

- Replace the existing CDZ with a suite of commonly used residential, commercial and public use zones for the Major Town Centre. This will **reinstate standard permit triggers and notification requirements, enabling landowners and occupiers to be given notice of development applications and grant them appeal rights.**
 - Suitable design controls need to be created and applied, whether by zone schedules, Design and Development Overlays, or other means.
3. The **Melton Town Centre (MTC) Revitalisation** is being facilitated and supported by recent grants from the State Government. Projects have been created to improve urban design, signage, and vitality of the original town centre, which has struggled with competition from newer activity centres. The projects have included the creation of small business incubators, the renovation and leasing of an old courthouse building, and the creation of pop-up parks.

Council has adopted a Revitalisation Plan for the Melton Town Centre. The Revitalisation Plan includes recommendations on the future zoning of the Town Centre and will provide direction on the future use and development of the Town Centre. Work on the Revitalisation Plan to date has identified work is needed to improve the standard of residential infill in the surrounding area.

4. An **Eynesbury Planning Controls Review** is required to review the dated local planning controls to reduce the large number of permits being triggered by overlays for minor works of little concern, ensure new areas maintain urban design standards, and continue to protect the unique rural and environmental attributes of this area.

Housing and Settlement

It is necessary to commence work on Council's Housing Change Framework project.

Council created two housing documents to guide the development of housing in the City of Melton:

1. *House Smart* 2014, Council's Housing Diversity Strategy, was created to identify the types of housing that would be needed and to guide housing growth in the City of Melton's established residential areas. This was used to guide the application of the reformed residential zones created by the State Government (Residential Growth Zone, the General Residential Zone, and the Neighbourhood Residential Zone).
2. *House Rules – Housing Character and Assessment Guidelines* (2015) was developed to provide guidance on neighbourhood character and are used in assessing multi-dwelling infill development and in subsequent VCAT appeals.

In the years since the creation of these documents, the purpose and requirements of the various residential zones have been vastly changed to support higher densities of development than was originally envisioned when these documents were created, with Amendment VC110 removing a single dwelling cap from the Neighbourhood Residential Zone while adding garden area requirements and increasing allowed building heights, and the release of Planning Practice Notes 90 and 91. The changes to the purpose of zones now conflicts with the design approaches laid out in the existing documents, and the zones and schedules applied to these neighbourhoods.

Council has identified work is needed to update the *House Smart* and *House Rules* documents and the zoning or schedules of these neighbourhoods, to better align the documents with the current purpose and requirements of each zone.

It is proposed that *House Rules* and *House Smart* will be refreshed at the same time. Combined, this large piece of proposed work is referred to as the *Housing Change Framework*. The *Housing Change Framework* will inform whether any changes should be made to the current application of residential zones within the City of Melton and will provide advice on the design of infill development in residential areas in the City of Melton.

It is noted that the State Premier and the Department of Transport and Planning have announced that new housing targets will be introduced for each municipality alongside a reform of housing policy and the process of creating the new 'Plan for Victoria', intended to replace Plan Melbourne (2017-2050). To ensure that our work on new housing policy is in line with State policy requirements and direction, it is logical to align the start of this work with the release of these new State policy changes.

Heritage

Review Council's Thematic Environmental History to enable subsequent review of the Melton Heritage Study, and Heritage Strategy. Review the Dry Stone Wall Study and add heritage overlay protection where sites are missing this, and create a heritage policy.

The Melton Heritage Study (2007) is in need of review, with the first logical step being a review of the Thematic Environmental History (TEH), which identifies themes and places important to the history of the area. Our current TEH only touches on post-war and satellite city eras very briefly despite their importance. Since the early 2000s many State themes have been reviewed and additional themes added, which are absent from our TEH.

Once this is updated, these themes and findings can inform an update of the Melton Heritage Study (2007), as heritage studies need to be regularly reviewed to keep them current and address changes.

The Melton Heritage Strategy (2011-2021) is also now out of date and a new strategy needs to be prepared. The strategy provides a framework and plan to better understand, manage, and protect its heritage,

The Melton Dry Stone Wall Study also needs to be reviewed. The existing study was prepared in 2011, and some of the walls that were recommended for protection in the heritage overlay have not yet been added to the heritage overlay.

Finally, there is also a need to prepare a heritage policy to be included in the Melton Planning Scheme. The heritage policy will provide guidance on how Council will exercise its discretion when considering applications that propose demolition, alteration and/or additions to heritage places.

Climate Change and Environment

Create a Biodiversity Strategy and an Environmentally Sensitive Design (ESD) Policy, and then consider adopting a Sustainable Design Assessment Planning Process (SDAPP) and creating Council specific Water Sensitive Urban Design (WSUD) guidelines to complement existing Melbourne Water ones.

The need for a municipal biodiversity strategy was identified in the 2012 Planning Scheme Review and is therefore a priority. This strategy is needed to respond to environmental issues and queries raised in public submissions during consultation on the Western Plains South Green Wedge Management Plan, it will form the basis for a much better understanding of the native flora and fauna within our municipality and how to best manage and protect these, it may lead to subsequent work such as updating environmental overlays.

Creating an Environmentally Sustainable Design (ESD) policy was also previously identified. A large amount of the actions in Council's Environment policy (2017-2027) revolve around using and applying such policy. Various frameworks of ESD policy existing within other planning schemes and Council should develop and adopt one to guide ESD within the municipality.

When an ESD policy is adopted, Council can then consider further work such as a Sustainable Design Assessment Planning Process (SDAPP) or Water Sensitive Urban Design (WSUD) guidelines to complement the existing Melbourne Water guidelines.

Planning for Rural Zones

Implement Green Wedge Management Plans, and update and improve rural zoning schedules.

Council has adopted the *Western Plains South Green Wedge Management Plan*, which needs to be incorporated into the Melton Planning Scheme. The *Western Plains South Green Wedge Management Plan* has identified changes to the Melton Planning Scheme to improve the performance of the rural areas:

- Both the Farming Zone and Green Wedge Zone Schedules in the Melton Planning Scheme do not align with current policy or effectively deal with land use and development issues. The Scheme includes outdated mapping which could be deleted as part of a policy neutral Planning Scheme Review implementation amendment.
- The Farming and Green Wedge Zones include a complex subdivision rule where the number of lots that can be created is calculated using the $N=A/20$ formula. N is the number of lots that can be created, and A is the areas of land in hectares (noting that the subdivision must comprise one large primary lot and the secondary lots must be greater than one hectare and less than five hectares in size). The Planning Panel report recommended against adoption of this rule when originally introduced, and both Green Wedge Plans recommend its removal. This subdivision is contrary to the 40 Ha default minimum lot size in both zones, and in contrast to Green Wedge policy which seeks to avoid fragmentation of rural land and agricultural potential.
- The dumping of vast amounts of fill of unknown provenance onto rural sites is a problematic issue for Council. The development of growth areas generate large amounts of soil that needs to be removed from sites. Dumping of soil can create significant environmental risks and losses including contamination and landscape and amenity impacts. A permit trigger is needed, to regulate the amount of fill that can be received within rural / agricultural areas.

Discretionary Land Use Policies

Create discretionary use policies for rural, industrial, residential, and commercial areas and suitable design and land use provisions for the most common discretionary uses.

The introduction of discretionary use policies would assist in consistent decision making. Council's statutory planners have identified that discretionary use policies will assist in addressing the impact such applications can have on utility and amenity of precincts. Examples of common discretionary use applications include gyms and dance schools in industrial zones, places of worship and assembly in rural zones, and childcare, and

medical uses in Residential zones. Other common discretionary uses include childcare centres, medical centres, lifestyle villages, and display villages.

Discretionary use policies can provide the strategic guidance on preferred the locations of uses, and guide any use restrictions, such as hours of operation.

There is also a need for improved design guidance for common discretionary uses that will improve built form and design outcomes.

Other Priority Issues

A tidy up amendment will clean up planning scheme anomalies, investigate provisions impacted by sunset provisions, and commence work on an emerging planning issue.

Zone and Overlay Anomalies

The Review has identified zoning and overlay anomalies across our municipality. It is recommended that Council work with relevant landholders and stakeholders such as State Government department to correct these anomalies over time.

Sunset Provisions

As part of the recent Planning Policy Framework (PPF) translation, Department of Transport and Planning (DTP) planners applied sunset periods to three Council policy / provisions, causing them to expire on 13 July 2026. These are:

- The *Neighbourhood character* local policy at Clause 15.01-5L-01, requires the consideration of Council's *House Rules Character Assessment Guidelines* which were prepared in 2015. This local policy will be reviewed as part of the *Housing Change Framework* project as previously discussed.
- The *Signs at gateway entrances* local policy at Clause 15.01-1L-05. DTP advised a sunset provision was applied to this clause as the signage guidelines does not identify what areas in the municipality are gateways.
- The *Landscaping and green space* local policy at Clause 15.01-2L-03 which requires the use of Council's landscaping design guidelines (2010). DTP advised that the landscaping guidelines are an external document, and preference should be given to rewriting this policy to include the material relevant to this policy within the Planning Scheme.

Emerging Planning Issue

Buffer Area Overlays (BAO) are a new planning control and present a new opportunity to require setback distances for land uses with potential adverse impacts such as quarrying, landfills, and noisy or polluting heavy industrial uses. The BAO would ensure the setback requirement is known to anyone considering such land uses and developments. Such overlays would greatly improve awareness of nearby adverse impact land uses and reduce the risks.

The EPA has been actively encouraging landowners of affected sites to implement these new overlays during the licencing and re-licencing process. Council can also encourage site owners undertake this work.

1. Consolidated strategic focus areas

This chapter of the report outlines the recommendations and next steps for this planning scheme review.

The recommendations are grouped as follows:

- Planning scheme.
- Further strategic work.
- Process improvement.
- Advocacy considerations.
- Communication to the Minister for Planning.

1.1 Planning Scheme

These recommendations relating to planning scheme amendments to implement the findings of this review relating to administrative matters, or to incorporate Council or State Government adopted strategic planning work, into the scheme.

This planning scheme review has identified policy neutral changes that should be made to the planning scheme to bring it into alignment with the *Ministerial Direction on the Form and Content of Planning Schemes*. These are administrative matters and do not change the policy intent of the scheme.

Possible administrative changes to the Municipal Planning Strategy to bring it up to date include:

- An acknowledgement of the Traditional Owners of the land in which Melton City Council sits – the people and lands of the Wurundjeri, Bunurong, and Wadawurrung.
- Update the Municipal Planning Strategy with the latest ABS data.
- An audit of local and regional strategies and policies that have been completed since the last planning scheme review (**Appendix A4**) has been compiled. However, it can be noted that amendment C200 in 2019 and the Planning Policy Framework (PPF) Translation implemented by amendment C219melt on 13 July 2023 have already thoroughly updated local provisions to include references to current strategies and plans.

Changes are marked up on the supporting Ordinance (See **Appendices A1, A7 and A8**). Changes that are policy neutral are in orange, changes that are not policy neutral are blue, changes requiring further work are red.

Council will liaise with the Planning Services team at the Department of Transport and Planning to determine what sort of amendment (or amendments) should be carried out to implement these recommendations.

1. Prepare a planning scheme amendment (or amendments) to:

- a) **Incorporate the policy neutral changes identified in Appendices A1, A7 and A8 to align the ordinance with the *Ministerial Direction on the Form and Content of Planning Schemes*.**
- b) **Incorporate updated demographic data and make other updates to factual data.**
- c) **After discussion to confirm with relevant authorities, remove all the identified incorporated documents for completed projects which are no longer required.**
- d) **Remove duplicate incorporated documents and add missing incorporated documents.**
- e) **Include an updated Clause 74.02 Further strategic work that prioritises the strategic work program based on the findings of this review.**

1.2 Further strategic work

Chapter 9 of this report outlines the strategic planning work that has been identified through this planning scheme review.

A recommended Clause 72.04 is included in the marked-up ordinance at **Appendix 2**.

Focus areas for Strategic Planning may include:

2. **Complete the Toolern Precinct Structure Plan Review – Planning Scheme Amendment C232melt.**
3. **Complete the *Melton Employment and Industrial Land Strategy (MEILS)* project.**

4. Continue and complete current work on Public Park and Recreation Zone parks and reserves rezoning.
5. Replace the Caroline Springs Town Centre area Comprehensive Development Zone Schedule 1 zoning with a mix of conventional zones and apply new / replacement design controls.
6. Continue Melton Town Centre (MTC) Revitalisation project work and facilitate appropriate zoning to support further development of the centre.
7. Review *House Smart 2014* and *House Rules 2015* and replace these with coherent and effective new documents, along with any necessary associated changes to residential zone schedules (*Housing Change Framework* project).
8. Review Farming Zone and Green Wedge Zone schedules, including simpler subdivision requirements and the creation of a fill dumping permit trigger.
9. Create a series of Discretionary Use and Design Guidelines for some common discretionary uses.
10. Prepare a combined anomalies correction amendment to address zoning and overlay errors.
11. Review the gateway signage and landscaping guidelines provisions to provide clarity and address the sunset clauses.
12. Encourage adequate Buffer Area Overlays (BAO) around quarries, landfills, major pipelines, and other amenity impacting sites throughout the municipality.
13. Commence Urban Design Frameworks (UDF's) including:
 - a) Westcott Parade UDF.
 - b) Melton North Neighbourhood Activity Centre UDF.
 - c) Toolern (Weir Views North) Neighbourhood Activity Centre UDF.
 - d) Toolern (Strathulloh) Neighbourhood Activity Centre UDF.
 - e) Toolern (Thornhill Park) Neighbourhood Activity Centre UDF.
 - f) Rockbank Mixed Use and Commercial Precinct UDF.
 - g) Fraser Rise (Plumpton) Major Town Centre and Business Employment Precinct UDF.
14. Refresh and/ Implement the *Werribee River Trail Strategy* (2013).
15. Review Council's *Stores and Outbuildings Policy*.
16. Review the *Retail and Activity Centres Strategy* (2014), to cover isolated retail and new suburbs.
17. Prepare updated *Industrial Design Guidelines* (2016).
18. Prepare and implement a suitable *Street Tree / Urban Forest Policy*.
19. Complete a *Melton South Structure Plan*.
20. Rezone the Taylors Hill West Precinct Structure Plan area into conventional zoning.
21. Refresh the *Moving Melton Integrated Transport Strategy* (2015).
22. Review schedules to Development Plan Overlay including Schedule 4 – Tourist Precinct.
23. Review Schedule 3 to Development Plan Overlay - Harkness Road Rural Living Area to include minor works exemptions.
24. Review Urban Growth Zone signage provisions to include land and home sales signs as these are missing from some schedules.
25. Include the names of the Traditional Owners of the City of Melton area in the Clause 2.01 of the Municipal Planning Strategy to recognise their connection to the land.
26. Review the Thematic Environmental History in the *Melton Heritage Study* (2007).
27. Create / refresh the *Melton Heritage Strategy 2017-2021*.
28. Create a heritage policy / schedule with criteria with requirements and guidelines for the provision and assessment of heritage overlay permit applications.
29. Create *Dry Stone Wall Design Guidelines*.

30. Investigate the creation of a Schedule to Clause 52.33 to protect any dry stone walls not already protected by an overlay.
31. Some dry stone walls recommended for heritage protection in the *Melton Dry Stone Wall Study* still need to be added to the Heritage Overlay.
32. Remove inappropriate anomaly sites that do not belong in the heritage overlay.
33. Create an *Affordable Housing Policy*.
34. Complete a review of Council's *Open Space Strategy*
35. Prepare and implement *Public Realm Design Guidelines*.
36. Prepare *Urban Design Framework Design Guidelines*.
37. Review Council's *Landscape Design Guidelines (2010)*.
38. Create a *Biodiversity Strategy* for the City of Melton.
39. Create an Environmentally Sensitive Design (ESD) Policy and consider a Sustainable Design Assessment Planning Process (SDAPP) and Water Sensitive Urban Design (WSUD) guidelines.
40. Review Schedules 1 and 2 of the Environmental Significance Overlay.
41. Consider undertaking roadside vegetation research and adding more overlays to protect roadside vegetation.

1.3 Process improvements

These recommendations are drawn from both the analysis of the planning scheme and consultation with Council staff and referral authorities.

42. Ensure that Council officer delegations are adequately reviewed to be appropriate and efficient.
43. Consider the creation of Frequently Asked Question sheets for common planning issues on our website.
44. Consider the creation of internal guidelines for allowing the use of Council land for signage.

1.4 Key advocacy considerations

These matters sit beyond the scope of the Planning Scheme, they are matters that Council may wish to discuss with the State Government to highlight and advocate for change.

45. State led Precinct Structure Plans (PSPs) and Developer Contribution requirements are consistently underestimating the number of lots and population each new suburb needs to provide. Council Officer can advocate to the Department of Transport and Planning for Developer Contributions rates to be reviewed. Currently, suburbs are being developed with far greater lot densities and populations than were envisioned by the precinct planning process, resulting in more people sharing in infrastructure leaving a critical shortfall.
46. Advocate to the Department of Transport and Planning for sequencing controls to be introduced into PSP areas. This will ensure that necessary road and other infrastructure connections are available when areas develop.
47. Advocate to the Department of Transport and Planning for the Small Lot Housing Code to be improved to provide significantly better design outcomes, such as providing space for street trees, and allowing for active street frontages, sustainable housing, and good urban design.

1.5 Communication to the Minister for Planning

City of Melton has prepared a planning scheme review as required by Section 12B(1) of the *Planning and Environment Act 1987* (the Act).

In accordance with Section 12B(3) of the Act this review identifies opportunities, set out in this report, enhances the effectiveness and efficiency of the planning scheme in achieving the objectives of planning in Victoria and the objectives of the planning framework established in the Act.

In accordance with Section 12B(4) of the Act, the review evaluates the planning scheme to ensure that it:

- Is consistent with Ministerial Direction on the Form and Content of Planning Schemes.

- Sets out the policy objectives for the use and development of land.
 - Makes effective use of State and local provisions to achieve State and local planning policy objectives.
48. **Should this review be adopted by Council officers can forward this review to the Minister for Planning as evidence that Melton City Council (as the planning authority) has complied with Section 12B of the Planning and Environment Act 1987 and conducted the required planning scheme review.**

2. Introduction

2.1 Purpose

Council as the planning authority for the Melton Planning Scheme is required to review its planning scheme every four years under Section 12(B) of the *Planning and Environment Act 1987* (The Act).

The scope of a planning scheme review is established under Section 12(B) and planning scheme reviews should focus on:

- The effectiveness and efficiency of the planning scheme in achieving the objectives of planning and the planning framework in Victoria.
- Aligning the planning scheme with the *Ministerial Direction on the Form and Content of Planning Schemes*.
- Ensuring the planning scheme contains a clear narrative about the way use and development of land will be managed to achieve the planning vision or objectives of the area.

Planning scheme reviews also provide the opportunity to:

- Align Council's policy position with the planning scheme.
- Update out of date or redundant information.
- Educate and inform stakeholders about how the planning scheme works and the process by which to improve it.

Council last undertook a comprehensive review of the Melton Planning Scheme in 2012. The findings of this review were that large changes in State planning resulting in the land between Melton and Caroline Springs becoming a growth area rather than Green Wedge had fundamentally changed the local context and required a complete rewrite of all local policies, plans and strategies.

The 2012 review recommended the creation of a suite of new or revised plans and strategies, and that once the core new plans and strategies were developed, a complete revision of the Municipal Strategic Statement (MSS) was required and could be completed, building upon the content of these new plans and strategies.

In line with these recommendations a range of required plans and strategies were created, and the MSS was reviewed and replaced by amendment C200melt, which was gazetted in 2019.

Recently the Melton Planning Scheme was restructured to insert a new Policy Planning Framework to replace the former Local Policy Planning Framework. This policy translation was done via amendment C219melt and was a policy neutral amendment undertaken by the State Government, which was gazetted on 13 July 2023.

This review will be forwarded to the Minister for Planning as required under Section 12(B) of the *Planning and Environment Act* once complete. A planning scheme amendment to implement the findings of the review has been prepared and is attached in the form of marked up ordinance as **Appendix 1** to this report.

2.2 Methodology

This planning scheme review was undertaken by the Strategic Planning team of Melton City Council, in partnership with other Council departments, and in consultation with a wide range of stakeholders.

Draft methodology, procedure and templates used were provided by DELWP (now Department of Transport and Planning).

Schemology's methodology provides a thorough understanding on how the scheme is performing against various indicators and identifying 'big rocks' to focus on to improve the scheme. The methodology also includes marking up the planning scheme ordinance with the recommended changes to enable the review to be progressed as a planning scheme amendment without further work.

The methodology, procedure and templates used will continue to be refined by DTP as further reviews are undertaken. The savings in officer time and efficiencies by undertaking reviews using the set methodology, procedures and templates that have been developed have been significant for Melton City Council.

The review of the Melton Planning Scheme was undertaken in five stages, which are outlined in the table below:

Stage	Tasks	Timing
Inception	<ul style="list-style-type: none"> Inception meeting with project manager. Information gathered by council (e.g. referral authorities, strategic plans, permit data etc). Survey of planning staff to identify performance strengths and weakness of the scheme and key issues. Referral agencies contacted for feedback. 	<ul style="list-style-type: none"> Inception - early 2022. PIA Scheme Review Course - September 2022. PPF translation draft provided by DTP to Council in December 2022.
Analysis	<ul style="list-style-type: none"> Review of previous 12B Review undertaken in 2012. Review of VCAT decisions and Planning Panel recommendations. Review of Planning Permit Activity Reporting System (PPARS) data. Review of new strategic plans (regional and local). Audit of the planning scheme and required changes identified. Concurrent planning scheme amendments documented. Further consultation with internal staff. Further consultation with referral authorities. Consultation with DELWP – Regional Office. Community satisfaction rating for planning services reviewed. 	<ul style="list-style-type: none"> Tasks undertaken 2022 - early 2023. Council provided final PPF translation comments in March 2023.
Consultation	<ul style="list-style-type: none"> Consultation with internal staff. Management Review. Peer Review. Briefing to Councillors and the Executive Team. 	<ul style="list-style-type: none"> Taks undertaken mid - late 2023.
Reporting	<ul style="list-style-type: none"> Planning scheme review report finalised. Planning scheme ordinance prepared. 	<ul style="list-style-type: none"> Late 2023 – early 2024.
Finalisation	<ul style="list-style-type: none"> Review endorsed and sent to Planning Minister as required by Section 12(B) of the <i>Planning and Environment Act 1987</i>. Proceed with planning scheme amendment to implement the review. 	<ul style="list-style-type: none"> June 2024 TBC.

2.3 Guidance

This planning scheme review has been prepared in consideration to the following directions and guidance provided by DELWP.

Ministerial directions:

- Ministerial Direction on the Form and Content of Planning Schemes.*
- Ministerial Direction No. 11 Strategic Assessment of Amendments.*

Planning practice notes and advice:

- A Practitioners' Guide to Victorian Planning Schemes.*
- Planning Practice Note 46 – Strategic Assessment Guidelines.*
- Planning Practice Note 32 – Review of Planning Schemes.*

Please note that Melton Planning Scheme Amendment C208melt on 30 August 2022 recently made changes to the local content of the scheme to ensure compliance with the Ministerial Direction on the Form and Content of Planning Schemes (MDFC) as part of the Victorian Government Smart Planning and New Format Planning Policy Framework reforms and there may be some duplications between the recommendations in this report and Amendment C208melt.

2.4 Changes in State Planning Policy since the last review

The Victorian Planning Scheme is constantly being reviewed and updated at a State Government level with amendments occurring each year. The State Government also provides advice to planners in the form of updates to the Practitioners Guide and new planning practice notes.

The way in which the Melton Planning Scheme should respond at a local level to these changes to the Victorian Planning Provision and how they should be applied has been considered in this review. Appendix 6 (A6) lists and considers the implications of various changes to State policy and practice notes since the last planning scheme review in 2012. See the appendix for further details.

3. What's driving change?

3.1 Population, growth and economy

As outlined in the recently updated Municipal Planning Strategy, the City of Melton is a key part of Melbourne's western growth corridor. It comprises three distinct areas; the existing urban areas known as the established areas, the growth areas, and the rural areas which lie outside the Urban Growth Boundary and are part of the 'Green Wedge' which forms a ring around Melbourne.

The City of Melton is one of Australia's fastest growing communities. The population grew from 52,029 in 2001, to an estimated population of 192,865 on 30 June 2022. The City is forecast to have a population of 440,142 by 2051 and will have an ultimate population of 500,000 people after 2051. This significant growth brings great challenges as well as opportunities.

The focus of development is to growth suburbs such as Aintree, Bonnie Brook, Cobblebank, Deanside, Fieldstone, Fraser Rise, Grangefields, Harkness, Ravenhall, Rockbank, Strathulloh, Thornhill Park, Truganina, Weir Views, and the small townships of Eynesbury, and Diggers Rest.

A future Metropolitan Activity Centre (MAC) is identified within the Toolern Precinct Structure Plan area called Cobblebank Activity Centre. This activity centre will eventually be the largest in the City of Melton. It will be a significant retail, employment and business generator into the future and will provide civic, education and health facilities for the growing population of the City of Melton and the wider western region.

The City of Melton also contains State significant industrial land in the east of the municipality which incorporates the Ravenhall Precinct a waste and resource recovery hub of State importance (including Boral Quarry, Cleanaway Melbourne Regional Landfill Ravenhall). This State significant industrial land is a key employment generator for the City of Melton and the wider western region which will grow.

While there is an ample supply of residential land within the urban growth boundary, further work may be needed to ensure adequate supply of industrial and commercial land for local employment over the longer term.

- Continued growth also places increasing demands on infrastructure. Planned infrastructure projects include: The Outer Metropolitan Ring Road which will provide strong north-south connections, improving links with Werribee (and Geelong) to the south and the Airport, Sunbury, and the northern growth corridor to the north.
- The proposed Western Intermodal Freight Terminal (WIFT).
- The electrification of the Melton Railway Line.
- Upgrading of the Western Freeway to an urban freeway standard.

3.2 Climate change and other environmental risks

Climate change

Melton City Council has adopted the City of Melton *Environment Plan 2017-2027* to meet targets for reducing greenhouse gas emissions. The Council is committed to creating a low carbon city well-adapted to climate change and has set a target to reduce greenhouse gas emissions by 20% on 2015/16 levels by 2020/2021, and for net-zero emissions by 2040 and this is reflected in Clause 13.01-1L (Natural Hazards and Climate Change) in the Melton Planning Scheme.

Council has also adopted a *Climate Change Adaptation Plan 2020-2030*, detailing measures around community leadership and emergency management, better asset management, planning and regulatory measures, and better governance, to address climate change impacts.

As the climate changes, increased extreme weather events will be experienced resulting in more frequent fire, storm, drought and flood events. The high population growth rate, a reliance on cars as a major means of transport and the community's vulnerability to higher electricity and food prices means the community is very susceptible to the impacts of climate change.

Flooding

Floods in Melton are generally naturally occurring, but unlike other natural hazards, floods are more predictable in terms of their location, depth, and extent. The *Flood Management Plan* for the City of Melton and Melbourne Water 2013 details the flood risk within the municipality, particularly identifying any areas previously flood mapped, known as hot spots and problem areas. This data is due for update and Melbourne Water is in the process of updating flood mapping for the Melbourne Metropolitan Area.

Bushfire

Like the rest of the State, a significant area of the City of Melton is classified as being a Bushfire Prone Area. Grassfire is the predominant threat within the municipality. Although grassfires are generally less intense than bushfires, they burn faster than forest fires and still generate enormous amounts of radiant heat. Fire risk is a particular issue at the urban - grassland interface of townships.

4. Previous review

4.1 Melton Planning Scheme Review 2012

The Melton Planning Scheme was last reviewed in 2012 and adopted by Council at its meeting on 26 July 2012.

The review found:

- Most of the local content in the Melton Planning Scheme at the time was prepared in 1997, shortly after Council amalgamations. Most strategies had since become outdated due to State Planning policy shifts and population growth changes.
- The local content of the Melton Planning Scheme was designed around a central principle that the Shire would develop as two residential communities (Melton Township and the Melton East Growth Area) supported by small villages. In 2010 this central principle was made redundant as the Urban Growth Boundary (UGB) was expanded to include the “green wedge” land between Melton Township and the Melton East Growth Area. Future population growth projections had similarly changed from 150,000 to in excess of 300,000 (now over 500,000).
- To respond to these issues, the 2012 planning scheme review recommended the following work:
 - The creation of a large specific set of needed high level strategies.
 - The creation of a number of strategies with associated amendments.
 - Reviewing several existing area strategy and structure plans.
 - A number of specific changes to local overlays and zoning.
 - Further investigation of the specific controls that apply to various locations.
 - That Council report the review to the Minister for Planning and advocate on various issues, and for funding to respond to the expansion of the Urban Growth Boundary.
- The Review outlined that a number of the proposed needed high-level strategies would need to be completed before the Municipal Strategic Statement (MSS) could be reviewed.

4.2 Progress since last review

Since the last review, Council has undertaken the following work in response to the recommendations from the last review. Creation of the following Strategies and Plans:

- *Retail and Activity Centres Strategy 2014*
- *House Smart – Housing Diversity Strategy 2014*
- *Western Plains North Green Wedge Management Plan 2014*
- *House Rules – Housing Character Strategy 2015*
- *Moving Melton – Integrated Transport Strategy 2015*
- *Industrial Design Guidelines 2016*
- *Significant Landscape Strategy 2016*
- *Electronic Gaming Machine Policy 2017*
- *Advertising Design Guidelines 2017*
- *Telecommunication Infrastructure Policy 2017*
- The following Council Strategies have been created by other Council departments:
 - *Melton Open Space Plan 2016*
 - *Environment Plan 2017*
 - *Climate Change Adaptation Plan 2020*
- Complete review of the Municipal Strategic Statement implemented by amendment C200.

- Local planning provisions have also all been through the Planning Policy Framework (PPF) format translation and editing process led by DTP in consultation with Council.
- *Western Plains South Green Wedge Management Plan 2024*

Some of the consideration subjects from the last review are still relevant including biodiversity, affordable housing, and employment land strategies.

4.3 Strategies and plans currently under development

Council is currently preparing the following strategies and plans, which are expected to be finalised in the next 12-months:

- *Melton Employment and Industrial Land Strategy.*

5. Planning permit activity

This chapter contains an analysis of planning permit activity that has taken place during the last four years. It draws on both publicly available *Planning Permit Activity and Reporting System* (PPARs) data and data provided by Council. **Appendix 2** includes the data that has been used for the analysis.

5.1 Statutory Planning

Table 1 shows the number of permit applications processed between the 2017/18 financial year and the 2020/22 financial year. The numbers varied slightly over the period, with a drop during the years 2018/19 and 2019/20 before returning to similar numbers. There has been a slight decline in applications in 2022/23.

Table 1: PPARs report for permits issued between the 2017/18 financial year and the 2021/22 financial year

Permits (including refusals)	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Received	585	509	511	573	552	485
Processed	517	546	487	552	505	511
Issued	506	535	458	536	483	437

These numbers only show the number of planning permits that have been issued in the municipality. As a growth area, many of these permit applications are for subdivisions containing tens or hundreds of lots.

Table 2 below shows the number of dwellings and new lots approved each year. There has been an increase in the number of lots approved per year, rising from 2,500 in 2017/2018 to 7,258 in 2021/2022. While the numbers have dropped back to 3,756 in 2022/2023, it is anticipated that application numbers will peak again in coming years.

Table 2: PPARs report data for dwellings and lots approved between the 2017/18 financial year and the 2021/22 financial year

Total Approved:	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Dwellings	118	196	240	56	231	171
New lots	2,500	4,373	2,797	3,807	7,258	3,756

The number of new lots released per year tripled over the period to 2021/22, creating significantly greater urban development each year and associated demand and pressure on infrastructure and services.

During 2021/22 the category of permits generating the highest activity has consistently been 'Change or extension of use' (298), followed by 'subdivision' (131) and then 'One or more new buildings' (95), with the same pattern and similar numbers observed throughout the whole five-year period.

The data showed a minor decrease in minor applications (Vic Smart), from 54 applications in 2017/18 to 47 in 2022/23. The rate of VicSmart applications being processed within 10 days significantly decreased, from 88.9% in 2017/18 to only 40.9% in 2021/22, and 14.58% in 2022/23.

The median number of statutory days between lodgement of a permit application and the issue of a planning decision is approximately 98 days in 2021 – 2022. This is reflective of the complexity of applications received, with more large scale subdivisions. The average for growth area councils is 99.6 days.

Most planning decisions are made under delegation (94.05%), see **Table 3**. Only 1.58% of decisions are made by the Council (Councillors). This indicates a sound policy framework, reasonable delegation for officers and low to moderate community engagement in application. Generally, only applications with five or more objections are made by Council rather than under delegation.

Table 3: Decision outcome data from 2021/2022 Financial Year

	No permits issued	Permits issued by delegate	Permits issued by the RA	Total permits
Permit	22	475	8	483
% of total	4.35%	94.05%	1.58%	95.64%

5.2 Geographic spread of applications, and over-population of PSP areas.

As per the data in **Table 4** below, there are over a dozen local Precinct Structure Plan (PSP) growth areas of various sizes in the City of Melton, driving the City as the fastest growing municipal area in Australia.

The municipality also includes large established urban areas, with the Melton Township alone having a current estimated population of 63,977, while the established Melton East area (comprising Caroline Springs, Hillside, Burnside Heights) has a current estimated population of 68,407 (I.D. forecasting, 2023). There are also the modest but growing townships of Eynesbury and Diggers Rest, and large rural Green Wedge areas to the North and South with low population and primarily agricultural or rural living activity.

The data included under 'No. of dwellings in PSP' in the table below refers to the original forecast size of the PSP area development. However, as average lot sizes have been decreasing and densities increasing over time, the number of actual lots and dwellings being built has been far higher, and this is reflected in the figures below and in the column '% of land with dwelling or permit app'.

For example, the Taylors Hill West PSP (Fraser Rise) area has now been fully built out with 3,215 dwellings, 134% of the 2,400 dwellings originally planned for by the PSP. These consistent and underestimations of population size and associated necessary community and transport infrastructure, combined with existing gaps and deficiencies in growth area infrastructure, and lagging State government school, medical, and public transport infrastructure, leaves a legacy of poorly serviced new suburbs and large funding gaps.

This is an ongoing and serious issue with significant infrastructure implications for Council and new communities and has been identified in the recommendations to this report.

