



## MINUTES

### POLICY REVIEW PANEL

held on 26 June 2017 at 1.00pm in Civic Room 2, Melton Civic Centre

**Present:** Cr Ramsey, Mayor  
Cr Carli  
Cr Hardy  
Cr Majdlik (arrived at 1.15pm)  
Ms C Denyer, Manager Legal & Governance  
Ms T Spiteri, Governance Coordinator

**Chairperson:** Cr Ramsey, Mayor

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**1. Welcome**

**2. Apologies**

Nil

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

Nil

**4. Confirmation of the previous minutes**

That the minutes of the Policy Review Panel held on 15 December 2016, adopted by Council 6 February 2017 be accepted.

**5. Business Arising**

Nil

**6. General Business**

**6.1 Graffiti Management Policy (revised)**

*Presented Miles Saunders, Acting Team Leader Graffiti Response and Donna Schembri, Coordinator Waste Services*

The Graffiti Management Policy outlines Council's approach to illegal graffiti, prevention and removal within the municipality.

The policy has been updated and reviewed in accordance with the *Graffiti Prevention Act 2007* and Council's General Local Law (2015) to ensure clarity for the community and staff in implementing the Policy.

The Policy is currently available on Council's website and will be updated once endorsed by Council.

**Recommendation:**

Cr Majdlik/Cr Carli

That Council adopts the *Graffiti Management Policy* as attached to these minutes.



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### 6.2 Asset Valuation & Revaluation Policy (revised)

*Presented by Sam Rumoro – Manager Finance.*

As a result of general review, a number of low risk recommendations were received from the Victorian Auditor-General's Office (VAGO) to improve Council's *Asset Valuation & Revaluation Policy*.

A review to the policy has been conducted and amendments completed including updates to:

- the frequency and method of evaluation
- responsibility and accountability section
- the condition and revaluation schedule (Appendix A).

The policy complies with the *Local Government Act 1989*, Australian Accounting Standards and VAGO.

#### Recommendation:

Cr Hardy/Carli

That Council adopts the *Asset Valuation & Revaluation Policy* as attached to these minutes.

### 6.3 Transport Community Reference Group – Terms of Reference (new)

*Presented by Matt Milbourne – Senior Strategic Planner*

The *Transport Community Reference Group (TCRG) – Terms of Reference (ToR)* has been developed as an action (5.9) arising from the *Moving Melton – Melton City Council's Integrated Transport Strategy* adopted by Council 15 December 2015.

The TCRG will be established to assist Council in:

- Prioritising actions from Council's Integrated Transport Strategy
- Developing and promoting advocacy campaigns to the State and Federal Governments
- Responding to relevant documents and plans

The Panel requested a minor amendment to 4.2.8 to the ToR regarding apologies received.

An expression of interest will be published calling for interested persons to apply once the Terms of Reference have been adopted by Council.

#### Recommendation:

Cr Majdlik/Cr Hardy

That Council adopts the *Transport Community Reference Group – Terms of Reference* as attached to these minutes.

### 6.4 Property Development Advisory Committee – Terms of Reference (revised)

The Property Development Advisory Group – Terms of Reference has been revised with the following key amendments:

- Membership
  - Include Mayor/Councillor in the event that the Mayor does not wish to be a member of the Committee
  - Updated Council Officer titles in accordance with the current organisational structure
- Frequency of meetings – from monthly to quarterly



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The Panel requested a further amendment to the membership of the Committee; in the event that there are a number of Councillors nominating to sit on the Committee, that preference be made to appointing one Councillor Representative from each Council ward.

**Recommendation:**

Cr Hardy/Cr Carli

That Council adopts the *Property Development Advisory Group – Terms of Reference* as attached to these minutes.

**6.5 Discussion – Councillor Safety**

The Panel recommended that this matter be referred to a Councillor briefing for a full discussion to take place with all Councillors in attendance.

**Action:**

T. Spiteri

That a time be scheduled at the next available Councillor briefing meeting to discuss Councillor Safety.

**7. Next Meeting**

24 August 2017, 10.00am - 12.00pm, Civic Room 2, Melton Civic Centre.

**8. Close of Business**

The meeting closed at 2.06pm.

	<b>Graffiti Management Policy</b>
<b>Version No.</b>	V2.0, 13 April 2017
<b>Endorsement</b>	Policy Review Panel, 26 June 2017
<b>Authorisation</b>	Council [insert date]
<b>Review date</b>	1 April 2019
<b>Responsible officer</b>	Operations Manager
<b>Policy owner</b>	Waste Services Coordinator

**1. Purpose**

To ensure an effective, coordinated and proactive approach to graffiti management through prevention, education, removal and enforcement.

**2. Scope**

This Policy outlines Council's approach to illegal graffiti prevention and associated removal and or responses within the capacity of Melton City Council's General Local Law and the *Graffiti Prevention Act 2007*.

While Council acknowledges the positive contribution of street art to express artistic creativity, the process and management of street art is not within the scope of this policy.

**3. Definitions**

Word/Term	Definition
Graffiti	Defined in the <i>Graffiti Prevention Act 2007</i> (the 'Act') as to 'write, draw, mark, scratch or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth.'
Offensive graffiti	Obscene in nature and has the potential to cause offence to the community or certain groups within the community. In particular, it often includes defamatory remarks or slurs about race and gender and includes offensive words, phrases or graphics.
Crime Prevention Through Environmental Design (CPTED)	A planning approach to deter criminal behaviour through the design of the built environment that leads to a reduction in the fear and incidence of crime.
Rapid Removal	Removal of graffiti within 24 to 48 hours of it occurring.
Inaccessible Graffiti	Graffiti that is not readily accessible and/or exposes graffiti response team members to unacceptable risks to health and safety.

