



## **MELTON CITY COUNCIL**

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**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  
25 November 2024 at 7.00pm.**

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**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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## 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 8 November 2024 and Meeting of Council held on 21 November 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 14 October 2024 Summary of Informal Meeting of Councillors
- Monday 21 October 2024 Summary of Informal Meeting of Councillors

#### **RECOMMENDATION:**

That the Summaries of Informal Meetings of Councillors dated 14 October 2024 and 21 October 2024 provided as **Appendices 1 - 2** respectively to this report, be received and noted.

#### **LIST OF APPENDICES**

1. Summary of Informal Meeting of Councillors - 14 October 2024
2. Summary of Informal Meeting of Councillors - 21 October 2024



## INFORMAL MEETING OF COUNCILLORS

**MEETING DETAILS:**

<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 14 October 2024	<b>Time Opened:</b>	6.08pm
		<b>Time Closed:</b>	6.59pm
<b>Councillors present:</b>	Cr K Majdlik (Mayor) Cr L Carli (6.16pm arrival) Cr G Kesic Cr S Ramsey Cr B Turner		
<b>Officers present:</b>	R Wai	Chief Executive Officer	
	T Scoble	Director City Life	
	P Leersen	Director Organisational Performance (CFO)	
	N Whiteside	Director City Delivery	
	E Keogh	Head of Governance	
	A Hays	Head of People and Customer	
	R Hodgson	Senior Coordinator Governance	
<b>Guests</b>	Nil		
<b>Apologies</b>	Cr S Abboushi (Deputy Mayor) Cr J Farrugia Cr J Shannon Cr A Vandenberg S Romaszko		
<b>Matters discussed:</b>	1. Draft Council Meeting Agenda		
<b>CONFLICT OF INTEREST DISCLOSURES:</b>			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
<b>REPORT PRODUCED BY:</b>			
<b>Officer name:</b>	Emily Keogh	<b>Date:</b>	14 October 2024



## INFORMAL MEETING OF COUNCILLORS

**MEETING DETAILS:**

<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 21 October 2024	<b>Time Opened</b>	6.23pm
		<b>Time Closed:</b>	6.39pm
<b>Councillors present:</b>	Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) Cr L Carli Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg (arrived 6.32pm)		
<b>Officers present:</b>	R Wai                      Chief Executive Officer P Leersen                Director Organisational Performance (CFO) S Romaszko             Director City Futures T Scoble                  Director City Life N Whiteside             Director City Delivery E Keogh                  Head of Governance R Hodgson                Senior Coordinator Governance		
<b>Guests</b>	Nil		
<b>Apologies</b>	Cr J Farrugia Cr G Kesic		
<b>Matters discussed:</b>	1. Council Meeting Agenda		
<b>CONFLICT OF INTEREST DISCLOSURES:</b>			
<b>Were there any conflict of interest disclosures by Councillors?</b>	No		
<b>REPORT PRODUCED BY:</b>			
<b>Officer name:</b>	Renee Hodgson	<b>Date:</b>	21 October 2024

## 8. CORRESPONDENCE INWARD

### 8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR IN RESPONSE TO NOTICES OF MOTIONS

- Brad Battin MP, Shadow Minister for Police, Corrections and Youth Justice – Safety in the City of Melton
- The Hon Anthony Carbines MP, Minister for Crime Prevention – Youth Offending and Knife Crime in the City of Melton
- James Fletcher, Executive Director, School Provision and Establishment Division – Response to school zones for Rockbank, Mount Cottrell area

#### RECOMMENDATION:

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

1. Brad Battin MP, Shadow Minister for Police Corrections and Youth Justice – Safety in the City of Melton
2. The Hon Anthony Carbines MP, Minister for Crime Prevention – Youth Offending and Knife Crime in the City of Melton.
3. James Fletcher, Executive Director, School Provision and Establishment Division – Response to school zones for Rockbank, Mount Cottrell area.

#### LIST OF APPENDICES

1. Brad Battin MP, Shadow Minister for Police Corrections and Youth Justice dated 16 September 2024
2. The Hon Anthony Carbines MP, Minister for Crime Prevention - dated 20 September 2024
3. James Fletcher, Executive Director, School Provision and Establishment Division dated 1 October 2024

**BRAD BATTIN MP**

LIBERAL STATE MEMBER FOR BERWICK



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

RECEIVED  
 19 SEP 2024

Our ref: BB27556

Dear Kathy,

**Re: response to your correspondence regarding community safety  
 in the City of Melton (your ref: FVial/fv/NoM920).**

Thank-you for your correspondence of 6 August 2024 seeking increased investment in evidence-based prevention and diversionary programs for youth involvement in crime, particularly with use of edged weapons.

The issues you raise around the increase in youth crime in the City of Melton, and indeed all of Victoria, deserve serious attention. In my roles as Shadow Minister for Police and also Crime Prevention and Victim support, I speak with many residents who are fearful for their safety, many business owners who are in distress about burglaries and law enforcement officials who are doing the best they can but are under resourced.

Despite this being a problem of the Allan Labor Government's own making, their solution in the 2024-25 State Budget was to cut \$11 Million from community crime prevention programs (almost half the entire budget for the program). At the same time, Victoria Police are at least 1,000 officers short of the minimum amount required to meet the force's own standards, and the government's solution to this crisis is not to accelerate recruitment but instead to reduce opening hours at almost 50 police stations in metropolitan and regional Victoria.

Crime prevention is much more than cameras and information sheets; it is building stronger communities, supporting active programs and ensuring an increase in protective factors. As we head towards the next state election, I am actively developing alternative policies. Our alternative models of the future will concentrate on as much as reducing recidivism of those in the justice system as preventing new offences in the future.

Crime prevention through environmental design is a proven and successful technique in reducing crime in our neighbourhoods. The considerations set out by environmental design principles should be embedded into the decision making of bodies whose interest it is to create public spaces as the safety of all Victorians in these spaces should be held in high importance.

A Liberal National Government will focus on reducing crime and ensuring young people are given education and life skills required to improve the outcomes in the lives of young people and encourage them to be part of our community. Education programs around teaching life skills and employable skills will be the focus of a future Liberal National Government. By ensuring we provide support to these programs, we can ensure that Victoria's future is secure.

One size does not fit all, and we must recognise the fragile circumstances surrounding juvenile crime. We have language, religious, cultural, and gendered barriers to reducing

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# BRAD BATTIN MP

LIBERAL STATE MEMBER FOR BERWICK



youth crime. That is why we are committed to reaching out to the diverse Victorian communities to help us help offenders. We want to reconnect troubled youth with their communities, with who they identify with. With such a diverse community to tap into an incredibly wide breadth of programs could be developed to give trouble youth any number of outlets for rehabilitation.

I would be delighted to meet with you and your team to discuss your UTURN193 program and the other initiatives council is implementing. Please contact my office via email – [REDACTED] – to arrange a suitable time.

Kind regards,

**Brad Battin MP**  
State Liberal Member for Berwick  
Shadow Minister for Police, Corrections and Youth Justice  
Shadow Minister for Crime Prevention and Victim Support  
Shadow Minister for Criminal Justice Reform

16/9/24

cc: Joe McCracken MP (State Liberal Member for Western Victoria)

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**Hon Anthony Carbines MP**

Minister for Police  
Minister for Crime Prevention  
Minister for Racing

121 Exhibition Street  
Melbourne Victoria 3000  
Telephone: (03) 9136 2888

Our ref: 24081132

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

By email: [kathy.majdlik@melton.vic.gov.au](mailto:kathy.majdlik@melton.vic.gov.au)

Dear Cr Majdlik 

**YOUTH OFFENDING AND KNIFE CRIME IN CITY OF MELTON**

Thank you for your correspondence of 6 August 2024 regarding concerns in relation to youth offending and knife crime in the City of Melton. I appreciate your concerns for the safety of your community.

The Victorian Government and Victoria Police are committed to keeping young Victorians out of the criminal justice system through early intervention that addresses the underlying causes of crime. The government has made record investments in Victoria Police to ensure they have the resources and tools they need to detect and deter this sort of crime and keep our community safe.

UTURN 193 is a valued crime prevention initiative that provides intensive case management to at-risk young people from multicultural backgrounds who live or go to school in the Melton area. As you are aware, Melton City Council has been provided funding through the Youth Crime Prevention Program since 2016 to deliver the UTURN 193 project. I understand that Melton City Council has recently been provided \$195,000 in funding to continue the delivery of UTURN 193 until 30 June 2026.

Victoria Police is responding to youth crime through an extensive range of responsive and preventative operations. It has established Operation Alliance to respond to and dismantle groups of young offenders which are responsible for crimes such as robberies, aggravated burglaries, serious assaults, car thefts, and home invasions.