Table 4: Growth Corridor PSPs in the City of Melton

PSP Name and suburb	Actual pop.	Pop. forecast	% land with dwelling or permit	Permit approved lots	Subdivision lots in current permit apps.	No. of dwellings constructed - occupancy permits	No. of dwellings in PSP	Expected development horizon / years active
Sources:	Census 2021	ID - 2023				Build Dept (2010-2023)	PSPs	ID
Rockbank North Aintree	7,964	8,649	84%	6,140	0	2,694	7,300	Build out by 2031 8 years growth
Toolern Cobblebank & Strathulloh	3,607	9,505	39%			3,079	24,000	Build out by 2051 18 years growth
Kororoit Deanside	863	6,481	82%	6,931	642	1,417	9,200	Build out by 2036 13 years growth
Diggers Rest Diggers Rest	4,439	6,323	79%	3,114	303	1,727	4,275	Build out by 2046 23 years growth

Table 4 (continued): Growth Corridor PSPs in the City of Melton

PSP Name and suburb	Actual pop.	Pop. forecast	% land with dwelling or permit	Permit approved lots	Subdivision lots in current permit apps.	No. of dwellings constructed - occupancy permits	No. of dwellings in PSP	Expected development horizon / years active
Plumpton Fraser Rise	3,008	12,879	68%	7,346	2,805		10,800	Build out by 2036 13 years growth
Taylors Hill West Fraser Rise	8,013	Total for both suburbs	134%	3,215	0	4,029 Total for both suburbs	2,400	Fully built out
Melton North Kurunjang	2,659		90%	1,178	0	843	1,300	Build out by 2031 8 years growth
Rockbank Rockbank	1,882	8,450	70%	4,088	1,664	1,450	8,144	Build out by 2046 23 years growth
Toolern Park Strathulloh	0	No housing yet	341%	1,822	0	No housing yet	534	Build out by 2051 28 years growth
Paynes Road Thornhill Park	3,021	5,149	96%	2,286	0		2,376	Build out by 2031 8 years growth
Toolern Thornhill Park	141	Total for both suburbs				1,928 Total for both suburbs	24,000	Build out by 2051 28 years growth
Mt Atkinson Truganina	1,054	7,365 (inmates in 3 prisons)				1,802	8,000	Build out by 2051 28 years growth
Toolern Weir Views	4,332	5,692				2,128	24,000	Build out by 2036 13 years growth

6. Planning scheme performance

6.1 Planning Panel Victoria recommendations

There have been 96 local (C number) planning scheme amendments in the Melton Planning Scheme since the last planning scheme review in 2012, and this includes a mixture of Council, State, and proponent led amendments. These amendments are detailed in **Appendix A3**.

A total of 12 amendments required assessment by a Planning Panel.

Panel recommendations outlining further strategic work include:

- In Amendment C198melt, the panel highlighted that while the amendment and panel recommendations only addressed statements of significance for the heritage sites considered, Council would still need to review and update heritage citations, and potentially upload revised citations to the Victorian Heritage Database.
- In Amendment C173, the panel recommended application of a wider cone environs SLO overlay to better protect the landscape of the various volcanic cones of the municipality. However, with landowners expressing significant opposition to such changes to Councillors, the Council did not choose to implement this change.
- In the discussion of Amendment C200melt, the panel highlighted that further strategic work on buffer overlays would potentially be useful, and the need to review the ESO2 mapping was raised. Amendment C162 similarly discussed buffer distances and the potential benefits of applying buffer area overlays.
- Amendments C081 raised the need for DTP to appropriately rezone arterials such as Westwood Drive and Palmers / Robinsons Roads to Transport 2 Zone (TRZ2).

6.2 VCAT decisions

Decisions at VCAT

Local Government Performance Reporting Framework (LGPRF) statistics show that for 2021-22 the average percentage of Council applications reviewed by VCAT that were not set aside or overturned, for all other growth Councils combined (Wyndham, Whittlesea, Hume, Casey and Cardinia), was 46.13%. With 6 out of 11 cases in 2021-2022 not set aside, 54% were upheld in Melton in this period, an above average result.

In the previous four financial years the Council had 57 appearances at VCAT, of which in 33 cases (57.89%) VCAT upheld Council's decision while in 24 cases Council's decision was overturned. There are also seven cases lodged with VCAT since the start of the 2022/23 financial year that await a hearing.

Further analysis of the cases is in **Appendix A3**.

Table 5: VCAT Case Summary

Relevant provisions	VCAT Member comments /issues raised	Proposed Action
Melton South Structure Plan	Reminder that the deferred Melton South Structure Plan is still awaited. VCAT Hearing P391/2020 – Hearing 10 February 2021, order dated 27 April 2021	Melton South Structure Plan will be given appropriate priority in future work list.
Remove Melton East Structure references	Remaining Melton East Structure Plan references should be removed. Comments noted that C200 amendment in progress should remove these remaining references. VCAT Hearing P1379/2020 – hearing 16 December 2020, order dated 15 February 2021	References have been removed – No action required
Melton Advertising Guidelines	VCAT members keep disregarding the Melton Advertising Guidelines on the basis of being inconsistent and not allowing major promotion signs anywhere rather than in specific locations. Consider reviewing Melton Advertising Guidelines.	Review of advertising guidelines to be given appropriate priority in future work list.

Relevant provisions	VCAT Member comments /issues raised	Proposed Action
	VCAT Hearing P2441/2018 – hearing 18 June 2019, order dated 5 September 2019	
Green Wedge Zone	Need to add a permit trigger or other appropriate response to fill dumping into GWZ zone schedule. VCAT Hearing P1022/2019 – hearing 18 October 2019, order dated 18 December 2019	Creation of an appropriate fill permit trigger in Farming Zone, etc., to be given appropriate priority in future work list.
Comprehensive Development Zone	CDZ1 zone has been interpreted by VCAT as being open to any level of residential development without review, this needs to be addressed by rezoning or amending the zoning and schedules. VCAT Hearing P1273/2016 – hearing 15 February 2017, order dated 2 March 2017	CDZ rezoning work be given appropriate priority in future work list.
Road widths	Reservation Greater clarity on road widening reservation width would be useful in DDOs and other controls, to avoid disputes with landowners. VCAT Hearing P1837/2015 – hearing 21 and 22 March 2016, order dated 5 May 2016	Review DDO details to better detail widening requirements and reference other VicRoads strategies. Note for future PSP and other work where roads are reserved.
Rural uses	discretionary Need for a rural discretionary uses policy. VCAT Hearing P1628/2015 – hearing 18 March and 29-30 April 2015, order dated 10 June 2015	Rural Discretionary Uses Policy to be given appropriate priority in future work list.
Street / Backyard Trees	Need for a street / backyard tree policy VCAT Hearing P737/2014 – hearing 29 July 2014, order dated 5 August 2014	Street Tree / Urban Forest Policy to be given appropriate priority in future work list.
Irrelevant DPOs	Consider removing DPO3 from section South of Freeway. Rescom v Melton CC 2013	Review DPO3 to be given appropriate priority in future work list.
Non-residential uses	Consider adding a non-residential uses in residential areas policy Bui & Anor v Melton CC 2013	Residential Discretionary Uses Policy to be given appropriate priority in future work list.
Small retail strips	Small retail strips like Scott Street etc need a presence in policy, such as in retail policy or elsewhere Potential rezoning of small retail strips to legitimise their use (most shops in these areas rely on existing use rights) Gusain v Melton SC & Ors [2012] VCAT 1680 (2 November 2012)	Incorporate this finding in the future review of retail and activity centre policy. Consider the rezoning of small retail strips in the future work list.

A detailed assessment of specific VCAT decisions of note is included in **Appendix A3**.

6.3 House Rules Neighbourhood Character Guidelines Issues

In addition to the various mixed issues highlighted above, one common issue arising from VCAT cases has been the importance of neighbourhood character guidelines in multi-lot development appeals, and the importance of the status and coherency of Council's guidelines.

Council's *House Rules: Neighbourhood Character Guidelines 2015* provided suitable guidance when first created and adopted by Council in 2015. However, later introduced significant State changes in the density and requirements of urban residential zones and their schedules created inconsistencies between the guidelines and the controls and policy contained in the residential zones. The status of the guidelines not being an incorporated document resulted in them being frequently dismissed at VCAT until their eventual incorporation by C200 in 2019.

Major work to replace these guidelines, the housing diversity policy, and amend zoning schedules where needed, is part of a *Housing Change Framework* future project.

There were 10 multi-lot VCAT appeals determined between incorporation of the guidelines by Amendment C200 on 18/4/2019 and late 2021. In **Table 6** below, VCAT members discussed the guidelines in every matter, considered them in detail and highlighted various issues and areas for improvement which could be addressed.

Table 6: VCAT member comments on House Rules

Case Date	VCAT Member Comments on guidelines applicability:	Address
16 July 2021	The member noted that there was no character policy for developing areas, as it did not exist when <i>House Rules 2015</i> was created	8 Vinko Court, Plumpton
	<i>House Rules 2015</i> and <i>House Smart 2014</i> did not include site in any particular area.	
31 May 2021	The member considered the site to have considerable character from the street trees and adjacent creek reserve and was of the mind that the proposal would not respect the existing character of the area in an acceptable way and nor would it provide suitable access and parking arrangements. A complete redesign was considered necessary, the proposal was refused. Lack of housing diversity needed by the relevant strategy was cited as another unaddressed issue.	1 James Melrose Drive, Brookfield
27 April 2021	The member noted of local policy including <i>House Rules</i> that <i>the preferred character statement envisages that change will occur, with an emphasis on these areas displaying a greener and leafier outlook as residential redevelopment proceeds.</i> The member highlighted that <i>House Rules 2015</i> referred to the garden suburban character statement of the area as being an interim statement as the area evolves, awaiting further review in the future Melton South Structure Plan.	30 Toolern Street, Melton South
15 Feb. 2021	The VCAT member noted that the DPO1 overlay was outdated in an established area context, and that Council may remove it, they similarly noted that the <i>Melton East Structure Plan</i> was dated, and more recent local policy (including <i>House Smart 2014</i> and <i>House Rules 2015</i>) and established neighbourhood context needed to be considered and given more weight. In considering these, and the wide frontage of the lot and availability of parkland and other facilities in the wider area, the member determined that the two community care units was a modest and acceptable variation from the general character of the area, while providing a community benefit as outlined by <i>House Smart 2014</i> , and ordered that a permit be granted.	73 The Regency Rise, Hillside
15 Oct. 2020	VCAT considered the proposal to be a reasonable design response, and moderate in scale compared to the strong density focus of the zoning (which advocates up to 4 storeys) and policy. The member noted that the preferred character for Garden Suburban 2 areas allowed for 5 metre front setbacks as proposed, and on this basis allowed the large reduction from 9 metres normal ResCode requirements to match neighbouring properties.	53 Church Street, Melton
17 Sept. 2020	VCAT considered the <i>House Rules 2015</i> character area (GS2) did not properly consider the scenario of RGZ1 and proximity to shops of this site.	16 Rosina Drive, Melton
16 Sept. 2020	The member noted that the preferred character for GS2 areas allowed for 5 metre front setbacks, and on this basis allowed the large reduction from 9 metre normal ResCode requirements to match neighbouring properties, to 6 metre plus setbacks.	54 Unitt Street and 49 Church Street
31 Oct. 2019	The member noted: <i>The way in which the responsible authority approaches neighbourhood character is through the application of the House Rules document, which has</i>	27 Dalray Crescent, Melton

Case Date	VCAT Member Comments on guidelines applicability:	Address
	<i>recently been included as a reference document in the Scheme in clauses 21.02 and 21.08. However, none of the proposed neighbourhood character areas within House Rules have yet been implemented through local policy or through schedules to the relevant zones.</i>	
17 July 2019	The VCAT Member made the comment: <i>I can indicate that I have not found Council's Housing Character Assessment and Design Guidelines 2015 or the Melton Housing Diversity Strategy 2014 to be of much practical assistance here, as neither seems to adequately recognise the different strategic planning situation that arises when the subject land is zoned RGZ and located only 150 metres from an activity centre with bus services. However I can indicate that certainly I see neither of these documents as being any road-block to the potential grant of a permit.</i>	16 Rosina Drive, Melton
24 June 2019	The VCAT member considered clauses 21.02 Settlement and 21.08-3 Housing Strategies to support higher densities in areas close to public transport and shops such as this, while clause 21.07 brings in the 2015 <i>House Rules</i> which the member observed to put the land into two separate character areas despite being the same zoning. The member decided that LS2 lifestyle suburban 2 character was essentially incorrect, and the CS1 compact suburban 1 character which covered most of the site, and supported a higher density, should be applied. The member also noted they would give greater weight to zoning and other policy where a single policy seemed to be contradictory.	44-50 & 64-74 Old Calder Highway, Diggers Rest

The several cases in **Table 7** below are from cases immediately before C200 incorporated the guidelines into local policy, VCAT were consistently dismissive when the guidelines that were not yet incorporated, showing the importance of having cohesive current and incorporated guidelines in the scheme.

Table 7: VCAT member comments on cases pre-C200 incorporation of guidelines in local policy

Case Date	VCAT Member Comments on guidelines applicability:	Address
5 April 2019	The member noted the following regarding <i>House Rules 2015: 9. The House Rules, Housing Character Assessment & Design Guidelines is not yet part of the planning scheme. It has no statutory status. 10. The assessment of the proposal's design response hence rests on how it responds to the existing neighbourhood character</i>	15 Empress Way, Melton West
15 March 2019	The member noted the following regarding <i>House Rules 2015: 13. What is clear is the designation of the levels of intensity of development on this part of Melton: transition from the town centre focussed around High Street to a more compact development of land from the commercial hub, and then to a lower intensity for the residential hinterland beyond. 14. My obligation is to consider the design based on current provisions of the planning scheme. I can, hence, place little weight on the preferred character as described in these Guidelines</i>	52-54 Church Street, Melton
1 March 2019	VCAT gave the <i>House Rules 2015</i> little weight as they did not yet have weight in the planning scheme at the time. The member was of a mind that while change and development in this area was inevitable there should be net community benefit, and that the proposal was too visually intrusive, relying too heavily on borrowing amenity from its neighbours, rather than establishing an appropriate standard of on and off-site amenity commensurate with the objectives sought for new development in the area. Long uninterrupted walls, narrow access, and no suitable waste management solution were key issues.	17 Joan Street, Melton
1 March 2019	Comments from the member were: <i>11. f. Council has an adopted housing character assessment and design guidelines document, 'House Rules' 2015, but this sits outside of the planning scheme and is therefore of more limited weight. The House Rules guidelines</i>	6 Joan Street, Melton

place the site in a Garden Suburban Area 2, where attached dwellings are not a preferred form of new housing, although it is unclear why this is stated. The proposal meets relevant front setback and landscape objectives of these guidelines.

6.4 Community satisfaction surveys

Melton City Council instead conducts a Community Satisfaction Survey annually, facilitated by Metropolis Research.

Many survey questions match a similar survey sent out by other Councils and allow for the comparison of various services and areas of performance.

Questions asked relate to the 'Appearance and quality of new developments (69.5% down from 71.9%)', 'Maintaining local heritage and sites of significance' (69.2% down from 72.4%), and 'Opportunities to participate' (62.2% down from 62.3%).

It can be noted that there is a survey conducted by the State Government which 67 other Council's participate in.

6.5 Consultation with stakeholders

6.5.0 Councillors and Executive Leadership Team consultation

Councillors and the Executive Leadership Team were provided with a briefing of the outcomes of the analysis phase of the Planning Scheme Review on 18 March 2024.

The purposes of the briefing were to:

- Provide a summary of the review of the performance of the planning scheme, including feedback from the main users of the planning scheme: Council's planners and internal referrals, external referral authorities and local planning consultants and developers; and findings from planning permit data, VCAT decision making and Planning Panels Victoria.
- Discuss the 'big rocks' that have been identified through the review process to date, for discussion with the Councillors and executive.
- Discuss the 'further strategic work' program that is being developed through the process and get feedback from the Councillors and executive.

The 'big rocks' presented to Council and the executive were:

- Housing and settlement issues, including updating the neighbourhood character guidance.
- Specific precincts and places where planning needs to be updated to respond to higher than anticipated growth. There are numerous precincts where planning needs review, but the higher priorities are Toolern PSP, Caroline Springs, Melton Town Centre and Eynesbury Town Centre.
- Addressing gaps in the heritage controls across the municipality.
- Positioning Council to be able to respond to climate change and environment issues, including biodiversity, environmentally sustainable design and water sensitive urban design.

The feedback from the briefing session indicated that the findings of the review to date aligned with the issues that are considered important for Melton and no changes to the overall review were required as a result of the briefing.

6.5.1 Council Department coordinators consultation

A survey was forwarded seeking any feedback on the local planning scheme content from coordinators and team leaders of Council's Local Laws, Engineering, Environment, Economic Development, Recreation, Landscape Design, City Design, Open Space, Amenity Protection and Waste, and Operations teams, as well as Council's Municipal Fire Officer, Property officer, and Rates programs officer.

In response four (4) submissions were received from the City Design, Social Planning and Wellbeing, and Recreation Planning teams, and the Heritage Advisor. The following issues were raised by

Council's City Design Team:

- The need for a policy for discretionary uses such as childcare centres and aged care facilities in residential areas to provide for better designs and outcomes.

Council's **Recreation and Youth Team** raised the following matters in their submission:

- Community demand for more Active Open Space (AOS) than provided in established areas.
- Need to rezone park sites from General Residential Zone to Public Park and Recreation Zone (PPRZ).
- Signage permit triggers are an issue for sponsor advertising for football and other sports venues.
- Native vegetation permit triggers can be an issue on large reserves such as MacPherson Park, where areas previously used as old sports fields have become subject to vegetation regrowth over time.
- The noise conflicts of large busy AOS sites located in usually sensitive residential areas, and the possibility of siting AOS sites in industrial zones which have an interface with residential areas.
- The need for pedestrian linkages from developments and parks to State forests and other reserves.
- The need for a good variety in size and types of parks and reserves provided in new development.

Key areas of strategic work will address this include an Open Space Strategy, Public Park and Recreation Zone review, Native Vegetation review and consideration of these issues from the inception of Precinct Structure Plans.

Council's **Social Planning and Wellbeing Team** raised the following matters in their submission:

- Need for a City of Melton Cost Benefit Analysis of Affordable Housing
- Need for a City of Melton Affordable Housing Strategy
- Need for overall review of infrastructure planning and investment in consultation with the community.
- Enabling the assessment of liquor and gambling permit applications against existing Council policies.
- Consider employing staff with expertise in accessibility and working with diverse communities internally with planning teams.
- Need for references to the State Government Ten-Year Social and Affordable Housing Strategy, Gender Equality Act and gender impact assessments, and Local Government Act consultation requirements.
- Need to review whether the planning scheme is unintentionally undermining objectives identified in the Council and wellbeing plan. Examples include the attraction of Health and Community Services; it is necessary to address whether existing scheme requirements create challenges for services to identify and let commercial facilities to enable local service provision. The Djirra example currently undergoing review could be a case study to utilise here.
- At Clause 21.07 (Built environment and heritage) increase emphasis on heat island effects and liveability– liveability should link to planning for communities in a variety of housing typologies and creating employment nodes close to where people live. Refer to Wyndham Clause 2.03 for example.
- At Clause 21.11 (Infrastructure) more emphasis is needed on community facilities. Including to align infrastructure provision with population and housing growth. There is also opportunity for linkage with the new All Ages and All Abilities plan (currently nearing Council adoption).

The need for a Housing Affordability Strategy is identified within Council Action Plan. The Housing Change Framework will also address many of our other housing policy issues and forms a key proposed strategic work focus area.

The State Government is responsible for the State standard provisions in all planning schemes in Victoria and is the primary party for including and referencing State programs and legislation into the Melton Planning Scheme. It is noted that the State Government is currently all planning schemes to include expanded controls regarding social and affordable housing.

Urban Heat Island Effect

The Policy Planning Framework (PPF) translation has replaced the former Clause 21.07 Built environment and heritage local policy, which only had limited mention of heat island and liveability issues as has been mentioned, with a combined State and local policy Clause 15.01 Built environment. This includes at the following at Clause 15.01-2S Building design:

Ensure a comprehensive site analysis forms the starting point of the design process and provides the basis for the consideration of height, scale, massing and energy performance of new development.

Improve the energy performance of buildings through siting and design measures that encourage:

- *Passive design responses that minimise the need for heating, cooling and lighting.*
- *On-site renewable energy generation and storage technology.*
- *Use of low embodied energy materials.*

Encourage development to retain existing vegetation.

Ensure development provides landscaping that responds to its site context, enhances the built form, creates safe and attractive spaces and supports cooling and greening of urban areas.

Council officers consider that the State planning provisions address urban heat island effect.

The Melton East Precinct Structure Plan that is currently being prepared by the Victorian Planning Authority includes a Climate Adaptation Plan that recommends requirements and guidelines should be prepared to reduce urban heat island effect in this new suburb. Council will encourage the VPA to consider the urban heat island effect in all new Precinct Structure Plans.

The former local policy Clause 21.11 Infrastructure has similarly been replaced as part of the Planning Policy Framework translation, with the relevant part now replaced by the combined State and local policy clause 19.02 Community infrastructure.

Clause 19.02 Community infrastructure remains focused on a variety of facilities including health, education, and emergency facilities, while providing only brief comments on social and cultural infrastructure, largely focussed on providing a good distribution of such sites to ensure suitable accessibility to these services.

The provision of community facilities is a nuanced process, largely considered by the process of creating the various PSP area plans, and using internal Council feedback and detailed demographics to determine what is required and where. The desire for infrastructure to be better aligned with growth may refer to sequencing wider PSP processes, and State infrastructure sequencing, which are both matters far outside the scope of this review.

Council's **Heritage Advisor** raised the following matters in their submission:

- Need for dry stone wall design guidelines.
- Need for a schedule to Clause 52.33 to protect any dry stone walls not already protected by an overlay.
- Sites that need removal from the heritage overlay.
- The need for criteria for the provision and assessment of heritage overlay permit applications.

It is acknowledged that additional work is required around the Dry Stone Wall Guidelines to provide information to developers on how dry stone walls should be protected and restored in new estates. This will be added to the future work program.

As part of this Officers can consider the use of the Schedule to Clause 52.33 to protect dry stone walls that are not currently protected by a Heritage Overlay.

Officers can investigate whether there are sites that should be removed from the Heritage Overlay.

A new heritage policy which provides guidance on how Council will exercise its discretion when making decisions under Clause 43.01 Heritage Overlay is required in the future.

Findings Note

All findings are marked up using the following coding/colour styles to indicate work needed:

Where the finding requires no strategic work text is green (i.e. internal process changes, etc).

Where the finding requires further strategic work to inform a future amendment, text is red.

Where the finding can be addressed with a policy neutral amendment make text orange.

Where the finding does not comply and needs a full, advertised amendment, text is blue.

Where the finding requires State policy or planning provision changes, text is purple.

Findings**A. Responses received that highlighted a need for future work:**

- Create a series of Discretionary Use Policies for Industrial, Residential, Rural, Commercial, and Interface areas, and design guidelines for some common discretionary uses such as childcare.
- Continue and complete current work on PPRZ parks and reserves rezoning.
- Review *House Smart 2014* and *House Rules 2015* and replace these with coherent and effective new documents, along with any necessary associated changes to residential zone schedules (*Housing Change Framework* project).
- Create *Dry Stone Wall Design Guidelines*.
- Investigate the creation of a Schedule to Clause 52.33 to protect any dry stone walls not already protected by an overlay.
- Create a heritage policy / schedule with criteria with requirements and guidelines for the provision and assessment of heritage overlay permit applications.

A. Responses received that highlighted a need for changes to planning provisions:

- Remove inappropriate anomaly sites that do not belong in the heritage overlay.

B. Responses received that highlighted a need for changes to internal processes:

- Support relevant teams to complete a review of Council's Open Space Plan and open space contribution rates.

6.5.2 Council Statutory Planners consultation

A 21 question planner survey was created and provided to collect detailed feedback. The statutory planning and major development teams provided responses to the survey with one combined team submission from each team.

Their responses were discussed, and further notes taken in a meeting with staff members from the teams including the key Project Working Group (PWG) members on 22 June 2023. This feedback was then used to add potential changes to the review findings, and projects for consideration in the future work program.

Draft future work program lists were also then shared with the teams, who each provided a list of suggested changes to priorities and other changes that could be made. This feedback was reviewed and integrated into a revision of the list.

The following 37 issues, and required future work items and changes, were raised by the teams.

Findings**A. Responses received that highlighted a need for future work:**

- Review *House Smart 2014* and *House Rules 2015* and replace these with coherent and effective new documents, along with any necessary associated changes to residential zone schedules (*Housing Change Framework* project)
- Create a series of Discretionary Use Policies for Industrial, Residential, Rural, Commercial, and Interface areas, and design guidelines for some common discretionary uses such as childcare.
- Complete the *Melton Employment and Industrial Land Strategy*.

- Replace the Caroline Springs Town Centre Comprehensive Development Centre Schedule 1 (CDZ1) zoning with a mix of conventional zones and apply new / replacement design controls.
- Review Schedules 1 and 2 to Environmental Significance Overlay and associated mapping.
- Review Council's *Stores and Outbuildings Policy*.
- Review the *Retail and Activity Centres Strategy 2014*, to cover isolated retail and new suburbs.
- Prepare updated *Industrial Design Guidelines*. The review should encourage unsightly services to be contained within the building.
- Review the gateway signage provisions to improve these and address issues before the three-year sunset clause on this provision lapses.
- Review Schedule 4 to Development Plan Overlay - Tourist Precinct
- Create a heritage policy / schedule with criteria with requirements and guidelines for the provision and assessment of heritage overlay permit applications.
- Create Environmentally Sustainable Design guidelines.

B. Responses received that highlighted a need for changes to planning provisions:

- Review Schedule 3 to Development Plan Overlay - Harkness Road Rural Living Area to include minor works exemptions.
- Review Urban Growth Zone signage provisions to include land and home sales signs as these are missing from some schedules.
- Tidy up amendment action - remove redundant incorporated documents in the Melton Planning Scheme – *Design and Siting Guidelines for Rural Zones 1996* and *Guidelines for the preparation of Environmental Management Plans in Melton's Rural Areas 1996*.
- Review Farming Zone and Green Wedge Zone schedules, including simpler subdivision requirements and the creation of a fill dumping permit trigger.

C. Responses received that highlighted a need for changes to internal processes:

- Ensure that Council officer delegations are adequately reviewed to be appropriate and efficient.
- Consider the creation of Frequently Asked Question sheets for common planning issues on our website.
- Consider the creation of internal guidelines for allowing use of Council land for signage.

D. Matters for that could be forwarded to the Minister for Planning were raised:

- State led Precinct Structure Plans and Developer Contribution requirements are consistently underestimating the number of lots and population each new suburb needs to provide as developers seek higher densities, leaving gaps in funding and infrastructure.
- The Small Lot Housing Code should be improved to provide better design outcomes.
- Sequencing controls should be introduced into PSP areas. This will ensure that necessary road and other infrastructure connections are available when areas are allowed to develop.
- Complete the long delayed Green Wedge Agricultural Land reforms.
- The Department of Energy, Environment and Climate Action should continue to prioritise work on rolling out new planning controls for state significant extractive resource areas in consultation with local government.
- Simplify liquor licencing and remove duplication of processes between Council and the Victorian Liquor Commission.
- Simplify exemptions for domestic swimming pools associated with a dwelling and incorporate these exemptions into the building regulations.

- Consider simplifying the Melbourne Airport Environs Overlay planning control, as this could potentially be a standardised requirements for most developments rather than requiring a full planning permit assessment and referral to the relevant authority.
- Consider allowing larger exempt sizes for minor advertising signage to reduce excessive red tape for minor signage.
- Consider exempting minor changes to car parking layouts, particularly those which do not reduce the number of spaces, from requiring planning permit / permit amendments.
- Consider changing the VicSmart category for buildings and works less than \$1 million in an industrial zone to only cover works to an existing building less than \$500,000 rather than exempting entirely new developments under \$1 million. It is not feasible to properly assess this within 10 business days when including internal referrals and the level of complexity required.
- Local Registered Aboriginal Parties (RAPs) are currently exceedingly busy and unable to keep up with the need for their services in assessing Cultural Heritage Management Plans (CHMPs) with long delays more than six months or more holding up the development industry. More resources, or new methods of resourcing, are needed.
- Department of Transport and Planning requires additional engineering staff to properly and timely address its role as a referral authority for State transport infrastructure. Currently delays and missed work put such infrastructure at risk.
- Consider either prohibiting or placing size or other limits on discretionary uses such as education centres and places of worship in the Green Wedge Zone, as large forms of these developments are incompatible with the intended use of the Green Wedge and lead to it being used only as a cheap land area for facilities servicing an urban population and demand.

6.5.3 Council Strategic Planners consultation

The Planning Scheme Review and Future Work Program were twice discussed with the strategic planning team. There was significant input into the future work program, which is all noted in the future work program (**Chapter 10**).

A series of three meetings were held with the two Strategic Planning Coordinators and the City Strategy Manager to further discuss and refine the future work program. These were held on 14/9/23, 22/9/23, and 26/9/23. These meetings were also supported by information collected by meeting with Council's urban designers and open space planners on several projects on 26/9/23.

6.5.4 Referral agencies

Officers from a total of twenty different relevant local referral authorities were contacted with a personally addressed invitation to complete a short survey seeking their feedback for the Planning Scheme Review on any issues in the existing local content. This included:

- APA Group
- Ausnet Services
- Country Fire Authority (CFA)
- Downer Services
- Environmental Protection Agency (EPA)
- Department of Economic Development, Jobs, Transport and Resources (DEDJTR)
- Department of Environment, Land, Water and Planning (DELWP, now DTP)
- Department of Jobs, Precincts and Regions (DJPR)
- Department of Transport (DoT, now DTP)
- Greater Western Water (GWW)
- Heritage Victoria
- Melbourne Water

- Parks Victoria
- Powercor
- Melbourne Airport
- Public Transport Victoria (PTV)
- Southern Rural Water (SRW)
- Victorian Liquor Commission
- Victorian Planning Authority (VPA)
- VicTrack

A total of three referral authorities provided the following feedback:

A. Responses received that highlighted a need for future work:

- APA Group suggested the consideration of applying the Buffer Area Overlay around major pipelines including the Western Outer Ring Main (WORM) to improve visibility of this hazard.

B. Responses received that highlighted a need for changes to internal processes:

- The State Environmental Protection Agency (EPA) suggested Council consider if any changes are needed to have regard to the new *Environment Protection Act 2017* and subordinate legislation, and to consider as appropriate *Environment Protection Regulations, Environment Reference Standard, and General Environmental Duty*. However, there do not seem to be any references to any of these in our local policy content, nor are there any unique overlay schedules which would reference these, and therefore there does not appear to be anywhere changes are needed, while any changes to State policy are left to the EPA and State agencies to consider and make when needed.
- Victorian Planning Authority (VPA) only requested that they be consulted if Council proposes any changes to its Growth Areas. This is noted and no current action is required.

6.5.5 Registered Aboriginal Parties

Melton City Council sits across the lands of three formally recognised Traditional Owner groups – the Wurundjeri, Wadawurrung, and Bunurong.

The *Victorian Aboriginal Heritage Act* (2006) recognises Traditional Owners as the primary guardians, keepers, and knowledge holders of Aboriginal cultural heritage. At a local level, Registered Aboriginal Parties are the voice of Aboriginal people in the management and protection of Aboriginal cultural heritage in Victoria.

Officers from all three local RAPs were contacted with a personally addressed invitation to complete a short survey seeking their feedback for the Planning Scheme Review on any issues in the existing local content.

This included the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, the Wadawurrung Traditional Owners Aboriginal Corporation, and the Bunurong Land Council Aboriginal Corporation.

One response was received from the Wadawurrung Traditional Owners Aboriginal Corporation.

Their feedback on local policies and overlays were that changes should be made to better align to and respect Wadawurrung living cultural heritage sensitivities and *Paleert Tjaara Dja* ('let's make country good together'), which is the *Wadawurrung Country Plan 2020-2030*.

It was also suggested that changes be considered for land zones in the Eynesbury township precinct.

Previously, the Melton Planning Scheme only recognised the Wurundjeri and the Wadawurrung (referred to as Wathaurong) briefly at clause 21.07-3 Heritage and needed to be amended to recognise changes to Registered Aboriginal Party boundaries which transferred a section of the municipality into Bunurong territory. Since the Planning Policy Framework (PPF) translation of local policy by the State Government, all references to the Registered Aboriginal Parties have been removed from the Planning Scheme, and it also does not provide any references to any Country Plans.

Findings**A. Responses received that highlighted a need for changes to planning provisions:**

- [Include the names of the Traditional Owners of the City of Melton area in the Clause 2.01 of the Municipal Planning Strategy to recognise their connection to the land.](#)

6.5.6 Planning Consultants and Developers

Staff from a total of fourteen different locally active planning consultants and developers were contacted with a personally addressed invitation to complete a short survey seeking their feedback for the Planning Scheme Review on any issues in the existing local content.

One survey response was received, which provided the following feedback:

- Additional Developer Contribution Plan (DCP) staff are required, current delays are excessive.
- Council should use simpler and faster alternatives to requiring Section 173 Agreements.
- Additional staffing has been provided for Developer Contributions. The use of Section 173 agreements and alternative options for planning permit applications will be considered by a separate work undertaken by City Growth and Development.

6.5.7 Neighbouring Councils

Officers from neighbouring Councils, including Moorabool and Macedon Ranges Shire Councils, and Wyndham, Brimbank, and Hume City Councils were contacted to gain feedback on common issues and impacts.

Moorabool Shire Council provided a submission, making the following comments:

Melton City Council and Moorabool Shire Council (MSC) share a significant stretch of boundary which may benefit from collaborative planning for land use issues in these adjoining areas. A review of land use zones and overlays applied to adjacent sides of the boundary between the two Council areas may identify opportunities to facilitate more effective land use outcomes. Specifically, Public Use Zone (PUZ), and Farming Zone applied to adjoining sides of parts of Djerriwarrh Creek, and PUZ applied to privately owned land on the Hopetoun Park/ Djerriwarrh Creek boundary.

MSC is undertaking several strategic projects that may be of interest in your review, including the proposed Hopetoun Park North residential development, and commencement of a Rural Land Use Strategy. Bacchus Marsh and Ballan are also proposed to receive significant population growth (approx. 89% and 147% respectively by 2041) with work on three precinct structure plans around Bacchus Marsh, and proponent led amendments in Ballan currently underway. We are open to discuss these projects further if considered relevant to the Melton Planning Scheme Review process.