Word/Term	Definition
Private Property	Any asset that is not owned by Melton City Council. The <i>Graffiti Prevention Act 2007</i> outlines the specific circumstances in which Council is permitted to enter private property
Visible by Public	Graffiti that is within view from a public road or park reserve at the discretion of the Operations Manager.
Tagging	A type of graffiti that commonly occurs on walls / fences, bridges, and service authority assets such as light poles, traffic signal devices etc. Tagging is generally indecipherable and sometimes gang related.
Murals	Usually occur on walls and fences and are generally within sight of high trafficable and high activity areas such as parks and reserves, skate parks, transport corridors, main roads etc.
Stenciling	Destructive form of graffiti that can be etched onto windows (particularly shops/businesses). Other types of stenciling are painted onto walls/fences and can carry messages which are either political or are concerning current social issues.
Tributes	Usually occur on walls, light poles, fences, road pavements, footpaths and local rocks as a declaration, or other acknowledgment of gratitude, respect or admiration to a person/s.
Legal Street Art	Refers to artistic work implemented with the permission of the person/authority who owns the surface/wall that the artwork is being presented, and with the permission of the local Council.

#### 4. Policy

Council recognises that the presence of graffiti can have negative effects on the community. Council also recognises the positive effects of legal street art which include:

- creating opportunities for local artists to develop their creativity and experience the artistic work of others
- contributing to the vibrancy of an area
- encouraging local pride
- supported legal street art that creates local identity, pride and character of local neighbourhoods and or the City.

Whilst negative impacts of graffiti include:

- economic impacts associated with the removal of graffiti
- contributing to poor perceptions of safety
- contributing to reduction in local pride via perceptions of cleanliness and the quality of the physical environment.

The objective of this policy is to minimise the negative impacts of illegal graffiti and recognise the need for a coordinated and multifaceted management approach to graffiti through:

1. Graffiti Prevention
2. Graffiti Education
3. Graffiti Removal and Enforcement
  - Council and public property and assets
  - Private property and assets.

#### **4.1 Graffiti Prevention**

Best practice graffiti reduction models, both nationally and internationally, recognise the importance of graffiti prevention. Council acknowledges that one of the effective strategies in graffiti prevention is active engagement and development of partnerships to develop a broader approach to the management and removal of graffiti across the municipality.

Council supports the following graffiti prevention principles:

- 4.1.1** Active engagement including engagement with young people to promote and provide appropriate avenues for creativity and skill development opportunities.
- 4.1.2** Ownership and community pride to enable influence, involvement and promote a sense of collective community confidence, safety and security.
- 4.1.3** Community education and information to ensure a whole of community proactive approach to graffiti prevention.
- 4.1.4** Partnership approach to support a coordinated response to develop solutions and opportunities for graffiti prevention, education, removal and enforcement.
- 4.1.5** Urban Design that contributes to a positive amenity.

Council will continue to implement and promote graffiti prevention strategies including:

- Through planning processes, developing safe and welcoming public spaces that improve perceptions of safety, encourage crime prevention and provide opportunity for positive social engagement via implementing CPTED principles. These include improved lighting, landscape plantings, surface finishes (i.e. texture and colour), and property maintenance.
- Use of murals in site appropriate locations that contribute to the amenity of the area and prevent illegal graffiti on the site.
- Rapid removal of graffiti. Prompt removal discourages the recurrence of graffiti, as it reduces exposure time of the graffiti and makes the graffiti physically easier to remove.
- Use of graffiti resistant materials or protective coatings to assist with removal.
- Utilising the Graffiti Offenders Program facilitated by the Department of Justice that places graffiti offenders managed by the Department of Justice within the municipality removing graffiti from allocated sites.

#### **4.2 Graffiti Education (Community education and the provision of support resources)**

Council recognises the role community education plays in empowering our community to appreciate and respond appropriately to impacts and opportunities associated with graffiti. As such, Council will continue to provide the following local empowerment initiatives:

**4.2.1 Graffiti Education and Preventions Initiatives**

From time to time Council will deliver graffiti prevention initiatives that connect community, increase participation, build capacity and local pride and ownership of the public realm (i.e. youth street art projects, local art projects including the use of murals and neighbourhood beautification initiatives). Some projects may relate to tributes/memorials and will be considered on a case by case basis.

**4.2.2 Report Graffiti**

Residents are encouraged to report graffiti on public and private property within the municipality.

Graffiti can be reported to Council in the following ways;

- 1) contact Customer Service on 9747 7200
- 2) Council's Website.

**4.2.3 Graffiti Removal Kits and Portable Removal Systems for residents**

Council will provide free graffiti removal kits and/or portable removal systems to enable residents to tackle graffiti in local communities, by making graffiti removal resources more readily available.

Graffiti removal kits are suitable for smaller jobs such as tags less than 1m<sup>2</sup>. Removal kits will include graffiti removal chemical, scrubbing brush and personal protective equipment. Larger jobs over 1m<sup>2</sup> will require the use of a graffiti removal systems which will include a small high pressure washer and graffiti removal chemicals.

Note: Resources are available to residential properties only.

Limits on the number kits and/or chemicals supplied to residents will be at the discretion of the Operations Manager. An induction on the safe use of these items may be required.

If residents do not want to remove the graffiti themselves, they can request assistance from Council, and provided the graffiti is visible from a public place and written consent is obtained in accordance with the Graffiti Prevention Act, Council may assist (Refer to definitions on page 1

**4.3 Graffiti Removal from Council and public property**

To manage the positive and negative effects of graffiti in our community, Council will proactively remove graffiti from Council or public property in a timely manner. Council will maintain a target of the rapid removal of offensive graffiti on Council property within 48 hours and of non-offensive graffiti within ten (10) working days.

To deter graffiti and support the apprehension of offenders, Council will maintain a record of graffiti in a central register prior.

**4.3.1 Graffiti removal on public art assets**

Public art refers to works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all. Where graffiti is located on public art assets, initial contact must be made with a Council Arts and Culture Officer to obtain copy of an Art Work Maintenance Manual which states how to treat, or clean and repair art.

