MELTON CITY COUNCIL

Minutes of the Policy Review Panel Meeting of the Melton City Council

3 November 2021

MINUTES OF THE POLICY REVIEW PANEL 3 NOVEMBER 2021

TABLE OF CONTENTS

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021

MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE MELTON CITY COUNCIL HELD IN THE VIA A VIDEOCONFERENCE ON 3 NOVEMBER 2021 AT 10:30AM

Present: Cr K Majdlik (Mayor)
                    Cr Carli
                    Cr S Ramsey
                    Cr J Shannon

In Attendance:
                    Ms L J Mellan,   Acting General Manager Corporate Services
                    Mr B Dosser,   Manager Legal, Governance & Risk
                    Ms E Rider,   Manager Community Planning
                    Ms J McBurnie   Coordinator Social Planning & Wellbeing
                    Ms S McManus   Manager Engagement & Advocacy
                    Ms H Taylor   Coordinator Events & Culture

1.   WELCOME

The Mayor, Cr Majdlik opened the meeting at 10.37am and welcomed the Panel Members.

2.   APOLOGIES

Nil.

3.   DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4.   MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Policy Review Panel held on 13 October 2021 and adopted by Council at the Ordinary Meeting held on 25 October 2021 be noted.

Motion

Crs Carli/Ramsey.

That the Minutes of the Policy Review Panel held on 13 October 2021 be noted.

CARRIED

5.   OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

Page 2

6.   PRESENTATION OF STAFF REPORTS

6.1   COMMUNITY INFRASTRUCTURE PLANNING POLICY REVIEW

Responsible Officer: **Maurie Heaney - General Manager Community Services**

Document Author: **Elyse Rider - Manager Community Planning**

Date Prepared: **23 September 2021**

1.   Recommendation:

a) To endorse the revised Community Infrastructure Planning Policy.

Ms E Rider and Ms J McBurnie entered the Meeting at 11.31am

Motion

Crs Shannon/Ramsey

That Council endorse the revised Community Infrastructure Planning Policy.

CARRIED

2.   Background

2.1   The Policy

The previous Community Infrastructure Planning Policy was endorsed by Council on 22 August 2016. The policy describes the elements by which decisions regarding community infrastructure are made. The Policy was reviewed by Council's internal Community Infrastructure Project Control Group and Project Working Group.

The original Community Infrastructure Planning Policy (2016) (**Appendix 1**) is provided for the panel's reference.

- Within section 1, 'Purpose', agreed principles, prioritisation, planning and design have been added.
- Within section 2, 'Scope', community infrastructure types have been listed.
- Within section 3, 'Definitions', 'universally accessible' has been replaced with 'accessible' to foster alignment with sector references to tailored accessibility rather than a one size fits all approach. 'Community panel' has been added to define the deliberative engagement process.
- Within section 4, 'Policy', the superseded Community Infrastructure Framework has been replaced with the current community infrastructure planning strategic alignment diagram (2021).
- Within section 4, 'Policy', the Council adopted policy context, funding agreements and internal operational policies, plans and tools has been added.
- Within section 4.1, 'Guiding principles' has been updated to mirror the guiding principles in Council's Asset Plan (2021-2031) and Financial Plan (2021-2031).
- Within section 5, 'Responsibility/ Accountability', the Policy Officer has been changed from Infrastructure Planner to Social Planner.

Page 3

MEETING OF COUNCIL   13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2   Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021

- Within section 6, 'References and links to legislation and other documents', the Gender Equality Act (2020), Local Government Act (2020) and Charter of Human Rights and Responsibilities Act (2006) have been added.
- Community infrastructure access. This has been incorporated into section 4.1 'Guiding principles.

2.2 Sources/benchmarking

The policy template has been provided by Council's Governance department.

2.3 Consultation

the community's aspirations and priorities as outlined in Melton City 2041- The City We Create, Asset Plan 2021-2031 and Financial Plan 2021-2031. The principles determined by the Community Panel have been carried over into this policy.Council's internal Community Infrastructure Project Control Group and Project Working Group members were consulted in the review and update of the policy. Membership is comprised of Manager and Coordinator representatives from across Council.

2.4 Communication and Implementation

Following the policy review panel's endorsement of the policy, the final policy will be circulated to Project Control Group and Project Working Group members within seven business days. The policy will be uploaded to Melton City Council's website to replace the previous version within seven days.