This submission highlights the irregular mix of Public Use Zone and other zoning on some private land along and adjacent Djerriwarrh Creek in the west of our municipality, which should be corrected as an anomaly in future, noting the land is presently only used for grazing.

The need for cooperation along shared boundaries such as in Parwan is noted, and the extent of similar precinct planning and growth work and invitation for collaboration is well received.

7. Analysis of new strategic work

7.1 Regional documents

The following regional documents were reviewed:

- Paleert Tjaara Dja - Let's make Country good together 2020-2030 (Wadawurrung Country Plan)
- Waterways of the West (DELWP, 2021)
- Port Phillip and Westernport Catchment Management Plan (PPWP CMA, N.D.)

A detailed assessment of applicable Regional Documents is included in **Appendix A4**.

In summary, there were no unique specific recommendations for the Planning Scheme from reviewing the applicable regional documents, but the following items from other sources address matters covered by these documents:

- Include recognition of local Registered Aboriginal Parties and any local Country Plans.
- Conduct future strategic work in partnership with the Melbourne Water to improve mapping of flood prone areas across the municipality.

7.2 Council documents

The following council documents were available for this review:

- *Melton Council and Wellbeing Plan 2021-2025*
- Heritage:
 - *Melton Heritage Study 2007*
 - *Melton Dry Stone Wall Study 2011*
 - *Melton Heritage Strategy 2017-2021*
- Design:
 - *Landscape Guidelines for Shire of Melton 2010*
 - *Melton Store and Outbuildings Policy and Guidelines 2010*
 - *Melton Industrial Design Guidelines 2016*
 - *Signage Design Guidelines 2017*
- Housing:
 - *House Smart - Melton Housing Diversity Strategy 2014*
 - *House Rules - Housing Character Assessment & Design Guidelines 2015*
- Landscapes and rural areas:
 - *Western Plains North Green Wedge Management Plan 2014*
 - *Melton Significant Landscapes Strategy 2016*
 - *Rural Lifestyle Land Supply and Demand Assessment 2019*
 - *Western Plains South Green Wedge Management Plan 2024*
- Other Strategies:
 - *Melton Economic Development and Tourism Plan 2014-2030*
 - *Melton Retail and Activity Centres Strategy 2014*
 - *Moving Melton - Integrated Transport Strategy 2015*
 - *Melton Environment Plan 2017-2027*
 - *COVID-19 Social and Economics Impacts 2020*
 - *Melton Climate Change Adaptation Plan 2020-2030*

- *Melton Employment and Industrial Land-use Strategy (under preparation)*
- Urban Design Frameworks (UDFs):
 - *Cobblebank Employment and Mixed Use (CEMU) UDF 2019*
 - *Cobblebank Metropolitan Activity Centre (CMAC) UDF 2019*
 - *Rockbank Major Town Centre UDF 2019*
 - *Hopkins Road Business Precinct UDF 2022*

A detailed assessment of Council Documents and Strategies adopted since the last review is included in **Appendix A8-3**.

The findings for the Planning Scheme because of the review of adopted Council Documents and Strategies are to:

A. Consider the following future work:

- Review the Thematic Environmental History in the *Melton Heritage Study 2007*.
- Create / refresh the *Melton Heritage Strategy 2017-2021* as the current one has expired.
- Review the gateway signage provisions and landscaping guidelines provisions to improve these and address issues before the three-year sunset clauses on these provisions lapse.
- Review *House Smart 2014* and *House Rules 2015* and replace these with coherent and effective new documents, along with any necessary associated changes to residential zone schedules (*Housing Change Framework* project).
- Review Schedules 1 and 2 of the Environmental Significance Overlay.
- Create a *Biodiversity Strategy* for the City of Melton.
- Review Farming Zone and Green Wedge Zone schedules, including simpler subdivision requirements and the creation of a fill dumping permit trigger .
- Create a series of Discretionary Use Policies for Industrial, Residential, Rural, Commercial, and Interface areas, and design guidelines for some common discretionary uses such as childcare.
- Advocate, encourage or request that landowners prepare amendments to apply adequate Buffer Area Overlays (BAO) around quarries, landfills, major pipelines, and other amenity impacting sites throughout the municipality, improving visibility, and preventing future issues.
- Review Schedule 3 to Development Plan Overlay - Harkness Road Rural Living Area to include minor works exemptions.
- Review the *Retail and Activity Centres Strategy 2014*, to cover isolated retail and new suburbs.
- Create an Environmentally Sensitive Design (ESD) Policy, and then consider adopting a Sustainable Design Assessment Planning Process (SDAPP) and creating Council specific Water Sensitive Urban Design (WSUD) guidelines to complement existing Melbourne Water ones.
- Prepare and implement a suitable *Street Tree / Urban Forest Policy*.
- Consider undertaking roadside vegetation research and adding more overlays to protect roadside vegetation.

B. Implement the following changes to planning provisions:

- Some dry stone walls recommended for heritage protection in the *Melton Dry Stone Wall Study* need to be added to the Heritage Overlay.

C. Make the following Recommendations to the Minister:

- Melbourne Water should update flood mapping in the City of Melton.
- Consider creating a significant landscape component / buffer area between the proposed Outer Metropolitan Ring (OMR) freeway and the Green Wedge.

8. Audit of the current scheme

An audit of each local provision and schedule in the planning scheme has been undertaken. This audit has compared the drafting and application of each provision against the Ministerial Direction on the Form and Content of Planning Schemes, a *Practitioners' Guide to Victorian Planning Schemes* (Version 1.5, April 2022) and relevant planning practice notes.

Each provision has also been assessed with consideration to the work it is doing in achieving the strategic objectives that are set out in the State, regional and local planning provisions.

The detailed outcomes of the audit are contained in **Appendix 1** of this Review.

Findings on improvements that could be made are listed below. Some of these can occur as part of a planning scheme review based on the findings in this report and are included in the marked-up Ordinance at **Appendix Three**. Others require further strategic work to justify the change and are listed as findings.

8.1 Recommended changes

Table 8: Recommended changes to Melton Planning Scheme ordinance:

Clause	Change	Policy neutral	Not policy neutral	Further strategic work required
MPS	Make minor amendments to the Context (02.01) to add a brief reference to the three Registered Aboriginal Parties present in the municipality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MPS	Make minor amendments to the Context (02.01) to include brief social-economic data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MPS	Make minor amendments to the Context (02.01) to replace existing 2017/19 demographic data with more current 2022 or 2023 data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPF	Review outdated Stores and outbuildings policy and revise associated clause 15.01-2L-02 Stores and outbuildings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPF	Landscaping design guidelines need review, and a street tree / urban forest policy is needed, then update associated 15.01-2L-03 Landscaping and green space	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPF	Review housing policies with Housing Change Framework Project, then revise associated 15.01-5L-01 Neighbourhood character	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Zones	Make minor amendments to content to comply with the Ministerial Direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zones	Create a separate Schedule for each of the two minimum subdivision requirement areas currently specified in the Green Wedge A Zone (GWAZ). This will be one schedule for 5 hectare lots within 300m of Djerriwarrh Creek or RCZ, PCRZ, or other public utility zone, and one 2 hectare schedule for all other land.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zones	Create a separate Schedule for each of the (A and B area) minimum subdivision areas currently specified in the Green Wedge Zone (GWZ) and replace the reference to 'above formula' with reference to 'N=A/20 formula'. Remove outdated map of minimum subdivision size areas which ceases to be necessary, and remove references to Area C which covers some areas now in the UGZ.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zones	Revise the FZ Schedule to only have the 'B area' minimum subdivision area requirements currently specified in the Farming Zone (FZ) incorporated map (as areas A and C have all been rezoned to GWZ or	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clause	Change	Policy neutral	Not policy neutral	Further strategic work required
	UGZ) and replace the reference to 'above formula' with reference to 'N=A/20 formula'. Remove outdated map of minimum subdivision size areas which ceases to be necessary and remove references to Areas A and C which cover areas now in the GWZ or UGZ.			
Zones	Redraft Schedules to the Special Use Zone to comply with Ministerial Directions, including table of uses to: <ul style="list-style-type: none"> SUZ3 (revise term to stone exploration) SUZ5 (revise terms to plant nursery, store, convenience restaurant, reception centre, outdoor recreation facility) SUZ6 (revise to stone exploration) SUZ7 (stone exploration) SUZ8 (stone exploration) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zones	Redraft Schedules to the Special Use Zone to comply with standard layout under Ministerial Directions, including specifically excluding any elements which should instead be a separate Development Plan Overlay.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zones	Update Urban Growth Zone (UGZ) Schedules with permit exemptions development and use of parks, sports reserves, and community infrastructure in accordance with the approved PSPs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zones	Rezone the following major DTP arterial roads and freeways declared under the Road Management Act into the Transport Zone Category 1: <ul style="list-style-type: none"> Deer Park Bypass Christies Road (section adjacent Deer Park Bypass and up to Ballarat Road) Robinsons Road (duplication of section south from Deer Park Bypass) These are all still in a mix of residential, industrial, and other zones.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zones	Rezone: 2-4 Unitt Street, Melton. Land is occupied by the Anglican Church and under the ownership of the Church of England. The land is currently zoned as Public Use Zone – Local Government. Rezone to residential or other zoning.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zones	Rezone: small area of Industrial 3 Zone land on the corner of Barries Road and Palmerston Road, Melton. The land is largely used for offices and other uses and is surrounded by residential land and parkland.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zones	Rezone: private land partly zoned PUZ1 (service and utility) in Djerriwarrh Creek north of Melton Weir, potentially to the adjacent RCZ zone.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zones	Review and the 'N=A/20' subdivision formula in FZ and GWZ schedules and replace this with simpler requirements for appropriately sized lots as recommended in original panel report and Green Wedge plans.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zones	Rezone: land South of the Melton Council Civic Centre at 239 High Street Melton, 241-253 High Street, Melton, 255 High Street Melton, 18 and 20 McKenzie Street Melton from Public Use Zone 6 (Local Government) to C1Z or other suitable non-government specific zoning. Land is not owned by Council and currently developed and occupied by existing commercial uses, residential aged facility and Country Fire Authority (CFA).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Clause	Change	Policy neutral	Not policy neutral	Further strategic work required
Zones	<p>Rezone: The following properties are either zoned RGZ or GRZ however they are developed with shops. Some would have existing use rights however it can cause issues where a use is being changed which would be permitted in a commercial zone but not a residential one.</p> <p>The following properties would be a better fit in a commercial / mixed use zone:</p> <ul style="list-style-type: none"> 16, 18 and 20 Morris Street, Melton South 22 Barries Road, Melton 21 and 23 Centenary Ave, Melton 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zones	Refresh the <i>Melton Retail and Activity Centres Strategy (2014)</i> , and implement subsequent updates to the Urban Growth Zone (UGZ) Schedules to implement changes to activity centre floor sizes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zones	Rezone: Schedule 1 to Clause 37.02 (CDZ) has no buildings and works or approval trigger for dwelling (including medium density and apartment buildings). Rezoning to a mix of other normal zones (residential, commercial, etc) will address this issue.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overlays	Reduce HO118 covered area at Harlequin Avenue, Deanside. Heritage overlay for dry stone wall covers a huge area including many unrelated residential properties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overlays	Discuss to confirm with relevant authority, then remove PAO8 for Calder Park Train Stabling and Maintenance Yards as this project is completed and land acquired many years ago.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overlays	Discuss to confirm with relevant authority, then remove completed Deer Park Bypass areas from PAO1 as this project is completed and land acquired. Leave other unrelated PAO1 areas (i.e. proposed Harkness Road Interchange).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overlays	Heritage Overlay Schedule table includes many useful details such as VHR numbers, notes limiting heritage protection to specific structures, and other details which are required to be removed under the standards of the ministerial direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overlays	Review DDO1 adjacent Deer Park Bypass and remove referral requirement -VicRoads is not responding to referrals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overlays	Reduce HO6 covered area at 15-19 Yuille Street Melton. Heritage Overlay needs to be reduced to cover the church building only and not the Manse building which Councils heritage advisor has identified as not having any heritage significance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overlays	Review the DPO3 (Harkness Road) overlay to remove unnecessary requirements and allow minor works prior to a development plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overlays	Advocate, encourage or request that landowners of adverse amenity impacting uses prepare a Buffer Area Overlay	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overlays	Review the schedules and mapping of Schedules 1 and 2 of the Environmental Significance Overlay (ESO)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Particular provisions	<p>Schedule to <i>Clause 51.01 Specific sites and exclusions</i> includes Various incorporated documents, all included in clause 72.04 incorporated documents and incorporated documents online, with one exception.</p> <p>For ease of access and clarity, add the following incorporated document to incorporated documents online, and clause 72.04 incorporated documents:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clause	Change	Policy neutral	Not policy neutral	Further strategic work required
	<i>Ravenhall Concrete Segment Manufacturing Facility Incorporated Document, June 2018.</i>			
Particular provisions	For the Schedule to 52.02 Easements, Restrictions and Reserves, Council could conduct title searches of sites where restriction removal is exempted from permit in the schedule, to check if these items are now removed and can now be removed from schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General provisions	After discussing to confirm with referral authorities, update clause 66.04 referral of permit applications under local provisions, to refer to referral authorities under their identified current names and State departments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational provisions	Add to clause 72.03s the missing mention of map pages 9ICO, 10ICO, 14ICO. Also correct 13ICPO reference to 13ICO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational provisions	There are two copies of the 'Small Lot Housing Code (VPA, November 2019)' included in the incorporated documents online. Delete the duplicate. The following appears missing from incorporated documents online: Mount Cottrell Water Storage Facility, Incorporated Document, February 2020. Add it. The following referenced under clause 51.01 is also missing and should be added: <i>Ravenhall Concrete Segment Manufacturing Facility Incorporated Document, June 2018.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational provisions	Update the schedule to 74.01 application of zones, overlays and provisions, to refer to Transport Zone 1, 2 and 3 rather than the superseded Road Zone 1 for the protection of priority roads.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational provisions	Create a new schedule to 74.02 Further strategic work, using the future work plan list identified by this review.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational provisions	Six (6) various incorporated documents identified as either needing or being subject to already started further work to review and replace these. Design and Siting Guidelines for Rural Zones, Melton Shire Council, 1996, has timeless basic siting content which would only need a graphic design refresh.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings

A. The following projects have been identified as further strategic work for Council:

- Advocate, encourage or request that landowners prepare amendments to apply Buffer Area Overlays (BAO) around quarries, landfills, major pipelines, and other amenity impacting sites in the municipality, improving visibility, and preventing future issues
- Prepare and implement a suitable *Street Tree / Urban Forest Policy*.
- Review Council's *Stores and Outbuildings Policy*.
- Review Council's *Landscape Design Guidelines*.
- Review *House Smart 2014* and *House Rules 2015* and replace these with coherent and effective new documents, along with any necessary associated changes to residential zone schedules (*Housing Change Framework* project).
- Replace the Caroline Springs Town Centre area Comprehensive Development Zone Schedule 1 (CDZ1) zoning with a mix of conventional zones and apply new / replacement design controls.

9. Analysis of current strategic work

This chapter of the report identifies the largest key issues that have come up during the preparation of the Planning Scheme Review, and several additional important issues.

9.1 Planning for places

9.1.1 Toolern Precinct Structure Plan

Issue

Outdated and critically underfunded PSP works and contribution requirements.

Discussion

The Toolern Precinct Structure Plan (PSP) was one of the earliest and largest Precinct Structure Plans created in the State of Victoria. Unfortunately it lacks significant details such as functional layout plans for proposed transport projects, lacks concept plans for community and recreation projects, lacks project cost sheets, which has resulted in huge funding shortfalls between developer contributions levied for expected costs, and the actual cost of delivering these works.

To address this, an extensive review has been conducted, identifying a large funding shortfall for the precinct. The review proposes a range of changes including deleting redundant infrastructure projects and increasing development contribution fees, in order to make the completion of the precinct with all necessary basic infrastructure economically feasible. This project is of critical financial importance to Council, authorisation to prepare this amendment was delayed by the Minister for Planning for more than one year. Focus and priority must remain on this project.

Finding

Complete the Toolern Precinct Structure Plan Review – Planning Scheme Amendment C232melt.

9.1.2 Caroline Springs town centre zoning and design controls

Issue

Need for better zoning to allow for normal planning processes, and for better design controls.

Discussion

The Caroline Springs Major Town Centre area is subject to the Comprehensive Development Zone (CDZ). The CDZ provides little detail on the types of uses permitted or built form outcomes. This zone has allowed the rapid development of the town centre, most of the town centre has now developed and there are few infill development sites. The infill development is subject to loose development controls and is exempt from public notice and appeal right requirements.

These loose built form controls are resulting in both poor design outcomes, and landowners and occupiers are requesting the ability to object to development that affects their amenity. Two changes are recommended:

- Replace the existing CDZ with a suite of commonly used residential, commercial, and public use zones for Major Town Centres. This will reinstate standard permit triggers and notification requirements, enabling landowners and occupiers to be given notice of development applications and grant them appeal rights.
- Suitable design controls need to be created and applied, whether by zone schedules, Design and Development Overlays, or other means.

Finding

Replace the Caroline Springs Town Centre area Comprehensive Development Zone Schedule 1 (CDZ1) zoning with a mix of conventional zones and apply new / replacement design controls.

9.1.3 Melton Town Centre (MTC) Re-vitalisation

Discussion

The Melton Town Centre (MTC) Revitalisation is being facilitated and supported by recent grants from the State Government. Projects have been created to improve urban design, signage, and vitality of the original town centre, which has struggled with competition from newer activity centres. The projects have included

the creation of small business incubators, the renovation and leasing of an old courthouse building, and the creation of pop-up parks.

Council is currently preparing a Revitalisation Plan for the Melton Town Centre. The Revitalisation Plan will include recommendations on the future zoning and provide direction on the future use and development of the Town Centre. Work on the Revitalisation Plan to date has identified work is need to improve the standard of residential infill in the surrounding area.

Findings

Continue Melton Town Centre (MTC) Revitalisation project work and facilitate rezoning that will support further appropriate development of the centre.

9.1.4 Eynesbury

Discussion

The Eynesbury area has unique and complex planning controls intended to achieve specific urban design outcomes in this small rural community. However, development plan overlays are generating large amounts of permits for minor works, while newer areas of development are not consistently meeting the same architectural outcomes and appearance of the original sections of development. The local planning controls are dated, not performing optimally, and require review.

Finding

Review the local planning controls in the Eynesbury area.

9.2 Housing and Settlement

9.2.0 Residential Change Framework

Issue

The current housing and settlement framework for the municipality is dated and requires review to ensure the delivery of appropriate housing in the municipality, and to align with the Victorian Government's Housing Statement and the revisions to the suite of residential zones.

Discussion

Council has created two housing documents to guide the development of housing in the City of Melton:

- *House Smart 2014*, Council's housing diversity strategy, was created to identify the types of housing that would be needed and to guide housing growth in the City of Melton's established residential areas. This was used to guide the application of the reformed residential zones created by the State Government (Residential Growth Zone, the General Residential Zone, and the Neighbourhood Residential Zone).
- *House Rules – Housing Character and Assessment Guidelines 2015* was developed to provide guidance on neighbourhood character and are used in assessing multi-dwelling infill development and in subsequent VCAT appeals.

In the years since the creation of these documents, and the purpose and requirements of the various residential zones have been changed to support higher densities of development than was originally envisioned when these documents were created, with Amendment VC110 removing a single dwelling cap from the Neighbourhood Residential Zone while adding garden area requirements and increasing allowed building heights, and the release of Planning Practice Notes 90 and 91. The changes to the purpose of zones now conflicts with the design approaches laid out in the existing documents, and the zones and schedules applied to these neighbourhoods.

Council has identified work is needed to update the *House Smart 2014* and *House Rules 2015* documents and the zoning or schedules of these neighbourhoods, to better align the documents with the current purpose and requirements of each zone.

It is proposed that *House Rules* and *House Smart* will be refreshed at the same time. Combined, this large piece of proposed work is referred to as the *Housing Change Framework*. The *Housing Change Framework* will inform whether any changes should be made to the current application of residential zones within the City of Melton and will provide advice on the design of infill development in residential areas in the City of Melton.

As part of the translation of the PPF into a new format, the Department of Transport and Planning placed a sunset clause on the *Neighbourhood character* local policy at Clause 15.01-5L-01 which implements *House Rules Character Assessment Guidelines*. This local policy will expire in July 2026 and will be reviewed as part of the *Housing Change Framework* project as previously discussed.

It is noted that the State Premier and the Department of Transport and Planning have announced that new housing targets will be announced for each municipality alongside a reform of housing policy and the process of creating the new 'Plan for Victoria', intended to replace Plan Melbourne (2017-2050).

To ensure that our work on new housing policy aligns with State policy requirements and direction, it will likely be necessary to slightly delay the start of this work in order to await the release of these new State policy changes.

Finding

Following the release of changes to State housing policy, review *House Smart 2014* and *House Rules 2015* and replace these with coherent and effective new documents, along with any necessary associated changes to residential zone schedules.

9.3 Heritage

9.3.0 Review of Thematic History, *Melton Heritage Study 2007*, and *Heritage Strategy 2011*

Discussion

The *Melton Heritage Study 2007* is in need of review, with the first logical step being a review of the Thematic Environmental History (TEH), which identifies themes and places important to the history of the area. Our current TEH only touches on post-war and satellite city eras very briefly despite their importance. Since the early 2000s many State themes have been reviewed and additional themes added, which are absent from our TEH.

Once this is updated, these themes and findings can inform an update of the *Melton Heritage Study 2007*, as heritage studies need to be regularly reviewed to keep them current and address changes.

Finally, the *Melton Heritage Strategy 2011-2021* is now out of date and a new strategy needs to be prepared. The strategy provides a framework and plan to better understand, manage, and protect its heritage,

Finding

Review Council's Thematic Environmental History (TEH), to then inform a conducting a subsequent review of the *Melton Heritage Study 2007*.

9.3.1 Review of Dry Stone Wall Study, and addition of a local heritage Policy

Discussion

The Melton Dry Stone Wall Study needs to be reviewed. The existing study was prepared in 2011, and some of the walls that were recommended for protection in the heritage overlay have not yet been added to the heritage overlay.

There is also a need to prepare a heritage policy to be included in the Melton Planning Scheme. The heritage policy will provide guidance on how Council will exercise its discretion when considering applications that propose demolition, and alteration and additions to heritage places.

Finding

Review the Dry Stone Wall Study and add heritage overlay protection where sites are missing this.

Create a heritage policy to provide guidance on how Council will exercise its discretion when considering applications that propose demolition, and alteration and additions to heritage places.

9.4 Climate change and environment

9.4.0 Biodiversity Strategy

Discussion

The need for a municipal biodiversity strategy was identified in the 2012 Planning Scheme Review over a decade ago, and it is now an urgent priority. This strategy is the key work needed to respond to a vast array of environmental issues and queries raised in public submissions during consultation on the Western Plains

South Green Wedge Management Plan, will form the basis for a much better understanding of the native flora and fauna in our municipality and how to best manage and protect these, and may lead to subsequent work such as updating environmental overlays.

Finding

Create a Biodiversity Strategy for the City of Melton.

9.4.1 Creation of an Environmentally Sensitive Design (ESD) Policy, and subsequent consideration of potential Sustainable Design Assessment Planning Process (SDAPP) and Water Sensitive Urban Design (WSUD) Guidelines

Discussion

Creating an Environmentally Sustainable Design (ESD) policy has been identified as needed since 2012, and a large amount of the actions in Council's Environment policy (2017-2027) revolve around using and applying one. Various frameworks of ESD policy have been around for many years now, and Council should urgently develop and adopt one to guide development in the municipality.

When an ESD policy is adopted, Council can then consider further improving work in this area by potentially adopting a Sustainable Design Assessment Planning Process (SDAPP) and creating Council specific Water Sensitive Urban Design (WSUD) guidelines to complement existing Melbourne Water ones.

Finding

Create an Environmentally Sensitive Design (ESD) Policy, and then consider adopting a Sustainable Design Assessment Planning Process (SDAPP) and creating Council specific Water Sensitive Urban Design (WSUD) guidelines to complement existing Melbourne Water ones.

9.5 Planning in the Rural Zones

In the Farming Zone and Green Wedge Zone implement Green Wedge Plan Actions and review the schedules to address subdivision and fill dumping.

Issue

Outdated and complex minimum subdivision sizes, confusing schedules, and a lack of fill dumping controls. Actions from Green Wedge Plans also need to be implemented.

Discussion

Council has recently adopted the *Western Plains South Green Wedge Management Plan 2024*, which will need to be incorporated into the Melton Planning Scheme. The *Western Plains South Green Wedge Management Plan 2024* has identified the need to make some changes to the Melton Planning Scheme to improve the performance of the rural areas, including:

5. Both the Farming Zone and Green Wedge Zone Schedules in the Melton Planning Scheme are dated, and do not align with current policy or deal with current issues. The Scheme includes outdated and confusing precinct mapping which should be deleted as part of a simple policy neutral Planning Scheme Review implementation amendment.
6. The Farming and Green Wedge Zones include an archaic and complex subdivision rule where the number of lots that can be created is calculated using the $N=A/20$ formula. N is the number of lots that can be created, and A is the areas of land in hectares (noting that the subdivision must comprise one large primary lot and the secondary lots must be greater than one hectare and less than five hectares in size). The Planning Panel report recommended against adoption of this rule when originally introduced, and both Green Wedge Plans recommend its removal. This subdivision is contrary to the 40 Ha default minimum lot size in both zones, and in contrast to Green Wedge policy which seeks to avoid fragmentation of rural land and agricultural potential.
7. The dumping of vast amounts of clean fill, contaminated fill, and fill of unknown provenance onto rural sites in the Farming Zone and Green Wedge Zone land has become a common practice in the City of Melton. The development of growth areas generate large amounts of soil that needs to be removed from sites and developers are keen to dump this as close as possible to the development area to minimise transportation costs. Many developers have little regard to environmental impacts and losses, contamination issues, and landscape and amenity impacts created by the dumping of fill in rural / agricultural areas. A clear and useful permit trigger is required in schedules to better regulate the amount of fill can be received in the City of Melton's rural / agricultural areas.

Finding

Implement Green Wedge plan actions and review Farming Zone and Green Wedge Zone schedules, including simpler subdivision requirements and the creation of a fill dumping permit trigger.

9.6 Discretionary Land Use Policies

New policies to guide discretion in the Planning Policy Framework.

Issue

Consultation with the planning team at Council indicates that more guidance is required on a range of discretionary planning matters. These include issues that apply to both the use and development of lands.

Discussion

Planners in both of Council's statutory planning teams (Major Development - growth areas and Statutory Planning - existing areas) have identified that discretionary use policies are needed to address the pressure of such applications and the significant impact they can have on utility and amenity of their host zones.

Based on the feedback from the Council planners, discretionary use and development policies are required for the following:

- Gyms and dance school use in industrial zones.
- Places of worship and assembly uses in rural zones.
- Childcare and medical uses in residential zones.
- Lifestyle and display villages.
- Childcare centre location and design policy.
- Rural design policy.
- Commercial discretionary land use policy, which could be combined with work on a review of Council's now dated *Retail and Activity Centre Strategy 2015*.

Finding

Create a series of policies to guide discretionary land use and development.

9.7 Other Priority Issues**9.7.0 PPF Translation Sunset Clauses****Discussion**

As part of the recent Planning Policy Framework (PPF) translation, Department of Transport and Planning (DTP) planners applied sunset periods to two additional Council policy / provisions, causing them to expire on 13 July 2026. These are:

- The *Signs at gateway entrances* local policy at Clause 15.01-1L-05. DTP advised a sunset provision was applied to this clause as the signage guidelines does not identify what areas in the municipality are gateways.
- The *Landscaping and green space* local policy at Clause 15.01-2L-03 which requires the use of Council's landscaping design guidelines (2010). DTP advised that the landscaping guidelines are an external document, and preference should be given to rewriting this policy to include the material relevant to this policy within the Planning Scheme.

Finding

Review the gateway signage provisions and landscaping guidelines provisions to improve these and address issues before the three-year sunset clauses on these provisions lapse.

9.7.1 Zoning and Overlay Anomalies

Discussion

The Review has identified zoning and overlay anomalies across our municipality. It is recommended that Council work with relevant landholders and stakeholders such as State Government department to correct these anomalies over time.

Finding

Prepare a combined anomalies correction amendment to address zoning and overlay errors.

9.7.2 Buffer Area Overlays

Discussion

Buffer Area Overlays (BAO) are a new control and present a new opportunity to make the presence and setback distances for adverse impact uses such as quarrying, landfills, and noisy or polluting heavy industrial uses easily and instantly recognisable to anyone considering development in the surrounding area. Such overlays would greatly improve awareness of nearby adverse impact uses and greatly reduce the risks and liabilities of Council failing to consider such sites, preventing future issues.

It is understood that the EPA has been actively encouraging landowners of affected sites to implement these new overlays during the licencing and re-licencing process.

Finding

Buffer Area Overlays should be prepared by the owner of the site causing the impact wherever possible. Council should identify these sites and advocate, encourage or request that the site owner undertake this work.

10. Further strategic work

10.1 Further Strategic Work Priorities

Appendix A5 includes further strategic planning work that has been identified through this review based on:

- Clause 74.02 Further Strategic Work that has not yet been completed.
- Council planning strategies that have been recently adopted.
- The audit of the planning scheme outlined in **Chapter 7** of this report.
- Key stakeholder engagement.

There are several pieces of further strategic work that have been identified in this review, as well as the further strategic work that is already identified at Clause 74.02.

Based on the existing Clause 74.02, the previous planning scheme review, the findings of this review and Council's existing strategic work program, the following list of further strategic work has been generated. It has been grouped thematically or by place (as appropriate).

10.2 Future Work by Themes

Table 14: Future work sorted by themes:

Future Work by Theme	Projects
Environment and landscape values, natural resources, and rural planning	<ul style="list-style-type: none"> • Complete and implement the <i>Western Plains South Green Wedge Management Plan</i>. • Refresh the <i>Western Plains North Green Wedge Management Plan 2014</i>. • Continue and complete current work on PPRZ parks and reserves rezoning. • Review Farming Zone and Green Wedge Zone fill permit triggers. • Review Farming Zone and Green Wedge Zone subdivision sizes. • Create a Recycled Water Plan / Strategy in conjunction with Greater Western Water. • Review the <i>Significant Landscapes Strategy 2016</i> • Remove the Restructure Overlay from land in Chartwell. • Create an <i>Environmentally Sensitive Design</i> (ESD) Policy, and then consider adopting a <i>Sustainable Design Assessment Planning Process</i> (SDAPP). • Create Council specific <i>Water Sensitive Urban Design</i> (WSUD) guidelines to complement existing Melbourne Water ones. • Create a <i>Biodiversity Strategy</i> for the City of Melton • Review the State Flora and Fauna Guarantee Act • Review Schedules 1 and 2 to Environmental Significance Overlay • Investigate protecting Growling Grass Frog areas along waterways outside of the Urban Growth Boundary. • Consider undertaking roadside vegetation research and adding overlays to protect roadside vegetation.
Environment risks and infrastructure	<ul style="list-style-type: none"> • Advocacy on Western Renewables Link Environment Effects Statement • Encourage and request landowners to prepare amendments to apply adequate Buffer Area Overlays (BAO) around quarries, landfills, major pipelines, and other amenity impacting sites throughout the municipality, improving visibility, and preventing future issues.
Open space, parks and reserves	<ul style="list-style-type: none"> • Refresh / implement the <i>Werribee River Trail Strategy</i> (2013). • Continue and complete current work on PPRZ parks and reserves rezoning. • Complete a review of Council's <i>Open Space Plan</i> and open space contribution rates.
Economic development and tourism	<ul style="list-style-type: none"> • Complete the <i>Melton Employment and Industrial Land Strategy</i>. • Update the Melton Highway Tourist Precinct policy / zone schedule – may be addressed by the development of the future Warrensbrook PSP.
Transport	<ul style="list-style-type: none"> • Refresh <i>Moving Melton Integrated Transport Strategy 2015</i>. • Undertake and implement a <i>Car Parking Study</i>.
VicRoads / DTP	Projects for the Department of Transport and Planning – Transport Division:

	<ul style="list-style-type: none"> • Rezone arterial roads and freeways declared under the Road Management Act to Transport Zone Category 1. Affected roads include the Deer Park Bypass, sections of Christies Road, and sections of Robinsons Road. • Review Public Acquisition Overlays in the City of Melton and remove redundant overlays. PAO1 (Deer Park Bypass) and PAO8 appear to be redundant as the land has been acquired. Remove Schedule 1 to Design and Development Overlay as the Deer Park Bypass has been constructed and this control appears too now be redundant.
Land use and settlement, including housing	<ul style="list-style-type: none"> • Review <i>House Smart 2014</i> and <i>House Rules 2015</i> and replace these with coherent and effective new documents, along with any necessary associated changes to residential zone schedules (<i>Housing Change Framework</i> project). • Replace the Caroline Springs Town Centre area CDZ1 zoning with a mix of conventional zones and apply new / replacement design controls. • Develop an <i>Affordable Housing Policy</i>.
Built form, design guidelines	<ul style="list-style-type: none"> • Create a series of Discretionary Use Policies for Industrial, Residential, Rural, Commercial, and Interface areas. • Create design guidelines for some common discretionary uses such as childcare centres. • Review Council's <i>Stores and Outbuilding Policy</i>. • Prepare and implement a suitable <i>Street Tree / Urban Forest Policy</i>. • Prepare updated Industrial Design Guidelines (2016). • Remove the following redundant incorporated documents - <i>Design and Siting Guidelines 1996</i> and <i>Guidelines for Environmental Management Plans in rural areas 1996</i>. • Create a <i>Commercial Design Policy</i>. • Review Council's <i>Landscaping Design Guidelines</i> (2010). • Prepare <i>Urban Design Framework Guidelines</i>. • Prepare and implement <i>Public Realm Design Guidelines</i>.
Activity centres, township planning	<ul style="list-style-type: none"> • Review the <i>Retail and Activity Centres Strategy 2014</i>, to cover isolated retail and new suburbs • Review the <i>Eynesbury Development Plan</i> and Town Centre. • Prepare the <i>Melton South Structure Plan</i>. • Review the <i>Woodgrove Structure Plan</i>. • Replace the Caroline Springs Town Centre area CDZ1 zoning with a mix of conventional zones and apply new / replacement design controls. • Continue Melton Town Centre (MTC) Revitalisation project work including facilitating appropriate zoning to support further development of the centre. <p>Precinct Structure Plans:</p> <ul style="list-style-type: none"> • Complete the <i>Toolern Precinct Structure Plan Review – Planning Scheme Amendment C232</i> melt. • Work with the Victorian Planning Authority to complete the <i>Melton East Precinct Structure Plan</i>. • Rezone the Taylors Hill West Precinct Structure Plan area into conventional zoning. • Consider the removal of DCPO1 area from Fraser Rise as the area is almost entirely built out. <p>Urban Design Frameworks (UDF):</p> <ul style="list-style-type: none"> • Complete the <i>Aintree (Rockbank North) Major Town Centre UDF</i>. • Complete the <i>Mt Atkinson Major Town Centre South UDF</i>. • Complete the <i>Mt Atkinson Western Freeway Commercial Area UDF</i>. • Prepare the <i>Westcott Parade UDF</i>. • Prepare the <i>Melton North Local Town Centre UDF</i>. • Prepare the <i>Toolern (Weir Views North) Local Town Centre UDF</i>. • Prepare the <i>Toolern (Weir Views South) Local Town Centre UDF</i>. • Prepare the <i>Toolern (Strathulloh) Local Town Centre UDF</i> • Prepare the <i>Toolern (Thornhill Park) Local Town Centre UDF</i> • Prepare the <i>Fraser Rise (Plumpton) Major Town Centre and Business and Employment Precinct UDF</i>. • Prepare the <i>Rockbank Mixed Use and Commercial Precinct UDF</i>.
Heritage	<ul style="list-style-type: none"> • Review Thematic Environmental History in the <i>Melton Heritage Study</i> (2007)

- Subsequently review and update the *Melton Heritage Study 2007*.
- Create / refresh the *Melton Heritage Strategy* as the current one has expired.
- Create a heritage policy / schedule with criteria with requirements and guidelines for the provision and assessment of heritage overlay permit applications
- Create *Dry Stone Wall Design Guidelines*
- Some dry stone walls recommended for heritage protection in the *Melton Dry Stone Wall Study* still need to be added to the Heritage Overlay
- Remove inappropriate anomaly sites that do not belong in the heritage overlay
- Investigate the creation of a Schedule to Clause 52.33 to protect any dry stone walls not already protected by an overlay.
- Dry Stone Wall Design Guidelines (created by Whittlesea City Council) to be adapted and implemented when available.