As part of this operation, local police have been working closely alongside specialist units to target youth gangs across suburbs in Melbourne, including in the City of Melton.

In August 2024, the *Youth Justice Bill 2024* was passed by the Victorian Parliament. The legislation provides strong governance for Victoria's youth justice system that aims to strike the right balance to improve accountability, diversion and support mechanisms to reduce offending and rehabilitate young people. The reforms will also see stronger consequences



for those who engage in serious, high-risk and repeat offending, while enabling earlier intervention and diversion for lower-level offenders.

The government also recently announced a trial of electronic monitoring of a small cohort of young people on bail. This technology will be implemented alongside more intensive bail supervision, to help keep young people engaged in education, employment programs and other initiatives that address the underlying causes of offending. The trial will help monitor compliance with bail conditions and give authorities more opportunities to intervene early and direct young people to diversionary programs that will help get them on the right path.

Thank you for the opportunity to respond to your concerns.

Yours sincerely



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

20/09/24

cc: The Hon. Enver Erdogan, Minister for Corrections, Minister for Youth Justice,  
Minister for Victim Support  
The Hon Natalie Hutchins MP, Member for Sydenham  
Steve McGhie MP, Member for Melton  
Luba Grigorovitch MP, Member for Kororoit  
Josh Bull MP, Member for Sunbury



## Department of Education

Schools and Regional Services

2 Treasury Place  
East Melbourne Victoria 3002  
T: 1800 338 663  
DX210083

COR24147149

Cr Kathy Majdlik  
Mayor  
City of Melton  
kathy.majdlik@melton.vic.gov.au

Dear Councillor Majdlik

Thank you for your correspondence to the Hon. Ben Carroll MP, Minister for Education, regarding the school zones for Rockbank - Mount Cottrell area. The Minister has asked that I respond to you on his behalf.

A school zone defines an area's designated neighbourhood government school (referred to as the local school).

For children residing in metropolitan Melbourne, the local school is usually the nearest government school in a straight line from the child's permanent residential address. Using this standard methodology provides consistency and equity across the government school system, which are important considerations when mapping school zones.

The department recognises that some school zones need to be aligned with geographical and structural barriers that significantly impede direct school access, such as rivers and freeways, and zones can be adjusted to address these barriers. In the case of a developing area like Rockbank - Mount Cottrell, adjusting school zones for indirect travel routes is not recommended when road networks are still developing, and new schools are still due to open in the area.

The department reviews school zones annually. Zones may be adjusted to reflect new schools opening, changing provision at existing schools (e.g., relocating a campus or changing year levels offered), improving school accessibility, or managing enrolment demand. All school zones are published a year in advance of the enrolment year to provide clarity for families and support schools with enrolments. The Find my School website ([Findmyschool.vic.gov.au](https://findmyschool.vic.gov.au)) shows the school zones for enrolment in the current academic year (2024) and the school zones for enrolment in the following academic year (2025).

Tarneit Plains Primary School (interim name) is a new school due to open in 2026. While we cannot confirm the school zone for this school yet, we know that it will have an impact on the surrounding school zones in Rockbank - Mount Cottrell. The 2026 school zones will be published on the Find my School website in Term 1, 2025.

The Education and Training Reform Act 2006 guarantees a child's right to be enrolled at their local government school. You can still apply to enrol your child at any government school that is not your local government school. The school should accept your enrolment if there is sufficient accommodation at the school, and if the request for enrolment aligns with the school's enrolment management implementation plan (if they have one). For more information on enrolling at a government school, please visit [Enrolling in school](#).

If you would like further information, please contact Ms Lidia Orsini, Acting Director, Infrastructure and Planning Branch, Department of Education, by email: [REDACTED]

Thank you for raising this matter with the Minister. I trust this information is of assistance.

Yours sincerely



**James Fletcher**

Executive Director, School Provision and Establishment Division  
Schools and Regional Services  
Department of Education  
01 / 10 / 2024

## 9. PETITIONS AND JOINT LETTERS

### 9.1 PETITION - NAVAN PARK LAKE ISSUES

#### SUMMARY

A petition has been received containing 33 signatories in relation to safety and environment concerns at Navan Park Lake. The petition states:

*'We the undersigned hereby petition Melton City Council to address the issues listed in regard to safety and environment concerns with Navan Park Lake and the walking track around the lake and northern park area.*

1. *The overflow outlet area at Coburns Rd end of the lake is heavily silted up, and collecting rubbish. This raises height of Lake, causing following problems.*
  - *The small island with several big trees on it is now entirely water-logged. These trees can withstand short periods of inundation, but not constant. They are deteriorating and will eventually die.*
  - *The wetland area eastern link bridge is now partly submerged and unusable. It used to flood over after heavy rain, but is now permanently underwater. Barriers keep being put up by workers, but then get pulled down and thrown on path or into water.*
  - *On eastern side, the water floods over path after only small rain events now. Walkers are forced up onto slippery, muddy grass areas. Again, this only used to happen after major rain events. Even when not flooded over, the water is right to edge of concrete path and will eventually under-mine it.*
2. *There is now a constant flow of water from the north, along Arnolds Creek, into the Lake. This has continued to occur all through a very dry winter. This creek used to only flow for a few days after heavy rain, then cease running.*
  - *WHERE IS WATER COMING FROM??*
  - *Is there water leaking from a water main somewhere to north?*
  - *Is it leaking from Bulmans Rd Water Treatment plant?*

*The above two issues combined are causing Navan Park Lake to be QVERFULL. Therefore the outlet area needs cleaning out, and source of inflow investigated.*

*Another maintenance issue Area of track to north near Gamalite Blvd has a build-up of grass that causes pooling of water and deposition of mud on concrete walking path after small rain events. This is a barrier to safe walking, and a significant slip risk for people as it dries out so slowly. This issue could be easily resolved with digging short drainage trench to the creek, to allow water to drain off this area after rain.'*

The petition meets the requirements of Council's Governance Rule 64.

**Section 64.8 of Council's Governance Rules requires that: *if a petition, joint letter, memorial or other like application relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.***

**This petition will be referred to the CEO, who will advise the lead petitioner of the outcome.**

## 9.2 PETITION - IN SUPPORT OF THE LEBANESE AND SYRIAN COMMUNITIES

### SUMMARY

A petition has been received containing 59 signatories in relation to supporting the Lebanese and Syrian communities. The petition states:

*"The Melton Council as the representative of our community, is urged to acknowledge the impact of the terrorist attacks in Lebanon and Syria since the 17th September 2024.*

*We, the undersigned, request the Mayor to send letters of support to the Consulate General of Lebanon (St Kilda) and the Consulate General of Syria (Carlton), expressing our deepest condolences for the losses suffered due to these attacks, which involved 5,000 weaponised pagers and other digital technology.*

*We recognize the devastating impact on hospitals and healthcare workers in both countries. Our thoughts and prayers are with the victims and their families affected by these tragic and horrific events.*

*Additionally, we ask the council to move a motion condemning these cowardly, indiscriminate terrorist acts and to call for the perpetrators to be held accountable and brought to justice."*

The petition meets the requirements of Council's Governance Rule 64.

**Pursuant to section 64.1 of Council's Governance Rules, this petition is being tabled with a report to come back to the next Scheduled Council Meeting, noting that no motion may be made at tonight's meeting other than a motion to receive the petition.**

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

Nil.



**11. PUBLIC QUESTION TIME**

## 12. PRESENTATION OF STAFF REPORTS

### 12.1 MELTON CITY COUNCIL: ANNUAL ACTION PLAN 2024/25, FIRST QUARTER PROGRESS REPORT

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

#### PURPOSE OF REPORT

To provide the first quarter update on the progressive achievement of the Melton City Council: Annual Action Plan First Quarter Progress Report for 2024/25.

#### RECOMMENDATION:

That Council receive and note the Melton City Council: Annual Action Plan 2024/25 First Quarter Progress Report (1 July – 30 September 2024) as presented at **Appendix 1**.

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#### 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 Council Annual Action Plan actions (CAAP) and initiatives (Budget Initiatives) that Council will work towards achieving, which respond to the strategic outcomes and strategies identified in the Council and Wellbeing Plan 2021-2025 and Annual Budget.

The progressive achievement of the Melton City Council: 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 first quarter (1 July - 30 September 2024), in the progressive achievement of the Melton City Council: Annual Action Plan 2024/25.

##### 2. Background/Issues

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

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

The Melton City Council: Annual Action Plan 2024/25 provides 43 CAAP actions to support the delivery of the Council and Wellbeing Plan 2021-2025 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 progress of each CAAP action in 2024/25, inclusive of the period from 1 July - 30 September 2024. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥.

NB: the report at Appendix 1 will only show progress on 37 actions. The remaining six actions are not due to start until later quarters.