2.5 Compliance

The Community Infrastructure Planning Policy was determined to have direct and significant impact under the Gender Equality Act (2020). Thus, a gender impact assessment was conducted and subsequently contributed to recommendations being made to the policy.

2.6 Measures of Success

The Policy will be reviewed in 2025. An annual review of the internal Community Infrastructure Planning Tool will enable measures of success to be monitored and documented.

LIST OF APPENDICES

1. Community Infrastructure Planning Policy - Original 2016
2. Community Infrastructure Planning Policy - reviewed 2021

Community Infrastructure Planning Policy

Version No.	1.0 30 June 2016
Endorsement	Community Infrastructure Framework Project Control Group, 18 May 2016 Policy Review Panel 30 June 2016
Authorisation	Council, 22 August 2016
Review date	30 July 2019
Responsible officer	Community Planning Manager
Policy owner	Community Infrastructure Planner

1.   Purpose

Describes the elements of Council's Community Infrastructure Framework by which decisions regarding community infrastructure are made.

2.   Scope

This policy applies across all of Council.

3.   Definitions

Word/Term	Definition
Adaptable	The capacity of a building to accommodate effectively and economically the evolving demands of its context, thus maximizing value through life.
Community infrastructure	Physical and related organisational structures that support individuals, and communities to meet their social needs, maximise their potential for development, and enhance community wellbeing, traditionally provided at a municipal or sub-municipal level.
Demand management	Strategies that preference increasing the efficiency and utility of existing infrastructure before investing in new infrastructure, particularly by mediating the way raw demand is expressed.
Early provision	A policy position that prioritises access to an appropriate level of community infrastructure for a new residential community.
Environmentally sustainable design	A design philosophy that prioritises reduction of the impacts of construction and use of buildings on the natural environment.
Greenfield	A description of undeveloped or agricultural land with potential for development and use for industrial or urban purposes.
Infrastructure hierarchy	A system for classifying infrastructure according to the size of the service catchment it serves.
Sustainable	The physical state in which the present generation's needs are met without compromising the needs of future generations.
Universally accessible	Design of infrastructure to serve the needs of all community members, regardless of distinction as to age, ability, sex or other status.

4.   Policy

Council is committed to providing a diverse range of community infrastructure in support of its communities. It will therefore implement a Community Infrastructure Framework ("the Framework") to guide decision-making on related issues.

The elements of the Community Infrastructure Framework are:

1. Community Infrastructure Planning Policy: setting out Council's commitment (Nb "this Policy")
2. Community Infrastructure Plan: identifying particular actions over a twenty year planning horizon that will implement this commitment
3. Community Infrastructure Guidelines and Procedures: a range of supporting documentation that will assist to implement directions contained in the above Policy and Plan.

Additionally, a Discussion Paper identified a range of issues that the Framework would seek to address. While not part of the Framework, this provides relevant background for its interpretation.
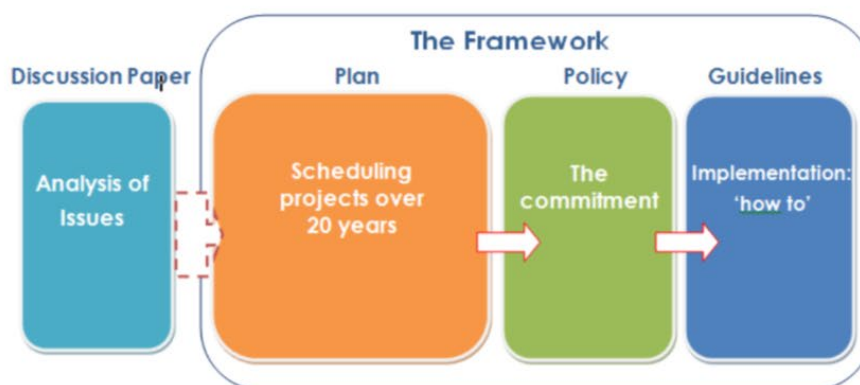
4.1 Vision

For the purposes of the Framework, Council's vision is of 'strong and resilient communities with equitable access to a diverse range of supportive community infrastructure'.

4.2 Strategy

This Framework provides the strategic line of sight between the Council Plan and related documents, and the governance arrangements pertaining to community infrastructure planning and provision.