Site specific / spot rezoning and overlay anomalies

Projects for Council’s Strategic Planning Team:

Zoning Anomalies:

- Replace the Caroline Springs Town Centre area CDZ1 zoning with a mix of conventional zones and apply new / replacement design controls.
- Rezone Mixed Use Zone land in Eynesbury.
- Rezone Public Use Zone land adjacent Council offices.
- Rezone local milk bars and strip shops
- Rezone Public Use Zone at 2-4 Unitt Street, Melton to GRZ or RGZ.
- Rezone: small area of Industrial 3 Zone land on the corner of Barries Road and Palmerston Road, Melton.
- Rezone Public Use Zone at Djerriwarrh Creek used for private grazing land adjacent Brookfield area.
- Continue and complete current work on PPRZ parks and reserves re-zoning
- Rezone 41 Exford Road Melton South subject to Public Park and Recreation Zone to Public Use Zone for upcoming kindergarten replacement.
- Rezone Rockbank Primary School Public Park and Recreation Zone to Public Use Zone (education).
- Rezone arterial roads and freeways declared under the Road Management Act to Transport Zone Category 1. Affected roads include the Deer Park Bypass, sections of Christies Road, and sections of Robinsons Road.

Overlay anomalies:

- Remove inappropriate anomaly sites that do not belong in the heritage overlay.
- Review Public Acquisition Overlays in the City of Melton and remove redundant overlays. PAO1 (Deer Park Bypass) and PAO8 appear to be redundant as the land has been acquired.
- Remove Schedule 1 to Design and Development Overlay as the Deer Park Bypass has been constructed and this control appears too now be redundant.

10.3 Future Work by Area

10.3.1 Entire Municipality

Table 15: Future work sorted by area (entire municipality):

Area specific Future Work by Area	Projects
Entire Municipality	<p>Amenity</p> <ul style="list-style-type: none"> • Prepare an amendment to apply adequate Buffer Area Overlays (BAO) around quarries, landfills, major pipelines, and other amenity impacting sites throughout the municipality, improving visibility, and preventing future issues. <p>Retail</p> <ul style="list-style-type: none"> • Review the <i>Retail and Activity Centres Strategy 2014</i>, to cover isolated retail. <p>Design</p> <ul style="list-style-type: none"> • Prepare and implement <i>Public Realm Design Guidelines</i>. • Prepare <i>Urban Design Framework Design Guidelines</i>. • Prepare updated <i>Industrial Design Guidelines 2016</i>.

- Create *Commercial Design Guidelines*

Landscaping

- Prepare and implement a suitable *Street Tree / Urban Forest Policy*.
- Review Council's Landscape Design Guidelines (2010).

Transport

- Refresh the *Moving Melton Integrated Transport Strategy* (2015).

Open Space

- Complete a review of Council's *Open Space Plan* and open space contribution rates.

Environment

- Create a *Biodiversity Strategy* for the City of Melton.
- Create an Environmentally Sensitive Design (ESD) Policy, and then consider adopting a Sustainable Design Assessment Planning Process (SDAPP).
- Create Council specific Water Sensitive Urban Design (WSUD) guidelines to complement existing Melbourne Water ones.
- Review Schedules 1 and 2 of the Environmental Significance Overlay.
- Review the State Flora and Fauna Guarantee Act

Heritage

- Review the Thematic Environmental History in the *Melton Heritage Study 2007*.
- Subsequently review and update the *Melton Heritage Study 2007*.
- Create / refresh the *Melton Heritage Strategy 2011-2021* as the current one has expired.
- Create a heritage policy / schedule with criteria with requirements and guidelines for the provision and assessment of heritage overlay permit applications.
- Create *Dry Stone Wall Design Guidelines*.
- Investigate the creation of a Schedule to Clause 52.33 to protect any dry stone walls not already protected by an overlay.
- Some dry stone walls recommended for heritage protection in the *Melton Dry Stone Wall Study* still need to be added to the Heritage Overlay.
- Remove inappropriate anomaly sites that do not belong in the heritage overlay.

10.3.2 Urban Areas

Table 16: Future work sorted by area (urban areas):

Area specific Future Work by Area	Projects
Entire Urban Area in general	<p>Open Space</p> <ul style="list-style-type: none"> • Continue and complete current work on PPRZ parks and reserves. Rezoning. <p>Employment</p> <ul style="list-style-type: none"> • Complete the <i>Melton Employment and Industrial Land Strategy</i> <p>Retail</p> <ul style="list-style-type: none"> • Rezone local milk bars and strip shops. <p>Housing</p> <ul style="list-style-type: none"> • Review <i>House Smart 2014</i> and <i>House Rules 2015</i> and replace these with coherent and effective new documents, along with any necessary associated changes to residential zone schedules (<i>Housing Change Framework</i> project). • Create an <i>Affordable Housing Policy</i>.

Area specific Future Work by Area	Projects
	<p>Transport</p> <ul style="list-style-type: none"> Undertake and implement a <i>Car Parking Study</i>. <p>Amenity</p> <ul style="list-style-type: none"> Create a series of Discretionary Use Policies for Industrial, Residential, Commercial, and Interface areas. <p>Design</p> <ul style="list-style-type: none"> Create design guidelines for some common discretionary uses such as childcare centres.
Aintree	<ul style="list-style-type: none"> Complete the <i>Aintree (Rockbank North) Major Town Centre Urban Design Framework</i>.
Bonnie Brook	<ul style="list-style-type: none"> Review schedules to Development Plan Overlay including Schedule 4 – Tourist Precinct. Update Melton Highway Tourist Precinct policy / zone schedule – may be addressed by the development of the future Warrensbrook PSP
Caroline Springs	<ul style="list-style-type: none"> Replace the Caroline Springs Town Centre area CDZ1 zoning with a mix of conventional zones and apply new / replacement design controls
Cobblebank	<ul style="list-style-type: none"> Complete the Toolern Precinct Structure Plan Review – Planning Scheme Amendment C232melt. Refresh the <i>Cobblebank Employment and Mixed Use Urban Design Framework 2019</i>. Refresh the <i>Cobblebank Metropolitan Activity Centre Urban Design Framework 2019</i>.
Fraser Rise	<ul style="list-style-type: none"> Prepare the <i>Fraser Rise (Plumpton) Major Town Centre and Business and Employment Precinct Urban Design Framework</i>. Rezone the Taylors Hill West Precinct Structure Plan area located in Fraser Rise into conventional zoning. Consider the removal of DCPO1 area from Fraser Rise as the area is almost entirely built out.
Grangefields	<ul style="list-style-type: none"> Work with the Victorian Planning Authority to complete the <i>Melton East Precinct Structure Plan</i>.
Kurunjang	<ul style="list-style-type: none"> Prepare the Melton North Local Town centre Urban Design Framework
Melton	<ul style="list-style-type: none"> Continue Melton Town Centre (MTC) Revitalisation project work including facilitating appropriate zoning to support further development of the centre. Rezone Public Use Zone land adjacent Council offices. Rezone Public Use Zone at 2-4 Unitt Street, Melton to GRZ or RGZ. Rezone: Industrial 3 Zone on the corner of Barries Road and Palmerston Road, Melton.
Melton South	<ul style="list-style-type: none"> Prepare the <i>Melton South Structure Plan</i>. Rezone 41 Exford Road Melton South subject to Public Park and Recreation Zone to Public Use Zone for upcoming kindergarten replacement.
Melton West	<ul style="list-style-type: none"> Review the <i>Woodgrove Structure Plan</i>
Ravenhall	<ul style="list-style-type: none"> Rezone sections of Christies Road, Deer Park Bypass and Robinsons Road declared under the Road Management Act to Transport Zone Category 1. Review Public Acquisition Overlays in the City of Melton and remove redundant overlays. PAO1 (Deer Park Bypass) and PAO8 appear to be redundant as the land has been acquired.

Area specific Future Work by Area	Projects
	<ul style="list-style-type: none"> Remove Schedule 1 to Design and Development Overlay as the Deer Park Bypass has been constructed and this control appears too now be redundant.
Rockbank	<ul style="list-style-type: none"> Prepare the <i>Westcott Parade Urban Design Framework</i> Prepare the <i>Rockbank Mixed Use and Commercial Precinct Urban Design Framework</i>. Rezone Rockbank Primary School Public Park and Recreation Zone to Public Use Zone (education)
Strathulloh	<ul style="list-style-type: none"> Complete the Toolern Precinct Structure Plan Review – Planning Scheme Amendment C232melt. Prepare the <i>Toolern (Strathulloh) Local Town Centre Urban Design Framework</i>.
Thornhill Park	<ul style="list-style-type: none"> Complete the Toolern Precinct Structure Plan Review – Planning Scheme Amendment C232melt. Prepare the <i>Toolern (Thornhill Park) Local Town Centre Urban Design Framework</i>.
Truganina	<ul style="list-style-type: none"> Complete the <i>Mt Atkinson Major Town Centre South Urban Design Framework</i>. Complete the <i>Mt Atkinson Western Freeway Commercial Area Urban Design Framework</i>.
Weir Views	<ul style="list-style-type: none"> Complete the <i>Toolern Precinct Structure Plan Review – Planning Scheme Amendment C232melt</i>. Prepare the <i>Toolern (Weir Views North) Local Town Centre Urban Design Framework</i>. Prepare the <i>Toolern (Weir Views South) Local Town Centre Urban Design Framework</i>.

10.3.3 Rural Areas

Table 16: Future work sorted by area (rural areas):

Area specific Future Work by Area	Projects
Rural Areas in general	<ul style="list-style-type: none"> Review Farming Zone and Green Wedge Zone fill permit triggers. Review Farming Zone and Green Wedge Zone subdivision sizes. Create a Discretionary Use Policy for Rural and Interface areas. Review Council's <i>Stores and Outbuildings Policy</i>. Consider undertaking roadside vegetation research and adding more overlays to protect roadside vegetation. Investigate protecting Growling Grass Frog areas along waterways outside of the Urban Growth Zone. Create a Recycled Water Plan / Strategy in conjunction with Greater Western Water. Review the <i>Significant Landscapes Strategy 2016</i> Remove the following redundant incorporated documents - <i>Design and Siting Guidelines 1996</i> and <i>Guidelines for Environmental Management Plans in rural areas 1996</i>.
Southern Rural Area	<ul style="list-style-type: none"> Complete and implement the <i>Western Plains South Green Wedge Management Plan</i>. Refresh / Implement the <i>Werribee River Trail Strategy (2013)</i>.
Brookfield (section outside the Urban Growth Boundary)	<ul style="list-style-type: none"> Review Schedule 3 to Development Plan Overlay - Harkness Road Rural Living Area to include minor works exemptions. Rezone PUZ land on Djerriwarrh Creek - private grazing land (Brookfield area)
Chartwell	<ul style="list-style-type: none"> Remove the Restructure Overlay from land in Chartwell
Eynesbury	<ul style="list-style-type: none"> Review the <i>Eynesbury Development Plan</i> and Town Centre. Rezone Mixed Use Zone land in Eynesbury.
Northern Rural Area	<ul style="list-style-type: none"> Refresh the <i>Western Plains North Green Wedge Management Plan 2014</i> Advocacy on Western Renewables Link Environment Effects Statement.

10.4 Update to Clause 74.02 Further Strategic Work

Clause 72.04 provides a location in the planning scheme to identify the strategic planning work that Council intends to undertake over the next four years to keep the scheme current and responsive to community needs.

Council officers have identified the further strategic work that should be included in Clause 74.02 based on the principles in **Table 17** and can be seen in the marked-up ordinance at **Appendix Two**.

Table 17: Principles for including further strategic work

Principles for including further strategic work in Clause 74.02	
1	It will aid a reader in making a decision or recommendation.
2	It demonstrates a link to achieving the objectives of planning.
3	It has been clearly scoped and identifies the issue or issues to be addressed.
4	It responds to a relevant local planning need.

Schedule to Clause 74.02 Further Strategic Work

- Prepare a public open space contribution rate for established residential areas.
- Prepare the Western Plains South Green Wedge Management Plan.
- Implementing the Western Plains North Green Wedge Management Plan 2014 recommendations.
- Investigate applying the Green Wedge A Zone at interfaces to existing settlements.
- Review planning provisions to protect waterways, wetlands and catchments.
- Update flora and fauna mapping for the city.
- Develop a Roadside Management Plan to protect local biodiversity.
- Investigate removal of land from the Environmental Significant Overlay where no environmental factors are demonstrated.
- Develop a biodiversity strategy.
- Prepare Environmentally Sustainable Design guidelines.
- Implement Sustainable Design Assessment in the Planning Process (SDAPP).
- Update flood maps.
- Review *Flood Management Plan for the City of Melton and Melbourne Water 2013*
- Review the *Caroline Springs Comprehensive Development Plan 2000* and rezone land from the Comprehensive Development Zone into a mix of appropriate conventional zones.
- Review the:
 - *Woodgrove Structure Plan 2006.*
 - *High Street Structure Plan 2007.*
- Prepare a Structure Plan for the Melton South Neighbourhood Centre.
- Prepare Urban Design Frameworks for the:
 - Fraser Rise (Plumpton) Town Centre.
 - Fraser Rise (Plumpton) Business and Industrial Precinct.
 - Mt Atkinson Major Town Centre.
 - Western Freeway Commercial Area.
- Review *Landscape Guidelines for the Shire of Melton 2010.*
- Review Shire of Melton: Environmental History 2007 to identify places for future gap studies.
- Develop built form guidelines for land bounded by Barries Road, Station Street, Henry Street and Palmerston Road in Melton.
- Develop an affordable housing policy.
- Prepare a Road Network Plan to prioritise transport modes based on desired road functions.
- Prepare an Active Transport (Walking and Cycling) Strategy.
- Implement *Communications Infrastructure Policy Framework December 2017.*
- Apply planning controls to protect existing infrastructure from urban development encroachment.
- Investigate creating buffer zones.
- Investigate planning controls to identify and protect pipelines.
- Investigate rezoning Eynesbury Township from the Mixed Use Zone to an appropriate suite of zones
- Create a series of Discretionary Use Policies for Industrial, Residential, Rural, Commercial, and Interface areas, and design guidelines for some common discretionary uses such as childcare.
- Complete the Toolern PSP Review Amendment as the highest critical priority.
- Continue Melton Town Centre (MTC) Revitalisation work and correct any zoning anomalies.
- Review the House Rules Character Guidelines and Housing Diversity Strategy
- Review Farming Zone and Green Wedge Zone schedules for subdivision, and fill dumping triggers.
- Prepare a combined anomalies correction amendment to address zoning and overlay errors.
- Review the gateway signage provisions and landscaping guidelines provisions.
- Complete needed Urban Design Frameworks
- Prepare and implement Public Realm Design Guidelines
- Prepare Urban Design Framework (UDF) Design Guidelines
- Review Open Space Strategy and public open space contribution rates.
- Refresh / Implement the *Werribee River Trail Strategy 2013.*
- Review the Stores and Outbuildings Policy
- Review the Retail and Activity Centres Policy, update floorspace, cover isolated retail and new suburbs.
- Prepare updated Industrial Design Guidelines
- Prepare and implement a suitable Street Tree / Urban Forest Policy
- Complete a Melton South Town Centre Structure Plan
- Rezone the Taylors Hill West PSP area into conventional zoning.

Appendix Index One: Analysis documents

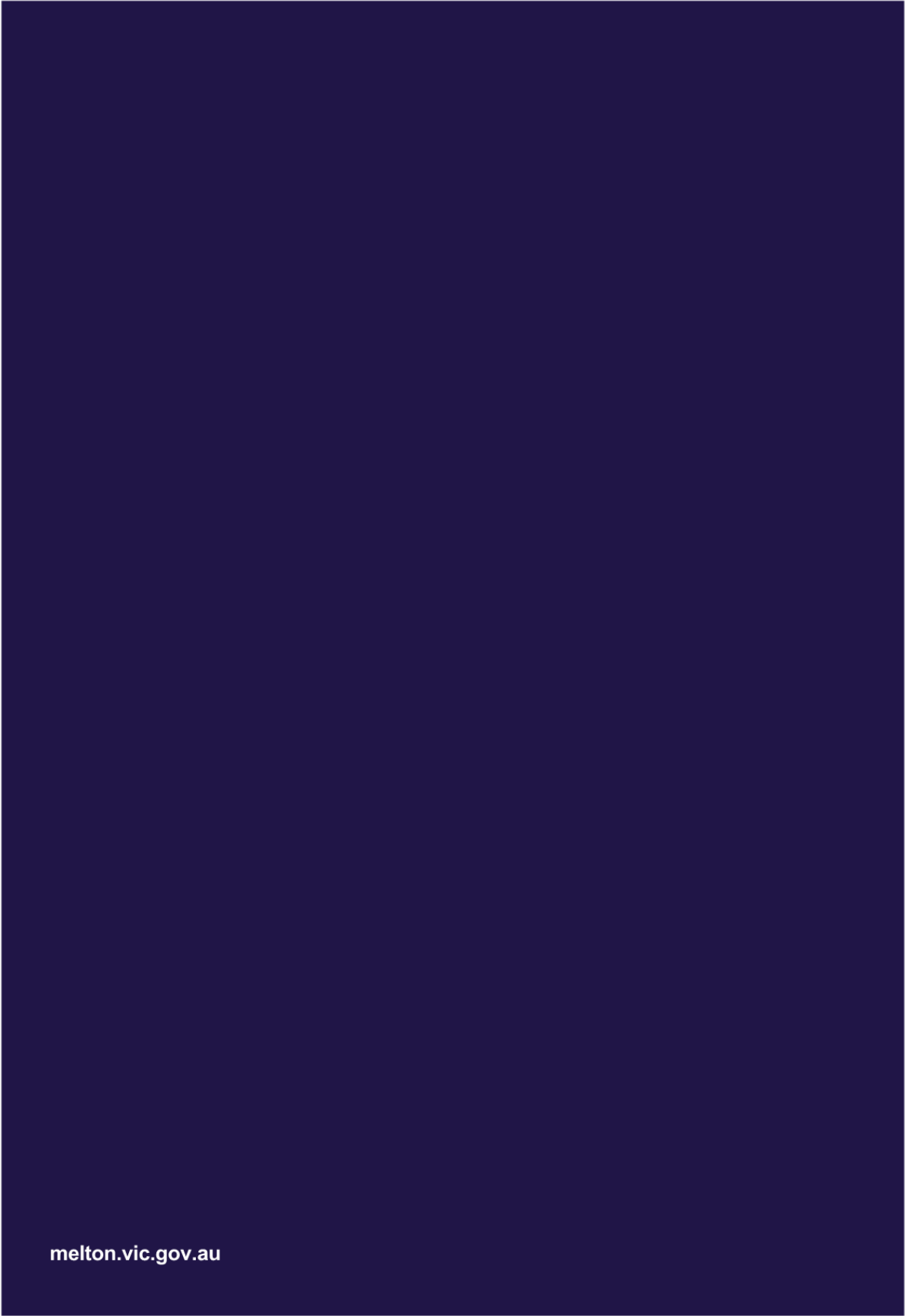
Please see the following list of SEPARATE APPENDICES informing this report:

- **A1 Planning Scheme Audit**
- **A2 Planning Performance**
- **A3 Third Party Reviews**
- **A4 Document Review**
- **A5 Future Work Program**
- **A6 State policy changes since last review**
- **I1 Planning Survey Spreadsheet**
- **I2 Ministerial Guidelines Review**
- **I3 Internal and External Referrals**
- **I4 Documents for review and work underway**
- **L1 Letter of findings to minister**

Appendix Index Two: Marked up ordinance

Please see the following list of SEPARATE APPENDICES informing this report:

- **A7 Draft Planning Provision Edits**
- **A8 Draft Heritage Overlay Schedule Provision Edits**



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12.3 FINANCE REPORT FOR PERIOD ENDED 31 MARCH 2024

Author: Natalie Marino - Manager Finance
Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To present the 2023/2024 Finance Report for the nine months ended 31 March 2024.

RECOMMENDATION:

That Council note the 2023/2024 Finance Report for the nine months ended 31 March 2024, contained at **Appendix 1**.

REPORT

1. Executive Summary

Section 97 of the Local Government Act 2020 specifies as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

The purpose of this report is to provide Council with the relevant and timely financial information in accordance with Section 97 of the Local Government Act 2020, that compares actuals for the nine months ending 31 March 2024 and the approved budget for the same period as is detailed in **Appendix 1**.

2. Background/Issues

Section 97 of the *Local Government Act 2020* specifies as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

A quarterly budget report (**Appendix 1**), must include;

- a comparison of the actual and budgeted results to date;
- an explanation of any material variations; and
- any other matters prescribed by the regulations.

The Audit and Risk Committee reviewed and noted the March 2024 quarter financial report on 9 May 2024 with no changes required following that review.

Council remains in a financially positive position that sets up Council for the remainder of the financial year to pay for and deliver the services and capital investment the community needs.

Council's Financial Management reporting process is to thoroughly analyse each month the key revenue and expenditure items that result in material variance when compared against the budget and to forecast quarterly the year end expectation, considering knowledge of operations, current trends and changes in external factors.

Whilst the financial report presented at **Appendix 1** is prepared in accordance with Australian Accounting Standards, they contain developer contribution and capital grant revenue items that are common in a growth Council which are received in the current financial year to build future facilities like childcare & community centres, roads, ovals, parks and open spaces. Most of this money can only be used for these purposes.

As a result, these developer and capital grant revenue transactions **distort the 'true' underlying financial performance and cash surplus position** of Council within the current financial year.

Table 1 below provides a management accounting summary of the financial performance for the nine months ending 31 March 2024 which removes all developer contributions and capital grant revenue items relating to the growth of the region to report the adjusted operating surplus which better reflects the underlying financial performance of Council.

Table 1: Adjusted Operating Surplus – Year ended 31 March 2024

	YTD Act Mar 24	YTD Bud Mar 24	Variance
Income	374,425	370,880	3,545
Expenses	173,021	169,565	(3,456)
Surplus for the year	201,404	201,315	89
Less: Capital and Non Operating Items			
Contributions - monetary	35,211	36,305	
Contributions - non monetary	99,895	101,613	
Grants - capital	3,991	3,363	
Net gain on disposal of assets	(1,563)	3,567	
	137,534	144,848	7,314
Adjusted Operating Surplus	63,870	56,467	7,403

Council's adjusted operating result as at 31 March 2024 was a surplus of \$63.9 million compared to a budget of \$56.5 million which is favourable to budget. This favourable variance is attributable to higher than anticipated interest income as a result of improved term deposit rates, and savings in employee costs due to unfilled vacancies, partially offset by an increase in material costs from agency staff used to backfill these vacancies.

The capital expenditure as at 31 March 2024 was \$61.7 million.

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

Council notes the operating surplus for the nine months ended 31 March 2024 and other financial matters outlined in **Appendix 1**.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

The financial report (**Appendix 1**), provides transparency over the financial performance of Council and will ensure Council's continued compliance with the legislative requirements.

7. Options

The Council can:

1. Note the report as per the recommendation.
2. Request further information/clarification if deemed necessary.

LIST OF APPENDICES

1. Finance Report 31 March 2024



Melton City Council
Finance Report 2023/2024
Nine Months Ended 31 March 2024

A vibrant, safe and liveable City accessible to all





Finance Report
Nine Months Ended 31 March 2024

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<i>Forecast Statement- Comments</i>	8
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Melton City Council

Quarterly Finance Report for the nine months ended 31 March 2024

Executive Summary

Operating Results

This report compares the actual results for the nine months ended March 2024 against the adopted year to date budget for the same period.

The operating surplus before transfers for the nine months ended 31 March was \$201.4m. When compared against the budgeted year to date result of \$201.3m, Council has recorded a favourable variance of \$0.1m.

A detailed analysis of operating revenue and expenditure variances by line items, are outlined on the subsequent pages of this report.

Capital Expenditure

The adopted Council capital expenditure budget for 2023/24 is a total of \$114.3m. This consists of \$48.7m in budgeted carry forwards from 2022/23.

Total developer contribution in-kind works budget for 2023/24 is \$140.4m. These works when completed by landholders will offset their developer contribution liability to Council. Where the value of completed works handed over to Council varies from the Developer Contribution Plan (DCP) obligations, the resultant rolling credit or debit transactions will be carried forward to be set off against future obligations or for settlement to/by Council from the developer contribution reserve funds.

The actual capital expenditure completed as at the end of 31 March was \$61.7m or 72% of the year to date capital expenditure budget of \$85.5m.

Capital delivery is forecasting to achieve \$111.1m of capital works which is \$3.2m less than the adopted budget.

To maximise project delivery, Council is focusing on:

- Planning for Cultural Heritage Management Plans;
- Early identification of utilities and services that may need relocation before a build can proceed;
- Confirming ownership of land which may involve acquisition of land and/or transfer of land titles to Council; and

- Ensuring appropriate resourcing of projects.

An analysis broken down by category of expenditure has been included with this report.

Cash on hand and Investments

Council's total cash position as at the end of the third quarter 31 March is \$601.4m. This balance comprises \$586.7m in investments and the balance of \$14.7m is represented as cash on hand. Commitments against the total cash position include carry forward expenditure, employee entitlements, and developer contributions received for future capital works.

Debtors

Trade and Other Receivables outstanding at the end of the third quarter totalled \$85.6m, compared with last year's balance for the same period of \$97.7m. The largest component of the \$117.8m is Rates Debtors which ended the period at \$67.5m. Overdue rates at the end of March amount to \$60.0m on 17,150 properties.

Melton Council Finance Report								
Income and Expenditure Statement								
Nine Months Ended 31 March 2024								
2022/23 Q3 YTD Actuals (\$'000)	Income/Expenditure Type <i>Notes</i>	YTD Actuals (\$'000)	YTD Budget (\$'000)	YTD Variance (\$'000)	Full Year Adopted Budget (\$'000)	3rd Qtr Forecast (\$'000)	Variance (\$'000)	
Income								
160,705	Rates & Charges 1	174,027	176,010	(1,984)	178,729	176,837	(1,892)	
9,534	Statutory Fees and Fines 2	10,304	10,188	116	13,563	14,155	592	
8,009	User Fees 3	9,077	8,409	668	12,792	12,827	35	
17,667	Grants- Operating 4	15,731	12,777	2,954	34,680	33,911	(769)	
11,855	Grants- Capital 5	3,991	3,363	628	13,867	27,127	13,260	
47,545	Contributions Monetary 6	35,211	36,305	(1,093)	133,016	120,264	(12,752)	
161,579	Contributions Non Monetary 7	99,895	101,613	(1,718)	181,665	214,508	32,843	
(776)	Net Gain/(Loss) on Disposal of IPP&E 8	(1,563)	3,567	(5,130)	16,442	3,547	(12,895)	
14,227	Other Revenue 9	27,752	18,648	9,104	24,195	35,681	11,486	
430,345	Total Income	374,425	370,880	3,545	608,949	638,857	29,908	
Expenditure								
46,510	Employee Costs 10	54,698	57,558	2,860	77,934	75,800	2,134	
70,823	Material Costs 11	76,325	72,357	(3,968)	107,798	124,870	(17,072)	
1,010	Bad and Doubtful Debts 12	1,246	215	(1,031)	1,220	1,653	(432)	
37,688	Depreciation and Amortisation 13	40,587	39,289	(1,298)	52,407	52,720	(313)	
189	Borrowing Costs 14	154	146	(9)	190	190	0	
9	Finance Cost- Leases 15	10	0	(10)	27	14	13	
156,229	Total Expenditure	173,021	169,565	(3,456)	239,576	255,247	(15,671)	
274,116	Total Surplus/Deficit Before Transfers.	201,404	201,315	89	369,373	383,610	14,237	
Other Comprehensive Income								
0	Net asset Revaluation Increment/(decrement)	0	0	0	55,097	55,097	0	
274,116	Total comprehensive Result	201,404	201,315	89	424,470	438,707	14,237	
Reserve Transfers								
27,337	Transfers From Reserves	14,300	43,794	(29,494)	114,055	114,055	0	
(71,460)	Transfer to Reserve	(53,807)	(83,146)	29,340	(199,603)	(157,559)	42,044	
(44,123)	Total Net Transfers - Income/(Exp)	(39,506)	(39,352)	(154)	(85,548)	(43,504)	42,044	
229,993	Total Surplus/(Deficit) Net of Transfers	161,898	161,963	(66)	338,922	395,202	56,281	
Underlying Surplus/(Deficit)								
274,116	Total comprehensive Result (per above)	201,404	201,315	89	424,470	438,707	14,237	
Less								
11,855	Grants- Capital	3,991	3,363	(628)	13,867	27,127	13,260	
209,124	Contributions	135,106	137,918	2,812	314,681	334,771	20,090	
(776)	Net Gain/(Loss) on Disposal of IPP&E	(1,563)	3,567	5,130	16,442	3,547	(12,895)	
0	Net asset Revaluation Increment/(decrement)	0	0	0	55,097	55,097	0	
53,913	Underlying Surplus/(Deficit)	63,870	56,468	7,402	24,383	18,165	(6,218)	

Melton Council Finance Report

Income and Expenditure Statement - Significant Variance Comments

Nine Months Ended 31 March 2024

The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure Type	Notes	YTD Actual (\$'000)	YTD Budget (\$'000)	Variance - Fav/(Unfav) (\$'000)	YTD Actuals vs YTD Budget Variance Explanations
Income					
Rates & Charges	1	174,027	176,010	(1,984)	Rates & Charges are unfavourable compared to YTD Budget by (\$1.98m) mainly due to unfavourable variance of (\$2.01m) in Supplementary Rates (due to lower than expected number of properties titled), which is partially offset by a \$0.03m favourable variance in Other Rates & Charges.
Statutory Fees and Fines	2	10,304	10,188	116	Statutory Fees and Fines are \$0.12m favourable compared with YTD Budget due to favourable variances in the following areas - Parking & infringement \$0.61m & Other Statutory Fees \$0.42m . The favourable variance is partially offset by unfavourable variances of (\$0.68m) in Permit Fee & Registration Fees and (\$0.17m) in Court Recoveries & (\$0.06m) in Property information requests.
User Fees	3	9,077	8,409	668	User Fees are favourable against YTD Budget by \$0.67m primarily due to a favourable variance of \$0.32m from Sub-division and Registration Fees, \$0.77m from Sundry Fees and Fines & Penalties and \$0.10m from Property Hire Charges. The favourable variance is offset by an unfavourable variance of (\$0.52m) from sub-division construction supervision fee, cemetery operations, permit fees, town planning fees and general user fees.
Grants- Operating	4	15,731	12,777	2,954	Operating Grants are favourable by \$2.95m mainly due to the following- ** CHSP Melton Social Support - \$0.25m ** Family Day Care Services - \$0.29m ** MTC Round 3 - High Street North Dining Precinct - \$0.22m ** Road Construction - Bridge Road, Cobblebank - \$0.16m ** Accounting adjustments relating to grant income from Unearned Income in the Balance Sheet - \$2.11m The favourable variance is partially offset by an unfavourable variance of \$0.08m in Grants Commission.
Grants- Capital	5	3,991	3,363	628	Capital Grants are favourable by \$0.63m mainly in the following capital projects- ** Renewal Program Transport Sealed Roads \$0.25m ** Mt Atkinson East Community Hub (PY 13172) - \$0.20m ** Melton Recycling Facility - Stage 2 - \$0.10m ** Black Knight Way Park Revitalisation - \$0.08m
Contributions Monetary	6	35,211	36,305	(1,093)	Contributions Monetary ended the period below budget. This result is driven by several variables including a weaker housing market due to higher interest rates, delays in the settlement of land and delays in the completion of subdivisions.
Contributions Non Monetary	7	99,895	101,613	(1,718)	This revenue item recognises infrastructure assets provided to Council by Developers after the completion of sub-divisions. Contributions Non- Monetary ended the period unfavourable to budget due to timing difference in budget profiling.
Net Gain/(Loss) on Disposal of IPP&E	8	(1,563)	3,567	(5,130)	The unfavourable variance of (\$5.13m) is due to: ** Land Sales unfavourable (\$7.72m) – due to lower than anticipated number of lots sold to date. ** Property Tax Credits and GST payment to Atherstone Favourable by \$3.37m – due to the timing of Withholding Tax on historical land sales. ** Cost of Land Assets Sold favourable by \$4.28m – also due to lower than anticipated number of lots sold to date In addition to this, disposal of infrastructure assets - (\$5.06m)
Other Revenue	9	27,752	18,648	9,104	Other Revenue is \$9.10m favourable to YTD Budget due to higher than anticipated interest income as a result of higher than expected interest rates received on investments \$8.09m , facility hire & other income \$1.01m .
Total Income		374,425	370,880	3,545	