**4.4 Graffiti Removal on private property and assets**

Historically, graffiti removal on private property and assets has been reliant on property owners. However, for numerous reasons property owners do not always

remove the graffiti promptly. In addition to improving amenity and contributing to positive perceptions of safety, rapid removal discourages reoccurrences of graffiti. It also makes the graffiti physically easier to remove.

In support of private property owners and our community, Council will:

- Proactively use the Act to remove graffiti from private property and assets.
- Ensure appropriate officers are delegated in accordance with section 98(1) of the *Local Government Act* 1989, to proactively serve notices to property and assets owners in accordance with section 18(2) and section 18(3) and section 19 and 20 of the Act 2007
- Incur all costs associated with delegation, administration and removal of graffiti.

#### 4.4.1 Graffiti removal on private assets

Council will utilise the provisions of the Act to remove graffiti by gaining consent from such entities through issuing of notices under sections 18(2) and 18(3) of the Act.

#### 4.4.2 Inaccessible graffiti

Council may enter private property for the purpose of removing or obliterating graffiti if it serves a notice under the Act to the owner or occupier at least 28 days before the action is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

#### 4.4.3 Accessible graffiti

If entry to private property is not necessary, Council must serve a notice under the Act at least 10 days before the action to remove or obliterate the graffiti is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

#### 4.4.4 Offensive graffiti removal

Under the provisions of the Act Council can take action to remove or obliterate graffiti from private property when graffiti is deemed offensive in nature' or 'when it is affecting community perceptions of safety.' The removal of obscene or offensive graffiti will be fast-tracked through immediate contact with the property owner or their representative. The *Racial and Religious Tolerance Act* 2001 may be used to support fast removal which makes it illegal to write racist graffiti in public places.

#### 4.4.5 Graffiti Tributes

Council acknowledges the sensitivity associated with graffiti tributes and recognises that they will occur from time to time, appearing as murals, tags or stencils. Illegal graffiti tributes will be removed within a reasonable timeframe, as determined by Council, and if appropriate in consultation with the family to whom the tribute relates.


### 5. Responsibility /Accountability

<b>5.1</b>	<p><b>Operations Manager</b></p> <ul style="list-style-type: none"> <li>• Responsible to oversee the implementation of the policy and review it in a consultative and collaborative exercise at identified periodic intervals.</li> </ul>
<b>5.2</b>	<p><b>Council Officers and Council Contractors</b></p> <ul style="list-style-type: none"> <li>• Responsible for implementation and or adherence to this policy.</li> </ul>



**6. References and links to legislation and other documents**

<b>Name</b>	<b>Location</b>
<i>Graffiti Prevention Act 2007 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Melton City Council: Council Plan 2013-2017	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton City Council: Municipal Public Health and Wellbeing Plan 2013-2017	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton City Council: Community Safety Plan 2010-2014	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton City Council: Public Art Policy 2011 - 2014	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton City Council General Local Law (2015)	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>

	<b>Asset Valuation and Revaluation Policy</b>
<b>Version No.</b>	V2.0 01 June 2017
<b>Endorsement</b>	General Manager Corporate Services 1 June 2017 Policy Review Panel 26 June 2017
<b>Authorisation</b>	Council [insert date]
<b>Review date</b>	30 June 2018
<b>Responsible officer</b>	Finance Manager
<b>Policy owner</b>	Coordinator Accounting Services

### 1. Purpose

To satisfy Council's obligations regarding financial valuations of non-current assets, in accordance with relevant Australian Accounting Standards and other State Government requirements.

The Policy is to provide direction for the development of Guidelines for the financial valuation of assets, under the control of Council, including the initial recognition, valuation and subsequent revaluation together with the frequency of revaluation of those assets.

The Policy's associated guidelines are to assist Council's commitment to sustainable long-term financial planning.

### 2. Scope

The policy covers financial valuation of non-current assets subsequent to initial recognition, including:

- Frequency and method of valuation
- Roles and responsibilities

This Policy excludes:

- Insurance valuations
- Held for Sale valuations

### 3. Definitions

Word/Term	Definition
Assets	Are resources controlled by the entity as a result of past events and from which future economic benefits or service potential are expected to flow to the entity. An essential characteristic of an asset is that the entity must have control over the future economic benefits or service such that it is able to enjoy those benefits or services and deny or regulate the access of others to the benefits.
Asset Class	A group of assets having a similar nature of function in the operations of an entity, and which, for the purposes of disclosure, are shown as a single item without supplementary disclosure. The Asset Class is the material level at which Council will prepare the annual balance sheet for reporting in the Annual Report; for example, the Roads Asset Class might include Asset Categories such as sealed roads, unsealed roads,

Word/Term	Definition
	sealed car parks, unsealed car parks, aerodrome runways and traffic control.
Cost	The amount of cash paid or the fair value of the other consideration given to acquire an asset at the time of its original acquisition or construction. Where an asset is acquired at no cost, or for a nominal cost (as the case with developer and other contributed assets), the cost is its fair value as at the date of acquisition.
Depreciation Expense	The systematic allocation of the depreciable amount of an asset over its useful life. A systematic charge against revenue made for the purpose of allocating the depreciable amount of a depreciable asset over its useful life. Also known as Annual Depreciation or Depreciation Charge.
Fair Value	The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. (AASB13)
Impairment	The amount by which the carrying amount of an asset exceeds its recoverable amount.
Non-Current Asset	A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Any asset which is not expected to be fully consumed, realised, sold or otherwise disposed of within one financial year.
Revaluation	The act of recognising a reassessment of values of non-current assets at a particular date.
Valuation	The process of determining the worth of an asset or liability. Different valuation methods may be appropriate in different circumstances.
Fair Value Acronym Definitions	DRC means Depreciated Replacement Cost RC means Replacement Cost (i.e. Recognised but not depreciated) HC means Historical Cost MV means Market Value

#### 4. Policy

This policy directs those Council officers who are charged with accounting for and/or reporting on, Council's Assets and related purposes.