4.3 Principles

Principles to guide decision-making with respect to community infrastructure are:

- Desirable
    - Community infrastructure is attractive and welcoming for residents and visitors
    - Community infrastructure is safe and perceived to be safe, incorporating Crime Prevention Through Environmental Design (CPTED) principles
    - Community infrastructure is at the heart of the community, contributing to a sense of place and of community pride
    - Decision-making about community infrastructure incorporates appropriate levels of community participation
- Accessible
    - Community Infrastructure is distributed equitably within the municipality, and across its various population catchments

Community Infrastructure Planning Policy   V1.0   2 of 4

MEETING OF COUNCIL   13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2   Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021

Item 6.1   Community Infrastructure Planning Policy Review
Appendix 1   Community Infrastructure Planning Policy - Original 2016

- Community infrastructure is designed to be universally accessible to people, regardless of age, ability, gender, cultural background or other status
- Community infrastructure is staged according to demand management principles, balanced against the need for appropriate levels of early provision in isolated Greenfield developments
- Community infrastructure is located to promote the most sustainable transport modes practicable

- Diverse
  - Community infrastructure supports a diverse range of functions and activities that reflects the diversity of community needs and interests
  - Community infrastructure is designed to reflect and promote local character and identity
  - Community infrastructure is either co-located with or in proximity to other compatible uses, consistent with the community infrastructure hierarchy

- Sustainable
  - Community infrastructure is designed to be adaptable, with an adequate supply of suitable land, in order to preserve the opportunities of future generations
  - Planning for community infrastructure promotes efficient use of resources, and takes into account the long term costs of maintaining and managing infrastructure
  - Environmentally sustainable design principles and practices are factored into community infrastructure decision-making.

4.4 Community Infrastructure Hierarchy

Community infrastructure is classified according to the following hierarchy, relating to the size of service catchments.

Hierarchy	Infrastructure Items
Level 1 – Up to 10,000 residents	Regulated children's rooms
	Recreation pavilions
	Consulting suites (including for Maternal & Child Health)
	Community meeting rooms and larger activity rooms
Level 2 – Every second level 1 facility	Neighbourhood houses
Level 3 or above – District catchment around a Major Activity Centre	Community halls
	Libraries
	Youth facilities
	Social support age friendly facilities
	Indoor recreation facilities, including aquatic centres
	Cultural facilities including Art Galleries, Museums, Performing Arts Centres

4.5 Governance and Review

It is intended that elements of the Community Infrastructure Framework will need to be reviewed iteratively to maintain currency. Proposals to revise the timing, scope, location or budget of projects in the Plan will be made jointly with responsible service units on the recommendation of the Capital Works Planning Committee as part of the annual budget process.

4.6 Guidelines & Procedures

Community Infrastructure Planning Policy   V1.0   3 of 4

MEETING OF COUNCIL

13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2   Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL

3 NOVEMBER 2021

Item 6.1   Community Infrastructure Planning Policy Review
Appendix 1   Community Infrastructure Planning Policy - Original 2016

This Policy authorises the Executive Team to adopt operational guidelines and procedures to assist Council officers and contractors to implement the Community Infrastructure Policy and Plan.

5.   Responsibility /Accountability

5.1	**Community Infrastructure Planner**
	• Responsible for developing and reviewing this Policy and related items in the Community Infrastructure Framework
5.2	**All Council officers and contractors**
	• Responsible for adhering to this Policy.

6.   References and links to legislation and other documents

Name	Location
Local Government Act 1989	www.legislation.vic.gov.au
Planning and Environment Act 1987	www.legislation.vic.gov.au

MEETING OF COUNCIL
Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

13 DECEMBER 2021

MINUTES OF THE POLICY REVIEW PANEL
Item 6.1   Community Infrastructure Planning Policy Review
Appendix 2 Community Infrastructure Planning Policy - reviewed 2021

3 NOVEMBER 2021

	Community Infrastructure Planning Policy
Version No.	2.0 3 November 2021
Endorsement	Policy Review Panel 3 November 2021
Authorisation	Council Meeting, 13 December 2021
Review date	November 2024
Responsible officer	Manager Community Planning
Policy owner	Social Planning Officer

1. Purpose

The Community Infrastructure Planning Policy describes Council's commitment to strategically plan for community infrastructure provision in alignment with the Melton City 2041-The City We Create. This policy provides a set of agreed principles to guide consistent and sound operational decision-making regarding prioritisation, planning and design of community infrastructure.