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

Status	Description	Number of actions
<b>Completed</b>	The Action has been completed	3
<b>On track</b>	At least 90% of the action target has been achieved	34
<b>Off Track</b>	Between 75% and 90% of the action target has been achieved	0
<b>Monitor</b>	Less than 75% of the action target has been achieved	0
<b>Not Due to Start</b>	The action is scheduled to start at a later date this year	6
<b>Total Actions</b>		<b>43</b>

Three CAAP actions have been completed to the end of the first quarter and all other actions are on track and expected to be delivered by the current timeline. CAAP highlights include:

- Delivery of the City of Melton Short Story Competition with 170 entries from primary school students, 100 teen entries and 79 adult entries across the municipality. The Awards Night was held on 6 September at Melton Library and Learning Hub as part of the City of Melton Learning Festival, and 90 people attended.
- Delivered the 2024 Developer Forum on 16 July at Punthill Apartments Caroline Springs with the Planning Minister, The Honourable Sonia Kilkenny, the keynote speaker.

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 Melton City Council: Annual Action Plan 2024/25 are funded within the Council approved 2024/25 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 Melton City Council: Annual Action Plan 2024/25 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, First Quarter Progress Report

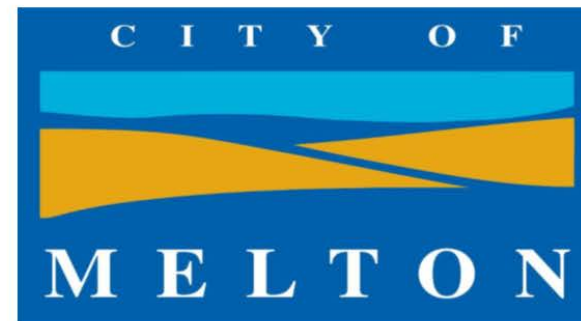


# Council & Wellbeing Plan 2021-2025, Annual Action Plan 2024/25, 1st Quarter Report

Melton City Council

cammsstrategy

Print Date: 30-Oct-2024



[cammsstrategy.com](http://cammsstrategy.com)

## OVERVIEW

### ACTION SUMMARY

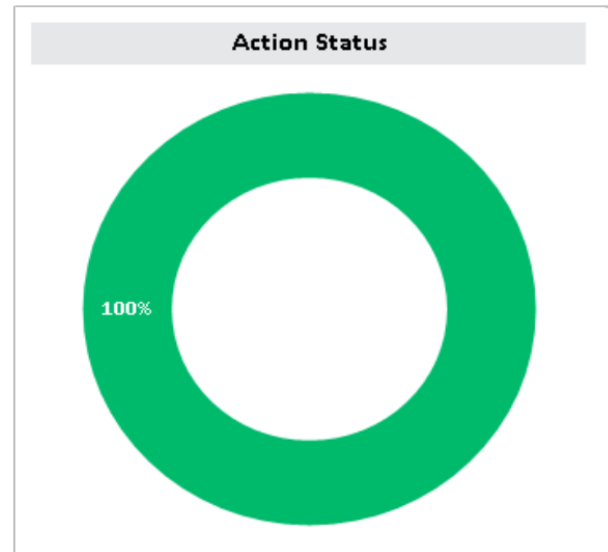
By Performance

**37** On Track

**0** Off Track

**0** Monitor

**0** Not Applicable



## 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: 1.1.1.4 Deliver the Free from Violence Program and 16 Days of Activism Awareness Campaign initiatives with local organisations to support gender equality and gender diversity.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

**Action Progress Comments:** The Year 3 Free From Violence Program plan has been developed and implementation has been initiated. \$1,500 funding was received from Safe and Equal to support 16 Days of Activism activities. This will be used to support groups in the community with Community Empowerment (MACE) to deliver two initiatives.

*Last Updated: 21-Oct-2024*

##### LGBTIQ+ people.

Action Title: 1.1.3.11 Deliver support programs and services for people of all abilities and all ages.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


**Action Progress Comments:** Action plan for the delivery of programs and services for people of all ages and abilities has been developed and implementation initiated. Key actions delivered to date include hosting an event to acknowledge 'The First Anniversary of the findings of the Disability Royal Commission Report', delivering 'Disability Awareness' training to all People Leaders across Council and delivery of two youth employability workshops.

*Last Updated: 21-Oct-2024*

**1.2 A safe community where people feel proud to live.**

**1.2.1 Invest in initiatives that promote road and community safety.**

Action Title: 1.2.1.4 Deliver final actions from the Safe City, Proud Communities Plan regarding road safety and safe driving in partnership with community and government agencies

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


**Action Progress Comments:** The Empowering Communities program was concluded, and final report submitted. Melton City Council pledged support for the Target Zero initiative and is in the process of establishing action groups. The quarterly meeting of the Safe City Advisory Committee has been held.

*Last Updated: 21-Oct-2024*

**1.3 Local neighbourhoods are socially and culturally connected.**

**1.3.1 Provide opportunities for arts participation and appreciation.**

Action Title: 1.3.1.2 Deliver art installations and workshops at Djerriwarrh Festival and Cultural Diversity Week 2025

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Arts and Events	In Progress	01-Jul-2024	30-Jun-2025	26%	25.00%	 GREEN


**Action Progress Comments:** Three arts installations on track for delivery at Djerriwarrh Festival in November this year.

*Last Updated: 18-Oct-2024*

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

**1.4.3 Improve community health and wellbeing outcomes related to sexual and reproductive health and harm caused by tobacco, alcohol and drug use.**

Action Title: 1.4.3.3 Deliver community initiatives to reduce harm from vaping with the VicHealth Vaping Prevention Grant.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


**Action Progress Comments:** Project plan developed for the VicHealth Vaping Prevention project and implementation initiated. Participated in the VicHealth Vaping Community of Practice with the vaping grant project partners.

*Last Updated: 21-Oct-2024*



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

Action Title: 1.4.4.7 Deliver actions from the City of Melton Equality and Respect Implementation Plan 2023-2025 including delivery of the Baby Makes 3 new parents program.


Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

**Action Progress Comments:** A range of actions have been delivered including Early Years undertaking working with dads workshops, Gender Impact Assessment training sessions delivered to staff and approval of the new sport and recreation allocations policy and Fair Access action plan. The Baby Makes 3 program has been delivered in Thornhill Park throughout September, with another series planned for November.

*Last Updated: 30-Sep-2024*

**1.4.5 Support children and young people to learn, develop and reach their full potential.**


Action Title: 1.4.5.2 Deliver the Early Years Library and Learning Program.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

**Action Progress Comments:** Melton City Libraries deliver a regular suite of early years literacy programs: Introduction to the library for New Parents Group in partnership with the Maternal Child Health team, Baby Bounce, Toddler Time, Pre-school Storytime and Family Tales. This quarter, 109 program sessions were delivered. 2,931 adults attended with 2,978 children. Total community participation was 5,909 people across both libraries.

*Last Updated: 21-Oct-2024*

Action Title: 1.4.5.3 Deliver the City of Melton Short Story Competition.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	Completed	01-Jul-2024	30-Jun-2025	100%	25.00%	 GREEN


**Action Progress Comments:** The Short Story Competition ran from May to September 2024. The program attracted 170 entries from primary school students across the municipality, 100 teen entries, and 79 adult entries. 1,185 students were engaged in the promotion of the program. The Awards Night was held on 6 September at Melton Library and Learning Hub as part of the City of Melton Learning Festival, and 90 people attended.

*Last Updated: 21-Oct-2024*

**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: 1.5.1.3 Deliver initiatives to support community to recognise and celebrate Aboriginal and/or Torres Strait Islander history and culture including Reconciliation Week and NAIDOC Week.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Community Capacity	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

**Action Progress Comments:** Council supported the delivery of the successful Djirra Family Fun Day for NAIDOC Week in July. Council also supported the attendance of Reconciliation Advisory Committee members to the Western NAIDOC Ball. Local programming for NAIDOC took place in both the libraries and local community centres.


*Last Updated: 04-Oct-2024*

**2 A vibrant and healthy natural and built environment**

**2.1 A City with healthy waterways, biodiversity and ecosystems.**

**2.1.2 Ensure the maintenance and protection of waterway ecosystems.**

Action Title: 2.1.2.3 Review of Passive Irrigation Treatment Guidelines.


Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
City Infrastructure Planning	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

Action Progress Comments: The existing passive irrigation standard drawing is being reviewed. Once reviewed, it will then be circulated to internal stakeholders for the feedback.

Last Updated: 08-Oct-2024

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

Action Title: 2.1.3.5 Engage the community on the development of a Biodiversity Strategy.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
City Environment & Sustainability	In Progress	01-Jul-2024	30-Jun-2025	10%	10.00%	 GREEN


Action Progress Comments: A Project Management Plan, project governance and Community Engagement Plan are almost completed. Plans for a community engagement stall at the Djerriwarrh Festival in November are well underway.