##### 4.1 Frequency and Method of Valuation

- 4.1.1 Review financial valuation of Council owned or controlled non-current asset classes as at 30 June each year, including assessment of impairment and maintain supporting documentation for audit purposes.
- 4.1.2 Conduct revaluations in accordance with Appendix A.
- 4.1.3 Apply the adopted valuation method and frequency for each Asset Class, as per Appendix A (Condition and Valuation Schedule).
- 4.1.4 Ensure that condition assessments for each Asset Class are conducted in accordance with Appendix A (Condition and Valuation Schedule).
- 4.1.5 Ensure that corporate systems record current asset values for reporting in audited financial statements within the Annual Report.
- 4.1.6 Fair values are to be monitored via a desktop assessment each year. If > 5%, then a revaluation is necessary and reflected in accounting records.

- 4.1.7 Council is to be briefed via Audit Committee on valuation process, particularly on significant movements in fair value.
- 4.1.8 The Fair Value of assets is usually determined from market-based evidence by appraisal, which is mostly undertaken externally by professionally qualified valuers.
- 4.1.9 Infrastructure activities for inclusion as per Appendix B

## 5. Responsibility/Accountability

### 5.1. Council

- Responsible for policy approval

### 5.2. General Manager Corporate Services

- Responsible for coordination of corporate financial valuation process

### 5.3. Manager Finance

- Responsible for managing corporate Finance system is up to date.
- Responsible for reporting Fair Value in the financial statements, including impairment.
- Responsible for valuation of building and land assets.

### 5.4. Asset Management and GIS Coordinator

- Responsible for maintaining the Asset Management System
- Asset Management Team will regularly determine the operational condition of assets to review their service delivery performance.
- Responsible for valuation of all council assets except for building and land assets
- Responsible for assessment of asset impairment

### 5.5. Coordinator Accounting Services

- Responsible for the day to day management of the policy

## 6. References and links to legislation and other documents

Name	Location
Local Government Act 1989	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Australian Accounting Standards Board (AASB)	<a href="http://www.aasb.gov.au">http://www.aasb.gov.au</a>
- AASB 116 Property, Plant and Equipment	
- AASB13 Fair Value Measurement	
- AASB 136 Impairment of Assets	
- AASB 1051 Land Under Roads	
- AASB 1049 Whole of Government and General Government Sector Financial Reporting	
Australian Infrastructure Financial Management Guidelines (2015)	
Victorian Auditor-General's Office	
Department of Treasury and Finance	

**7. APPENDIX A – CONDITION AND REVALUATION SCHEDULE**  
**EXAMPLE CENTRAL AM REGION**

Asset Group <sup>1</sup>	Asset Category <sup>2</sup>	Asset Component <sup>3</sup>	Asset Class <sup>4</sup>	Recognised (Y/N) <sup>5</sup>	Valuation Method			Condition Assessment		Revaluation Schedule		Adopted Asset Life	Depreciation Method	
					Fair Value Method <sup>6</sup>	If DRC Age based or Cond Based	Valuation Source (Internal/external)	Condition Assessment Frequency (Years)	What % Condition Inspection	Last Revaluation	Revaluation Frequency (Years)			
TRANSPORT	Sealed Roads	Wearing Course	Roads	Y	DRC	Condition	External		33		1 or 3			
		Pavement	Roads	Y	DRC	Condition	External		33		1 or 3			
		Earthworks & Formation	Roads	Y	RC		External		N/A		1 or 3			
	Unsealed Roads	Wearing Course	Roads	Y	DRC	Condition	External		33		1 or 3			
		Earthworks & Formation	Roads	Y	RC		External		N/A		1 or 3			
	Pathways	Sealed Pathways	Pathways	Y	DRC	Condition	Internal		100		3			
		Miscellaneous Paved Areas	Pathways	Y	DRC	Condition	Internal		100		3			
		Unsealed Pathways	Pathways	Y	DRC	Condition	Internal		100		3			
	Sealed Car Parks	Wearing Course	Roads	Y	DRC	Condition	Internal		33		1 or 3			
		Pavement	Roads	Y	DRC	Condition	Internal		33		1 or 3			
	Unsealed Car Parks	Earthworks & Formation	Roads	Y	RC		Internal		N/A		1 or 3			
		Wearing Course	Roads	Y	DRC	Condition	Internal		33		1 or 3			
	Kerb and Channel	Traffic Calming Devices	Earthworks & Formation	Roads	Y	RC		External		100		3		
			Traffic Lights	Roads	Y	DRC	Condition	External		100		1 or 3		
	Traffic Control	Guardrails	Traffic Lights	Roads	Y	DRC	Age	Internal		N/A		1 or 3		
			Traffic Islands / Roundabouts	Roads	Y	DRC	Age	Internal		N/A		1 or 3		
Traffic Islands / Roundabouts			Roads	Y	DRC	Condition	External		100		1 or 3			
Boat Ramps and Jetties	Boat Ramps and Jetties	Boat Ramps and Jetties	Y	DRC	Condition	Internal		100		3				