Melton Council Finance Report

Income and Expenditure Statement - Significant Variance Comments

Nine Months Ended 31 March 2024

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure Type	Notes	YTD Actual (\$'000)	YTD Budget (\$'000)	Variance - Fav/(Unfav) (\$'000)	YTD Actuals vs YTD Budget Variance Explanations
Expenditure					
Employee Costs	10	54,698	57,558	2,860	Employee costs are favourable to YTD Budget by \$2.86m . The bulk of this variance is attributable to vacancies across Council. Below is a split by Directorate of the overall favourable variance - Office of CEO - \$1.53m City Life - \$1.86m City Futures - \$1.18m City Delivery - \$0.31m The favourable variance is partially offset by an unfavourable variance of (\$2.02m) in Organisational Performance Directorate which is reflective of the efficiency factor created to offset favourable variances in labour across Council (\$1.87m)
Material Costs	11	76,325	72,357	(3,968)	Contracts and Materials are unfavourable against YTD Budget by (\$3.97m) mainly due to unfavourable variances in the following- Contract Labour - (\$2.66m) Utilities - (\$1.02m) Professional Advisory Services - (\$0.29m)
Bad and Doubtful Debts	12	1,246	215	(1,031)	Bad and doubtful debts are made up of infringement withdrawals and infringement debts deemed unrecoverable. These are due to infringements issued with errors, being withdrawn, or being voided due to legislative timeframes for internal review not being met. The increase in Bad and Doubtful Debts is due to an increase in the number of infringement notices issued, and an increase in the number of Local Law infringement notices being lodged with the Magistrates' Court that were issued in the previous financial year. The forecast has been increased based on the trend of YTD actuals.
Depreciation and Amortisation	13	40,587	39,289	(1,298)	The variance is due to timing of capitalisation of assets to be depreciated.
Borrowing Costs	14	154	146	(9)	
Finance Cost- Leases	15	10	0	(10)	
Total Expenditure		173,021	169,565	(3,456)	
Total Surplus/Deficit Before Transfers.		201,404	201,315	89	

Melton Council Finance Report				
Year End Forecast vs Full Year Adopted Budget				
For the 12 Months Ending 30 June 2024				
Income / Expenditure Categories	Notes	Full Year Adopted Budget 2023-24 (\$'000)	Forecast for Year End as at 31 Mar 24 (\$'000)	Variance (\$'000)
Income				
Rates & Charges	1	178,729	176,837	(1,892)
Statutory Fees and Fines	2	13,563	14,155	592
User Fees	3	12,792	12,827	35
Grants- Operating	4	34,680	33,911	(769)
Grants- Capital	5	13,867	27,127	13,260
Contributions Monetary	6	133,016	120,264	(12,752)
Contributions Non Monetary	7	181,665	214,508	32,843
Net Gain/(Loss) on Disposal of IPP&E	8	16,442	3,547	(12,895)
Other Revenue	9	24,195	35,681	11,486
Total Income		608,949	638,857	29,908
Expenditure				
Employee Costs	10	77,934	75,800	2,134
Material Costs	11	107,798	124,870	(17,072)
Bad and Doubtful Debts	12	1,220	1,653	(432)
Depreciation and Amortisation	13	52,407	52,720	(313)
Borrowing Costs	14	190	190	0
Finance Cost- Leases	15	27	14	13
Total Expenditure		239,576	255,247	(15,671)
Total Surplus/Deficit for the Year Before Trfs.		369,373	383,610	14,237
Underlying Surplus/(deficit)		24,383	18,165	(6,218)
Council Capital Budget		114,348	104,253	10,094
Capital DCP-In-Kind		140,422	170,548	(30,126)

Melton Council Finance Report

Year End Forecast vs Full Year Adopted Budget - Significant Variance Comments

For the 12 Months Ending 30 June 2024

The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure Type		Full Year Adopted Budget 2023-24 (\$'000)	Forecast for Year End as at 31 Mar 24 (\$'000)	Variance (\$'000)	Adopted Budget vs Year End Forecast Variance Explanations
Income					
Rates & Charges	1	178,729	176,837	(1,892)	Rates & Charges are expected to finish unfavourably compared to Full Year Budget by (\$1.89m) because of a reduction in supplementary rates due to lower than expected number of properties titled.
Statutory Fees and Fines	2	13,563	14,155	592	Statutory Fees and Fines are forecast to finish favourable compared to Full Year Budget by \$0.59m due the favourable variances in Infringement & other Statutory Fees \$1.63m which is partially offset by a unfavourable variance of (\$1.04m) in Permit & Other Registration Fees, Court Recoveries & Property information requests.
User Fees	3	12,792	12,827	35	User Fees are expected to finish \$0.03m favourable to Full Year Budget primarily due to a greater amount of registration fees & property hire charges than initially budgeted.
Grants- Operating	4	34,680	33,911	(769)	Operating Grants are forecast to finish unfavourably compared to Full Year Budget by (\$0.77m) predominantly due to the lower than anticipated grants in Maternal and Child Health Services Programs- ** Maternal & Child Health Services - Enhanced - (\$2.91m) ** Sleep & Setting - (\$0.18m) ** Nurse Educator - (\$0.16m) These unfavourable variances are partially offset by favourable variances in- ** Pre-school Field Officer - \$0.28m ** Family Day Care Services - \$0.27m ** CHSP Programs - \$0.81m ** MTC Revitalisation Programs - \$0.27m ** Miscellaneous grants - \$0.85m
Grants- Capital	5	13,867	27,127	13,260	Capital Grants are forecast to finish favourable to budget by \$13.26m primarily due to the following- ** Plumpton Children's Centre & Neighbourhood House - \$6.30m ** Renewal Program - Sealed Roads - \$3.28m ** Thornhill Park Children's and Community Centre - \$2.31m ** Mt Atkinson East Community Hub (PY 13172) - \$0.20m ** Asset Management Services - \$0.77m ** Mt Atkinson East Sports Reserve - \$0.20m ** Caroline Springs Blvd – Pedestrian Operated Signal - \$0.20m
Contributions Monetary	6	133,016	120,264	(12,752)	Cash contribution year to date is below projection and this has been reflected in a downward revision in the forecast which is mainly driven by a weaker housing market due to an increase in interest rates and delays in completing subdivisions.
Contributions Non Monetary	7	181,665	214,508	32,843	This revenue item recognises infrastructure assets provided to Council by developers after the completion of sub-divisions. The forecast for non-cash contributions is anticipated to end favourably when compared against the adopted budget. This is due to the earlier than expected completion of subdivisions and subsequent handing over of assets by Developers.
Net Gain/(Loss) on Disposal of IPP&E	8	16,442	3,547	(12,895)	The unfavourable variance of (\$12.89m) is primarily due to lower than expected land sales in Atherstone and the corresponding Development Fees.
Other Revenue	9	24,195	35,681	11,486	Other Revenues are forecast to finish favourable compared to FY Budget by \$11.49m primarily due to higher than budgeted interest on investment \$8.59m , Lease income, Kiosk income & Other recoveries \$2.90m .
Total Income		608,949	638,857	29,908	

Melton Council Finance Report

Year End Forecast vs Full Year Adopted Budget - Significant Variance Comments

For the 12 Months Ending 30 June 2024

The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure Type		Full Year Adopted Budget 2023-24 (\$'000)	Forecast for Year End as at 31 Mar 24 (\$'000)	Variance (\$'000)	Adopted Budget vs Year End Forecast Variance Explanations
Expenditure					
Employee Costs	10	77,934	75,800	2,134	Employee costs at are forecast to finish favourably by \$2.13m by year-end because of savings due to vacancies across all directorates.
Material Costs	11	107,798	124,870	(17,072)	Contracts and Materials are forecast to finish unfavourably compared to Full Year Budget by (\$17.07m) against the following expenses- ** Contract Labour - (\$5.20m) ** Annual Licence Fee, Legal Fees & Professional advisory services - (\$3.30m) ** Contract Payments - (\$1.50m) ** Utilities and Network Communications - (\$2.50m) ** Program expenses - (\$1.20m) ** Project maintenance - (\$1.90m) ** Others - (\$1.47m)
Bad and Doubtful Debts	12	1,220	1,653	(432)	Bad and doubtful debts are made up of infringement withdrawals infringement debts deemed unrecoverable. This can be due to infringements issued with errors, being withdrawn, or being voided due to legislative timeframes for internal review not being met. The increase in the Bad and Doubtful Debts is due to an increase in the number of infringement notices issued, and an increase in the number of Local Law infringement notices being lodged with the Magistrates' Court that were issued in the previous financial year, and the forecast has been increased based on the trend of YTD actuals.
Depreciation and Amortisation	13	52,407	52,720	(313)	
Borrowing Costs	14	190	190	0	
Finance Cost- Leases	15	27	14	13	
Total Expenditure		239,576	255,247	(15,671)	
Total Surplus/Deficit Before Transfers.		369,373	383,610	14,237	
Underlying Operating Results Surplus/(Deficit)		24,383	18,165	(6,218)	

BALANCE SHEET STATEMENT	(2023-24) Actuals as at 31 Mar 24 (Year to Date) (\$'000)	(2022-23) Actuals as at 30 Jun 23 (Year End) (\$'000)	(2023-24) Full Year Adopted Budget 2023-24 (\$'000)
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	601,385	571,401	695,604
Non-current assets classified as "held for sale"	235	78	0
Trade and Other Receivable	85,559	59,704	32,259
Inventories CA	12	12	6
Other Assets	12,673	26,388	27,509
Prepayments	31	461	0
TOTAL CURRENT ASSETS	699,895	658,043	755,378
NON CURRENT ASSETS			
Inventories NCA	16	16	11
Property, infrastructure, plant and equipment (Inc. WIP)	3,860,198	3,753,386	3,752,731
Investment Property	8,550	8,550	7,170
Intangibles	6,538	2,050	1,723
Right Of Use Assets	1,090	482	510
TOTAL NON CURRENT ASSETS	3,876,392	3,764,484	3,762,145
TOTAL ASSETS	4,576,286	4,422,527	4,517,523
CURRENT LIABILITIES			
Trade and Other Payables	5,361	51,187	85,931
Trust funds and deposits CL	139	14,281	16,979
Unearned Income	23,555	25,664	0
Provisions CL	14,536	13,608	13,881
Interest-Bearing Liabilities CL	2,607	2,607	2,241
Lease Liability CL	15	283	319
TOTAL CURRENT LIABILITIES	46,213	107,630	119,351
NON CURRENT LIABILITIES			
Trust funds and deposits NCL	39,145	23,789	22,146
Provisions NCL	2,148	1,795	1,633
Interest-Bearing Liabilities NCL	1,228	3,163	922
Lease Liabilities NCL	237	237	204
TOTAL NON CURRENT LIABILITIES	42,757	28,984	24,906
TOTAL LIABILITIES	88,970	136,615	144,256
NET ASSETS	4,487,317	4,285,913	4,373,266
EQUITY			
Accumulated Surplus	2,505,562	2,343,662	2,472,396
Reserves	1,981,755	1,942,251	1,900,870
TOTAL EQUITY	4,487,317	4,285,913	4,373,266

Balance Sheet - Comments

General

The following comments relate to the balance sheet as at the end of 31 March 2024.

Current Assets

Cash & Investments

Council's cash position (including investments), as at 31 March 2024 was \$601.4m, which represents an increase of \$29.9m from the opening position as at 1 July 2023 of \$571.4m. Details of 'Cash on hand' inflow and outflow of funds are detailed in the Cash Flow Statement.

Cashflow Summary	Cash on hand (\$'000)	Investments (\$'000)	TOTAL (\$'000)
Op Cash & Investments at 1st July 2023	\$23,401	\$548,000	\$571,401
Plus: Net Inflow/(Outflow) from Operating activities	\$91,487	\$0	\$91,487
Plus: Net Inflow/(Outflow) from Investing activities	(\$97,874)	\$38,737	(\$59,137)
Less: Net Inflow/(Outflow) from Financing activities	(\$2,367)	\$0	(\$2,367)
Net Increase/(decrease)	(\$8,754)	\$38,737	\$29,983
TOTAL Cash & Investments as at 31 March 2024	\$14,647	\$586,737	\$601,384

Receivables

Total receivables outstanding as at 31 March 2024 amounted to \$85.5m. The total outstanding receivables comprised:

Receivables	31-Mar-24 (\$'000)	31-Mar-23 (\$'000)
Rate Debtors	59,884	\$53,750
Infringements & Local Laws Debtors	7,998	\$6,597
Sundry & other debtors	17,678	\$7,149
Total Receivables	85,559	\$67,496

Refer to page 13 for further breakdown in regard to overdue rate debtors in arrears and hardship arrangements.

Non-Current Assets

Infrastructure, Plant & Equipment

The value of Council's property, plant & equipment has increased by \$106.8m or 2.85% to \$3.860b from the balance at 30 June 2023 of \$3.753b. This increase is net of the additions and disposal of assets and net of asset revaluations, offset by the depreciation charge for the period. Non-monetary capital works contributions as at 31 March 2024 amount to \$9.7m.

Intangible Asset

The intangible assets of \$6.5m represent non-exclusive licence granted to Melton City Council by the Department of Education and the Caroline Springs College for the use of the College Creekside Campus and the Spring side Children's and Childcare facility built on DOE land and Kororoit Creek Learning Centre. The balance represents Council's contributions net of amortisations.

Current & Non-Current Liabilities

Payables

Trade and Other Payables have decreased by \$45.8m from the 30 June 2023 balance of \$51.2m to \$5.3m at balance date. The outstanding payables amount varies from month to month depending upon the status of the accounts payable cycle.

Provisions (Employee Benefits)

Employee benefits represent current and non-current components of annual and long service leave liabilities at balance date. The current component of the liability is estimated to be \$14.5m, with the non-current at \$2.1m.

Interest Bearing Liabilities

Combined current and non-current loan liabilities as at 31 March 2024 is \$3.8m. Principal repayment for the year to date amounted to \$1.9m.

Working Capital and Liquidity

The working capital ratio is used to assess Council's ability to meet current commitments and is derived by dividing current assets by current liabilities. The working capital ratio for the period is 1:15.1. The ratio after removing the impact of rate debtors is 1:13.0.

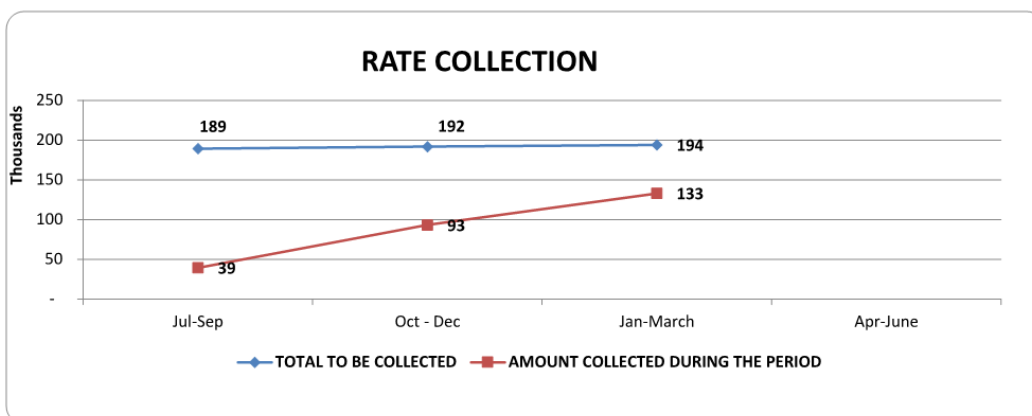
CASH FLOW STATEMENT	(2023-24)	(2022-23)	(2023-24)
	Actuals as at 31 Mar 24 (Year to Date) (\$'000)	Actuals as at 30 Jun 23 (Year End) (\$'000)	Full Year Adopted Budget 2023-24 (\$'000)
Cash Flow from Operating Activities			
Inflows			
Rates and charges	133,060	156,528	178,217
Statutory fees and fines	3,841	12,528	14,975
User fees	7,496	10,939	14,124
Grants - operating	4,296	46,785	34,809
Grants - capital	(8,657)	13,666	13,467
Contributions - monetary	41,453	79,668	133,016
Interest received	22,323	17,295	20,719
Trust funds and deposits taken	1,250	(1,544)	415
Other receipts	33,718	(25,589)	18,980
Net GST refund / payment	8,900	21,342	2,439
Outflows			
Employee Costs	(50,537)	(65,657)	(69,225)
Materials and Services	(123,375)	(108,841)	(105,884)
Other Payments	17,718	(24,398)	(36,095)
NET CASH FROM OPERATING ACTIVITIES	91,487	132,722	219,957
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for Acquisition of Non-Current Assets	(64,052)	(58,675)	(124,535)
Proceeds from Sale of Non-Current Assets	4,915	12,865	26,784
Payments for Investments	0	0	0
Proceeds from Sale of Investments	0	0	0
NET CASH FROM INVESTING ACTIVITIES	(59,137)	(45,810)	(97,751)
CASH FLOW FROM FINANCING ACTIVITIES			
Repayment of borrowings	(1,935)	(2,502)	(2,607)
Finance Costs	(154)	(283)	(179)
Interest Paid - Lease Liability	(10)	(20)	(23)
Repayment of Lease Liability	(268)	(497)	(352)
NET CASH FROM FINANCING ACTIVITIES	(2,367)	(3,302)	(3,161)
NET INCREASE/(DECREASE) IN CASH HELD	29,983	83,610	119,045
CASH POSITION			
Cash Balance at Beginning- as at 1st July	571,401	487,791	576,560
Cash Balance at End of Period	601,384	571,401	695,605

SUMMARY OF OVERDUE RATE DEBT ARREARS & RECOVERY AS AT 31st March 2024	NO OF PROPERTIES	RATE DEBTS OUTSTANDING
Summons issued	8	\$79,128
Judgements issued	7	\$167,647
Summons for Oral Examination issued	49	\$804,964
Legal Arrangements	44	\$245,187
Other action - Demand Letters etc	13	\$154,704
Total Debt Recovery Action In Progress	121	\$1,451,630
Properties that Midstate are doing Courtesy Calls for	107	\$362,032
Arrangements in place - Non Legal	1,973	\$2,378,726
Hardship Arrangements - Non Legal	207	\$1,055,581
Properties with no recovery/arrangements in place	15,426	\$21,617,640
TOTAL as at 31st March 2024	17,834	\$26,865,609
No of Financial Hardship applications received in March	0	
No of online Financial Hardship applications received in	35	
Properties who were sent a reminder notice after last instalment due (data at at 22nd March 2024)	18,274	\$26,675,081
Properties in credit	2,596	-\$ 2,770,053

Rate Balances & Collection Details

2023-2024

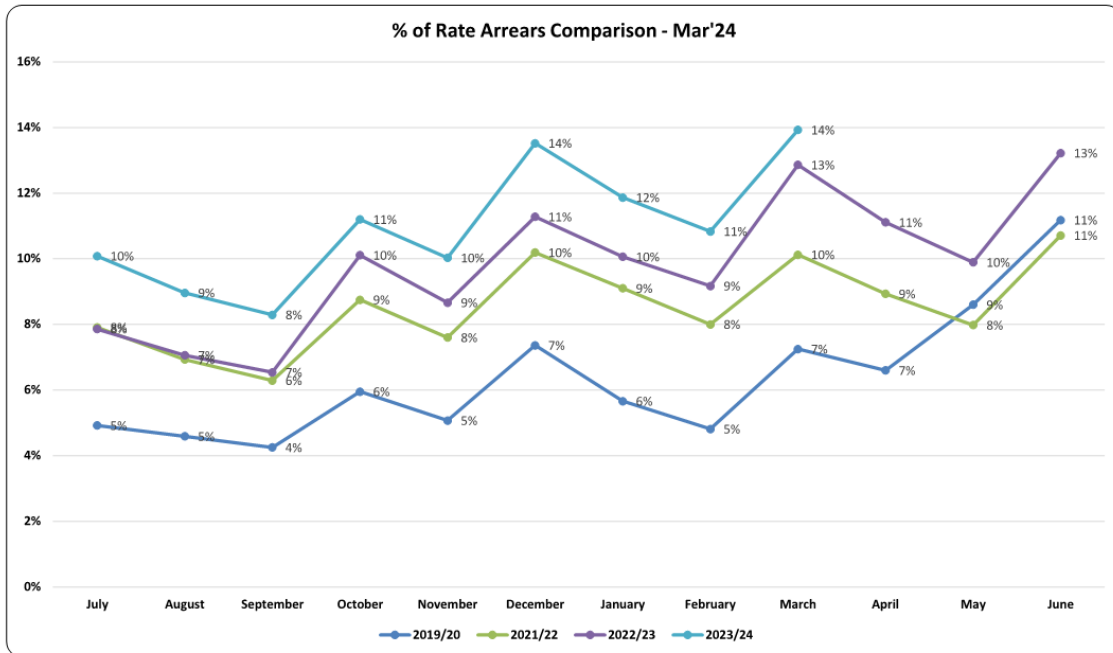
Rate Collection Details	Jul-Sep	Oct - Dec	Jan-March	Apr-June
	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Outstanding debtor balance as at 1 July	18,585			
Rates raised in 2023-2024	171,297			
Interest raised to date	152	481	639	
Rebates, adjustment and unallocated Pmts	(4,463)	437	455	
Supplementary rates raised	3,904	1,385	1,013	
Total to be collected	189,475	191,778	193,885	
Amount Collected during the period	39,442	93,078	133,060	
Balance to be collected	150,033	98,700	60,825	-



Analysis of Overdue Instalment Rate Debtors - Mar'24

(Excluding Fire Service Levy)

Overdue Rate Debtors by Value	No of Properties - Residential (New Format)	No of Properties - Other	Total No of Properties - (New Format)	Debts Outstanding (\$) - Residential (New Format)	Debts Outstanding (\$) - Other	Total Debts Outstanding (\$) (New Format)
Owings						
Less Than \$1000	11,360	517	11,877	\$4,967,413	\$241,217	\$5,208,630
\$1000 to \$1999	2,451	195	2,646	\$3,431,677	\$273,390	\$3,705,067
\$2000 to \$4999	2,031	169	2,200	\$6,401,701	\$547,751	\$6,949,452
\$5000 to \$10,000	719	58	777	\$4,966,309	\$408,145	\$5,374,454
Greater Than 10,000	270	74	344	\$4,078,856	\$1,549,150	\$5,628,006
SubTotal	16,831	1,013	17,844	\$23,845,956	\$3,019,653	\$26,865,609
Properties in credit	2472	124	2,596	\$ 2,185,523	\$584,530	\$2,770,053
TOTAL Rate Debtors	14,359	889	15,248	21,660,433	\$2,435,123	24,095,556



CAPITAL EXPENDITURE BY CATEGORY

For the Nine Months Ended 31 March 2024

CAPITAL EXPENDITURE	YTD Actual (\$'000)	YTD Budget (\$'000)	YTD Variance (\$'000)	Full Year Approved Budget (\$'000)	Full Year Forecast as at the end of 31 Mar (\$'000)	3rd Qtr Forecast Variance to Budget (\$'000)
Vehicles - Capital Cost	28	0	(28)	0	0	0
Furniture	46	62	16	90	33	57
IT Equipment	363	1,593	1,231	2,197	1,709	487
Land	3,510	0	(3,510)	0	3,510	(3,510)
Buildings	8,898	20,381	11,483	27,186	18,538	8,649
Roads	22,318	29,132	6,814	38,858	44,352	(5,494)
Drainage	965	1,271	306	1,696	1,225	471
Bridges	298	1,945	1,647	2,594	678	1,916
Recreation	14,389	15,286	897	20,588	21,495	(906)
Library Books	324	375	51	500	483	17
Other Assets	206	541	335	722	281	441
FootPaths & Cycleways	893	4,064	3,171	5,421	3,112	2,309
Renewal Capital Expenditure	17	0	(17)	0	17	(17)
Kerbs & Channel	347	90	(257)	120	0	120
Car Parks	302	142	(160)	190	414	(224)
Traffic Management	1,493	997	(496)	1,330	1,638	(308)
Public Art Projects	35	529	494	706	39	667
Capitalised External Labour	790	0	(790)	0	1,375	(1,375)
Capitalised Internal Labour	6,477	9,109	2,631	12,150	12,150	(0)
Total Capex Excl Capital DCP In Kind	61,700	85,519	23,820	114,348	111,049	3,299
Capital DCP in Kind	9,757	63,017	53,260	140,422	170,548	(30,126)
Total Capital Expenditure	71,457	148,536	77,080	254,770	281,597	(26,827)

12.4 AUDIT AND RISK COMMITTEE MATTERS

Author: Renee Hodgson - Senior Coordinator Governance
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

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

RECOMMENDATION:

That Council:

1. Note the confirmed minutes of the Audit and Risk Committee meeting held 9 May 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.
3. Note the report from the Chairperson of the Audit and Risk Committee, for the period October 2023 – May 2024, provided as **Appendix 2** to this report.

REPORT

1. Executive Summary

The minutes of the Audit and Risk Committee meeting held on 9 May 2024 are appended to this report as **Appendix 1**.

The minutes contain recommendations for the consideration of Council.

The Chairperson of the Audit and Risk Committee, Mr Jeff Rigby, has provided a biannual report on the activities of the Committee to cover the period October 2023 – May 2024, provided as **Appendix 2**.

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.

Additionally, section 54 (4) of the *Local Government Act 2020* requires a biannual report that describes the activities of the Audit and Risk Committee, including its findings and recommendations to be presented to Council.

The attached report (**Appendix 2**) provided by the Chairperson of the Audit and Risk Committee, satisfies the requirements for the presentation of biannual reports to Council.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

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 - 9 May 2024
2. Audit and Risk Committee Biannual Report to Council, October 2023 - May 2024



MELTON CITY COUNCIL

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

9 May 2024

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING9 MAY 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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	<i>To allow the Committee to examine the agenda for this meeting against the <i>Annual Work Plan 2024.</i></i>	
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	<i>To present the final report for the Internal Audit of Council's Waste Management.</i>	
6.3	INTERNAL AUDIT OF COUNCIL'S FINANCIAL CONTROLS - FINAL REPORT	8
	<i>To present the final report for the Internal Audit of Council's Financial Controls.</i>	
6.4	SCOPE FOR THE INTERNAL AUDIT OF INFRINGEMENTS REVIEW	9
	<i>To present the <i>Scope for the Internal Audit of Infringements Review.</i></i>	

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING 9 MAY 2024

6.5	INTERNAL AUDIT STATUS REPORT AS AT MAY 2024	9
	To present the Internal Audit Status Report as at May 2024 (the Report).	
6.6	INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR MAY 2024	9
	To present the <i>Internal Audit Recommendations Tracking Report for May 2024</i> (the Report).	
6.7	INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT	9
	To present the Internal Auditors' Recent Issues Insights Quarterly Report, May 2024 (the Report).	
6.8	MANAGEMENT RESPONSES TO ANY AUDIT FINDINGS	9
	To advise the Audit and Risk Committee of the interim audit findings and management responses.	
6.9	FINANCE REPORT - PERIOD ENDED 31 MARCH 2024	10
	To present the 2023/2024 Finance Report for the nine months ended 31 March 2024.	
6.10	QUARTERLY INVESTMENT HOLDINGS REPORT	10
	To present the Investment Holding Report for the nine months ended 31 March 2024 (the report).	
6.11	MELTON CITY COUNCIL BUDGET 2024/2025	10
	To provide the Audit and Risk Committee with an overview of Council's draft 2024/25 Budget.	
6.12	CEO PROCUREMENT DELEGATIONS REPORT	10
	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.	
6.13	REVIEW OF THE ADEQUACY AND EFFECTIVENESS OF KEY POLICIES, SYSTEMS AND CONTROLS AND THEIR CONSISTENCY WITH THE LOCAL GOVERNMENT PRINCIPLES	10
	To update the Audit and Risk Committee on the review of Key Policies and Procedures.	

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING		9 MAY 2024
6.14	REVIEW OF ANNUAL INSURANCE PROGRAM To provide an update on the Annual Insurance Program renewal for 2024/25.	11
6.15	INFORMATION TECHNOLOGY KEY RISKS 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.	11
6.16	CONTAMINATED MULCH ISSUE UPDATE To update the Audit and Risk Committee of the recent contaminated mulch issues in a number of local government areas in Victoria (not including City of Melton) and to provide details of Council's proactive preparedness response.	11
6.17	ASSET MANAGEMENT REPORTING FRAMEWORK - STATUS REPORT (MAY 2024) To provide a Status Report on items within the Asset Management Reporting Framework to the Audit and Risk Committee.	11
6.18	BUILDING SERVICES TEAM - SERVICE REVIEW To provide the Audit and Risk Committee the outcomes of the Building Services Team – Service Review.	12
6.19	LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK REVIEW To provide an update on the Local Government Performance Reporting Framework for the 2024/25 year.	12
6.20	QUARTERLY GOVERNANCE REPORT To provide the Audit and Risk Committee with an update of Council's key governance, integrity, legal and compliance activities.	12
6.21	AUDIT AND RISK COMMITTEE BIENNIAL REPORT TO COUNCIL To present a working draft of the Biannual Report to Council for review and feedback.	12
7.	OTHER MATTERS RAISED BY THE COMMITTEE	13

<u>MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING</u>		<u>9 MAY 2024</u>
8.	CONFIDENTIAL BUSINESS	13
8.1	QUARTERLY LEGAL REPORT ON SIGNIFICANT LEGAL MATTERS	13
	To report to the Audit and Risk Committee on significant legal matters which may expose Council to an Order (or a financial penalty) in the sum of \$100,000 or more which are not covered or handled by Council's insurers.	
9.	NEXT MEETING	13
10.	CLOSE OF BUSINESS	13

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**9 MAY 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 9 MAY 2024 AT 12.00PM**

- Present:** Jeff Rigby, Chairperson, Independent External Member
John Watson, Independent External Member
Bruce Potgieter, Independent External Member
Kathy Majdlik, Mayor
Julie Shannon, Councillor (online)
- Attendees:** Roslyn Wai, Chief Executive Officer
Peter Leersen, Chief Financial Officer
Neil Whiteside, Director City Delivery
Troy Scoble, Director City Life
Emily Keogh, Head of Governance
Ajay Ravindran, Head of Technology
Natalie Marino, Manager Finance
Renee Hodgson, Senior Coordinator Governance
Bernadette Bensley, Governance Officer
- Guests:** Wilson Tang, Internal Auditor, Moore Australia
Michael Gummery, External Auditor, HLB Mann Judd (on line)

**1. WELCOME / ELECTION OF CHAIR (IF REQUIRED)/
ACKNOWLEDGEMENT OF COUNTRY**

The Chairperson opened the meeting at 12.51pm with an Acknowledgement of Country and welcomed the Committee members.

2. APOLOGIES AND LEAVE OF ABSENCE

All Committee members were present at the meeting.

Sam Romaszko - Director City Futures, provided an apology.

The Audit and Risk Committee Chairperson, Jeff Rigby, will be taking a Leave of Absence for the period 13 June – 15 July 2024.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**9 MAY 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 Head of Governance declared 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 confirmation of the Minutes of the Audit and Risk Committee Meeting held 5 March 2024 and noted by Council at the Scheduled Meeting held 25 March 2024.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**5.1 TRACKING REPORT FOR AUDIT AND RISK COMMITTEE ACTIONS**

Author: Renee Hodgson - Senior Coordinator Governance
Presenter: Emily Keogh - Head of Governance

The Audit and Risk Committee noted the *Tracking Report for Audit and Risk Committee Actions as at May 2024*.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**9 MAY 2024**

6. PRESENTATION OF REPORTS**6.1 ANNUAL WORK PLAN FOR 2024**

Author: Renee Hodgson - Senior Coordinator Governance
Presenter: Emily Keogh - Head of Governance

The Audit and Risk Committee:

1. Noted the *Annual Work Plan 2024*.
2. Requested the Asset Management Reporting Framework be added to the Audit and Risk Committee Work Plan 2024.

Action: Represent the Asset Management Reporting Framework in the Audit and Risk Committee Annual Work Plan 2024.

6.2 INTERNAL AUDIT OF COUNCIL'S WASTE MANAGEMENT - 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 Council's Waste Management (the Report); and
 2. Recommended Council adopt the recommendations arising within the Report.
-

6.3 INTERNAL AUDIT OF COUNCIL'S FINANCIAL CONTROLS - 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 Council's Financial Controls (the Report); and
2. Recommended Council adopt the recommendations arising within the Report.

Action: Management to investigate volume and accuracy of general journals posted in June 2023, and assess if they are system generated or manual journals.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**9 MAY 2024**

6.4 SCOPE FOR THE INTERNAL AUDIT OF INFRINGEMENTS REVIEW**Author: Renee Hodgson - Senior Coordinator Governance
Presenter: Wilson Tang - Internal Auditor, Moore Australia**

The Audit and Risk Committee:

1. Reviewed the *Scope for the Internal Audit of Infringements Review*; and
 2. Recommended Council approve the *Scope for the Internal Audit of Infringements Review*.
-

6.5 INTERNAL AUDIT STATUS REPORT AS AT MAY 2024**Author: Renee Hodgson - Senior Coordinator Governance
Presenter: Wilson Tang - Internal Auditor, Moore Australia**The Audit and Risk Committee received and noted the Internal Audit Status Report as at May 2024.

6.6 INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR MAY 2024**Author: Renee Hodgson - Senior Coordinator Governance
Presenter: Emily Keogh - Head of Governance**The Audit and Risk Committee reviewed and noted the Internal Audit Recommendations Tracking Report for May 2024 and, on the basis of management advice, endorse the recommended closure of actions for Opportunities for Improvement.

6.7 INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT**Author: Renee Hodgson - Senior Coordinator Governance
Presenter: Wilson Tang - Internal Auditor, Moore**The Audit and Risk Committee received and noted the Internal Auditors' Recent Issues Insights Quarterly Report, May 2024.

Council's External Auditor, Michael Gummery, joined the meeting online at 1.54pm.