Last Updated: 03-Oct-2024

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

**2.2.3 Support initiatives that promote cooling of the urban environment.**

Action Title: 2.2.3.2 Complete the research phase of the development of a Tree Planting Strategy.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	5%	5.00%	 GREEN


Action Progress Comments: An internal project team has been created and an inception meeting undertaken. A draft consultant brief has been prepared and is currently under review.

Last Updated: 29-Oct-2024

**2.3 A City growing and developing sustainably.**

**2.3.1 Ensure land development practices minimise environmental harm and damage.**

Action Title: 2.3.1.6 Undertake an audit of open space assets to inform development of a new Open Space Plan.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	5%	5.00%	 GREEN

Action Progress Comments: Request for proposal documents have been prepared outlining the scope of works and will be released in early October. Appointment of a successful tender is anticipated in December.

Last Updated: 10-Oct-2024

**3 A fast growing, innovative and well planned City**

**3.2 Health and community services accessible locally.**

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


Action Title: 3.2.2.6 Finalise the detailed design documentation and complete the tender process for construction of the Cobblebank Community Services Hub.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Major Project Delivery	In Progress	01-Jul-2024	30-Jun-2025	50%	25.00%	 GREEN

**Action Progress Comments:** The Detailed Design documentation for the Cobblebank Community Services Hub is almost finalised and an Expression Of Interest (EOI) for the Head Contractor has closed and is under assessment. A Request For Tender for Head Contractor is proposed to be released to select contractors from the EOI process by mid-October 2024.

*Last Updated: 16-Oct-2024*


Action Title: 3.2.2.7 Finalise the detailed design documentation for the Plumpton Aquatic and Leisure Centre.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Major Project Delivery	In Progress	01-Jul-2024	30-Jun-2025	35%	25.00%	 GREEN

**Action Progress Comments:** The Detailed Design documentation for the Plumpton Aquatic and Leisure Centre is progressing and anticipated to be completed by mid-April 2025.

*Last Updated: 16-Oct-2024*

Action Title: 3.2.2.8 Complete the design and commence construction of two seniors outdoor gyms

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	5%	5.00%	 GREEN


**Action Progress Comments:** Business cases have been completed for both sites and an initial scoping exercise undertaken. The proposed sites have been confirmed. Request for quote documents are being prepared for the upcoming site investigation work.

*Last Updated: 10-Oct-2024*

**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: 3.3.1.10 Plan and deliver infrastructure that supports increased participation in sport and active recreation.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation & Community Activation	In Progress	01-Jul-2024	30-Jun-2025	52%	25.00%	 GREEN

**Action Progress Comments:** Commence construction on the cricket, football and netball precinct at Bridge Road Recreation Reserve - Construction commenced September 2024.


Delivery of major sportsground upgrade at Caroline Springs Town Centre Recreation Reserve on track with construction commenced.

Delivery of the Melton Recreation Reserve Sports Pavilion - Project completion and occupancy achieved in August 2024.

Development of an Indoor Sports Facilities Strategy Paper is on track with Draft developed for review.

*Last Updated: 21-Oct-2024*

Action Title: 3.3.1.11 Deliver commitments in the Kindergarten Infrastructure Services Plan.


Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Early Childhood	In Progress	01-Jul-2024	30-Jun-2025	20%	10.00%	 GREEN

**Action Progress Comments:** Continue to work with the State Government to finalise the updated plan. Now waiting on update from the state government as it relates to the announcement of the Best Start Best Life reform being pushed back by 4 years.

*Last Updated: 21-Oct-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: 3.3.3.4 Advocate to and work with State and Federal Governments for the timely delivery of infrastructure to meet the needs of our growing community.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy & Government Relations	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

**Action Progress Comments:** Meetings have been held between Melton City Council and the State Government local members for Sydenham, Melton, Kororoit, and Sunbury to outline our priorities. Additionally, Council met with representatives from the Departments of Transport and Planning, Sport and Recreation, and Families, Fairness and Housing.

*Last Updated: 16-Oct-2024*

Action Title: 3.3.3.5 Engage with our community on the development of a BMX and Skate Strategy.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	5%	5.00%	 GREEN


**Action Progress Comments:** An internal project team has been created and an inception meeting undertaken. A communication and engagement plan is being prepared for review and approval by Council's communications and engagement teams.

*Last Updated: 29-Oct-2024*

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

**3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of our community.**

Action Title: 3.4.3.3 Review and update Council's Road Management Plan.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Engineering & Asset Services	In Progress	01-Jul-2024	30-Jun-2025	5%	5.00%	 GREEN

**Action Progress Comments:** Council officers have commenced the review and update of Council's Road Management Plan for consideration by Council for adoption by October 2025.


*Last Updated: 16-Oct-2024*

**4 A City that promotes greater education and employment**

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

**4.1.1 Invest in programs that support local business to start, grow, connect and thrive.**

Action Title: 4.1.1.5 Deliver a range of networking, support and capacity building programs through the Venture Melton Business Network.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development & Tourism	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


**Action Progress Comments:** To date, the following Venture Melton Business Network activities have been held:

- 2 x Ready Set Connect Networking meetings
- 1 x Workshop held (Australian Made Webinar)
- Planning underway for balance of 2024/25 programming.

*Last Updated: 10-Oct-2024*

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

Action Title: 4.1.2.6 Deliver the 2024 Developer Forum

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	Completed	01-Jul-2024	30-Jun-2025	100%	25.00%	 GREEN


**Action Progress Comments:** The Developer Forum was held on Tuesday 16 July 2024 at Punthill Apartments Caroline Springs with the Planning Minister, the Honourable Sonia Kilkeny, in attendance as the keynote speaker. The event was attended by more than 50 industry stakeholders and provided networking opportunities and insights into maintaining ongoing engagement.

*Last Updated: 16-Oct-2024*

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

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

Action Title: 4.2.3.3 Undertake research to provide a strengthened evidence base for a tertiary education offering in Cobblebank Metropolitan Activity Centre.


Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy & Government Relations	In Progress	01-Jul-2024	30-Oct-2024	75%	75.00%	 GREEN

**Action Progress Comments:** A consultant was engaged to determine the demand for a university within the City of Melton with a particular focus on a Cobblebank Metropolitan Activity Centre location. The consultants have finalised the report and it is currently under review by Council officers.

*Last Updated: 16-Oct-2024*

**4.2.4 Support local pathways between education, training and employment.**

Action Title: 4.2.4.4 Advocate and provide support services that strengthen employment pathways for young people.


Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Early Childhood	In Progress	01-Jul-2024	30-Jun-2025	25%	10.00%	 GREEN

**Action Progress Comments:** On track with the following programs delivered in the first quarter:

- Employability Workshops- White Card, First Aid.
- Youth Fest- YOUTH LEADership Celebration Dinner
- FReeZA Committee Training & Events: providing young people with training, mentoring and performance opportunities that helped deliver events / develop career pathways in creative industries
- Western Bulldogs Leadership Program- Education and Training sessions x 10
- Uturn 193 case management & Outreach- Resume support, individualised support to help disadvantaged jobseekers navigate and connect with employment and training services.

*Last Updated: 21-Oct-2024*

Action Title: 4.2.4.5 Support local organisations to advocate and promote local employment opportunities.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development & Tourism	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


**Action Progress Comments:** Melton Jobs Hub has had 158 new jobseekers, 3 new employers and over 1400 jobs in quarter 1 2024/25

*Last Updated: 10-Oct-2024*

**4.3 A City with a diversity of local job opportunities with an increasing number of residents locally employed.**

**4.3.3 Partner with community organisations and the employment and education sectors to identify skill shortages and advocate for employment pathways.**

Action Title: 4.3.3.1 Work with Victoria University through Council's Memorandum of Understanding to provide spaces and resources to support the delivery of accredited and job-ready learning programs at Council libraries.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


**Action Progress Comments:** The Libraries and Victoria University (VU) partnership program, Your Career Your Way, which is designed to provide career and training opportunities for locals was delivered at Caroline Springs this quarter. The program ran for 8 weeks with 22 participants enrolled for each session.

VU delivered 2 onsite Saturday sessions at Melton Library and Learning Hub for 27 residents enrolled in the Bachelor of Early Childhood Education.

17 local VU students enrolled in the Diploma of Early Childhood Education attended 29 full day classes at Melton Library and Learning Hub.