Asset Group 1	Asset Category 2	Asset Component 3	Asset Class 4	Recognised (Y/N) 5	Valuation Method			Condition Assessment		Revaluation Schedule		Adopted Asset Life	Depreciation Method	
					Fair Value Method 6	If DRC Age based or Cond Based	Valuation Source (Internal/external)	Condition Assessment Frequency (Years)	What % Condition Inspection	Last Revaluation	Revaluation Frequency (Years)			
WATER	Bridges	Deck (Superstructure)	Bridges	Y	DRC	Condition	External		100		3			
		Sub-Structure	Bridges	Y	DRC	Condition	External		100		3			
		Abutments	Bridges	Y	DRC	Condition	External		100		3			
		Foundations	Bridges	Y	DRC	Condition	External		100		3			
			Bridges	Y	DRC	Condition	External		100		3			
	Major Culverts Stormwater Drainage	Pipes	Drainage		Y	DRC	Age	External		N/A		1		
		Pits and Endwalls	Drainage		Y	DRC	Age	External		N/A		1		
		Minor Culverts	Drainage		Y	DRC	Age	External		N/A		1		
		Surface Drainage	Drainage		Y	DRC	Age	External		N/A		1		
		Water Quality Devices	Drainage		Y	DRC	Age	External		N/A		1		
		Retention Systems	Drainage		Y	DRC	Age	Internal		N/A		1		
		Stand Pipes	Water Infrastructure		Y	DRC	Age	External		N/A		1		
		Bones	Water Infrastructure		Y	DRC	Age	External		N/A		1		
		Pipelines & Irrigation	Water Infrastructure		Y	DRC	Age	External		N/A		1		
		Hydrants	Water Infrastructure		Y	DRC	Age	External		N/A		1		
Water Storage	Large Capacity Tanks	Water Infrastructure		Y	DRC	Age	Internal		N/A		1			
	Reservoirs	Water Infrastructure		Y	DRC	Age	Internal		N/A		1			
	Pump Wells	Water Infrastructure		Y	DRC	Age	External		N/A		1			
	Water Treatment Equipment	Water Infrastructure		Y	DRC	Age	External		N/A		1			
LAND	Land Under Roads	Land - Freehold	Land	Y	MV		External		N/A		2			
		Land - Controlled	Land	Y	MV		External		N/A		2			
		Roads pre 1/7/2009	Land	N	N/A		External							

Asset Group 1	Asset Category 2	Asset Component 3	Asset Class 4	Recognised (Y/N) 5	Valuation Method			Condition Assessment		Revaluation Schedule		Adopted Asset Life	Depreciation Method	
					Fair Value Method 6	If DRC Age based or Cond Based	Valuation Source (Internal/external)	Condition Assessment Frequency (Years)	What % Condition Inspection	Last Revaluation	Revaluation Frequency (Years)			
		Roads post 1/7/2009	Land	Y	MV	External	N/A				2			
	<b>Easements</b>		Land	N	N/A	External								
<b>BUILDINGS &amp; STRUCTURES</b>	<b>Buildings</b>	Structure	Buildings	Y	DRC	External	25				2			
		Roof	Buildings	Y	DRC	External	25				2			
		Building Services	Buildings	Y	DRC	External	25				2			
		Fit Out	Buildings	Y	DRC	External	25				2			
		Swimming Pools	Pool Shells	Buildings	Y	DRC	External	25			2			
		<b>Sports Fields and Courts</b>	Playing surface (grassed)	Open Space	Y	DRC	Internal	100				3		
<b>OPEN SPACE</b>		Playing surface (synthetic)	Open Space	Y	DRC	Internal	100				3			
		Playing surface (sealed)	Open Space	Y	DRC	Internal	100				3			
	<b>Play Space</b>	Play Ground	Open Space	Y	DRC	External	100				3			
		Skate Park	Open Space	Y	DRC	External	100				3			
		BMX Track	Open Space	Y	DRC	External	100				3			
	<b>Landscaping</b>	Landscaping*	Open Space	Open Space	N	N/A	Internal							
Retaining Walls		Open Space	Open Space	Y	DRC	Internal	100				3			
<b>Open Space Amenities</b>	Signs	Open Space	Open Space	Y	DRC	Internal	100				3			
	Bins & Surrounds	Open Space	Open Space	Y	DRC	Internal	100				3			
	Outdoor Furniture	Open Space	Open Space	Y	DRC	Internal	100				3			
	Barbeques	Open Space	Open Space	Y	DRC	Internal	100				3			
<b>Public Lighting</b>	Bus Shelters	Open Space	Open Space	Y	DRC	Internal	100				3			
	Non Standard Street Lighting	Open Space	Open Space	Y	DRC	External	Age				3			
	Public Lighting	Open Space	Open Space	Y	DRC	External	Age				3			
<b>Fencing and Gates</b>		Open Space	Open Space	Y	DRC	Internal	Condition				1 or 3			
	Plant and Equipment	Plant	Plant and Equipment	Y	HC	Internal					1			

Asset Group <sup>1</sup>	Asset Category <sup>2</sup>	Asset Component <sup>3</sup>	Asset Class <sup>4</sup>	Recognised (Y/N) <sup>5</sup>	Valuation Method			Condition Assessment		Revaluation Schedule		Adopted Asset Life	Depreciation Method
					Fair Value Method <sup>6</sup>	If DRC Age based or Cond Based	Valuation Source (Internal/external)	Condition Assessment Frequency (Years)	What % Condition Inspection	Last Revaluation	Revaluation Frequency (Years)		
	Furniture and Office Equipment	Light Vehicles	Plant and Equipment	Y	HC		Internal				1		
		Other Equipment	Plant and Equipment	Y	HC		Internal				1		
		Furniture & Office Equipment	Furniture and Office Equipment	Y	HC		Internal				1		
		Software (licensed)	Furniture and Office Equipment	Y	HC		Internal				1		
CULTURAL	Monuments, Statues and Fountains		Monuments, Statues and Fountains	Y	MV		External				5		
		Artworks	Artworks	Y	MV		External				3		

Notes:

1. Asset Management Plans are typically developed at the Asset Group level.
2. Assets will be recognised at the Asset Category level if there is no further Asset Component breakdown in the Asset Hierarchy. A lifecycle management plan is typically developed for each Asset Category, within the relevant Asset Management Plan.
3. Assets will be recognised at the Asset Component level. Renewal modeling will typically be considered at the Asset Component level.
4. Asset Class is a term defined in Australian Accounting Standards and is used in financial valuation and capitalisation processes. Asset Class defines the level at which council's Balance Sheet will be reported. This is also defined in the Asset Group sections of the Asset Capitalisation Policy.
5. Recognition of an individual asset may be at either the Asset Category of the Asset Component level. This is further defined in the Asset Capitalisation Policy.