2. Scope

The Community Infrastructure Planning Policy provides strategic direction to meet local and regional needs. It addresses the key challenges the City of Melton encounters in planning, delivering, and activating community facilities for a rapidly growing and changing population.

This policy applies to Council owned buildings and spaces that are accessed by the community including the following community infrastructure types:

- community centres: community meeting spaces, kindergartens, maternal and child health facilities (MCH)
- arts/cultural facilities
- sport and recreation facilities
- libraries
- senior-focused spaces
- youth-focused spaces.

3. Definitions

Word/term	Definition
Accessible	Community infrastructure is designed for all people, regardless of age, ability, gender, cultural background or other status.
Adaptable	The capacity of a building to accommodate effectively and economically the evolving demands of its context, thus maximising value through life. Adaptable community infrastructure is flexible and responsive to the changing needs of the community to in the long term.
Community infrastructure	Physical and related organisational structures that support individuals, and communities to meet their social needs, maximise their potential for development, and enhance community wellbeing, traditionally provided at a municipal or sub-municipal level.
Community panel	The community panel brought together 40 residents in early 2021, who were representative of the community, and reflected the diversity of locations, ages and backgrounds of the City of Melton. The community panel helped to prioritise actions in the Council and Wellbeing Plan 2021-2025, Asset Plan 2021-2031 and Financial Plan 2021-2031.

MEETING OF COUNCIL
Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

13 DECEMBER 2021

MINUTES OF THE POLICY REVIEW PANEL
Item 6.1   Community Infrastructure Planning Policy Review
Appendix 2 Community Infrastructure Planning Policy - reviewed 2021

3 NOVEMBER 2021

Demand management	Strategies that preference increasing the efficiency and utility of existing infrastructure before investing in new infrastructure, particularly by mediating the way raw demand is expressed.
Early provision	A policy position that prioritises access to an appropriate level of community infrastructure for a new residential community.
Environmentally Sustainable Design (ESD)	A design philosophy that prioritises reduction of the impacts of construction and use of buildings on the natural environment.
Greenfield	A description of undeveloped or agricultural land with potential for development and use for industrial or urban purposes.
Infrastructure hierarchy	A system for classifying infrastructure according to the size of the service catchment it serves.
Provision ratios	Standard to guide the level, scale and quantity of different types of infrastructure for a given population expressed as a ratio.
Service and planning catchments	A geographical area delineated around a service point (such as a town centre or a school) or larger geographies that describe the population that uses its services and the broader planning that must be undertaken to meet population need.
Sustainable	Community infrastructure is built with durable, robust materials that require minimal maintenance with the flexibility to adapt to changing population needs. The physical state meets present generation's needs without compromising the needs of future generations.

4. Policy

Council is committed to providing sufficient, equitable and sustainable community infrastructure that meets community need in the context of population growth. This policy guides operational decision-making in the context of Council adopted policies and plans on community infrastructure-related issues. To enable planning and delivery of community infrastructure, this policy fits in the context of:

Council adopted policy context:
- Municipal Strategic Statement
- Melton City 2041- The City We Create
- Council and Wellbeing Plan 2021-2025
- Asset Plan 2021-2031
- Financial Plan 2021-2031
- Creative Melton 2030: A Vision for Libraries and Arts
- Equality and Respect 2030 Strategy
- Melton a City for All People 2017-2021
- Community Engagement Policy 2021
- Environment Plan 2017-2027
- Open Space Plan 2016-2026
- Long Term Infrastructure Plan.

Funding agreements and land use planning or Victorian Government policy and funding context:
- Kindergarten Infrastructure Services Plan (KISP) 2021
- Maternal and Child Health Program
- Approved Precinct Structure Plans.

Internal operational policies, plans and tools
- Community Infrastructure Planning Tool 2021.