*Last Updated: 21-Oct-2024*

Action Title: 4.3.3.2 Work in partnership with local education and community service organisations to identify and respond to skills shortages leading to employment pathways.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Community Participation & Connection	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


**Action Progress Comments:** Officers are exploring opportunities to support structured workplace learning in partnership with Future Connect for young people across community and recreation facilities. Officers were successful in obtaining funding to deliver a program supporting women and CALD community members to obtain accredited qualifications for the warehousing, logistics and construction industry. The program will also provide participants with a networking opportunity with local employers in the construction and warehousing sector.

*Last Updated: 10-Oct-2024*

**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: 4.4.1.4 Extend library outreach services with the implementation of a Mobile Library Service with support from the Living Libraries Infrastructure Funding Program.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

**Action Progress Comments:** Melton City Council received a grant from the Living Libraries Infrastructure program to help fund a Mobile Library Van. This quarter, the Procurement and Fleet teams have been engaged to source the preferred vehicle. A specialist fit-out company has been selected to undertake works to operationalise the vehicle.


*Last Updated: 02-Oct-2024*

**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: 6.1.1.10 Develop a Customer Experience Strategy that focuses on enhancing end-to-end customer journey expectations and fosters a customer-centric organisation.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Customer Experience	In Progress	01-Jul-2024	30-Jun-2025	15%	15.00%	 GREEN

**Action Progress Comments:** Foundational work for the development of the Customer Experience Strategy is currently underway, including completion of a Customer Experience Maturity Assessment and Benchmarking Survey. The results are currently being discussed with teams across the organisation to identify opportunities for improvement.

*Last Updated: 16-Oct-2024*

Action Title: 6.1.1.11 Implement workplace People Leader development program.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
People and Customer	Completed	01-Jul-2024	30-Jun-2025	100%	25.00%	 GREEN


**Action Progress Comments:** A workplace People Leader Development Program has been implemented, including three People Leader Forums held to date and regular Senior Leadership Team (Executives and Managers) Sessions. Council has also implemented the Juno Adaptive Leaders Program for up and coming leaders.

*Last Updated: 16-Oct-2024*

**6.2 An adaptive, innovative and creative organisation.**

**6.2.2 Invest in new and emerging technology that supports innovation.**


Action Title: 6.2.2.3 Continue implementation of an enhanced WiFi solution across community sites, ensuring that the community can access reliable and secure internet services seamlessly.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Technology	In Progress	01-Jul-2024	30-Jun-2025	5%	0.00%	 GREEN

**Action Progress Comments:** Planning has commenced to enhance public Wi-Fi speed and reliability starting at the Melton and Caroline Springs Libraries. It is expected that the planned completion date of 30/06/25 will be met.

*Last Updated: 16-Oct-2024*

Action Title: 6.2.2.4 Enhance cyber security measures to safeguard community information and Council data from potential threats and cyber-attacks.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Technology	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

**Action Progress Comments:** Several projects to enhance cyber security measures and protect council data have commenced and are tracking to plan.

*Last Updated: 16-Oct-2024*



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

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

Action Title: 6.3.1.6 Develop and implement a centralised external grants function that maximises and streamlines opportunities to secure investment for Council services, programs and infrastructure delivery.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

**Action Progress Comments:** The scope of the centralised grants function has been developed and recruitment is under way to engage a resource to commence implementation.

*Last Updated: 16-Oct-2024*

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

Action Title: 6.3.4.3 Develop and implement new Councillor Induction Program within legislative timeframes.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	In Progress	01-Jul-2024	30-Jun-2025	30%	25.00%	 GREEN

**Action Progress Comments:** The Councillor Induction Plan has been developed and will be implemented once the new Council has been elected and taken office.

*Last Updated: 16-Oct-2024*

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

Action Title: 6.3.5.3 Implement a targeted advocacy engagement program with State and Federal Departments to strengthen strategic partnerships and investment planning.

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy & Government Relations	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


**Action Progress Comments:** Council has submitted funding applications with the Federal Government through the Thriving Suburbs and Housing Support programs for the Plumpton Aquatic and Leisure Centre Project, the Cobblebank Community Services Hub Project and active transport. Council has also worked in partnership with Djerriwarrh Community and Education Services and Victoria University on an application for funding for a University Study Hub in Melton. Additionally, Council met with the Federal Member for Hawke and department representatives from both State and Federal Governments to progress discussions on the need for investment in the City of Melton for infrastructure and services.

*Last Updated: 16-Oct-2024*

**6.4 An organisation that celebrates diversity and inclusion.**

**6.4.2 Strengthen the organisation's commitment to gender equity.**

Action Title: 6.4.2.3 Develop a new workplace Gender Equality Action Plan (GEAP).

Responsible Service Profile	Status	Start Date	End Date	% Complete	Target	On Target %
People and Customer	Not Started	01-Jul-2024	30-Jun-2025	0%	0.00%	 GREEN

**Action Progress Comments:** Work on the development of the new workplace Gender Equality Action Plan is scheduled to commence in Quarter 2 of 2024/25.

*Last Updated: 16-Oct-2024*

## **12.2 MELTON CITY COUNCIL COMMUNITY GRANT AND FUND PROGRAM UPDATE OCTOBER 2024**

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

### **PURPOSE OF REPORT**

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

### **RECOMMENDATION:**

That Council note the Community Grant and Fund Program Update.

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### **REPORT**

#### **1. Executive Summary**

Council's Community Grant and Fund Program commenced in March 2024 with the first two rounds of funding already approved. Applications for the third community grants and fund program round were accepted from 1 July to 31 August 2024.

A total of twelve (12) applications were submitted by the closing date. Ten (10) applications met the criteria for assessment and ten (10) of those applications were recommended for funding totalling \$37,700.60. This is another strong round of funding, evidence that the new program and user-friendly processes implemented are having an impact for the community.

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

In addition to this round of the Community Grants Program, Council officers continued to receive and process eligible Community Fund applications including Resident Achievement and New Group Fund applications. Since 1 March 2024 a total of forty-eight (48) Resident Achievement Fund applications have been approved to a total value of \$47,971.84 as well as seven (7) New Group establishment applications to a value of \$14,947.07. Additionally, in August 2024 officers administered the Mayoral Charity Fund which allocated a total of \$40,020 to twenty-one (21) small scale community projects, activities, events and the purchase of vital equipment.

#### **2. Background/Issues**

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

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

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

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

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

The July/August 2024 Community Grants round opened on 1 July 2024 and closed on 31 August 2024. Applications were assessed against the Council adopted Community Grants and Fund Policy to ensure consistency with adopted policy and procedures.

### Grant Assessment

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

The Assessment Panel deliberates on funding allocations during their meetings, and recommendations require formal approval from Melton City Council's Chief Executive Officer (CEO). The table below lists the grants awarded funding in the July/August round. When applications are ineligible and there is sufficient time before the grant round deadline to address issues with the application, Officers assist applicants by supporting them to correct and resubmit their applications. If applications remain ineligible by the grant round deadline, the updated Grants program allows applicants to promptly resubmit for the following round (**Appendix 1**).

## 3. Council and Wellbeing Plan Reference and Policy Reference

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

1. A safe City that is socially and culturally connected

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

## 4. Financial Considerations

A total of \$47,971.84 has been awarded this financial year through the Community grant program of Council. Additionally, \$41,458.49 has been provided this financial year through Council's community funding streams, plus \$40,020.00 as part of the Mayoral Charity Fund.

Community Grant/Fund	FY24/25 Budget	YTD Spend	Budget Spent (%)
Community Grants	\$275,000	\$47,971.84	17%
New Groups Fund	\$20,000	\$14,947.07	75%
Resident Achievement Fund	\$40,000	\$13,450.00	34%
FairGo 4 Youth Fund	\$100,000	\$13,061.42	13%
<b>Total Spend (Grants/Funds)</b>	<b>\$435,000</b>	<b>\$89,430.33</b>	<b>21%</b>

## 5. Consultation/Public Submissions

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

- Directly supported more than 20 community organisations to develop and/or improve grant applications
- Presentation at internal meetings including Libraries (11 July)
- Diggers Rest – Meet the Community Sessions on 7, 15 & 17 August
- Attendance at the Empowering Communities End of Project Celebration to promote program on 22 August
- Hosted a Get to know Community Grants Session on 27 August at Melton Library
- Promotion at Melton Learning Festival on 31 August
- Community Grant Program overview to CEO of Killara Foundation at Mt. Atkinson
- Community Grant/Funds overview at Daughters of the West “What’s in your backyard” sessions at Cobblebank Stadium & Fraser Rise Community Centre
- Promotion via Community Involvement E-newsletter prior to caretaker period

## 6. Risk Analysis

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

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

## 7. Options

Council has the option to:

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

## LIST OF APPENDICES

1. July/August 2024 Round - Recommended Grant Applications - **CONFIDENTIAL**  
Confidential pursuant to Section 3(1)(f) of the *Local Government Act 2020*.