6.8 MANAGEMENT RESPONSES TO ANY AUDIT FINDINGS**Author: Natalie Marino - Manager Finance
Presenter: Peter Leersen - Director Organisational Performance**The Audit and Risk Committee noted the summary of interim audit findings as presented and the Draft Interim Management letter.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**9 MAY 2024**

Michael Gummery departed the meeting at 2.00pm.

6.9 FINANCE REPORT - PERIOD ENDED 31 MARCH 2024**Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee reviewed and noted the Finance Report for the period ended 31 March 2024.

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

The Audit and Risk Committee reviewed and noted the Quarterly Investment Holdings Report.

Cr Shannon left the meeting at 2.19pm and returned to the meeting at 2.24pm.

6.11 MELTON CITY COUNCIL DRAFT BUDGET 2024/2025**Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee noted the report providing an overview of the draft 2024/25 Budget.

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

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

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

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

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**9 MAY 2024**

6.14 REVIEW OF ANNUAL INSURANCE PROGRAM**Author: Noel Irwin - Manager Procurement****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee reviewed and noted the Review of Annual Insurance Program Report.

6.15 INFORMATION TECHNOLOGY KEY RISKS**Author: Ajay Ravindran - Head of Technology****Presenter: Ajay Ravindran - Head of Technology**

The Audit and Risk Committee received and noted the presentation update provided by Council's Head of Technology, Ajay Ravindran, regarding Information Technology Key Risks.

Action: Present the Technology Change Program business case at an online briefing with a date to be confirmed by management.

Ajay Ravindran, Council's Head of Technology, departed the meeting at 2.39pm.

6.16 CONTAMINATED MULCH ISSUE UPDATE**Author: Wayne Kratsis - Parks and Open Space Coordinator****Presenter: Neil Whiteside - Director City Delivery**

The Audit and Risk Committee:

1. Noted the Report in relation to contaminated mulch issue.
 2. Noted that an Internal Contaminated Mulch Preparedness Working Group has been established to review Council's current processes and procedures relating to the procurement and management of mulch.
 3. Noted that the Internal Contaminated Mulch Preparedness Working Group is managing Council's response to the Environment Protection Authority's (EPA) correspondence dated 10 April 2024, including response to Recommendations.
-

6.17 ASSET MANAGEMENT REPORTING FRAMEWORK - STATUS REPORT (MAY 2024)**Author: Colin Marshall - Acting Manager Operations****Presenter: Neil Whiteside - Director City Delivery**

The Audit and Risk Committee:

1. Noted the Asset Management Reporting Framework – Status Report (May 2024).
 2. Receive a further Asset Management Reporting Framework – Status Report at the Audit and Risk Committee Meeting scheduled for 8 August 2024.
-

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING9 MAY 2024

6.18 BUILDING SERVICES TEAM - SERVICE REVIEW

Author: Phil Lovelace - Manager Community Safety
Presenter: Neil Whiteside - Director City Delivery

The Audit and Risk Committee:

1. Noted the Building Services Team – Service Review Report at **Appendix 1**.
2. Noted the commencement of implementation of the Building Services Team – Service Review Report recommendations to mitigate the associated risks.

Actions: Management to check correctness of date references in the Background and Approach section of the consultant's report and, where required, correct them for the record.

Management to consider a post implementation internal audit in relation to the Building Services Team – Service Review.

6.19 LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK REVIEW

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

The Audit and Risk Committee reviewed and noted this report on the Local Government Performance Reporting Framework for 2024/25.

6.20 QUARTERLY GOVERNANCE REPORT

Author: Renee Hodgson - Senior Coordinator Governance
Presenter: Emily Keogh - Head of Governance

The Audit and Risk Committee noted the Quarterly Governance Report.

6.21 AUDIT AND RISK COMMITTEE BIENNIAL REPORT TO COUNCIL

Author: Jeff Rigby - Audit and Risk Committee Chairperson
Presenter: Jeff Rigby - Audit and Risk Committee Chairperson

The Audit and Risk Committee:

1. Reviewed the working draft of the Biennial Report to Council (report); and
2. Noted the updated final report will be provided out-of-session for endorsement for tabling to Council.

Action: Management to clarify content confidentiality with respect to the Atherstone JV Project and content to be inserted regarding Council's Insurance Review.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

9 MAY 2024

7. OTHER MATTERS RAISED BY THE COMMITTEE

Nil.

8. CONFIDENTIAL BUSINESS

8.1 QUARTERLY LEGAL REPORT ON SIGNIFICANT LEGAL MATTERS

**Author: Sian Rainford - Lawyer
Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee received and noted the Quarterly Legal Report on Significant Legal Matters.

9. NEXT MEETING

Thursday 8 August 2024 at 12pm.

10. CLOSE OF BUSINESS

The meeting closed at 2.59pm.

Confirmed

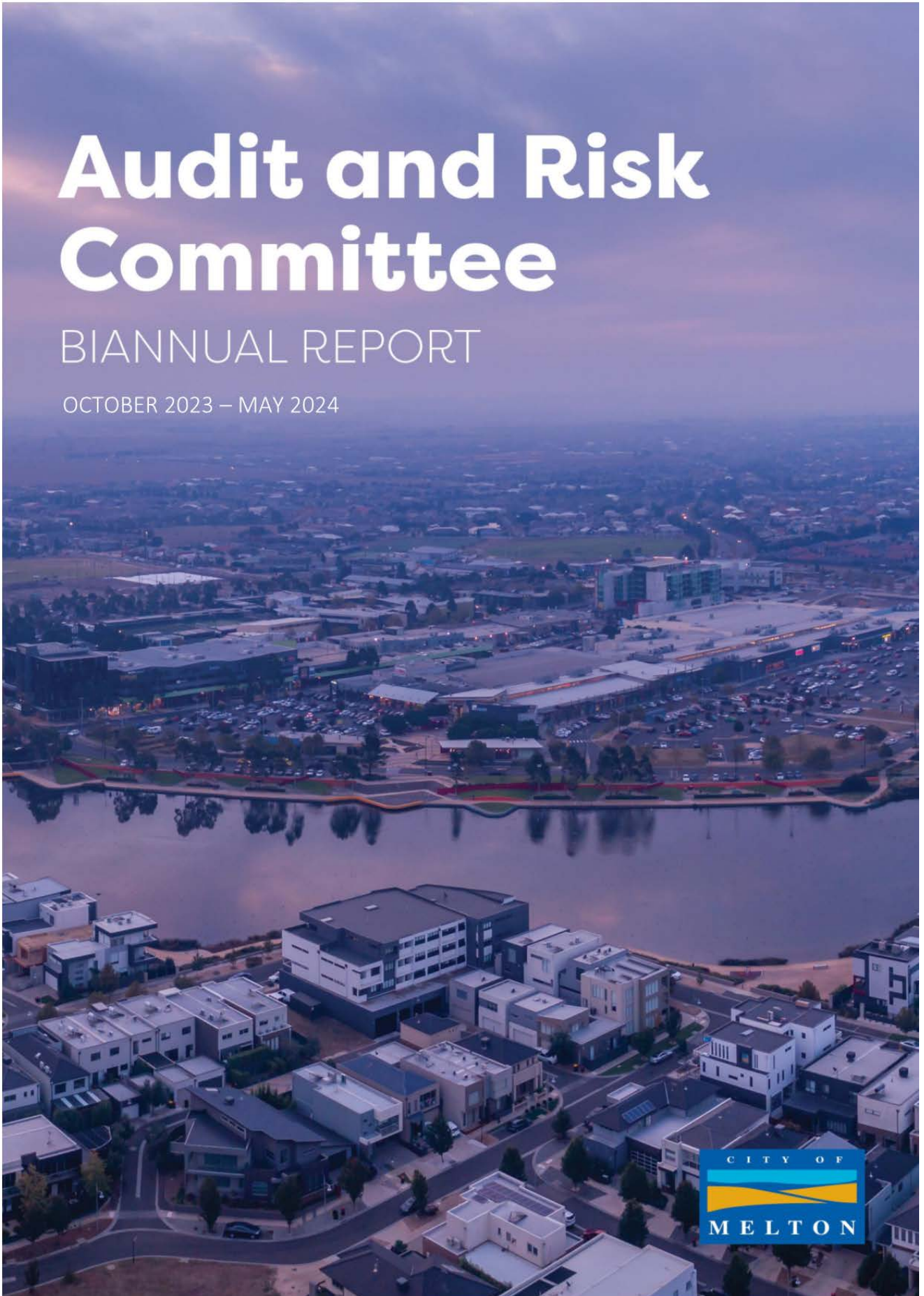
Dated this

.....CHAIRPERSON

Audit and Risk Committee

BIANNUAL REPORT

OCTOBER 2023 – MAY 2024



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1. Background and Context

Melton City Council has established an Audit and Risk Committee (Committee) pursuant to Section 53 of the *Local Government Act 2020* (the Act) to support the Council in performing its functions and discharging its oversight responsibilities in ensuring good government of Council's municipal district.

The Committee achieves this by monitoring, reviewing, endorsing, and advising on the matters set out in its Charter prepared and approved by Council under Section 54 of the Act. The Committee's Charter was adopted by Council on 28 August 2023, and the Charter requires the Committee to review it at least biennially and recommend changes to Council.

The Committee is an advisory committee to Council, and it has no delegated authority from Council. It does have authority and the ability to perform activities prescribed in its Charter, and in particular the Committee can:

1. require the attendance of senior Council Officers at its meetings, as appropriate;
2. have unrestricted access to members of the management team and relevant information;
3. review the process for reporting pursuant to the *Public Interest Disclosures Act 2012*;
4. oversee the performance of the external auditor and the appointment and performance of the internal auditor;
5. meet in private without the attendance of management, including meeting in camera with auditors; and
6. request necessary financial resources to be provided to enable the Committee to receive any necessary legal, accounting, or other professional advice.

The duties and responsibilities of the Committee are set down in the Charter and cover:

1. external audit;
2. internal audit;
3. financial and performance reporting;
4. internal control environment;
5. risk management;
6. fraud prevention systems and controls; and
7. compliance management.

The Act requires the appointment of a majority of external members who are not Councillors to the Committee. This provides a measure of independence and enables the Committee to provide advice to Council on matters related to its responsibilities utilising broader skills and experience than might otherwise be the case.

The Committee reports twice per annum to Council on the Committee's activities and how the Committee has discharged its responsibilities under the Charter for the reporting period. One such report is required following the meeting when the Annual Financial Report and the Annual Performance Statement have been considered and endorsed to Council for adoption.

2. Committee Meetings Held During the Reporting Period

Since the last biannual report to Council, the Committee has met on three occasions in person at Council's office in Melton and held a special meeting on two occasions via videoconference, with meetings held on:

1. 8 November 2023 (in person);
2. 7 December 2023 (videoconference);
3. 8 February 2024 (in person);
4. 5 March 2024 (videoconference);
5. 9 May 2024 (in person).

The Internal Auditor attended all meetings of the Committee and the External Auditor attended the meetings held in February 2024 and May 2024 via video conference.

All Committee resolutions were recorded in the minutes of each meeting, with the minutes then presented to Council for consideration at a subsequent scheduled meeting of the Council. To ensure the timely presentation of Committee meeting minutes to Council, the Committee received post-meeting the unconfirmed meeting minutes, as approved by the Chairperson for circulation to Committee members, with members confirming the minutes via circular resolution out-of-session. Any out-of-session resolution is then ratified at the next Committee meeting.

3. Committee Membership for the Reporting Period

The Committee membership is detailed in the following table.

Committee Member	Position Held	Meeting Attendance Attended/Eligible
Jeff Rigby	Chairperson	5/5
John Watson	Independent External Member	4/5
Farshan Mansoor	Independent External Member	2/2
Bruce Potgieter	Independent External Member	3/3
Cr Kathy Majdlik	Mayor and Councillor Member	5/5
Cr Julie Shannon	Councillor Member	5/5

During the reporting period, Farshan Mansoor concluded his second and final term as an Independent External Member of the Committee. Bruce Potgieter was appointed to the resulting vacant Independent External Member position, with the appointment confirmed at the Council meeting held on 18 December 2023. Bruce participated in an in-person induction on 1 February 2024 with the Chairperson and Council officers in attendance.

On 2 November 2023, Council duly elected Cr Kathy Majdlik as Mayor, with the incoming Mayor and Cr Julie Shannon duly elected to the Committee as Councillor Members, replacing outgoing Mayor Cr Lara Carli and Cr Goran Kesic as the Councillor Members of the Committee.

4. Committee Work Plan for 2024

At the November 2023 meeting, the Committee recommended a Committee work plan for the 2024 year to Council for approval. The plan sets out the Charter requirements that the Committee must meet and by when during the 2024 year. For the reporting period, all work plan requirements have been met for the 2024 year to date as well as for the prior 2023 year, with the exception of the following reports, which will now be presented to the August 2024 Audit and Risk Committee meeting and reported in the next Biannual Report.

1. A review of Council's Risk Management Framework and status report of the risk register and actions being taken to manage identified strategic risks to ensure material risks are being dealt with appropriately.
2. A review of the status of key risk documents, including plans, policies and registers.
3. A review of processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance.

5. Committee Duties and Responsibilities – Report on Committee Activities

5.1. External Audit – Financial and Performance Reporting

The Act designates the Victorian Auditor-General's Office (VAGO) as responsible for the external audit functions of local government in Victoria. VAGO has contracted the undertaking of Council's external audit to HLB Mann Judd for a three-year period concluding with the external audit for the 2025/26 reporting period, and with an option to extend the appointment of HLB Mann Judd for a further one year.

The External Auditor presented an external audit strategy memo for the 2023/24 reporting year to the Committee at the February 2024 meeting that detailed the planned audit approach, key risks and areas of audit focus, along with the timetable for audit activities. Based on the timetable, the Committee expects to receive a closing report in mid-September for consideration and discussion with the External Auditor and management prior to the presentation of Financial Statements and a Performance Statement for Council's consideration for adoption. The External Auditor's report is scheduled for sign off by the end of September, which then clears the way for publication of the statements in the Council's 2023/24 annual report.

At the May 2024 meeting, the Committee received a briefing from the External Auditor on interim audit activities conducted in the lead up to the Committee meeting, with an interim management letter presented to the Committee and management ahead of a second interim audit visit scheduled for May 2024.

5.2. Internal Audit

Council's internal audit services provider, Moore Australia, was reappointed as Internal Auditor until the end of 2025 at Council's meeting held on 28 August 2023. A comprehensive Internal Audit Plan covering the period 2021 to 2023 was first adopted by the Committee in February 2021 shortly after the Internal Auditor was first appointed, with the Committee then adopting a plan for the forward period 2024 to 2025 in February 2024. Progress against the adopted plans is monitored at each Committee meeting, and the plan is reviewed annually when the Committee confirms the internal audits to be conducted in the immediate year and nominates the future internal audits in outward years to be considered and confirmed when the plan is next reviewed.

a) *Internal Audit Scopes*

As detailed in approved Internal Audit Plans, during the reporting period the following internal audit scopes were received, reviewed and endorsed by the Committee for Council approval to proceed, with the internal audits to be scheduled for completion in 2024.

1. Financial Controls.
2. Waste Management.
3. Information Sharing Between the Organisation and Councillors.
4. Social Media.
5. Complaints Handling.
6. Council Safety (including Psychological Safety).
7. Revenue Assurance and Collection.
8. Infringement Reviews.

b) *Internal Audit Reports*

During the reporting period, the Internal Auditor conducted the following internal audits and the reports were presented to the Committee detailing the key findings and risk considerations, recommended actions, and management responses with timeframes for implementation:

Internal Audit Report	Overall Control Rating ¹	Key Findings (No.)	Recommendations (No.) ²
Contracts Management	Fair	10	41
Customer Service	Fair	7	17
Community Grant Management	Fair	10	25
Follow Up of Prior Internal Audits	N/A	N/A	N/A
Asset Management	Fair	8	29
Budget and Forecasting	Adequate	8	11
Roads Management	Fair	7	16
Facilities Management	Poor	8	24
Financial Controls	Adequate	6	9
Waste Management	Fair	4	15

¹ Refer to Appendix A for further details on Overall Control Rating that guides the internal audit rating process

² Specifically excludes Improvement Opportunities provided by Internal Auditor.

The Committee received and accepted all reports presented by the Internal Auditor and recommended Council adopt the recommendations and management undertake the agreed actions provided in the reports.

c) *Progress on Implementation of Internal Audit Recommendations*

The implementation of recommendations and agreed actions arising from internal audit reports presented to the Committee in the reporting period, along with recommendations still in progress and carried forward from the previous reporting period, are monitored by the Committee at each meeting. The following table tracks overall progress made with implementation of audit recommendations during the reporting period.

Meeting Date of Report	Reported Item	Recommendations (No.)
August 2023	Recommendations Open at Meeting	80
November 2023	Recommendations Added Since Last Meeting	15
	Recommendations Closed Since Last Meeting	19
	Recommendations Open at Meeting	76
February 2024	Recommendations Added Since Last Meeting	97
	Recommendations Closed Since Last Meeting	27
	Recommendations Open at Meeting	146
May 2024	Recommendations Added Since Last Meeting	50
	Recommendations Closed Since Last Meeting	61
	Recommendations Open at Meeting	135

The following table summarises the number of open internal audit recommendations at the start and the end of the reporting period.

	Critical	High	Medium	Low	Not Rated	Total
Recommendations Open at August 2024	0	38	17	2	23	80
Recommendations Open at May 2024	5	69	51	7	3	135
Change	+5	+31	+34	+5	-20	+55

There are seven internal audits in the approved Internal Audit Plans that are scheduled for completion for the remainder of 2024 and a further 11 internal audits are planned for completion in 2025.

5.3. Financial Reporting

The Committee received and reviewed Financial Reports and Quarterly Investment Holding Reports at the meetings held in November 2023, February 2024 and May 2024, as summarised in the following table. Financial Reports detailed financial performance for each quarter that preceded a particular meeting and included an analysis of variations to budgets and re-forecasts of anticipated year-end financial results.

Meeting Date	Reporting Received for Quarter Ending
8 November 2023	30 September 2023
8 February 2024	31 December 2023
9 May 2024	31 March 2023

An end-of-year capital expenditure outcomes report for the previous 2022/23 financial year was presented at the November 2023 Committee meeting and discussed by the Committee. At the March 2024 meeting, the Committee received a briefing on Council's Information Technology program and budget proposed for the 2024/25 financial year, which was to be an input to Council's budget process for 2024/25. The Committee was then briefed at the May 2024 meeting on Council's draft 2024/25 budget.

At the November 2023 meeting, the Committee received and endorsed for Council's consideration a proposed Investment Policy Statement for a transition to investing cash funds held by Council with the Victorian Funds Management Corporation. The endorsed policy statement detailed investment risk and return objectives, investment permissions, restrictions and delegations, and organisational responsibilities and accountabilities, and this will ensure proper controls are in place for managing the investment of funds.

5.4. Internal Controls

The Committee has oversight of internal control measures and, over the reporting period, in addition to internal audit reports, the Committee received and considered management reports as detailed below.

1. Regular management reports updating progress on the review of the adequacy and effectiveness of key Finance and Accounting policies, systems and controls and their consistency with Local Government principles, with the Committee noting progress and outcomes from the reviews.
2. Quarterly Governance Reports that included mandatory personal interests disclosures and individual returns timeframe compliance, legislative compliance assurance and reported non-compliances, privacy and data breach notifications, Freedom of Information applications, and integrity matters of fraud, corruption and theft incidents, including matters referred to Council from integrity agencies.
3. Hospitality and entertainment expenses for the 2022/23 reporting year, with the Committee proposing to Council that the requirement for this annual report be removed from the Committee's future annual work plans.

5.5. Risk Management

Risk management continued to be a key focus of the Committee over the reporting period.

The Committee received an update report on the Atherstone Joint Venture Project for the development of Council-owned land, with the Committee noting the mitigation of risks associated with this project through the terms of the Development Agreement between Council and the developer.

At the February 2024 meeting, the Committee adopted a standing reporting framework on Asset Management to facilitate implementation of the recommendation of the Internal Auditor from the internal audit of Council's Asset Management. The recommendation, which was accepted by the Committee, requires the Committee to undertake an oversight role and receive reports on a six-monthly basis on progress of recommendations and actions from this internal audit.

The Committee continued to receive Information Technology Key Risks update briefings from Council's Head of Technology as a standing report, and the Committee received a People and Safety update briefing from Council's Head of People and Customer with a further update scheduled later in the 2024 year.

The Committee also received and noted a report detailing the results of proactive self-assessments that continue to be undertaken by management in relation to the findings contained in several reports published over the reporting period by Victorian integrity agencies and regulators, with information distributed to relevant business units for their information, learning opportunities and further action as appropriate.

At the May 2024 meeting, the Committee received a report to review Council's proposed insurance renewal program for 2024/25 prior to the annual renewal of insurance.

5.6. Fraud Prevention Systems and Controls

At the February 2024 meeting, the Committee received an update of a review being conducted of Council's Fraud and Corruption Control Policy and Council's Fraud and Corruption Control Plan. This review seeks to better align Council's fraud and corruption controls to changes to the organisational structure, current integrity agency guidance, related Council policies and procedures and provide for the operation of a more effective integrity function for the organisation. The Committee provided input to the proposed revision process being undertaken by management.

5.7. Compliance Management

The Committee received and considered the following compliance reports during the reporting period.

1. An Audit of Council's Electric Line Clearance by Energy Safe Victoria in areas where Council is required to maintain vegetation to meet clearance requirements around powerlines within the municipality, which reported on identified non-conformances and corrective actions undertaken to meet electricity safety regulations and close the audit with the regulator.
2. CEO Procurement Delegations reports (presented quarterly) for the quarters ending September 2023, December 2023 and March 2024.

Council's CEO has continued to proactively respond to the Committee on integrity and risk matters with timeliness and transparency, and within the limits of statutory or integrity agency procedural requirements that apply to disclosures of matters under investigation. This demonstrates an evidence-based commitment to the good governance of the organisation and to supporting the Committee in fulfilling its responsibilities to Council under the Committee's adopted Charter.

6. Committee Performance

The Committee is required under its Charter to assess its performance against the obligations as detailed in its Charter. At the November 2023 meeting, the Committee received the results from a self-assessment survey completed during September 2023 by Committee members and Council officers who regularly interact with the Committee. The Committee acknowledged that survey results would have included responses from Councillor members who were no longer members of the Committee when the results were presented, and the Committee resolved to conduct the 2024 self-assessment survey earlier in the year so that Councillor members completing the survey were then able to participate in Committee discussions on those survey results.

The Committee subsequently recommended that Council note the results of the Committee's annual performance survey, as the basis for the Committee's in camera discussion and self-assessment of its satisfactory performance over the previous 12 months.

On 4 December 2023, the Committee's Chairperson participated in a Councillor-only briefing session where the activities of the Committee over the 2023 year were discussed, with Councillors having the opportunity to raise matters of Committee performance and achievements directly with the Chairperson.

7. Conclusion

Over the reporting period, the Committee has performed the duties and discharged the responsibilities prescribed in the Committee's Charter, met the requirements of the Act for Audit and Risk Committees and provided appropriate advice and guidance to Council on the matters brought before the Committee.

Prepared for and on behalf of
the Audit and Risk Committee by

Jeff Rigby
Chairperson
Audit and Risk Committee
City of Melton
10 May 2024

APPENDIX A

Moore Australia Internal Audit Reports – Matrix for Overall Process Rating by Internal Auditor

RATING	GUIDELINE DESCRIPTION
POOR	<ul style="list-style-type: none"> Significant control design improvements identified to ensure that risk of issues related to integrity, probity, inaccuracy, material loss or adjustment is minimised, and functional objectives are met. Significant gaps in policy and procedures for key control areas. An unacceptable number of controls (including a selection of both significant and minor) identified as not operating for which sufficient mitigating back-up controls could not be identified. Large volume of inaccuracies, high impact issues and / or material losses have occurred as a result of control environment deficiencies. Instances of non-compliances, fraud or significant contravention of corporate policy or legislative/regulatory obligations detected. No action taken on previous significant audit findings to resolve the item on a timely basis.
FAIR	<ul style="list-style-type: none"> Control design improvements identified to ensure that risk of material loss is minimised, and functional objectives are met. Some policy and procedure gaps on key control areas. Several significant controls identified as not operating for which sufficient mitigating back-up controls could not be identified. Losses have occurred as a result of control environment deficiencies. Little action taken on previous significant audit findings to resolve the item on a timely basis.
ADEQUATE	<ul style="list-style-type: none"> Control design improvements identified; however, the risk of loss is immaterial. Minor policy and procedure gaps only. Isolated or 'one-off' significant controls identified as not operating for which sufficient mitigating back-up controls could not be identified. Numerous instances of minor controls not operating for which sufficient mitigating back-up controls could not be identified. Some previous significant audit action items have not been resolved on a timely basis.
STRONG	<ul style="list-style-type: none"> No control design improvements identified. Robust policy and procedure to set expectations guide and protect. Only minor instances of controls identified as not operating which have mitigating back-up controls, or the risk of loss is immaterial. All previous significant audit action items have been closed.

12.5 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Vanja Zdjelar - Governance Officer
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

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

RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 – 6** to this report, and adopt the recommendations arising within the Minutes:

1. Reconciliation Advisory Committee – 26 March 2024
2. Disability Advisory Committee – 4 April 2024
3. Arts and Culture Advisory Committee – 11 April 2024
4. Preventing Family Violence Advisory Committee – 16 April 2024
5. Youth Advisory Committee – 16 April 2024
6. Policy Review Panel – 2 May 2024

REPORT

1. Executive Summary

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

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

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

2. Background/Issues

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

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

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The 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 Committees, attached to this report, form the written record of the committee meetings detailing matters considered and any conflicts of interest disclosed.

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

Appendix	Advisory Committee	Meeting Date
1.	Reconciliation Advisory Committee	26 March 2024
2.	Disability Advisory Committee	04 April 2024
3.	Arts and Culture Advisory Committee	11 April 2024
4.	Preventing Family Violence Advisory Committee	16 April 2024
5.	Youth Advisory Committee	16 April 2024
6.	Policy Review Panel	02 May 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. Reconciliation Advisory Committee Minutes dated 26 March 2024
2. Disability Advisory Committee Minutes dated 4 April 2024
3. Arts and Culture Advisory Committee dated 11 April 2024
4. Preventing Family Violence Advisory Committee dated 16 April 2024
5. Youth Advisory Committee dated 16 April 2024
6. Policy Review Panel Minutes dated 2 May 2024



MINUTES

RECONCILIATION ADVISORY COMMITTEE

held on 26 March 2024 at 6.30pm at Melton Library (Grant and Pyke Rooms) and on Microsoft Teams

Members Present:

Cr Ashleigh Vandenberg (Chair)	Councillor, Melton City Council
Skye Gooch	Local Aboriginal Community Member
Karen Jones	Local Aboriginal Community Member
Alex Osborne Briggs	Local Aboriginal Community Member
Amielia Wall	Local Aboriginal Community Member
John Bentley	Local Community Member
Trevor Boyd King	Local Community Member
Elyse Rider	Manager, Healthy Connected Communities, Melton City Council
Jodie Turner	Community Capacity Coordinator, Melton City Council

In Attendance:

Roslyn Wai	CEO, Melton City Council
------------	--------------------------

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

Chairperson: Cr Ashleigh Vandenberg

Minutes: Elyse Rider

1. Welcome, Introductions and Cultural Safety Commitments (5 mins)

- Chair welcomed all Committee members and opened the meeting at 6.34pm
- Chair invited a Committee Member to do the Acknowledgement of Country, this was delivered by Skye Gooch.
- Chair noted that members are aware of the Cultural Safety Commitments of the RAC.
- Chair noted Roslyn Wai was in attendance online.

2. Minute of Silence

- Chair invited Committee members to participate in one minute of silence to honour Aboriginal lives lost in massacres and through the dispossession and violence of colonization.

3. Apologies

The Chair noted the following apologies:

- Shane Evans, Aboriginal and Torres Strait Islander Community Engagement Officer, Melton City Council

- Peter Webster, Local Aboriginal Community member
 - Joanne Layton, Local Aboriginal Community Member
 - Aunty Julieanne Axford, Member, Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation
 - Troy Scoble, Director City Life, Melton City Council
- 4. Declaration of interests and/or conflict of interests (1 min)**
- Chair asked for members to declare any conflict of interests on the agenda items, none were declared.
- 5. Confirmation of previous meeting minutes (1 min)**
- <Minutes from the 12 September 2023 meeting were circulated to the committee on 9 October 2023 for confirmation. The minutes were received at the Ordinary Meeting of Council on 27 November 2023.
- 6. Business Arising**
- **Lake Darlingsford renaming**
 - Officers to present an overview of the Darlingsford Lake naming process and timelines required at the next RAC meeting – **closed**
 - Present proposed name change of Darlingsford Lake to Council for endorsement – **closed**
 - Officers to initiate the next steps in the process to renaming Darlingsford Lake - **ongoing**
 - **Stolen Generations marker project**
 - Council officers to provide more information on Forgotten Australians in the next RAC meeting – **closed**
 - Council officers to share information about the City of Hume's Stolen Generations Marker erected in Malcolm Creek Wetlands – **closed**
 - Council officers to facilitate a meeting with interested RAC members to discuss the details of the Stolen Generations memorial prior to the December RAC meeting – **ongoing**
 - Council officers to prepare a draft outline of the project plan and share with RAC members for their review – **closed**
 - Committee members to provide details of local ACCOs to be contacted regarding the Free from Violence project - **closed**
 - Festival for healthy living event details shared with committee - **closed**
 - Minute of Silence recommendation in the RAC meeting agenda received by Council – **closed**
- 7. General Business**
- 7.1 Stolen Generations marker project update**
- The proposed project plan and meetings notes were distributed with the meeting agenda
 - that the committee was advised the project budget was currently under consideration in Council's 2024/25 Budget planning.
- The Committee discussed:
- Connecting Stolen Generations and Forgotten Australians in the project design and delivery, to be included in the project engagement process.
 - The Chair highlighted the importance of the Stolen Generation Marker in the Reconciliation process for our community.



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- The process for forming the project working group for consultation purposes including the role of Traditional Owners and people in the community with lived experience.
- It was discussed if the project could include scope for related planning for other sites of cultural significance or markers. The committee were advised that the consultation process could consider this broader context.
- The timeline regarding Council's budget process and the Councillor budget submission that relates to this initiative including funding models. :
- Committee discussed engagement of suppliers and experts at the appropriate stage of the project.

7.2 Revised RAC Terms of Reference and membership recruitment

The committee discussed the revised Terms of Reference for the RAC and the forthcoming membership recruitment process. The revised TORs were adopted at the 26 February 2024 Council Meeting. The committee were advised that changes including:

- New member positions, including Aboriginal Controlled Community Organisations, ex officio positions and additional Community Member positions.
- One year term for 2024, with the intention for the new Council to adopt Committee TORs for their selected Advisory Committees for the duration of their term.

The committee were advised the upcoming Expression of Interest process and the types of roles that members can apply to under the new TORs. The committee discussed the eligibility of Aboriginal Controlled Community Organisations. This was explained as Aboriginal Controlled organisations operating in the City of Melton and delivering services locally.

The Committee provided comments on the quorum:

- Members commended the decision to increase the membership numbers but discussed the importance of achieving a balance between non-Aboriginal and Aboriginal representation at the meetings and requested that consideration be given by Council to the TORs being amended for the quorum to require two First Nations representatives be in attendance as part of the quorum.

Action: The CEO will refer the Committee's request to Council's Policy Review Panel for consideration: That there be an amendment to the TORs to include a minimum of two First Nations representatives to be present (within existing four ACCO or community members that are currently required) to make a quorum.

Action: The EOI timeframe will be a minimum of 4 weeks. Materials will be circulated to RAC members as soon as available.

7.3 Sorry Day (26 May) Reconciliation Week (27 May – 3 June) planning

An update on planning for a range of activities for Sorry Day and Reconciliation Week at multiple Council venues and services was provided, including:

- Acknowledgement of Country poster education at Community Centres with three Traditional Owner Groups
- Cultural and history story-telling and flag raising event with Local Wurundjeri Elder – Karen Jones on 29 May
- Stolen Generations exhibit at the Melton library over 25-26 May
- Other library activities such as the 'Elemental Wellbeing' session facilitated by Natarsha Bamblett on 28 May
- Engagement with local schools to support the delivery of cultural incursions

- Local community and business engagement to capture local support for reconciliation

The Committee discussed:

- The importance of visual identification at community centres of local Traditional Owners and Country as part of community education.
- NAIDOC Week in July:
 - Local ACCOs have initiated collaboration and planning for the next Western Region NAIDOC Ball.
- An opportunity to promote local events and activities such as Sorry Day and Reconciliation Week and First Nations music on the community radio program during these events.

Action: Officers to circulate an email to members regarding the Reconciliation Week community radio opportunity

Action: Officers to share information about Sorry Day and Reconciliation Week events and programming with committee members

7.4 Reconciliation Action Plan Project update

This item was moved from 7.1 in the agenda.

An update on the Reconciliation Action Plan development was provided. Council Officers are in the process of establishing the internal framework to develop the RAP under the Reconciliation Australia Reflect RAP framework. Once completed, Officers will further communicate timelines and process, including where the RAC can support the process. This is a priority for Council in the next 4 months.

Committee members raised questions as to the length of time and scope of the RAP:

- The CEO provided a further update that the Reflect Reconciliation Action Plan will be the first RAP endorsed by Reconciliation Australia for Melton City Council. Council's Executive Leadership Team is sponsoring the RAP project.
- A recently restructured business unit of Council will lead the development of Council's RAP given that the required RAP template is workplace focussed.

Action: Officers to circulate the Reconciliation Australia Reflect RAP framework to the Committee.

8. General Business - updates from members (15 mins)

- Mt Cottrell massacre site memorial, Troy Scoble

An update on the Mt Cottrell Massacre Memorial Project was provided: Officers advised the original Council decision and intent for this project has been identified for implementation. A project plan is being finalised to reactivate the project including liaising with the developer partners that the original decision included.

Discussions have commenced and we would expect to be able to provide further information in the next month. Council acknowledges that a significant engagement process with multiple stakeholders is required in the implementation of this project.