MEETING OF COUNCIL
Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

13 DECEMBER 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
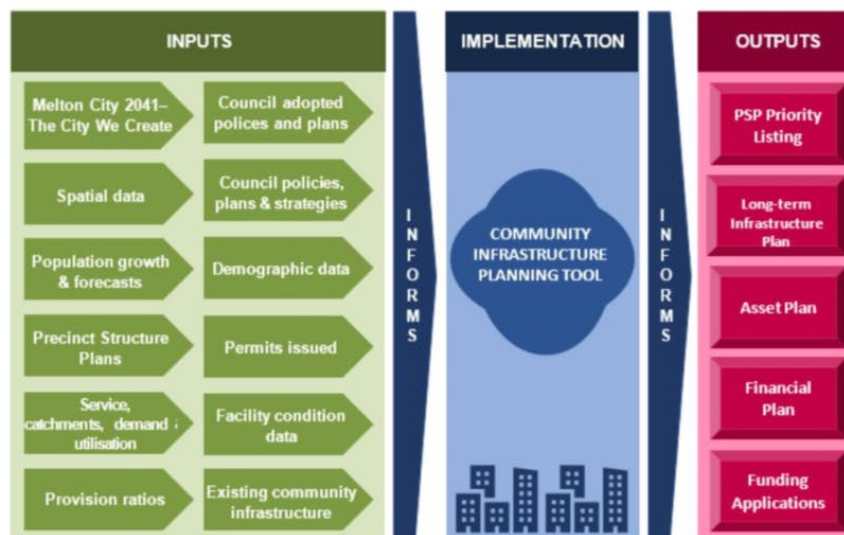Item 6.1   Community Infrastructure Planning Policy Review
Appendix 2 Community Infrastructure Planning Policy - reviewed 2021

Figure 1: Community infrastructure strategic alignment, the policy's implementation is directed by the Community Infrastructure Planning Tool which is informed by a broad range of inputs.

4.1. Guiding principles

The guiding principles for the policy mirror those in the Council and Wellbeing Plan 2021-2025, Asset Plan 2021-2031 and Financial Plan 2021-2031. These principles inform Council's financial and asset management decisions and were shaped by the community panel to guide the long-term sustainability of Council. These principles ensure the community's voice is at the heart of Council's strategic planning and meet deliberative community engagement requirements under the Local Government Act 2020.

Principles	Key considerations
1. Community-focused 2. Community voices	• Community infrastructure is at the heart of the community, contributing to a sense of place, social connection and community pride. • Design form and function of community infrastructure is people-focused and meets the purpose and functional requirements of the intended community users. • The proposed infrastructure type aligns with population characteristics of its service and planning catchments. • Decision-making about community infrastructure incorporates appropriate and purposeful levels of community engagement and participation.
3. Equity and inclusion 4. Health and wellbeing	• Community infrastructure will be accessible, welcoming and socially inclusive, taking into account the diverse needs of our community with regard to gender, Culturally and Linguistically Diverse (CALD) background, Aboriginal &/or Torres Strait Islander people and people with disability. • Equitable provision of community infrastructure across the municipality is based on an established hierarchy, service levels and provision ratios.

MEETING OF COUNCIL

13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL

3 NOVEMBER 2021

Item 6.1   Community Infrastructure Planning Policy Review
Appendix 2 Community Infrastructure Planning Policy - reviewed 2021

	• Community infrastructure is planned and designed to promote health and wellbeing to residents. • Community infrastructure is staged according to demand management principles, balanced against the need for appropriate levels of early provision in isolated Greenfield developments • Community infrastructure is safe and perceived to be safe.
5. Leadership 6. Quality	• Community infrastructure planning will be based upon agreed service levels and standards consistent with Council's service plans, strategic goals and core activities. • Achieve optimal community outcomes for infrastructure while maintaining responsible financial management. • Decision making is consistent, transparent and evidence-based, directing the City's resources where there is maximum benefit. • Need and standard is identified using evidence-based approaches, a range of data sources and regulatory requirements. • A focus on quality materials, fit-for-purpose and local procurement in all aspects of design, interfacing with users' experiences.
7. Innovation 8. Integrated	• Adaptable facilities that can take up new technologies and respond to changing community priorities in the future. • A collaborative whole-of-Council approach is taken to the planning and delivery of community infrastructure. • Community infrastructure is interconnected and multi-functional, either co-located with or close to other compatible uses.
9. Sustainability	• Community infrastructure promotes efficient use of resources and considers the long-term costs of maintenance and conservation. • Adequate supply of suitable land to preserve opportunities for future generations. • Infrastructure is designed and constructed and/ or upgraded to comply with Environmentally Sustainable Design (ESD) principles in support of achieving carbon.