## 12.3 COUNCILLOR REPRESENTATION NOMINATIONS ON COMMITTEES AND OTHER BODIES 2024/2025

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

### PURPOSE OF REPORT

To present Councillor representation nominations for select committees of Council and other bodies for the approval of Council for the 2024 / 2025 year.

### RECOMMENDATION:

That Council appoint:

1. Cr \_\_\_\_\_ to the LeadWest Joint Delegated Committee and Cr \_\_\_\_\_ as a substitute representative for the LeadWest Joint Delegated Committee.
2. Cr \_\_\_\_\_ and Cr \_\_\_\_\_ to Council's Audit and Risk Committee.
3. Cr \_\_\_\_\_ as a delegate to the Municipal Association of Victoria and Cr \_\_\_\_\_ as a substitute delegate to the Municipal Association of Victoria.

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### REPORT

#### 1. Executive Summary

The appointment of Councillors as representatives on delegated committees, advisory committees, and external bodies plays an integral part in Councillors exercising their representation and advocacy responsibilities on behalf of the community.

It is an established practice to annually review the Councillor representation on delegated committees, advisory committees, and external organisations. This process allows Councillors the opportunity to consider a select number of committees and groups on which they are able to represent Council for the forthcoming year.

The following committees and other bodies require councillor representatives to be appointed for the 2024/25 Municipal Year:

- Leadwest Joint Delegated Committee
- Audit and Risk Committee
- Municipal Association of Victoria

#### 2. Background/Issues

Representation on Council committees and on external organisations plays an essential role in policy development, advocacy, planning and provision of a wide range of services directly relevant to the community and provides a framework for Council to receive community feedback and external advice.

The *Local Government Act 2020* (the Act) provides for Delegated Committees (which include joint delegated committees). Delegated Committees of Council have delegated power from the Council as set out in an Instrument of Delegation. The Instrument outlines the extent and limitations of the Delegated Committee's powers and functions with these to be exercised in accordance with the guidelines or policies adopted by the Council.

The role, composition, and operating arrangements for Delegated Committees are set out in their respective Terms of Reference.

The Audit and Risk Committee is required by and established pursuant to section 53 of the Act. The Audit and Risk Committee is not a delegated committee. It provides advice to Council in accordance with sections 53 and 54 of the Act and the Audit and Risk Committee Charter adopted by Council on 28 August 2023.

Finally, there are organisations external to Council that also include representation of Council by Councillors or Council officers. Councillors and Council officers appointed to these groups/committees have a responsibility to report to Council. These reports can be in writing in the form of minutes of the meetings. Where there are no Council Officers present or minutes taken, items of significance from those meetings can be read into the minutes of the Council meeting via a short verbal report.

### **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**

Costs associated with Councillor representation on committees and external bodies are borne through normal budget estimates each financial year.

### **5. Consultation/Public Submissions**

No public consultation is required.

### **6. Risk Analysis**

Not Applicable.

### **7. Options**

Council may adopt and endorse Councillors to represent Council on select committees and other external bodies for the 2024/2025 year.

### **LIST OF APPENDICES**

Nil

## 12.4 LEADWEST JOINT DELEGATED COMMITTEE MINUTES

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

### PURPOSE OF REPORT

To present the unconfirmed minutes of the LeadWest Joint Delegated Committee held on 11 September 2024.

### RECOMMENDATION:

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 11 September 2024, provided as **Appendix 1** to this report.

---

### REPORT

#### 1. Executive Summary

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

The minutes attached to this report are the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 11 September 2024.

#### 2. Background/Issues

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

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

Attached to this report are the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 11 September 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**

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

#### **5. Consultation/Public Submissions**

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

#### **6. Risk Analysis**

Nil.

#### **7. Options**

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

### **LIST OF APPENDICES**

1. LeadWest Unconfirmed Minutes dated 11 September 2024



# MINUTES

## LeadWest Joint Delegated Committee 11 September 2024

	Meeting Details
<b>Date</b>	Wednesday 11 September 2024
<b>Time</b>	3:00pm – 5:00pm
<b>Location</b>	Via ZOOM
<b>Chair</b>	Cr Sophie Ramsey (Melton)
<b>Conflict of Interest</b>	None
<b>Minutes</b>	Ms Hillary Hastings, Executive Officer, LeadWest
File ref	24/384659

Item No.	Summary Agenda Items
1.	<b>Welcome</b> , Acknowledgement & Apologies
2.	<b>Conflict of Interest</b>
3.	<b>Previous Minutes</b> from meeting held 19 June 2024
4.	<b>Actions arising</b> from previous meeting.
5.	<b>Presentation:</b> Commissioned Research Data Findings Ms Lucy Kozlowski CPR Consultants, Partner (The Civic Partnership) Mr James Schiphorst, Senior Adviser, CPR Mr Chris Kibell, Advisor, CPR
6.	<b>Strategic Plan 2024/2026</b> for endorsement
7.	<b>LeadWest Advocacy</b> 7.1 MP Roundtable event 7.2 Using the CPR data 7.3 Federal Election Advocacy 7.4 Campaigns going forward: Community Facing 7.5 Media 7.6 Active transport: Cycle Connectivity Regional working group update
8	<b>Position Statements</b> Review of position statements as a standing agenda item.
9	<b>Presentation:</b> Dr Nerina Di Lorenzo, Melbourne Water



## Minutes from LeadWest Joint Delegated Committee meeting 11 September 2024

### 10 Finance Report

### 11 Highlights

### 12 Other Business

Election period,  
Council Elections  
New LW Committee members

#### Closed at 4:46pm

Next Meeting date: 11 December 2024

## Minutes from meeting 11 September 2024

### Attendees

### Committee Members

Ms Celia Haddock, Maribyrnong City Council  
Cr Bernadette Thomas, Maribyrnong City Council  
Roslyn Wai, Melton City Council  
Cr Sophie Ramsey, Melton City Council  
Cr Peter Maynard, Wyndham City Council  
Ms Georgie Hill, Proxy for Fiona Blair Brimbank  
Cr Jai Papalia, Brimbank City Council  
Hillary Hastings, Executive Officer LeadWest

### Guests

Josh Chivers, Maribyrnong City Council  
Pauline Hobbs, Melton City Council  
Elie Khalil, Brimbank City Council  
Dr Nerina Di Lorenzo, Melbourne Water  
Lucy Kozlowski CPR Consultants  
James Schiphorst, CPR Consultants  
Chris Kibell, CPR Consultants

### Chair

Cr Sophie Ramsey

### Minutes

Hillary Hastings, Executive Officer LeadWest

### 1.

#### Welcome and Acknowledgement

#### Item 1 Welcome, Acknowledgement and Apologies

The Chair opened the meeting at 3:09pm.

The Chair acknowledged and recognised Aboriginal and Torres Strait Islander people as the first peoples and Traditional Owners and custodians of the land and waterways on which we live and paid respects to Elders past, present and future.

The Chair welcomed LeadWest committee members and guests to the meeting.



## Minutes from LeadWest Joint Delegated Committee meeting 11 September 2024

<p><b>Apologies</b></p>	<p>The Chair noted apologies were received from:</p> <p>Fiona Blair Brimbank City Council Mr Aaron van Egmond, Hobsons Bay City Council Mr Stephen Wall, Wyndham City Council Cr Diana Grima, Hobsons Bay City Council</p>
<p><b>2. Conflicts of interest</b></p>	<p><b>Item 2 Conflict of Interest</b> (To be declared in accordance with the 'Local Government Act 2020)</p> <p>No conflicts of interest were declared.</p>
<p><b>3. Minutes from the meeting held 19 June 2024</b></p>	<p><b>Item 3 Previous Minutes</b></p> <p>The minutes from the meeting held 19 June 2024 were adopted without amendment.</p> <p><b>Moved:</b> Cr Peter Maynard <b>Seconded:</b> Celia Haddock <b>Carried:</b> Yes</p>
<p><b>4. Actions</b></p>	<p><b>Item 4 Actions</b></p> <p>The action items from the previous meeting were listed.</p> <p>All have been successfully actioned. There were no follow up questions.</p>
<p><b>5. Presentation by CPR</b></p>	<p><b>Item 5 Research Project finding on Government Spending on West Vs other regions.</b></p> <p>At the previous meeting LeadWest decided to commission research on government investments in Melbourne's west versus other parts of Melbourne. The rationale was to provide the evidence to advocate that the west receives its fair share.</p> <p>The Consultants <b>CPR</b> presented their findings and recommendations and there was an opportunity for questions.</p> <p>The data can be used for media purposes and advocacy ahead of the next Federal election as well as in our conversations with political decision makers.</p> <p><b>The findings and recommendations remain confidential and not for external use until advocacy strategy is set.</b></p> <p>Celia Haddock would like to know of data on health spend in the west compared to rest of Melbourne. What can we access from Western Health?</p>