Action: Officers to provide an update at the next Committee Meeting on the Mt Cottrell Massacre Memorial Project meeting outcomes

9. Close of meeting 7:51pm.

The Chair thanked members for attending and confirmed the next meeting date: 6:30pm - 8:30pm, Tuesday 4 June 2024, Melton Library



MINUTES

DISABILITY ADVISORY COMMITTEE

Held on 4 April 2024 at 12:00 pm at the Melton Library and Learning Hub

Present:

Name	Title	In	Out
Cr L Carli	Councillor	12:00 p.m.	1:30 p.m.
Cr S Ramsey	Councillor	12:00 p.m.	1:30 p.m.
C Crameri	Manager of Community Care and Active Living	12:00 p.m.	1:30 p.m.
R Wai	Chief Executive Officer	12:10 p.m.	1:30 p.m.
A Tan	Coordinator of Community Wellbeing and Inclusion	12:00 p.m.	1:30 p.m.
N Migani-Roberts	Council Officer – Advocacy and Inclusion	12:00 p.m.	1:30 p.m.
I Venables	Council Officer – Community Grants and Awards	12:00 p.m.	12:30p.m.
A Alfonzo	Community Representative	1:00 p.m.	1:30 p.m.

Chairperson: Cr L Carli

Minutes: N Migani-Roberts

1. Welcome

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

2. Apologies

Cr K Majdlik: Mayor

H. Hutchinson: Acting Manager Engineering and Asset Service

H Sayers: Community Representative

L. Campbell: Community Representative



MINUTES

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

The minutes of the February 2024 Disability Advisory Committee (DAC) meeting were endorsed at the Council meeting, held 25 March 2024.

5. Actions from previous minutes

Updates on the following actions from the February DAC meeting were provided:

- Collated and emailed Committee responses regarding the Melton Town Centre revitalisation project to S Beniston, Business & Industry Development Officer.
- Emailed the 'Free travel pass applications for wheelchair and scooter users' to the DAC Committee on 6 February.

6. Community Grants and Community Achievement Awards.

An overview of the Melton City Council (MCC) Community Grants and Community Achievement Awards was presented.

DAC representatives were encouraged to share information of both programs with their networks and their communities.

It was acknowledged that DAC Community Representative, H Sayers was a finalist for the MCC Community Achievement Award in the category of Community Access and Inclusion Leader for 2023.

Action:

N. Migani-Roberts to email DAC information on the Community Grants and Community Achievement Awards.

7. Advocacy and Inclusion Officer Update

Disability Awareness Training

N Migani-Roberts advised that the mandatory Disability Awareness Training will be scheduled to roll-out from July 2024.



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Library Social Stories

Consultation has occurred with key library staff to develop Social Stories for the Melton and Caroline Springs Library and Learning Hubs, these will complement and be addition too, the MCC libraries Access Keys.

June 2024 – December 2024 Disability Advisory Committee

An update was provided that on advice from Governance due to the election period the current DAC membership term has been extended until December 2024. There are currently two vacant positions in the current membership term: Service Provider (1 position) and Person with Disability (1 position).

Expressions of interest for the two vacant positions have been advertised and will close on Friday 12 April 2024.

Dharra School Community Opening

A Tan and N Migani-Roberts represented the DAC at the Dharra School Community Opening on Monday 25 March 2024.

Principal L Tout provided an update, with the current enrollment being approximately eighty students from Foundation to Year 11, with majority of students in the Junior School.

It was discussed the DAC potentially holding a meeting, later in 2024 on the grounds of the Dharra School, allowing the DAC members to tour of the facilities.

MCC Website update

Officers are currently working with the MCC Communications Team to update the Accessible Melton website page.

Chief Executive Officer (CEO) update

R Wai provided an update on a New Business Unit in Office of CEO Directorate which is called People and Customer. This unit has had recent leader appointments to Customer Experience, Communications, and People and Safety. This business unit will lead our workplace focus on diversity and inclusion including disability inclusion and enhance our customer and community engagement and communications including accessibility.

Civic Centre path update project. Red brick pavers replaced with exposed aggregate and bluestone pavers which will improve accessibility and safety of paths around and into the Melton Civic Centre. Works commenced 18 March and will occur for around 8 weeks.



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8. Business Arising

9. N Migani-Roberts informed that on 28 February 2024, M Sidhu, Community Representative resigned from the DAC. A letter of appreciation has been sent to M Sidhu on behalf of the DAC.

10. General Business

NIL

11. Next Meeting

Date: 6 June 2024

Time: 12.00 p.m. – 2.00 p.m.

Venue: Melton Library and Learning Hub, Corr Room, First Floor

11. Close of business

The meeting closed at 1:30 p.m.



MINUTES

ARTS AND CULTURE ADVISORY COMMITTEE

held on 11 April 2024 at 5:30pm at Caroline Springs Library & Learning Hub

Present:

Cr Lara Carli	Councillor
Cr Bob Turner	Councillor
Elyse Rider	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
Dominic Wolfram	Community Member
Jason Sanderson	Melton City Council – Guest
Laura Kolaric	Melton City Council – Guest
Nathan Flanders	Melton City Council – Guest

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, Arts & Events Admin

1. Welcome

Meeting opened 5.36pm, all attendees welcomed to the meeting and proceeded with the 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

Bec Carey-Grieve	Community Member
Rachel Chetcuti	Community Member
Lucy Webster	Community Member

3. Declaration of interests and/or conflict of interests

Ana Hanson, an artist exhibiting in the 2024 artist program (Groundwork 2024 program), identified a potential conflict of interest regarding discussions on future or current projects (e.g., Western BACE mural).

4. Confirmation of minutes of previous meeting

Minutes of the Arts & Culture Advisory Committee meeting held on 1 November 2023 were received at the 27 November 2023 Ordinary Meeting of Council.

5. Business Arising

None – as this is the first meeting of current members.

6. General Business

6.1 Committee Member Introductions

All members and staff introduced themselves and their role.



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Changes to organisational structure were noted in which the Arts and Events Function is now within the Healthy Connected Communities Department in City Life.

Outgoing Interim Arts and Events Team leader thanked for their contribution to the Arts team in the past 12 months.

Chairperson thanked new members for joining and noted that the strength and importance of the committee in advising Council.

6.2 Arts & Culture Advisory Committee Terms of Reference & role of the Committee

Terms of Reference for the Arts and Culture Advisory Committee were presented and discussed. Four meetings are scheduled for this year, a mix of online and in-person. The agenda will be forwarded to all members prior to each meeting. The importance of declaring conflicts of interest was emphasised.

6.3 Declarations of Conflict of Interest

Examples of conflicts that may arise provided and outlined the process for addressing conflicts and the definition of conflict possibilities were discussed. A member may be asked to leave the room for a set agenda item or discussion. It was noted that items may arise outside the scope of the agenda, and advised members to disclose any conflicts as they arise.

6.4 2024 Exhibitions Program

An update was provided on current and upcoming exhibitions, giving feedback and providing some background/history/motivations for upcoming exhibits.

The committee discussed communications ideas, including:

Developing an in-house video interviewing artists for use in socials and marketing. Suggestion was made to include this in the artist brief that artists can opt into.

Britt Salt proposal to exhibit in August 2024 was presented. The committee agreed Britt will be suitable for exhibition.

6.5 Western BACE Mural

Ana Hanson raised a conflict of interest and left the room at 6:11pm.

Western BACE mural application process and purpose was outlined. Images of the potential designs provided and explained how the design fits the themes of the brief. Feedback provided from the committee on the themes and elements of the design.

Ana returned to the room at 6:33pm.

Action

Officers to clarify conflict of interest process for committee members.

Circulate the Melton City Council Arts Policy to members.

Feedback to be provided to the artist and updates sent to committee members on agreed 2024 programs and projects.

6.6 Atherstone Traffic School Public Art Project

The project was introduced, and the process of applications outlined. Detail provided around the location of the school and their safety initiatives. Information was provided on community and stakeholder engagement to date and the role of the mural in supporting graffiti prevention. A community day event will be planned for contribution to the artwork. It was advised that the project is scheduled for completion by the end of June.

The committee members supported the Atherstone Traffic School Public Art Project.



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Action

Members of the committee to be sent a draft of the artwork.

6.7 2024 CS Gallery Windows

An overview of the CS Gallery Windows provided – temporary public artwork lasting for 11 months and then a Christmas Display. Same selection process as Western BACE Mural. This was run through the previous committee for feedback and input; the current committee will provide the same when the next artwork change occurs.

The Committee discussed the obstructive tree placement in front of the window display.

Action

Officers to investigate the feasibility of relocating the tree blocking vision in front of the windows.

The committee members supported the abovementioned projects at 6.4, 6.5, 6.6. and 6.7 for continuation.

7. Other business

It was requested that committee members bring suggestions on sites for additional public artwork. Previous committees have provided successful suggestions in the past where artwork is now displayed. Suggestions to be emailed to the Council Arts team inbox.

Members raised several ideas for future public art projects and locations, including:

- sculptures on our main roads. Painted power boxes.
- Tap into youth centres or engage schools for artworks.
- artwork that is interactive, i.e., climbable pieces.
- Minor works/ community infrastructure improvements to support more live and performing arts opportunities locally.

Chairperson shared positive feedback from a community member about artwork in a local park in CS. An overview was provided of Council's efforts and positions dedicated to disability inclusion in art.

8. Next Meeting

The next meeting is to be held on Thursday 11 July 2024, commencing at 5:30pm, online via Microsoft Teams.

9. Close of Business

Chairperson closed the meeting at 7.00pm.



MINUTES

PREVENTING FAMILY VIOLENCE ADVISORY COMMITTEE

held on 16 April 2024 at 10:00am at Kurunjang Community Hub and on Microsoft Teams

Present:

Cr Sophie Ramsey	Councillor
Cr Julie Shannon	Councillor
Daisy Brundell	Melton City Council
Rayna Berg	Melton City Council
Aaron Tan	Melton City Council
Stephen Hiley	Melton City Council
Alex Smith	Brimbank-Melton Orange Door
Skye Gooch	Djirra
Mark Stephenson	Western Health
Josie Mitchell	Department of Education (Respectful Relationships Brimbank-Melton)

Quorum: *Quorum for the committee will require attendance of a minimum of one (1) Councillor and four (4) external agency committee members.*

Chairperson: Cr Sophie Ramsey

Minute Taker: Rayna Berg, Health Promotion Officer

1. Welcome

Cr Ramsey opened the meeting at 10.07am, welcoming all attendees to the meeting and proceeded with Acknowledgement of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

2. Apologies

Lisa Prentice-Evans	Victoria Police
Nisha Gull-e-Nishat	GenWest
Peter Webster	Kirrip Aboriginal Corporation
Amina Liban	MiCare
Kate McKernin	CatholicCare

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Minutes of the Preventing Family Violence Advisory Committee meeting held on 1 November 2023 were circulated to the committee for confirmation and received at the 18 December Ordinary Meeting of Council.

5. Business Arising

5.1 Update on actions from previous meeting

Officers provided an update on actions from the previous meeting.

6. General Business

Welcome and introduction of all members



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All attendees introduced themselves and their roles, the organisation they represent and their respective contributions to the prevention of family violence within the City of Melton.

The committee discussed the current demands on response and early intervention services.

6.1 Priority planning activity

Officers presented on the purpose of the Committee and provided an overview of activities undertaken in 2023. Following this, all members participated in a group discussion on how the Committee can be best supported to share sector updates and offer advice as well as key challenges and opportunities in the family violence prevention space.

Action

Discussion outcomes and common themes to inform future agenda items.

Officers to review community access to response service information on the Council website and update if required.

7. Next Meeting

The next meeting is to be held on Wednesday 12 June 2024, commencing at 11:00am, online via Microsoft Teams.

8. Close of Business

The meeting closed at 11.40am.



MINUTES

YOUTH ADVISORY COMMITTEE

held on 16 April 2024 at 5.30pm at the Melton Youth Centre

Present

Name	Title	Time arrived	Time finished
Cr. Abboushi	Chairperson	5.30pm	6.20pm
K D'Souza	YAC Member	5.30pm	6.20pm
A Furtado	YAC Member	5.30pm	6.20pm
S Aye	YAC Member	5.30pm	6.20pm
S Sharma	YAC Member	5.30pm	6.20pm
C Yeung	YAC Member	5.30pm	6.20pm
P Prakash	YAC Member	5.30pm	6.20pm
D Tuyisabe	YAC Member	5.30pm	6.20pm
C Kennedy	YAC Member	5.30pm	6.20pm
G Hatzimanolis	Odyssey House Victoria	5.30pm	6.20pm
B Ball	Manager, Child, Family and Youth	5.30pm	6.20pm
N Martin	Co-ordinator, Young Communities	5.30pm	6.20pm
F Rodriguez-Rios	Young Communities, Team Leader	5.30pm	6.20pm
L Getson-Ballan	Council Officer	5.30pm	6.20pm

Chairperson: Cr. Abboushi

Minute Taker: L Getson-Ballan

1. Welcome

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

2. Apologies

Cr Vandenberg Councillor
Cr Turner Councillor
Cr Kesic Councillor

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N Pleitner YAC Member
N Singh YAC Member

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

The Minutes of the previous meeting held on 20 February 2024 were not endorsed due to not meeting the required quorum.

5. Business arising from the previous meeting.

No action items outstanding from the meeting on 12 December 2024.

6. General Business**6.1 Community Grants – Guest Speaker Isabel**

The speaker provided an in-depth explanation of two key council initiatives: Community Grants and Community Achievement Awards. These programs are designed to support the Melton community by funding projects, facilitating participation in activities, and enabling representation of Victoria or Australia both nationally and internationally. The objectives of these initiatives are to celebrate diversity, foster civic leadership, build community pride, and promote social connections.

Cr Abboushi inquired about the possibility of opening registrations earlier for the Fair Go 4 Youth funding, allowing parents to enroll their children in winter sports. Currently, there is an option to join the waitlist. Starting next year, the program will adjust to accommodate both summer and winter seasons, opening twice annually.

Key Criteria for Young Citizen of the Year Award:

The award emphasises community leadership, fostering partnerships, and building social connections. Candidates must demonstrate their leadership roles in supporting young people. To assist with the application process, the Council will offer grant writing workshops in May.

Success stories from the Western Region Youth Forum were highlighted and encouraged the community to nominate deserving individuals for the Young Person of the Year award.

Suggested that the Council could enhance its celebration of award winners by implementing new initiatives, such as hosting an alumni breakfast. Additionally, proposed expanding recognition efforts through various channels including local newspapers, social media platforms like Instagram, and notice boards located in libraries and the civic centres.



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6.2 Western Region Youth Forum – 12 April 2024

The Western Region Youth Forum was held on Friday 12 April. The forum's objectives were to build a better understanding of the needs and resourcing priorities of young people living in Melbourne's western suburbs and give local youth service providers the opportunity to meet with the young leaders who are working together to develop initiatives that meet the collective needs of young people within our region.

The 6 Western Region LGA's were present on the day and the topics included:

- Brimbank- Youth Unemployment
- Hobsons Bay- Intergenerational Disconnection
- Maribyrnong- Climate Change
- Melton – Youth Violence Prevention
- Moonee Valley- Access to Youth Mental Health Services
- Wyndham- Sense of Community

Melton's outcomes were informed by young people and set out 5 focus areas consisting of key domains with desired outcomes, that are central to the prevention of Youth Violence within Melton.

- Social Responsibility
- Mentoring / Storytelling
- Educational Programs
- Self-worth
- Social engagement opportunities

Recommendations included developing awareness and counter-narrative campaigns led by lived experience young people which highlight the negative consequences of antisocial lifestyles. Accessible positive role models and lived experience mentors were also proposed. There was also a demand for more awareness around organised structured activities available to young people.

6.3 Youth Forum

The Melton Youth Forum on 7 May is expecting 70 young people, with a maximum capacity of 80. The Youth Advisory Council (YAC) is actively preparing, inviting attendees to identify the top three issues for discussion. The forum will be action-oriented, aimed at creating practical plans.

There will be strong representation from both internal council stakeholders. YAC members will take on significant roles in facilitating the event, while an external observer will document the proceedings in a report. The expo is expected to be more effective with young people and young staff leading the day.

6.4 Careers Expo

Details of the upcoming Careers Expo were discussed. The event will feature a diverse range of exhibitors, including universities, training services, and local employers, with a goal of hosting 50 exhibitors and attracting 1,000 students from the municipality. This year, the Expo will be held at the state-of-the-art Cobblebank Stadium on Tuesday, May 28, moving from its previous location at Tabcorp Park.

Additionally, council data highlights a significant educational trend in the City of Melton: 82% of Year 12 students do not pursue further education at a university. This statistic underscores the importance of the Careers Expo in providing valuable information and opportunities to local students.

6.5 Women's Leadership Program

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The graduation ceremony for the Women's Leadership Program will take place 17 April 2024 at the Melton Community Hall. Twelve young women will be graduating, with approximately 50 attendees expected.

Over the course of the seven-week program, participants engaged in a comprehensive curriculum covering a range of topics. These included the impact of gender and culture on leadership, fostering positive relationships, public speaking skills, mental health and burnout prevention, financial independence, time management, and goal setting.

6.6 Terms of Reference

At the Council meeting on 12 December 2023, a proposal was tabled to amend the Youth Advisory Council (YAC) Terms of Reference. The proposed change would adjust the quorum requirement for Councilors attending YAC meetings.

Previously, the quorum was set at 50% of the four councilors on the committee, but the amendment would reduce this requirement to just one Councilor needed to meet quorum. The Terms of Reference are being updated.

6.7 General Business

Feedback provided to the Youth Advisory Council (YAC), praising the group for their exceptional performance. Drawing on his extensive experience in local government. Compliments that the YAC members are an outstanding youth-led group.

Councillor Abboushi has requested detailed reporting for the 6801 programs. This includes tracking the number of engagements each week and specifying the locations, times, points of interest (formally known as hot spots) and when the eastern corridor is engaged.

N Martin added that all this information is also provided in the Year 2 Action reporting for the Growing and Thriving Strategy.

Action:

N Martin to provide information at the upcoming meeting in June.

7. Next Meeting

Date: Tuesday 11 June 2024

Time: 5.30pm – 6.30pm

Venue: Taylors Hill Youth & Community Centre

Close of Business

The meeting closed at 6.20pm.



MELTON CITY COUNCIL

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

2 May 2024

MINUTES OF THE POLICY REVIEW PANEL**2 MAY 2024**

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MINUTES OF THE POLICY REVIEW PANEL

2 MAY 2024

MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL
HELD VIA VIDEOCONFERENCE ON
2 MAY 2024 AT 9.00AM

Present: Cr Majdlik (Mayor)
Cr Carli
Cr Shannon

In Attendance: R Wai Chief Executive Officer
N Whiteside Director City Delivery
E Keogh Head of Governance
R Hodgson Senior Coordinator Governance

1. WELCOME

The Chair, Cr Majdlik, opened the meeting at 9:04 am and welcomed the Panel Members.

2. APOLOGIES

Cr Ramsey.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

The Panel noted the Minutes of the Policy Review Panel held on 4 April 2024, adopted by Council at the Scheduled Meeting held on 22 April 2024.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL2 MAY 2024

6. PRESENTATION OF STAFF REPORTS**6.1 UNSIGHTLY OR FIRE/STORM DAMAGED BUILDINGS POLICY**

Emily Keogh joined the meeting at 9:06 am.

Responsible Officer: Neil Whiteside - Director City Delivery
Document Author: Phil Lovelace - Manager Community Safety
Date Prepared: 10 April 2024

Recommendation:

That the Policy Review Panel recommend Council adopt the updated Unsightly or Fire/Storm Damaged Buildings Policy, provided as **Appendix 2** to this report.

Motion

Crs Carli/Shannon.

That the Policy Review Panel recommend Council adopt the updated Unsightly or Fire/Storm Damaged Buildings Policy, provided as **Appendix 2** to this report.

CARRIED

1. Background**1.1 The Policy**

This Policy has been created to provide some context around the processes undertaken by Council Officers when dealing with Unsightly or Fire/Storm Damaged Buildings.

This Policy is due for its periodic review. The review identified only minor administrative changes including the expiry date and a number of typographical errors.

1.2 Sources/benchmarking

A number of Victorian councils have adopted an Unsightly or Fire/Storm Damaged Buildings Policy and/or Local Law.

1.3 Consultation

No consultation was required as the proposed amendments are administrative only, rather than material policy changes.

1.4 Communication and Implementation

If adopted, the revised Policy will be published on the Council website and intranet in place of the existing Policy.

1.5 Compliance

This document is compliant with Council's policy review process.

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All references to legislation have been reviewed to ensure it reflects current Acts and Regulations.

This document was determined as not requiring a gender impact assessment as per the *Gender Equality Act 2020*.

1.6 Measures of Success

All building complaints are processed in a consistent manner.

LIST OF APPENDICES

1. Unsightly or Fire-Storm Damaged Buildings Policy 2021 - Current
2. Unsightly or Fire Storm Damaged Buildings Policy - PRP Changes

MINUTES OF THE POLICY REVIEW PANEL

2 MAY 2024

Item 6.1 Unightly or Fire/Storm Damaged Buildings Policy
Appendix 1 Unightly or Fire-Storm Damaged Buildings Policy 2021 - Current

	Unightly or Fire/Storm Damaged Buildings Policy
Version No.	1.0 – 8 September 2022
Endorsement	Policy Review Panel – 13 October 2021
Authorisation	Policy Review Panel – 25 October 2021
Review date:	1 July 2024
Responsible officer:	Manager Community Safety
Policy owner	Coordinator Health and Building Services

1. Purpose

To provide clear guidelines to all owners of unightly or fire damaged properties the procedures that this Council will follow to remove/make safe or rehabilitate the property to meet this policy.

2. Scope

This policy applies to properties within the Municipality and sets out the responsibilities of staff in the Building Services Unit.

3. Definitions

Word/Term	Definition
Fire/Storm Damaged	Where fire has destroyed the facade or made the structure unstable.
Unightly Property	Where the building has fallen into disrepair and not suitable for its intended use.
Emergency Order	Emergency Order pursuant to section 102 of the Building Act 1993
Building Notice	Building Notice pursuant to section 106 of the Building Act 1993
Building Order	Building Order pursuant to section 111 of the Building Act 1993

4. Policy

Council recognises the effect that unightly and fire damaged buildings have on the amenity of a neighbourhood and the impression that these buildings have on the travelling public. The Council is committed to encouraging owners of these properties to rectify the issue efficiently and maintaining the amenity to the area.

4.1 Fire Damaged Buildings

Council may receive notification from the emergency services or from the public that a building has been damaged by fire or storms.

Municipal Building Surveyor or their delegate will carry out an inspection to determine if building is a danger to life or other properties or safe for the public.

If the property is deemed to be a risk to the public the Municipal Building Surveyor will serve an order on the owner of the property to make safe and secure the property.

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2 MAY 2024

Item 6.1 Unsightly or Fire/Storm Damaged Buildings Policy
Appendix 1 Unsightly or Fire-Storm Damaged Buildings Policy 2021 - Current

Should the building be damaged extensively the M Municipal Building Surveyor will issue a building notice on the owner to show cause why the building should not be demolished.

Should the Municipal Building Surveyor not receive a satisfactory response to the building notice a building order will be issued.

Should the owner fail to comply with the building order the Council will consider enforcement of the building order through the Magistrate's Court.

In such cases were Council has required that the building be demolished under the building order; Council would seek a determination and order from the court for this demolition.

4.2 Unsightly Buildings

Council may receive notification from the public or internally that a building has become unsightly or unsafe. Should the building be deemed safe but unsightly the matter will be referred to Local Laws to action.

Municipal Building Surveyor or their representative will carry out an inspection to determine if the building is a danger to life or other properties or safe for the public.

If the property is deemed to be a risk to the public the Municipal Building Surveyor will serve an order on the owner of the property to make safe and secure the property.

Should the building not be suitable for its intended use the Municipal Building Surveyor will issue a building notice on the owner to show cause why the building should not be brought into conformity with the building code or regulations or be demolished.

Should the Municipal Building Surveyor not receive a satisfactory response to the building notice a building order will be issued.

Should the owner fail to comply with the building order the Council will consider enforcement of the building order through the magistrate's court.

In such cases were Council has required that the building be demolished under the building order; Council would seek a determination and order from the court for this demolition.

4.3 Historical or Heritage Listed Buildings

Buildings that have some protection by either the Heritage register or planning controls will need to be treated differently as there may be specific requirements on the protection of these buildings. The Municipal Building Surveyor would need to check with Council's Planning Department to determine what actions can be taken.

5. Responsibility /Accountability**5.1 Municipal Building Surveyor (MBS)**

Responsible for administering the Building Act provisions and having the building inspected by them or an officer with the appropriate delegations.

5.2 Local Laws Coordinator

Responsible for administering Council's General Local Law.

6. References and links to legislation and other documents

Name	Location
Building Act & Building Regulations	P:/Public/Anstat
Standard templates and letters	P:/Public/Compliance/Building Precedents

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Item 6.1 Unightly or Fire/Storm Damaged Buildings Policy
Appendix 2 Unightly or Fire Storm Damaged Buildings Policy - PRP Changes**Unightly or Fire/Storm Damaged Buildings Policy**

Date adopted	TBC
Adopted by	Council
Review due	1 July 2027
Responsible officer	Manager Community Safety
Records reference	<insert reference>

1. Purpose

To provide clear guidelines to all owners of unsightly or fire/storm damaged properties on the procedures that this Council will follow to remove/make safe or rehabilitate the property to meet this policy.

2. Application And Scope

This policy applies to properties within the municipality and sets out the responsibilities of staff in the Building Services Unit.

3. General Provisions

Council recognises the effect that unsightly and fire/storm damaged buildings have on the amenity of a neighbourhood and the impression that these buildings have on the travelling public. The Council is committed to encouraging owners of these properties to rectify the issue efficiently and maintaining the amenity to the area.

3.1. Fire/Storm Damaged Buildings

Council may receive notification from the emergency services or from the public that a building has been damaged by fire or storms.

The Municipal Building Surveyor or their delegate will carry out an inspection to determine if building is a danger to life or other properties or safe for the public.

If the property is deemed to be a risk to the public the Municipal Building Surveyor will serve an order on the owner of the property to make safe and secure the property.

Should the building be damaged extensively the Municipal Building Surveyor will issue a building notice on the owner to show cause why the building should not be demolished.

Should the Municipal Building Surveyor not receive a satisfactory response to the building notice a building order will be issued.

Should the owner fail to comply with the building order the Council will consider enforcement of the building order through the Magistrate's Court.

In such cases where Council has required that the building be demolished under the

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Item 6.1 Unsightly or Fire/Storm Damaged Buildings Policy
Appendix 2 Unsightly or Fire Storm Damaged Buildings Policy - PRP Changes

building order; Council would seek a determination and order from the court for this demolition.

3.1.1. Unsightly Buildings

Council may receive notification from the public or internally that a building has become unsightly or unsafe. Should the building be deemed safe but unsightly the matter will be referred to Local Laws to action.

Municipal Building Surveyor or their representative will carry out an inspection to determine if the building is a danger to life or other properties or safe for the public.

If the property is deemed to be a risk to the public the Municipal Building Surveyor will serve an order on the owner of the property to make safe and secure the property.

Should the building not be suitable for its intended use the Municipal Building Surveyor will issue a building notice on the owner to show cause why the building should not be bought into conformity with the building code or regulations or be demolished.

Should the Municipal Building Surveyor not receive a satisfactory response to the building notice a building order will be issued.

Should the owner fail to comply with the building order the Council will consider enforcement of the building order through the magistrate's court.

In such cases where Council has required that the building be demolished under the building order; Council would seek a determination and order from the court for this demolition.

3.2. Historical or Heritage Listed Buildings

Buildings that have some protection by either the Heritage register or planning controls will need to be treated differently as there may be specific requirements on the protection of these buildings. The Municipal Building Surveyor would need to check with Council's Planning Department to determine what actions can be taken.

3.3. Responsibility /Accountability

3.3.1. Municipal Building Surveyor (MBS)

Responsible for administering the Building Act provisions and having the building inspected by them or an officer with the appropriate delegations.

3.3.2. Coordinator Amenity Protection

Responsible for administering Council's General Local Law.

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Item 6.1 Unsightly or Fire/Storm Damaged Buildings Policy
 Appendix 2 Unsightly or Fire Storm Damaged Buildings Policy - PRP Changes



4. Definitions

Word/Term	Definition
Fire/Storm Damaged	Where fire/storm has destroyed the facade or made the structure unstable.
Unsightly Property	Where the building has fallen into disrepair and not suitable for its intended use.
Emergency Order	Emergency Order pursuant to section 102 of the Building Act 1993
Building Notice	Building Notice pursuant to section 106 of the Building Act 1993
Building Order	Building Order pursuant to section 111 of the Building Act 1993

5. Related Documents

Name	Location
Building Act & Building Regulations	P:/Public/Anstat
Standard templates and letters	P:/Public/Compliance/Building Precedents

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Roslyn Wai joined the meeting at 9:15am.

6.2 COUNCIL CONTRIBUTION TO FENCING COSTS POLICY

Responsible Officer: Neil Whiteside - Director City Delivery
Document Author: Colin Marshall - Acting Manager Operations
Date Prepared: 09 April 2024

Recommendation:

That the Policy Review Panel recommend Council adopt the revised Council Contribution to Fencing Costs Policy provided as **Appendix 2** to this report.

Motion

Crs Carli/Shannon.

That the Policy Review Panel recommend Council adopt the revised Council Contribution to Fencing Costs Policy, provided as **Appendix 2** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

Whilst the *Fencing Act 1968* Section 4 (2c) specifies that Melton City Council (Council) is not considered to be an "owner" and therefore does not have to contribute to fencing works, Council has for a few decades endorsed subsidising residential property owners for costs associated with the replacement of a fence between some Council owned land and private land.

The Council Contribution to Fencing Costs Policy (Policy) sets out the eligibility criteria and standard of construction of the fence that Council would contribute towards.

The Policy has been reviewed and updated to include:

- Provision of further information and guidance regarding the application process for a fencing contribution request to Council
- Provision of guidance regarding requirements that a fencing contractor must have or comply with the construction industry practices relating to Public Liability Insurance and OH&S
- An increase in Council's contribution to fencing costs to \$6,000, which was determined based on the 99th percentile of the fencing costs associated with applications processed in the previous 4 years
- Provision of a copy of the Covenant over the parcel of land by the applicant to Council where a specific fencing type other than a wooden paling fence is required in an area

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- Additional provisions whereby Council will not contribute to cost of landscape treatments as a consequence of fencing works or to bring a fence into compliance with Pool Safety Barrier legislation
- Eligibility exclusion where the applicant's fence abuts a Drainage Reserve, which is land set aside to convey stormwater
- A clause relating to verification of ownership of land attributed to Council, and
- A condition giving Council staff the discretion to require construction of a sufficient dividing fence instead of a standard timber fence.

1.2 Sources/benchmarking

The following legislation and Council Policy were used to develop the Council Contribution to Fencing Costs Policy:

- *Fencing Act 1968*
- *Fencing Amendment Act 2014*
- *Road Management Act 2004*
- Melton Council's Financial Assistance (Rates and Charges) Policy

In addition, the Fencing Policies and Guidelines of the following councils were used to benchmark in determining the eligibility criteria and fencing standards:

- Hume City Council
- Kingston City Council
- Casey City Council
- Whitehorse City Council
- Frankston City Council
- Knox City Council

1.3 Consultation

The review of the Policy was completed in consultation with Council's Engineering Services, Amenity Protection, Parks and Open Space, Facilities, Governance and Legal teams. These teams were identified as being directly affected by this Policy.

The Policy has also been reviewed by members of the Executive Leadership Team.

1.4 Communication and Implementation

The Policy will be uploaded onto Council's website.

In relation to the implementation process, information will be provided on Council's website detailing the transition from the existing Policy to the new Policy. Given the expiry date of the existing Policy is 30 June 2024, applications will be assessed based on that Policy up to that date. On the 1 July 2024, the new Policy will apply.

1.5 Compliance

The Policy is compliant with external legislation, including the *Local Government Act 2020* (Vic).

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1.6 Measures of Success

The measure of the success of the Policy will be based on the number of applications that have been assessed and approved for funding support in accordance with the Policy.

Records of each application shall be contained in Council's records and reported to the Manager Operations on an annual basis.

LIST OF APPENDICES

1. Council Contribution to Fencing Costs Policy V3.6 February 2022
2. Council Contribution to Fencing Costs Policy - PRP Changes

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Item 6.2 Council Contribution to Fencing Costs Policy
Appendix 1 Council Contribution to Fencing Costs Policy V3.6 February 2022

	Council Contribution to Fencing Costs Policy
Version No.	3.6 – 28 February 2022
Endorsement	Executive Policy Review Committee
Authorisation	Council
Expiry date	30 June 2024
Responsible officer	Operations Manager
Policy owner	Civil Operations Coordinator

1. Purpose

This policy sets out the conditions in which Council will contribute to fencing costs.

2. Scope

This policy applies to all fencing adjacent to Council owned or managed land and where landowners are seeking Council contribution towards the cost of replacing an existing fence.

It does not apply to repair or maintenance of an existing fence. Neither does it apply to the construction of a new fence at the time the land was subdivided nor an industrial allotment.

3. Definitions

Word/Term	Definition
Council	Melton City Council
Standard timber fence	A wooden fence that is up to 1.95m in height with wooden posts spaced no greater than 2.7m apart and wooden palings, rails and plinths typically made of treated pine. See Appendix A.
Standard farm fence	A post and wire farm fence in accordance with Department of Transport (VicRoads) Standard Drawing 3112 Fence Type B Sheep Fence Post and Wire. See Appendix A.
Road reserve	Land titled for the purpose of a road, footpaths and associated infrastructure used for public travel.
Road corridor	Road corridor means the road reserve plus land purposed for duplication of a road, that is, a second carriageway, along with associated infrastructure.
Property frontage	The property frontage is any part of the property boundary that borders a road reserve or road corridor. Properties may have frontage to a road reserve or road corridor on more than one side of the property.

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Item 6.2 Council Contribution to Fencing Costs Policy
Appendix 1 Council Contribution to Fencing Costs Policy V3.6 February 2022

Urban area	A built-up area designated for standard, medium or high density residential, industrial, and commercial uses under the planning scheme.
Rural area	Rural areas are areas other than urban areas, which includes but is not limited to farming land and low-density residential areas.
Tree Reserve	Land set aside for the purpose of trees and planting of trees.
Open Space Reserve	An open space reserve is an area of protected or conserved land for recreational, ecological, and environmental benefits.
Industrial allotment	Property used for commercial establishments, manufacturing plants, distribution of goods and services and other business activities.