EXAMPLE NORTH-WEST & SOUTH-WEST AM REGION ASSET STRUCTURE

Asset Group <sup>1</sup>	Asset Category <sup>2</sup>	Asset Component <sup>3</sup>	Asset Class <sup>4</sup>	Recognised (Y/N) <sup>5</sup>	Valuation Method			Condition Assessment		Revaluation Schedule		Adopted Asset Life	Depreciation Method	
					Fair Value Method <sup>6</sup>	If DRC Age based or Cond Based	Valuation Source (internal/external)	Condition Assessment Frequency (Years)	What % Condition Inspection	Last Revaluation	Revaluation Frequency (Years)			
ROADS	Urban Sealed Roads	Earthworks & Formation	Roads	Y	RC	Condition	External		N/A		1 or 3			
		Sealed surface	Roads	Y	DRC	Condition	External		33		1 or 3			
		Pavement	Roads	Y	DRC	Condition	External		33		1 or 3			
	Rural Sealed Roads	Kerb & Channel	Kerb and Channel		Y	DRC	Condition	External		100		3		
		Earthworks & Formation	Roads	Y	RC		External		N/A		1 or 3			
		Sealed surface	Roads	Y	DRC	Condition	External		33		1 or 3			
	Unsealed Roads	Shoulders	Roads		Y			External						
		Pavement	Roads	Y	DRC	Condition	External		33		1 or 3			
		Earthworks & Formation	Roads	Y	RC		External		N/A		1 or 3			
	Sealed Car Parks	Wearing Course	Roads		Y	DRC	Condition	Internal		33		1 or 3		
		Wearing Course	Roads	Y	DRC	Condition	Internal		33		1 or 3			
		Pavement	Roads	Y	DRC	Condition	Internal		33		1 or 3			
	Unsealed Car Parks	Earthworks & Formation	Roads		Y	RC		Internal		N/A		1 or 3		
		Wearing Course	Roads	Y	DRC	Condition	Internal		33		1 or 3			
		Earthworks & Formation	Roads	Y	RC		Internal		N/A		1 or 3			
	Traffic Control/Road related Infrastructure	Traffic Calming Devices	Roads		Y	DRC	Condition	External		100		1 or 3		
Traffic Lights		Roads		Y	DRC	Age	Internal		N/A		1 or 3			
Guardrails		Roads		Y	DRC	Age	Internal		N/A		1 or 3			
Traffic Islands / Roundabouts		Roads		Y	DRC	Condition	External		100		1 or 3			
Non Standard Street Lighting		Open Space		Y	DRC	Age	External				3			
Public Lighting		Open Space		Y	DRC	Age	External				3			

Asset Group <sup>1</sup>	Asset Category <sup>2</sup>	Asset Component <sup>3</sup>	Asset Class <sup>4</sup>	Recognised (Y/N) <sup>5</sup>	Valuation Method			Condition Assessment		Revaluation Schedule		Adopted Asset Life	Depreciation Method
					Fair Value Method <sup>6</sup>	If DRC Age based or Cond Based	Valuation Source (internal/external)	Condition Assessment Frequency (Years)	What % Condition Inspection	Last Revaluation	Revaluation Frequency (Years)		
BRIDGES & MAJOR CULVERTS	Bridges	Deck (Superstructure)	Bridges	Y	DRC	Condition	External		100		3		
		Sub-Structure	Bridges	Y	DRC	Condition	External		100		3		
		Abutments	Bridges	Y	DRC	Condition	External		100		3		
		Foundations	Bridges	Y	DRC	Condition	External		100		3		
FOOTPATHS	Major Culverts Pathways & Trails	Sealed Pathways	Pathways	Y	DRC	Condition	External		100		3		
		Miscellaneous Paved Areas	Pathways	Y	DRC	Condition	External		100		3		
		Unsealed Pathways	Pathways	Y	DRC	Condition	External		100		3		
		Structure	Pathways	Y	DRC	Condition	External		100		3		
BUILDINGS AND STRUCTURES	Buildings	Roof	Buildings	Y	DRC	Condition	External		25		2		
		Building Services	Buildings	Y	DRC	Condition	External		25		2		
		Fit Out	Buildings	Y	DRC	Condition	External		25		2		
		Monuments, Statues and Fountains	Monuments, Statues and Fountains	Y	MV		External		100		5		
DRAINAGE	Stormwater Drainage	Pipes	Drainage	Y	DRC	Age	External		N/A		1		
		Pits and Endwalls	Drainage	Y	DRC	Age	External		N/A		1		
		Minor Culverts	Drainage	N	DRC	Age	External		N/A		1		
		Surface Drainage	Drainage	Y	DRC	Age	External		N/A		1		
RECREATION	Sports Fields and Courts	Water Quality Devices	Drainage	Y	DRC	Age	External		N/A		1		
		Playing surface (grassed)	Open Space	Y	DRC	Condition	Internal		100		3		
		Playing surface (synthetic)	Open Space	Y	DRC	Condition	Internal		100		3		
		Playing surface (sealed)	Open Space	Y	DRC	Condition	Internal		100		3		
PLAY GROUNDS	Play Grounds	Play Ground	Open Space	Y	DRC	Condition	External		100		3		
		Skate Park	Open Space	Y	DRC	Condition	External		100		3		
		BMX Track	Open Space	Y	DRC	Condition	External		100		3		
			Open Space	Y	DRC	Condition	External		100		3		