Minutes from LeadWest Joint Delegated Committee meeting  
11 September 2024

	<p>The Chair thanked the consultants for their work on this project.</p> <p><b>Action:</b> The LeadWest Advocacy Officers Group (AOG) will discuss the findings and develop a strategy for best using the research in LeadWest Advocacy. The Chair requested the AOG to also work with their respective CEOs to develop next steps.</p> <p><b>Action:</b> Source data from Western Health re health stats</p>
<p><b>6. Strategic Plan</b></p>	<p><b>Item 6 Strategic Plan 2024/2026</b></p> <p>The Plan is for 2024/2026. The Advocacy Officers and committee members have spent considerable time reviewing and updating the LeadWest Strategic Plan, with each revision circulated for feedback.</p> <p>The final document in a print ready version was included in the agenda papers. The revised plan reflects external changes that have occurred in our fast-moving environment. Additionally, this revised plan has been scaled down to be achievable and relevant.</p> <p><b>Motion</b> That the committee endorses and adopts the revised LeadWest Strategic Plan 2024-2026</p> <p><b>Mover:</b> Cr Peter Maynard <b>Seconded:</b> Cr Jai Papalia <b>Carried:</b> Yes</p>
<p><b>7. Advocacy</b></p>	<p><b>Item 7 LeadWest Advocacy</b> <b>7.1 MP Roundtable event</b></p> <p>The feedback from the roundtable with Treasurer Tim Pallas MP was positive. The Treasurer was generous with his time. Providing the questions in advance ensured strong and detailed answers. The Chair thanked all those involved in organising the event.</p> <p><b>Items 7.2, 7.3 and 7.4 are closely connected and therefore discussed as a lot.</b></p> <p><b>1.1 Using the CPR data</b></p> <p>The research data provides strong advocacy support as evidence-based statements. The data is also beneficial for use in media releases. CPR suggested that none of this information is new to the State Government, as the information was gained from their sources, but puts a clear spotlight on inequitable spending and infrastructure delivery.</p> <p><b>1.2 Federal Election Advocacy &amp; 7.4 Campaigns going forward: Community Facing</b> <b>Action:</b> The LW AOG will develop recommendations for the above and work with their CEOs on agreement of strategy. This will be brought back to the next committee meeting for discussion and agreement on campaigns going forward.</p>



## Minutes from LeadWest Joint Delegated Committee meeting 11 September 2024

	<p><b>7.5 Media</b></p> <p>The Chair said it was pleasing that we have significantly more of our advocacy issues in the media. There was a considerable increase in media hits from last year. There have been 37 media articles related to our advocacy this year. The better buses issue is still hot in the media and seems to be gaining momentum. Additionally, it was noted that LeadWest received three mentions in Parliament, most notably Minister Natalie Hutchins mentioned the positive work of LeadWest in Parliament on 15 August. The Chair read the Hansard excerpt which highlighted the need for strong advocacy for addressing the growing needs of the west, particularly improving transport connectivity.</p> <p><b>7.6 Active transport: Cycle Connectivity Regional working group update</b></p> <p>West Trails Regional Group (internal) has been established as a reference group to LW. The purpose for the project is to achieve a network of regional trails and Cycling infrastructure within Western Metropolitan Melbourne that provides a quality experience for all users and a range of social, health, environment, tourism, and economic benefits.</p> <p>The Executive Officer gave a progress update:</p> <ul style="list-style-type: none"> <li>▪ The group has established a Terms of Reference.</li> <li>▪ As of 10 July, 13 Projects completed or on track.</li> <li>▪ EO will circulate the updated action plan which details each project and status.</li> </ul>
<p><b>8. Position Statements</b></p>	<p><b>Item 8 Suite of Position Statements for Review</b></p> <p>The review of position statements is now a standing agenda item. They are updated in collaboration with the Advocacy Advisers and CEOs from each of the member councils.</p> <p>Refreshed statements were included in the agenda papers.</p> <ol style="list-style-type: none"> <li>1. Overarching (About LeadWest)</li> <li>2. A Regional Youth Mental Health Program</li> <li>3. Active and Public Transport Networks</li> <li>4. Funding the Outer Metropolitan Ring (OMR Road and Rail)</li> <li>5. Sunshine Precinct (and Airport Rail)</li> <li>6. East Werribee Precinct (new)</li> <li>7. Funding a Wetlands Centre in Hobsons Bay</li> <li>8. Creative West</li> <li>9. WIFT</li> <li>10. Housing Targets (new)</li> </ol> <p>A draft background on the position statement for Housing Targets was included in the agenda papers. The Executive Officer advised the committee that this statement would be further worked on with the AOG on 3 October and a further draft will be circulated to the CEOs before discussion and approval for inclusion in the suite of LeadWest Position Statements.</p> <p><b>Action:</b> Advocacy Advisors Group to prepare an agreed position statement on Housing Targets for endorsement at next meeting.</p>



**Minutes from LeadWest Joint Delegated Committee  
meeting  
11 September 2024**

<p><b>9. Presentation</b></p>	<p><b>Item 9 Presentation</b></p> <p>The Chair warmly welcomed Dr Nerina Di Lorenzo, Managing Director of Melbourne Water. Dr Di Lorenzo has over 20 years' experience in Local Government including 5 years as CEO of Moreland City Council. Her experience gives her a good understanding of LeadWest's role and the needs and issues in the west.</p> <p>The presentation focused on Melbourne Water's responsibilities and work in the west including the housing road map, the recent severe flooding in our region, especially Maribyrnong, the concerns with the west being drier than other parts of Melbourne, exacerbated by the water flow from East to West and the western water treatment plant.</p> <p>Dr Di Lorenzo was keen to hear from LeadWest members about how Melbourne Water can help, what do they need to know from our region, how they can assist with LW advocacy and offered their support when seeking funding for projects.</p>
<p><b>10 Finance</b></p>	<p><b>Item 10 Operations &amp; Finance Report</b></p> <p>The Executive Officer provided an update for the purpose of performance and financial position. This included:</p> <ul style="list-style-type: none"> <li>▪ Operational Account details YTD</li> <li>▪ Tracking to Budget</li> <li>▪ Trust Account transactions and balance.</li> </ul> <p>The Executive Officer advised that at the end of the last financial year there was a rollover of unspent funds from the operational account to the Trust Account.</p> <p><b>Motion:</b> That the committee accepts the Finance report as included in agenda papers.</p> <p><b>Mover:</b> Cr Peter Maynard</p> <p><b>Seconded:</b> Cr Jai Papalia</p> <p><b>Carried:</b> Yes</p>
<p><b>Item 11</b></p>	<p><b>Item 11 Highlights</b></p> <p>As this may be the last meeting for some of our councillors (subject to the council elections in October) the Executive Officer presented the key highlights of the previous year.</p> <p><b>Action:</b> The Chair asked for this list to be circulated to members.</p>
<p><b>Item 12</b></p>	<p><b>Item 12 Other Business</b></p> <p><b>Election period</b></p> <p>The September LeadWest Committee meeting was brought forward by one week to align with the new Council election dates. The Chair asked what has been put in place to cover the election (caretaker) period. The EO reminded committee that it was agreed at the last meeting that the CEOs would act as LW spokespersons (relative to the issue being in their Council) if required.</p> <p><b>Council Elections</b></p> <p>The Chair thanked all Councillor Reps for their valued contribution to LeadWest this year. She also extended best wishes to any Councillors standing again for election.</p>



Minutes from LeadWest Joint Delegated Committee meeting  
11 September 2024

	<p><b>New LW Committee members</b> It is hoped that each member council appoints its LeadWest delegate by the December meeting. If so, the 2025 LW Chair and Deputy will be elected at this meeting. The EO will prepare an induction pack for any new Councillor delegates.</p>
<b>Close</b>	<p>The Chair again thanked all the members of LeadWest for their ongoing work and commitment. The Chair closed the Meeting at 4:46pm Next meeting: 11 December (note 2025 will be sent shortly)</p>

**Actions Summary from meeting 11 September 2024**

**Item 5: Action 1:** The LeadWest Advocacy Officers Group (AOG) will discuss the findings and develop a strategy for best using the research in LeadWest Advocacy. The Chair requested the AOG to also work with their respective CEOs to develop next steps. **Action 2:** Source data from Western Health re health stats

**Item 7: Action:** The LW AOG will develop recommendations for Federal Election Advocacy & campaigns going forward and work with their CEOs on agreement of strategy.

**Item 8 Action:** Advocacy Advisors Group to prepare an agreed position statement on Housing Targets for endorsement at next meeting.