4. Policy

Council's contribution towards fencing costs is based on the *Fences Act 1968* and the *Fences Amendment Act 2014* to determine eligibility and is subject to the following conditions.

Upon suitable request and where the request meets the eligibility criteria, Council will contribute up to half the cost for the replacement of an existing fence, including costs associated with demolition and removal, with the construction standard specified in Section 4.3 of this Policy.

The Policy does not apply to a new fence at the time the land was subdivided, nor does it apply to commercial or industrial allotments.

4.1. Fencing Contribution Request

Requests for contribution to fencing costs must be made in writing to Melton City Council and include contact details of the applicant and details of the location of the fence, which must be limited to one property parcel.

Council may not contribute to fencing contribution requests where these conditions are not met.

4.2. Eligibility

Upon request, Council will contribute towards fencing costs for fences on the boundary of Council owned land, excluding:

- Road Reserves,
- Road Corridors,
- Tree Reserves that provide a pedestrian and/or bicycle link between two roads,
- Tree Reserves directly adjacent to a road reserve or road corridor,
- Property frontages,
- Fences built by a person who is not a fencing contractor of a registered fencing business,
- Industrial allotments.

Council's Road Assets Officers, at their discretion, will determine the eligibility of the application for the replacement of a fence.

Where the applicant does not agree with the decision of the Road Assets Officer, the matter can be escalated to the Civil Operations Coordinator and thereafter Operations Manager for review.

The decision of the Operations Manager is final.

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Item 6.2 Council Contribution to Fencing Costs Policy
Appendix 1 Council Contribution to Fencing Costs Policy V3.6 February 2022**4.3. Construction Standard**

For rural areas, the construction standard is limited to a Standard Farm Fence, excluding gates or other embellishments.

For urban areas, the construction standard is limited to a Standard Timber Fence, excluding gates or other embellishments to the fence, and excluding Section 4.3.1.

4.3.1. Construction Standard

Where there is a covenant attached to the property title in relation to the type and style of fencing, Council will contribute up to half the cost to the particular type and style of fencing mentioned within the covenant, subject to the eligibility criteria being met.

4.4. Gates and other Embellishment of a fence

Where a gate or embellishment of a fence is requested by the landowner abutting a park, open space reserve, tree reserve or other reserve, they must first seek and obtain the permission of Council's Operations Services team before it is installed, noting the cost of gates and other embellishments of a fence will be wholly borne by the landowner.

4.5. Limit of Contribution

Council will contribute to fencing costs up to a maximum limit of \$5,000 (excluding GST) per request.

4.6. Hardship

In cases where the adjoining property owner is subject to financial hardship and is unable to contribute to their portion of the cost of fencing, it is recommended that referral be made to Council's Financial Hardship Policy.

5. Responsibility

5.1	Road Assets Officer <ul style="list-style-type: none"> Responsible for implementing the policy; receiving and assessing requests for contribution to fencing costs, inspecting the construction activity, and administering contribution payments.
5.2	Civil Operations Coordinator <ul style="list-style-type: none"> Responsible for maintaining and updating the policy.
5.3	Manager Operations <ul style="list-style-type: none"> Responsible for approving the policy.
5.4	General Manager Planning & Development <ul style="list-style-type: none"> Responsible for endorsing the policy.

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Item 6.2 Council Contribution to Fencing Costs Policy
Appendix 1 Council Contribution to Fencing Costs Policy V3.6 February 2022**6. References and links to legislation and other documents**

Name	Location
<i>Fences Act 1968</i>	http://www.austlii.edu.au/au/legis/vic/consol_act/fa196867/
<i>Fences Amendment Act 2014</i>	http://www.austlii.edu.au/au/legis/vic/num_act/faa201430o2014193/
<i>Road Management Act 2004</i>	http://classic.austlii.edu.au/au/legis/vic/consol_act/rma2004138/
Financial Assistance (Rates and Charges) Policy	Melton City Council website and intranet.
VicRoads Standard Drawing 3112 Fence Type B Sheep Fence Post and Wire	VicRoads website page: Standard drawings for roadworks. https://www.vicroads.vic.gov.au/business-and-industry/technical-publications/technical-drawings-for-roadworks/standard-drawings-for-roadworks

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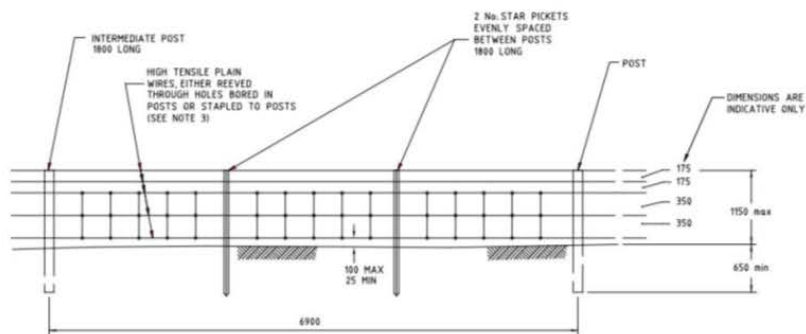
Item 6.2 Council Contribution to Fencing Costs Policy
Appendix 1 Council Contribution to Fencing Costs Policy V3.6 February 2022

Appendix A:

Standard Timber Fence



Standard Farm Fence



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Item 6.2 Council Contribution to Fencing Costs Policy
Appendix 2 Council Contribution to Fencing Costs Policy - PRP Changes**Council Contribution to Fencing Costs Policy**

Date adopted	tbc
Adopted by	Council
Review due	March 2028
Responsible officer	Manager Operations
Records reference	<insert reference>

1. Purpose

The Fences Act 1968, which includes the Fences Amendment Act 2014, prescribes and regulates the obligations, liabilities and procedural requirements for the construction and cost of property boundary fences in Victoria.

The legislation provides a general exemption for municipal councils and other Crown bodies from the requirement to contribute to the cost of boundary fences covered by the Act.

In the interests of good governance Melton City Council ('Council') has determined that despite the exemption afforded by the legislation it will contribute to the cost of fences in circumstances prescribed by this policy.

This Policy sets out the conditions in which Council will contribute to fencing costs.

2. Application And Scope

This Policy applies to all fencing adjacent to Council owned or managed land and where landowners are seeking Council contribution towards the cost of replacing an existing fence.

It does not apply to repair or maintenance of an existing fence.

The Policy does not apply to a new fence at the time the land was subdivided, nor does it apply to commercial or industrial allotments.

3. General Provisions

Council's contribution towards fencing costs is based on the Fences Act 1968 and the Fences Amendment Act 2014 to determine eligibility and is subject to the following conditions.

Where a suitable request meets the eligibility criteria, Council will contribute up to half the cost for the replacement of an existing fence, including costs associated with demolition and removal, with the construction standard specified in Section 3.3 of this Policy. Council will determine at its discretion if the fence requires replacement.

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Item 6.2 Council Contribution to Fencing Costs Policy
Appendix 2 Council Contribution to Fencing Costs Policy - PRP Changes

3.1. Fencing Contribution Request

Requests for contribution to fencing costs must be made in writing to Council and include contact details of the applicant and details of the location of the fence, which must be limited to one property parcel.

Council may not contribute to fencing contribution requests where these conditions are not met.

If a private owner wants a fence different from the standard fence and Council is agreeable with the type of fence, the quote must include the price of a standard fence as well as a quote for the fence required by the private owner. Council will pay only the 50% standard fence amount.

If a private property directly adjoins the boundary of Council owned land and the owner seeks Council's contribution for the fence replacement or repair, the following must be submitted:

- A completed application form; and
- Two (2) written quotes, obtained by the owner from suitably qualified fencing contractors.

Upon receipt of the application and two (2) quotes, Council officers will carry out an inspection prior to any works. Council will write to the property owner within 14 days advising if the application is approved and the approved fencing contractor to undertake the works. Council reserves the right to make further inquiries into the scope and compliance of any quotations supplied.

Once the property owner receives Council's approval, they will need to contact the approved fencing contractor to arrange for the works to be carried out at their convenience.

When the fencing works have been completed, the fencing contractor will forward an invoice to Council for payment of our contribution within 3 months of completion of the works. Council officers will conduct a further inspection of completed works and payment will be made within 30 days of receipt of a Tax Invoice.

3.1.1. Fencing Contractor

Any person who is engaged to construct, repair or replace a fence adjoining Council owned land must provide:

- A copy of their Public Liability Insurance of not less than \$20 million before commencing any work; and
- Demonstrate that their equipment and work practices will comply with Victorian Occupational Health and Safety legislation before commencing any work.

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Item 6.2 Council Contribution to Fencing Costs Policy

Appendix 2 Council Contribution to Fencing Costs Policy - PRP Changes

3.2. Eligibility

Upon request, Council will contribute towards fencing costs for fences on the boundary of Council owned land, excluding:

- Road Reserves,
- Road Corridors,
- Tree Reserves that provide a pedestrian and/or bicycle link between two roads,
- Tree Reserves directly adjacent to a road reserve or road corridor,
- Drainage Reserves
- Property frontages,
- Fences built by a person who is not a fencing contractor of a registered fencing business,
- Industrial allotments.

3.3. Construction Standard

For rural areas, the construction standard is limited to a Standard Farm Fence, excluding gates or other embellishments.

For urban areas, the construction standard is limited to a Standard Timber Fence, excluding gates or other embellishments to the fence.

3.3.1. Construction Standard – Covenants

Where there is a covenant attached to the property title in relation to the type and style of fencing, Council will contribute up to half the cost to the particular type and style of fencing mentioned within the covenant, subject to the eligibility criteria being met.

A copy of the covenant must be submitted to Council.

3.4. Gates and other Embellishment of a fence

Where a gate or embellishment of a fence is requested by the landowner abutting a park, open space reserve, tree reserve or other reserve, they must first seek and obtain the permission of Council's Operations Services team before it is installed, noting the cost of gates and other embellishments of a fence will be wholly borne by the landowner.

3.5. Limit of Contribution

Council will contribute to fencing costs up to a maximum limit of \$6,000 (excluding GST) per request.

3.6. Additional Provisions

Council has no responsibility for contribution to the cost of any landscaping treatments to change or modify ground or pavement levels deemed necessary by the adjoining landowner as a consequence of fencing works.

Before agreeing to share in the cost of fencing, Council reserves the right to verify ownership of land attributed to the Council.

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Item 6.2 Council Contribution to Fencing Costs Policy

Appendix 2 Council Contribution to Fencing Costs Policy - PRP Changes

Council will not contribute to any additional costs associated with bringing a fence into compliance with Pool Safety Barrier legislation or with any other personal needs or requirements of the adjoining property owner or occupier.

Any design work or costs associated with obtaining required Building Permits and the carrying out of any building work associated with bringing a fence into compliance with Pool Safety Barrier legislation is the sole responsibility of the owner of the Swimming Pool or Spa.

If, in the opinion of the Council, the use of the land, park or reserve warrants an alternative style, design or construction of dividing fence, Council reserves the right to decide to construct a sufficient dividing fence rather than a standard 1950mm high fence. In such instances property owners will only be required to pay half cost for a standard timber fence, with Council to cover any additional costs.

3.7. Hardship

In cases where the adjoining property owner is subject to financial hardship and is unable to contribute to their portion of the cost of fencing, it is recommended that referral be made to Council's Financial Hardship Policy.

4. Definitions

Term	Definition
Council	Melton City Council
Industrial allotment	Property used for commercial establishments, manufacturing plants, distribution of goods and services and other business activities.
Open Space Reserve	An open space reserve is an area of protected or conserved land for recreational, ecological, and environmental benefits.
Property frontage	The property frontage is any part of the property boundary that borders a road reserve or road corridor. Properties may have frontage to a road reserve or road corridor on more than one side of the property.
Road corridor	Road corridor means the road reserve plus land purposed for duplication of a road, that is, a second carriageway, along with associated infrastructure.
Road reserve	Land titled for the purpose of a road, footpaths and associated infrastructure used for public travel.
Rural area	Rural areas are areas other than urban areas, which includes but is not limited to farming land and low-density residential areas.
Standard farm fence	A post and wire farm fence in accordance with Department of Transport (VicRoads) Standard Drawing 3112 Fence Type B Sheep Fence Post and Wire. See Appendix A.
Standard timber fence	A wooden fence that is up to 1.95m in height with wooden posts spaced no greater than 2.7m apart and wooden palings, rails and plinths typically made of treated pine. See Appendix A.
Tree Reserve	Land set aside for the purpose of trees and planting of trees.

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Item 6.2 Council Contribution to Fencing Costs Policy

Appendix 2 Council Contribution to Fencing Costs Policy - PRP Changes



Term	Definition
Drainage Reserve	Land that has been set aside for the conveyance of stormwater over land.
Urban area	A built-up area designated for standard, medium or high density residential, industrial, and commercial uses under the planning scheme.

5. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Fences Act 1968	http://www.austlii.edu.au/au/legis/vic/consol_act/fa196867/
Fences Amendment Act 2014	http://www.austlii.edu.au/au/legis/vic/num_act/faa201430o2014193/
Road Management Act 2004	http://classic.austlii.edu.au/au/legis/vic/consol_act/rma2004138/
Financial Assistance (Rates and Charges) Policy	Melton City Council website and intranet.

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MINUTES OF THE POLICY REVIEW PANEL

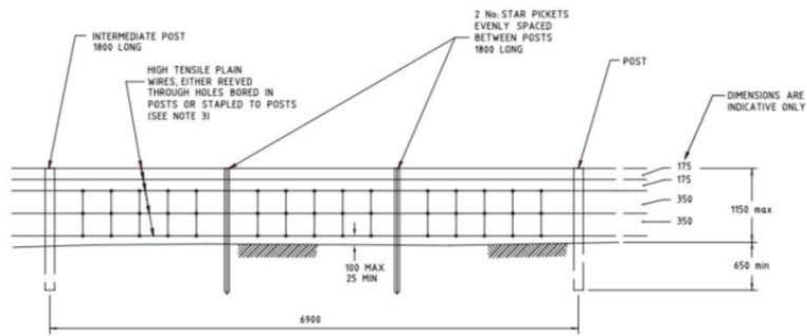
2 MAY 2024

Item 6.2 Council Contribution to Fencing Costs Policy
Appendix 2 Council Contribution to Fencing Costs Policy - PRP Changes



APPENDIX A

Standard Farm Fence



MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Council Contribution to Fencing Costs Policy
Appendix 2 Council Contribution to Fencing Costs Policy - PRP Changes



Standard Timber Fence



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Neil Whiteside departed the meeting at 9:20am.

6.3 COUNCILLORS AS CANDIDATES IN STATE OR FEDERAL ELECTIONS POLICY

Responsible Officer: Emily Keogh - Head of Governance

Document Author: Vanja Zdjelar - Governance Officer

Date Prepared: 23 April 2024

Recommendation:

That the Policy Review Panel recommend Council approve the amended Councillors as Candidates in State or Federal Elections Policy, provided as **Appendix 2** to this report.

Motion

Crs Shannon/Carli.

That the Policy Review Panel recommend Council adopt the revised Councillors as Candidates in State or Federal Elections Policy, provided as **Appendix 2** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

This policy serves to clarify the Council's stance regarding a Councillor's declaration of intent, nomination, or candidacy in a State or Federal election. It has been formulated to offer guidance to Councillors, helping them steer clear of any perception that their role as a Councillor is being utilised as a platform for their electoral aspirations at the State or Federal level.

The policy has undergone a further review aimed at reducing ambiguity and enhancing clarity for easier comprehension. As a result, the key changes proposed include:

- Clarification that a Councillor should notify the organisation when he or she nominates as a candidate in an election (there is no recognition of prospective candidates to avoid confusion.)
- During an Election Period it has been recommended that a Councillor apply for a leave of absence and not receive their Councillor allowance. It is important to note that the Policy can only 'recommend' – Council has no power to force a leave of absence or non payment of an allowance.
- A new section has been included detailing the provisions in the event of a successful election candidacy and qualification to be a Councillor.
- Council Resources and Activities section expanded to specify that their Leave of Absence, Councillors are prohibited from using the Council resources outlined in the policy. If unavoidable, Councillors must reimburse the council for any such usage.

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- New section added on the Misuse of Position. Councillors must separate their roles when speaking publicly or attending events, refraining from campaigning on Council decisions or expressing views on Council matters publicly. They must also adhere to responsibilities outlined in the *Local Government Act 2020*, including refraining from misuse of council staff and complying with obligations regarding confidential information.

1.2 Sources/benchmarking

This policy underwent a review to ensure its compliance with the *Local Government Act 2020*. Additionally, benchmarking was conducted against comparable policies from various Victorian councils.

1.3 Consultation

The policy has been reviewed by members of the Executive Leadership team.

1.4 Communication and Implementation

Following approval by Council of the new policy, Council's website will be updated to ensure awareness of the policy. Further, the policy will be published via Council Intranet site and all applicable Councillor platforms.

1.5 Compliance

The policy is compliant with the *Local Government Act 2020*. It also aligns with the Councillor Code of Conduct, Governance Rules and the Media Policy.

1.6 Measures of Success

This policy will be reviewed according to the Policy Register cycle, which for this policy is a three-yearly review. However, should any issues arise from the policy, the policy will be updated accordingly.

LIST OF APPENDICES

1. Councillors as Candidates in State and Federal Elections Policy - Current
2. Councillors as Candidates in State and Federal Elections Policy - PRP Changes

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Item 6.3 Councillors as Candidates in State or Federal Elections Policy
Appendix 1 Councillors as Candidates in State and Federal Elections Policy - Current

	Councillors as Candidates in a State or Federal Election Policy
Version No.	V2 – 8 December 2021
Endorsement	Executive – 9 December 2021 Policy Review Panel - 16 December 2021
Authorisation	Council – 20 December 2021
Review date	19 December 2024
Responsible officer	Manager Legal, Governance and Risk
Policy owner	Governance Coordinator

1. Purpose

The purpose of this policy is to outline Council's position in relation to a Councillor announcing an intention to be, or taking the step to nominate as, a candidate in a State or Federal election.

By complying with this policy, it is expected that Councillors will avoid the appearance that their position as a Councillor is being used as a platform for their campaign in the relevant State or Federal election.

2. Scope

This Policy applies to all Councillors who make the decision to be a Prospective Candidate or take the steps to be a Nominated Candidate for a Federal or State election.

This policy recommends the same treatment for Prospective Candidates and Nominated Candidates.

3. Definitions

Word/Term	Definition
Act	<i>Local Government Act 2020 (Vic)</i>
Nominated Candidate	a Councillor who has taken the steps required to nominate as a candidate for election. Typically, nomination takes place three to six weeks prior to the relevant election date.
Prospective Candidate	a Councillor who either: a) nominates for Pre-selection as a candidate for election by a political party; b) is endorsed as a candidate for election by a political party; or c) who if not a member of a political party has announced their intention to nominate as a candidate in an election.
Council	means the Melton City Council, a body corporate constituted as a municipal Council under the Act.
Election	a Victorian State election or a Federal election or a by-election for either parliament.

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Item 6.3 Councillors as Candidates in State or Federal Elections Policy
Appendix 1 Councillors as Candidates in State and Federal Elections Policy - Current

Election Period	the period commencing on the day a Councillor nominates as a candidate for election and concluding at the close of voting on election day.
Formal nomination date	the date set by the relevant electoral commission at which nominations to be candidates in an election close.

4. Policy

This policy supports good governance at the City of Melton prior to and during an Election Period, provides guidance to Councillors to act in the best interests of the community whilst undertaking normal business including the functions of legitimate advocacy in an unbiased manner.

4.1 Councillors to declare their candidacy in an election

A Councillor who becomes a Prospective Candidate or a Nominated Candidate should provide written advice to the Chief Executive Officer (CEO) and Mayor, as soon as practicable, who will then advise all Councillors in writing.

A Councillor who is a Prospective Candidate or a Nominated Candidate, should declare their intended candidacy at a meeting of the Council as soon as practicable after notifying the CEO and Mayor as above.

4.2 Leave of absence

During an Election Period in respect of an Election, a Councillor who is, or who becomes a Prospective Candidate or Nominated Candidate in respect to that Election during the Election Period, must apply for leave of absence from the Council and this leave of absence should commence no later than the date of their advice to the CEO and Mayor and conclude no earlier than the close of voting for the election.

Such a leave of absence is to be sought in accordance with the processes ordinarily adopted by Council.

A Councillor must request for their Councillor allowance be ceased for the period they are on leave of absence. Section 39(2),(4)-(7) of the Act deals with payment of Councillor allowances.

During this period, a Councillor who is on a leave of absence must not attend meetings of the council or otherwise act as a Councillor.

If the Councillor who becomes a Prospective Candidate or Nominated Candidate holds the Office of Mayor, it is the position of this Council that the Mayor should take a leave of absence in the same way as any other Councillor. In this circumstance, the Council must appoint one of the Councillors to be the acting Mayor, with the Deputy Mayor (if any at the time) given the first right of refusal to become the Acting Mayor during the then current Mayor's leave of absence. If the Deputy Mayor assumes the role of Acting Mayor the Council will also vote as to whether elect an Acting Deputy Mayor. If so the election shall occur pursuant to procedure set out in the Council's Governance Rules but the appointment of the Acting Deputy Mayor shall last only as long as the Mayor's leave of absence.

4.3 Improper Use of Position by Councillors

A Councillor who is a Prospective or Nominated Candidate must take care to differentiate between their role as a state or federal election candidate and role as a Councillor when making public comment.

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Item 6.3 Councillors as Candidates in State or Federal Elections Policy
Appendix 1 Councillors as Candidates in State and Federal Elections Policy - Current

A Councillor who is a Prospective or Nominated Candidate must at all times avoid campaigning on (opposing or taking credit for) Council decisions in an effort to not be seen as misusing or inappropriately making use of their position. This includes making their views public on matters before the council (before or after it has been resolved) by way of letters, fliers, social media posts and other communication avenues.

Sections 123, 125, and 126-131 of the Act prohibit Councillors from misusing or inappropriately making use of their position. A breach of sections 123 and 125 respectively attract serious penalties, including possible imprisonment in the case of section 123.

4.4. Council Resources and Activities

A Councillor who is a Prospective Candidate or a Nominated Candidate, must not use Council resources, including Council equipment and facilities in relation to their candidacy. This includes no use of office equipment including (but not limited to) computer equipment, printers and printer ink, vehicles, telephones, mobile phones, logos, paper, letterhead and other stationary, council email addresses, mail and publications in relation to their candidacy.

The Councillor must not use Council activities, including committee meetings and council-related external activities in relation to their candidacy.

4.5. Media Advice

Where a Councillor speaks on Council issues who is a Prospective or Nominated Candidate, the Councillor must clearly identify this fact.

No media advice or assistance will be provided in relation to election issues or publicity that involves Councillors who are a Prospective or Nominated Candidate. However, the Council Communications and Governance teams will continue to provide advice respectively as required in relation to whether a breach of this policy has occurred, or a potential breach of this Policy may occur, in certain circumstances from time to time.

Consistent with Council's Media Policy, media and external communications issued by Council are not to be used for political advantage by Councillors who are a Prospective or Nominated Candidate.

Media releases will not refer to specific Councillors in their capacity as Prospective or Nominated Candidates. Councillors who are Prospective or Nominated Candidate are not eligible to be Council's official spokesperson on Council advocacy priorities, Council will nominate an alternate Councillor to be Council's advocacy spokesperson where required.

Councillors will not use Council staff and other Council resources to gain media attention in support of an election campaign for a Councillor who is a Prospective or Nominated Candidate.

Photos of and references to Councillors who are a Prospective or Nominated Candidate will only feature in Council's publications where it is related to usual Council business, functions or events.

During this time the Mayor and Deputy Mayor will not delegate to any Councillor who is a Prospective or Nominated Candidate any responsibility to represent them.

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Item 6.3 Councillors as Candidates in State or Federal Elections Policy
Appendix 1 Councillors as Candidates in State and Federal Elections Policy - Current**5. Responsibility /Accountability**

5.1	Governance Coordinator <ul style="list-style-type: none"> The Governance Coordinator is the policy owner and is responsible for updating and amending this policy and related procedures.
5.2	Manager Legal, Governance and Risk <ul style="list-style-type: none"> The Manager Legal and Governance is the responsible officer and is responsible for providing professional advice and guidance to Councillors regarding this policy.

6. References and links to legislation and other documents

Name	Location
Local Government Act 2020	www.legislation.vic.gov.au
Councillor Code of Conduct	Policy Intranet
Governance Rules	Policy Intranet
Conflict of Interest: A Guide for Council Councillors	Policy Intranet
Mayor and Councillors Purchase Card Procedure	Policy Intranet
Resource Support and Expenses of Councillors and Special Committee Members Policy	Policy Intranet
Media Policy	Policy Intranet

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Item 6.3 Councillors as Candidates in State or Federal Elections Policy

Appendix 2 Councillors as Candidates in State and Federal Elections Policy - PRP Changes

Councillors as Candidates in a State or Federal Election Policy

Date adopted	<insert date>
Adopted by	Council
Review due	3 years after adoption
Responsible officer	Head of Governance
Records reference	<insert reference>

1. Purpose

The purpose of this Policy is to outline Council's position in relation to a Councillor nominating as a candidate in a State or Federal election.

This Policy has been developed to provide guidance to Councillors to assist them in avoiding the appearance that their position as a Councillor is being used as a platform for their candidacy in the relevant State or Federal election.

2. Application And Scope

This Policy applies to all Councillors.

3. General Provisions

3.1. Councillors to declare their candidacy in an election

A Councillor who becomes a Nominated Candidate must provide written advice to the Chief Executive Officer (CEO) and Mayor (or Deputy Mayor if the Councillor is the Mayor), of their candidacy as soon as practicable following their nomination. The CEO will then advise all Councillors, and the Executive Leadership Team of the candidacy.

The Councillor must declare their candidacy at a meeting of the Council as soon as practicable after notifying the CEO and Mayor (or Deputy Mayor) as above.

3.2. Leave of absence

During a State or Federal Government Election Period, it is recommended that a Councillor running as a candidate apply for leave of absence from the Council. This leave of absence should commence no later than the first day of the relevant Election Period and conclude no earlier than the close of voting for the Election. It is recommended that the Councillor not receive his or her allowance during this time. If a Councillor elects to continue to receive their allowance during this time, it will be highlighted in the Councillor Expenses on Council's website.

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Item 6.3 Councillors as Candidates in State or Federal Elections Policy

Appendix 2 Councillors as Candidates in State and Federal Elections Policy - PRP Changes

Such a leave of absence is to be sought in accordance with the processes ordinarily adopted by Council.

Whilst taking a Leave of Absence the Councillor must not attend Council Meetings, Briefing Sessions, any Advisory Committee meetings or otherwise act as a Councillor. The Councillor will also not be provided with any Agendas in relation to any Meetings, Briefings and Committee meetings.

In this circumstance that the Mayor or Deputy Mayor become a candidate in an election, the Council must appoint one of the other Councillors to be the Acting Mayor or Deputy Mayor, with the Deputy Mayor (if any at the time) given the first right of refusal to become the Acting Mayor during the then current Mayor's leave of absence. If the Deputy Mayor assumes the role of Acting Mayor, the Council will also vote as to whether elect an Acting Deputy Mayor.

Any election of the Mayor or Deputy Mayor shall occur in accordance with Council's Governance Rules with the exception that the appointment of shall last only as long as the Mayor or Deputy Mayor's Leave of Absence.

3.3. Successful Election

If successfully elected to another level of government, a Councillor will no longer be qualified to be a Councillor according to S34(2)(a) of the *Local Government Act 2020*

If the Councillor successfully elected to another level of government is the Mayor or Deputy Mayor an election to appoint a new Mayor or Deputy Mayor will take place at the next Scheduled Meeting of Council.

3.4. Council Resources and Activities

A Councillor must not use Council resources, including **but not limited to**, Council equipment and facilities, in relation to their election candidacy.

This includes not using equipment including (but not limited to) computer equipment, printers and printer ink, vehicles, telephones, mobile phones, logos, paper, letterhead and other stationary, Council email addresses, mail, and publications in relation to their candidacy.

Council resources, including office or meeting facilities, support staff, hospitality services, equipment, stationery, printing, photographs/graphics/videos, and branding are not to be used by a Councillor during their Leave of Absence or in any manner that may be construed as supporting their candidacy.

Equipment and facilities such as phones, laptops, printers, etc., provided to Councillors for the purpose of conducting normal Council business are not to be used by a Councillor during their Leave of Absence or in any manner that may be construed as supporting their candidacy. 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.

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Item 6.3 Councillors as Candidates in State or Federal Elections Policy

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Council email addresses, facsimile numbers and telephone numbers are not to be used as contact points by a Councillor during their Leave of Absence or in any manner that may be construed as supporting their candidacy.

3.5. Media Protocol

Where a Councillor nominated for election speaks on Council issues, the Councillor must clearly identify the fact that they are speaking as a candidate and not in the role of Councillor.

No media advice or assistance will be provided to Councillors nominated in an election.

Consistent with Council's Media Policy, media and external communications issued by Council are not to be used for political advantage by Councillors.

Media releases will not refer to Councillors in their capacity as election candidates.

Councillors will not use Council staff and other Council resources to gain media attention in support of an election campaign for a Councillor nominated in an election.

Photos of and references to Councillor will only feature in Council's publications where it is related to usual Council business, functions, or events.

3.6. Misuse of Position

A Councillor must take care to differentiate between their role as a candidate in an election and their role as a Councillor when making public comments or attending events.

A Councillor must at all times avoid campaigning on (whether by opposing or taking credit for) Council decisions in an effort to not be seen as misusing or inappropriately making use of their position.

Councillors must be mindful of their responsibilities in relation to improper conduct under the Local Government Act 2020 (the Act).

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.

Councillors must also comply with the obligations in relation to confidential information under section 125 under the Act.

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Item 6.3 Councillors as Candidates in State or Federal Elections Policy

Appendix 2 Councillors as Candidates in State and Federal Elections Policy - PRP Changes

4. Definitions

Term	Definition
The Act	means the <i>Local Government Act 2020</i> .
Nominated Candidate	a Councillor who has taken the steps required to nominate as a candidate for election. Typically, nomination takes place three to six weeks prior to the relevant election date.
Council	means the Melton City Council.
Election	a Victorian State election or a Federal election or a by-election for either parliament.
Election Period	the period commencing on the day a Councillor nominates as a candidate for election and concluding at the close of voting on election day.

5. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Councillor Code of Conduct	Documents Reports Strategies Melton City Council
Governance Rules	Documents Reports Strategies Melton City Council
Media Policy	Documents Reports Strategies Melton City Council

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7. GENERAL BUSINESS

The Panel discussed the use of the Melton City Council logo and the potential need for a standalone policy.

8. NEXT MEETING

Thursday 6 June 2024 at 9 am.

9. CLOSE OF BUSINESS

The meeting closed at 9:36 am.

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 917 (CR SHANNON) MEN'S SHED SUPPORT****Councillor: Julie Shannon**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 27 May 2024.

MOTION:

That Council, following consultation with Men's Shed participants in our municipality and the Victorian Men's Shed Association, promote the value and benefit of Men's Sheds to the City of Melton including the opportunity for other Councils and stakeholders to visit our Men's Shed and see how it positively engages our community.

COUNCILLOR PREAMBLE:

Our local Men's Sheds receive much needed support from Council to support men's health and wellbeing on an annual basis. We are the only Victorian Council to do this, and we do it so well.

OFFICER'S COMMENTS:

Subject to Council decision, Council officers will action in accordance with the Notice of Motion.

14.2 NOTICE OF MOTION 918 (CR RAMSEY) PASSING OF BARRY LESLIE, OAM**Councillor: Sophie Ramsey**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on Monday 27 May 2024.

MOTION:

That Council acknowledge the sad passing of former City of Melton Citizen of the Year, Barry Leslie OAM, and send a letter under Council Seal to his family recognising his service to the community, particularly through serving as the Principal of Coburn Primary School, his service to the Australian Red Cross, and a range of community groups in the municipality.

OFFICER'S COMMENTS:

Subject to Council decision Council officers will action in accordance with the Notice of Motion.

14.3 NOTICE OF MOTION 919 (CR ABOUSHI) CAROLINE SPRINGS OUTDOOR DINING SAFETY**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 27 May 2024.

MOTION:

That Council Officers:

1. Undertake a comprehensive investigation of potential measures aimed at enhancing the safety of outdoor dining areas in relation to vehicle traffic along Caroline Springs Boulevard between College Street and Lake Street. These measures may encompass, among other possibilities, the installation of safety bollards and the deployment of additional traffic and pedestrian safety infrastructure.
2. Present the outcomes of the investigation of potential measures aimed at enhancing the safety of outdoor dining areas in relation to vehicle traffic along Caroline Springs Boulevard between College Street and Lake Street to a future Briefing of Councillors.

OFFICER'S COMMENTS:

The Caroline Springs Boulevard Pedestrian Signals Project (Project) is part of a suite of projects along Caroline Springs Boulevard to improve pedestrian connectivity and safety within the Town Centre. The Project was approved by Council in the 2022/23 Annual Budget for design works and the Construction Contract was awarded by Council at the Council Meeting on 22 April 2024. Works are scheduled to commence in June 2024.

The pedestrian crossing is located midway between College Street and Lake Street, the largest stretch between signalised pedestrian crossings. The signalised pedestrian crossing provides a critical link between the on-street dining precinct and the Caroline Springs Library. The design includes a raised crossing to compliment the new 40km speed zone and permanent outdoor dining space able to be accessed by traders through Council's Footpath Trading Permit process. The design also includes bollards for protection of the outdoor dining space.

Council officers have commenced the implementation of the Project Communications Plan including engagement with the developer and traders in relation to the Project details, including removal of the temporary dining booths and opportunities to access the new permanent outdoor dining space.

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. 24-005 - Rockbank East Children's and Community Centre - Design Consultancy 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.
- 17.2 Contract No. 24-015 - Parks Development Program 2023-2024 - Update**
(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. 24-022 - Civil Construction Panel**
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- 17.4 Contract No. 24-044 - Managed Service Provider**
(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
- 17.5 Contract No. 24-017 - Provision of Telecommunication Services - TPAMS to VTS**
(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. 24-041 - AV Technology Upgrade of Meeting Rooms**
(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
- 17.7 Aintree Childrens & Community Centre - Revised Report**
(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 Nomination of Disability Advisory Committee Representative June 2024-December 2024**
(l) as it relates to information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.
- 17.9 Nomination of Intercultural Advisory Committee (IAC) for 2024**
(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

18. CLOSE OF BUSINESS