Asset Group <sup>1</sup>	Asset Category <sup>2</sup>	Asset Component <sup>3</sup>	Asset Class <sup>4</sup>	Recognised (Y/N) <sup>5</sup>	Valuation Method			Condition Assessment			Revaluation Schedule		Adopted Asset Life	Depreciation Method
					Fair Value Method <sup>6</sup>	If DRC Age based or Cond Based	Valuation Source (Internal/External)	Condition Assessment Frequency (Years)	What % Condition Inspection	Last Revaluation	Revaluation Frequency (Years)			
OPEN SPACE	Swimming Pools	Pool Shells	Buildings	Y	DRC	Condition	External		25		2			
	Landscaping	Landscaping*	Open Space	N	N/A		N/A							
		Retaining Walls	Open Space	Y	DRC	Condition	External		100		3			
	Parks Fixtures	Signs		Open Space	Y	DRC		Internal		100		3		
		Bins & Surrounds		Open Space	Y	DRC		Internal		100		3		
		Outdoor Furniture		Open Space	Y	DRC		Internal		100		3		
		Barbeques		Open Space	Y	DRC	Condition	Internal		100		3		
		Boat Ramps and Jetties		Boat Ramps and Jetties	Y	DRC	Condition	External		100		3		
		Fencing and Gates Bus Shelters		Open Space	Y	DRC	Condition	Internal		100		3		
	WATER	Flood Control	Retention Systems	Drainage	Y	DRC	Age	External		N/A		1		
		Water Supply	Stand Pipes	Water Infrastructure	Y	DRC	Age	External		N/A		1		
			Bores		Water Infrastructure	Y	DRC	Age	External		N/A		1	
		Pipelines & Irrigation		Water Infrastructure	Y	DRC	Age	External		N/A		1		
		Hydrants		Water Infrastructure	Y	DRC	Age	External		N/A		1		
Water Storage		Large Capacity Tanks		Water Infrastructure	Y	DRC	Age	Internal		N/A		1		
		Reservoirs		Water Infrastructure	Y	DRC	Age	Internal		N/A		1		
Waste Water		Pump Wells		Water Infrastructure	Y	DRC	Age	External		N/A		1		
		Water Treatment Equipment		Water Infrastructure	Y	DRC	Age	External		N/A		1		
LAND			Land - Freehold	Land	Y	MV		External		N/A		2		
			Land - Controlled	Land	Y	MV		External		N/A		2		
			Roads pre 1/7/2009	Land	N	N/A		External						

Asset Group <sup>1</sup>	Asset Category <sup>2</sup>	Asset Component <sup>3</sup>	Asset Class <sup>4</sup>	Recognised (Y/N) <sup>5</sup>	Valuation Method			Condition Assessment		Revaluation Schedule		Adopted Asset Life	Depreciation Method	
					Fair Value Method <sup>6</sup>	If DRC Age based or Cond Based	Valuation Source (Internal/External)	Condition Assessment Frequency (Years)	What % Condition Inspection	Last Revaluation	Revaluation Frequency (Years)			
PLANT AND EQUIPMENT	Easements	Roads post 1/7/2009	Land	Y	MV		External		N/A		2			
			Land	N	N/A		External							
	Plant and Equipment	Plant	Plant and Equipment	Y	HC		Internal				1			
		Light Vehicles	Plant and Equipment	Y	HC		Internal				1			
		Other Equipment	Plant and Equipment	Y	HC		Internal				1			
	Furniture and Office Equipment	Furniture & Office Equipment	Furniture and Office Equipment	Y	HC		Internal				1			
			Software (licensed)	Furniture and Office Equipment	Y	HC		Internal				1		
		Artworks	Artworks	Y	MV		External			100		3		
	CULTURAL													

**APPENDIX B – GREENFIELD AND BROWNFIELD VALUATION - Activities for inclusion**

Preliminary Construction/Design Activity	Greenfield Valuation Consideration	Brownfield Valuation
	Site Establishment	X
Site Preparation	X	X
Bulk Earthworks	X	X
Traffic Management Control		X
Removal of Trees	X	X
Disposal of Landfill & Green Waste	X	X
Asset Material Disposal		X
Project Management		X
Design Fees		X
Consultant Fees		X
Survey		X
Construction Supervision		X
Site Testing		X
Costs associated with managing other existing assets		x

\*\* Data source include Australian Infrastructure Financial Management Guidelines 2009, Subdivision and Capital Works Schedules of Quantities and Rates.



## TERMS OF REFERENCE

<b>Name</b>	Transport Community Reference Group
<b>Endorsed by:</b>	Policy Review Panel, 26 June 2017
<b>Approved by:</b>	Council
<b>Review date</b>	1 July 2020

### 1. Purpose

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Transport Community Reference Group.

### 2. Scope / Responsibility

- 2.1. The City of Melton Transport Community Reference Group (Reference Group) has been established to:
  - a. Assist Council in prioritising actions from Council's Integrated Transport Strategy – Moving Melton, which reduces reliance on private motor vehicles and develops the state arterial road network serving the City of Melton.
  - b. Assist Council to develop and promote advocacy campaigns to the State and Federal Governments to secure funding for improvements to the transport system that reduce reliance on private motor vehicles and develop the arterial road network serving the City of Melton.
  - c. Respond to relevant documents and plans provided by Council officers for comment.
- 2.2. The Reference Group members are expected to have a city wide focus and will assist Council devise advocacy campaigns that:
  - a. Make a significant change to the transport system that will improve transport outcomes for a majority of the city's residents such as improvements to the rail service / the upgrade of the Western Highway to Freeway standard etc.
  - b. Make a significant improvement to a mode of transport such as increased funding that results in the extension of hours that bus services run / improves the frequency of buses / the creation of a missing piece of infrastructure such as the Outer Metropolitan Ring Road etc.
- 2.3. Council's capital works program and local transport projects (such as traffic calming, local roads and footpaths, or the location of bus stops) are outside the scope of the Reference Group.

### 3. Composition

#### 3.1. Membership

- 3.1.1. Membership of the Reference Group will be made up of the following:
  - There are ten community representative positions. Representatives will be selected from the following areas:
    - Residents from the Eastern Corridor;
    - Residents from the Melton Township;

- Residents from the new residential estates between Melton Township and the Eastern Corridor;
- Residents from the four smaller townships of Toolern Vale, Rockbank, Diggers Rest and Eynesbury;
- Local business operators; and
- Rural landowners.
- Four council officers (the Manager of Engineering Services, the Manager of City Design, Strategy and Environment, and representatives from the Advocacy and City Strategy units).
- Three councillors, one from each ward.