**Item 11: Action:** The Chair asked for the list of highlights to be circulated to members.

## 12.5 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Emma Middlebrook - Acting 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 meeting, provided as **Appendix 1** to this report, and adopt the recommendations arising within the Minutes:

1. Disability Advisory Committee Minutes – 5 September 2024

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### REPORT

#### 1. Executive Summary

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

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

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

#### 2. Background/Issues

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

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

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The Councillor representation on Advisory Committees for the 2023/24 municipal year was approved by Council at its Scheduled Meetings on 2 and 27 November 2023.

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

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

Appendix	Advisory Committee	Meeting Date
1.	Disability Advisory Committee Minutes	5 September 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. Disability Advisory Committee Minutes dated 5 September 2024



# MINUTES

## DISABILITY ADVISORY COMMITTEE

Held on 5 September 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.	1:37 p.m.
Cr J Shannon	Councillor	12:12 p.m.	1:37 p.m.
T Scoble	Director, City Life	12:00 p.m.	1:37 p.m.
C Cramer	Manager Community Care and Active Living	12:00 p.m.	1:37 p.m.
A Tan	Coordinator Community Wellbeing and Inclusion	12:00 p.m.	1:37 p.m.
N Migani-Roberts	Advocacy and Inclusion Officer	12:00 p.m.	1:37 p.m.
H Sayers	Community Representative	12:00 p.m.	1:37 p.m.
L Campbell	Community Representative	12:00 p.m.	1:37 p.m.
A Power	Community Representative		

### Guests:

L Shea	Council Officer - Social Connections Team Leader	12:00 p.m.	1:37 p.m.
J Walker	Council Officer - Project Officer	12:00 p.m.	1:37 p.m.
F Rios-Rodriguez	Council Officer – Team Leader Engagement and Activation	12:00 p.m.	1:37 p.m.

**Quorum:** A minimum of fifty (50) % committee attendance is required for a meeting to proceed

**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  
R. Wai - Chief Executive Officer  
Cr. Ramsey - Councillor  
M. Hutchinson - Design and Investigations Coordinator  
A. Alfonzo – Community Representative



## MINUTES

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

Nil

### 4. Confirmation of minutes of previous meeting

N. Migani-Roberts confirmed the minutes of the August 2024 DAC meeting were endorsed at the Council meeting, held August 26, 2024.

### 5. Actions from previous minutes

N. Migani-Roberts confirmed that there were no outstanding actions from the August DAC meeting.

### 6. Melton Care Expo

L. Shea, Social Connections Team Leader and J. Walker, Project Officer presented an update on the Melton Care Expo.

The committee were informed that the Melton Care Expo will take place on Friday 18 October 2024, to be held at Cobblebank Stadium from 10:00 am till 2:00 p.m. Due to this event occurring during Council's Election period, information was provided about restrictions and changes that will take place including the DAC Community Representatives no longer being required to assist with survey's during the event.

#### Action:

N. Migani-Roberts to email the Care Expo flyer to the Committee.

N. Migani-Roberts to invite J. Walker to the December DAC meeting to provide an update on the Care Expo.

### 7. Young Communities

F. Rios-Rodriguez – Team Leader Engagement and Activation presented an update on Young Communities and their involvement with The Dharra and Melton Specialist Schools.

### 8. Advocacy and Inclusion Officer Update

#### Disability Awareness Training

N. Migani-Roberts confirmed that mandatory Disability Awareness Training was delivered to all Council's People Leaders. Online learning modules will be rolled out to all staff across Council later this year.

#### Community Achievement Awards

N. Migani-Roberts provided an update on the Community Achievement Awards to the Committee. The celebration evening took place on Tuesday 3 September, with Ravinder Kaur being awarded the Disability Access and Inclusion Award.

#### Business Excellence Awards

N. Migani-Roberts attended the Melton Business Excellence Awards, held on Wednesday 4 September. N. Migani-Roberts confirmed that Autism Goals was awarded the Business Excellence Award for Disability Inclusion Initiative.

#### The First Anniversary of the findings of the Disability Royal Commission Report - Event



## MINUTES

N. Migani-Roberts announced that on Monday September 30, Melton City Council will be acknowledging the significance of the first anniversary of the findings of The Disability Royal Commissions. Council will be hosting an event with the guest speaker Nicole Lee and a flag raising ceremony.

N. Migani-Roberts spoke of the importance of the DAC Committee attending this event.

### Action:

N. Migani-Roberts to email the event flyer to the Committee.

### Marveloo

N. Migani-Roberts informed that on Tuesday 3 September, City of Melton Mayor Cr Kathy Majdlik, State Government Minister for Disability Lizzie Blandthorn and State Member for Melton Steve McGhie MP attended a photo opportunity for the Marveloo.

### 9. Director City Life Update

T. Scoble provided an update on Disability Support Services from Scope Australia. Council has received further information regarding the Communication Access Symbol accreditation. Currently in discussions with Scope on implementing the Communication Access Symbol across the organisation. With the establishment of a new Diversity and Inclusion team we will be seeking to ensure our communications are more accessible.

The committee were informed about the Inclusive Local Communities for Children with Disability and their Families Action Plan. Council has received the Local Government Action Plan from the Association for Children with a disability. The action plan was informed by families and developed to highlight the important role local Council's play in the lives of children with disability and their families.

Officers are now working through the plan to assess what actions are currently being implemented consistent with the plan and what the opportunities are for us as a Council to support the plan. The plan will be provided to all members.

### 10. Business Arising

Nil

### 11. General Business

H. Sayers, Community Representative, informed of an initiative the students at the Dharra School are delivering.

L. Campbell, Community Representative, inquired regarding the expression of interests for the appointment of the Committee for the new term.

Cr. L Carli thanked the Committee on behalf of Cr. K Majdlik, Cr. Ramsey and Cr. Shannon for their commitment and dedication towards improving accessibility and inclusion for people with disability and carers.



## MINUTES

**Action:**

N. Migani-Roberts to email the Committee and Community Care and Active Living the Dharra School students initiative flyer and to circulate.

N. Migani-Roberts to keep the Committee informed of any updates regarding expressions of interest for the DAC Committee term.

**12. Next Meeting**

Date: Thursday 5 December 2024

Time: 12.00 p.m. – 2.00 p.m.

Location: Melton Library and Learning Hub, Corr Room, Level 1.

**13. Close of business**

The meeting concluded at 1:37 p.m.

**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 937 (CR VANDENBERG) - LEAKES ROAD TEMPORARY TRAFFIC LIGHTS****Councillor: Ashleigh Vandenberg**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 25 November 2024:

**MOTION:**

For Council to provide a report back to Council of the process and costings to place temporary traffic lights for the Leakes Rd Interchange to be used in peak hour times.

**COUNCILLOR PREAMBLE:**

Leakes road has been a highly raised topic throughout the election for both myself and Cr Zada as well as Cr Abboushi. While Leakes Road interchange is a State Government responsibility, but it wouldn't be the first time we have come together for a solution or step up when the state government can't for whatever reason.

**OFFICER'S COMMENTS:**

The Leakes Rd interchange is a State Government responsibility, and therefore Council has no jurisdiction to install infrastructure at the site and would be unable to undertake the proposed works.

**14.2 NOTICE OF MOTION 938 (CR VANDENBERG) - ROCKBANK STATION  
TEMPORARY PARKING****Councillor: Ashleigh Vandenberg**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 25 November 2024:

**MOTION:**

For Council to receive a report at a future Council Meeting, outlining available Council land options within a 5km radius of Rockbank Station for use as a temporary car park, with the report to include the costing for any remediation or construction costs.

**COUNCILLOR PREAMBLE:**

During my door knocking many residents raised the need for increased parking at Rockbank station and while this is a state government matter it wouldn't be the first time a council worked with state government to support our community. While we wait for state government to expand the public car park council can help by utilising it's own vacant land to provide that need. Residents shouldn't be getting fined trying to get to work to feed their families and keep a roof over their heads. As a council we must do as much as possible to ensure our residents success.

**OFFICER'S COMMENTS:**

The provision of car parking at train stations is the responsibility of the State Government. The availability of Council land and the cost of works can be provided for Council consideration, noting however that it is not a Council responsibility.



**14.3 NOTICE OF MOTION 939 (CR VANDENBERG) - SOUND WALLS COST ESTIMATES****Councillor: Ashleigh Vandenberg**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 25 November 2024:

**MOTION:**

For Council to receive a report outlining the cost of constructing a sound wall for the Silverdale Estate and Universal Circuit Estate for consideration as part of the 2025/26 Council Budget.

**OFFICER'S COMMENTS:**

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

**15. URGENT BUSINESS**

## 16. 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:

#### 16.1 Land Acquisition - Fraser Rise

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**17. CLOSE OF BUSINESS**