### **3.2. Terms and method of Nomination**

- 3.2.1. Expressions of interest for appointment as members of the Reference Group shall be called for in local media.
- 3.2.2. Appointments of community representatives will be made by Council based on the recommendation of a review panel. The review panel will be made up of Council Officers which will include a nominated chairperson, an expert, and an independent.
- 3.2.3. Suitable members shall be appointed for a period of two years and are eligible for re-nomination.
- 3.2.4. A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.
- 3.2.5. If a vacancy occurs during the two year term, it will be filled at the discretion of a sub-committee made up of Council Officers which would include a chairperson, expert and independent. Nominations will occur as per 3.2.1 with appointments made for the remainder of the two year term.
- 3.2.6. The Councillor members shall be appointed at the annual Special (Statutory) Meeting of Council, or as required if a vacancy occurs.

### **3.3. Chair**

- 3.3.1. The chairperson will be one of the three appointed Councillors, and will be decided by the appointed Councillors.
- 3.3.2. In the event that the Mayor is appointed as a councillor representative they will automatically assume the role of chairperson.
- 3.3.3. The chairperson will conduct the business of the meeting including the opening and closing of the meeting, confirming the quorum, and following the agenda.

## **4. Operating Procedures**

### **4.1. Quorum**

- 4.1.1. A quorum for the Reference Group will require attendance at least one councillor, half the number of elected community representatives and two council officers.

### **4.2. Meetings**

- 4.2.1. The Committee will meet six times per year on a bi-monthly basis.
- 4.2.2. Meetings will be held at a mutually agreeable time and meetings will not exceed two hours in length.
- 4.2.3. Agenda items will be called for two weeks prior to the scheduled meeting.

- 4.2.4. The Agenda will be circulated the day prior to the meeting.
- 4.2.5. Minutes will be kept of each meeting. Unconfirmed minutes will be circulated within one week of the meeting. Members will have one week to advise council officers of any errors or omissions from the minutes.
- 4.2.6. If no errors or omissions are identified the minutes will be considered as being confirmed by the members of the Reference Group.
- 4.2.7. The secretary of the Reference Group shall be one of the Council Officers.
- 4.2.8. Council must receive apologies for all meetings at least one business day in advance of the meeting or as soon as practicable. If a quorum cannot be met, Reference Group members will be notified that the meeting is cancelled.

#### **4.3. Reports**

- 4.3.1. Confirmed meeting minutes will be presented to an ordinary meeting of Council for adoption.

#### **4.4. Expectations/ Requirements of Members**

- 4.4.1. Members are expected to:
  - a. Have a city wide focus.
  - b. Declare any interest, pecuniary interest or conflict of interest
  - c. Prepare for and actively participate in committee meetings.
  - d. Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
  - e. Treat information with sensitivity.
  - f. Be prepared to share their (or their households) experience of moving around the City of Melton.
  - g. Be prepared to advocate for improvements to the transport system.
  - h. Share information, where appropriate, from their community with the Reference Group.
  - i. Share information, where appropriate, from the Reference Group back to their community.

#### **4.5. Powers of the Reference Group**

- 4.5.1. The Reference Group is an advisory group and does not have the power to bind the Council.

#### **4.6. Evaluation and Review**

- 4.6.1. The Reference Group may recommend amendments to the Terms of Reference. Amended Terms of Reference will be sent to Council's Policy Review Committee for review, then forwarded to the Policy Review Panel, and then adopted at an ordinary meeting of Council.
- 4.6.2. Council will review the Reference Group's role in consultation with the Reference Group at intervals not exceeding 3 years. The review shall consider the effectiveness and structure of the Reference Group.





## Terms of Reference

<b>Name</b>	Property Development Advisory Committee (PDAC)
<b>Endorsed by</b>	Policy Review Panel, 26 June 2017
<b>Approved by</b>	Council, [insert date]
<b>Review date</b>	November 2019

### 1. Purpose

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Property Development Advisory Committee (PDAC).

### 2. Responsibility

The purpose of the committee is to consider opportunities and issues in relation to the development and / or sale of Council owned land. The Committee makes recommendations to Council in relation to such matters.

### 3. Composition

#### 3.1 Membership

Representation of Councillors, one from each Council ward, is the preferred form of membership and should be considered during the nomination process.

Name	Type of Appointment	Term of Office
Mayor/Councillor	Elected	12 months
Councillor	Elected	12 months
Councillor	Elected	12 months
Chief Executive	Appointed	Ongoing
General Manager Corporate Services	Appointed	Ongoing
General Manager Community Services	Appointed	Ongoing
General Manager Planning and Development	Appointed	Ongoing
Manager Engagement & Advocacy	Appointed	Ongoing

#### 3.2 Chair

The Chair is the Mayor of the day. In the event that the Mayor does not wish to be a member of this Committee a Councillor is to be nominated as Chair. In the absence of the Chairperson a Councillor will chair the meeting.

#### 3.3 Duties

The Chair is responsible for the chairing of each meeting.

**3.4 Term of Office**

The Mayor of the day or nominated Councillor in the absence of the Mayor on this Committee is the chairperson, Councillors appointed through Council's Annual Appointments.

**3.5 Secretary**

The General Manager Corporate Services is secretariat for the Committee.

**3.6 Duties**

Duties include responsibility for programming meetings for each year, convening meetings of the Committee, preparing the agenda and minutes and reporting minutes of each meeting to the next available Council Meeting.

**4. OPERATING PROCEDURES****4.1 Quorum**

Minimum attendance for a quorum is four members, or at least half the number of members in attendance, and must include at least one Councillor.

**4.2 Meetings**

The Committee meet on a quarterly basis.

Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to committee members and will presented to Council for ratification at the next subsequent meeting of Council.

**4.3 Reports**

Minutes will form a Council report for the next available Ordinary Meeting of Council.

**4.4 Evaluation and Review**

The Terms of Reference of the Committee will be reviewed annually, every November.