4.2 Community infrastructure hierarchy

Community infrastructure is classified according to the following hierarchy, relating to the size of service catchments.

Level	Description
1	The lowest level of community infrastructure that caters to a service catchment of up to 10,000 residents primarily through community centres and district-level sports facilities.
2	The middle level of community infrastructure that caters to a service catchment of up to 20,000 residents primarily through larger community centres.
3	The largest level of community infrastructure that caters to a service catchment of up to 60,000 residents. Infrastructure takes the form of facilities for specific cohorts eg. youth, seniors and can include libraries, civic centres and large/regional leisure and recreation facilities.

MEETING OF COUNCIL   13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.1   Community Infrastructure Planning Policy Review
Appendix 2 Community Infrastructure Planning Policy - reviewed 2021

5. Monitoring and review

Council commits to monitoring processes, performance measurement and review to understand the overall level of success of the policy and associated community infrastructure planning. This will occur every three years.

6. Responsibility /Accountability

6.1	**Manager Community Planning**
	• Responsible for chairing the Project Control Group to oversee community infrastructure planning.
6.2	**Social Planning Officer**
	• Responsible for developing and reviewing this Policy and related items in the Community Infrastructure Plan.
6.3	**All Council officers and contractors**
	• Responsible for adhering to this Policy.

7. References and links to legislation and other documents

Name	Location
Melton City 2041- The City We Create	https://www.melton.vic.gov.au/Council/About-the-City/Community-vision
Council and Wellbeing Plan 2021-2025	https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget
Financial Plan 2021-2031	https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget
Asset Plan 2021-2031	https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget
Local Government Act 2020	www.legislation.vic.gov.au
Charter of Human Rights and Responsibilities Act 2006	www.legislation.vic.gov.au
Planning and Environment Act 1987	www.legislation.vic.gov.au
Gender Equality Act 2020	www.legislation.vic.gov.au

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021

6.2   RECONCILIATION ADVISORY COMMITTEE TERMS OF REFERENCE UPDATE

Responsible Officer: **Maurie Heaney - General Manager Community Services**

Document Author: **Annette Vickery - Aboriginal Community Engagement Officer**

Date Prepared: **21 October 2021**

Ms J McBurnie left the Meeting at 11.48am

1.   Recommendation:

a)   To approve the revised membership of the Reconciliation Advisory Committee Terms of Reference at **Attachment 1.**

Motion

Crs Carli/Ramsey.

   That Council:

a)   approve the revised membership of the Reconciliation Advisory Committee Terms of Reference at **Attachment 1** noting the changes made by the Panel highlighted in yellow.

CARRIED

2.   Background

2.1   The Policy

The Reconciliation Advisory Committee is governed by the Reconciliation Advisory Committee Terms of Reference, which was recently updated and approved by Council on 30 August 2021. At that time, Council officers had been advised that the Bunurong Land Council Aboriginal Corporation were not a Representative Aboriginal Party in the City of Melton.

On 21 September 2021 at a meeting of the Reconciliation Advisory Committee this was queried. Further investigation via the Aboriginal Cultural Heritage Register and Information System indicated that Bunurong was still a Registered Aboriginal Party within the Melton Local Government Area. Urgent consultations were sought with Bunurong Land Council Aboriginal Corporation to seek their view on how best to engage them in the work of Council.

On 15 October 2021 Council officers consulted with the Bunurong Land Council Aboriginal Corporation, which confirmed their willingness to be permanent members on the City of Melton's Reconciliation Advisory Committee. Proposed changes to the Terms of Reference at **Attachment 1** reflect this.

2.2   Sources/benchmarking

Proposed changes to the Terms of Reference are based on:

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021

- A review of the Aboriginal Cultural Heritage Register and Information System showing that parts of the Melton Local Government Area have the Bunurong Land Council Aboriginal Corporation listed as having Registered Aboriginal Party status.
- Consultation meeting with Bunurong Land Council Aboriginal Corporation held on 15 October 2021.

2.3   Consultation

Consultation was undertaken with the Bunurong Land Council Aboriginal Corporation.

2.4   Communication and Implementation

Administrative procedures, including website content will be updated to reflect any changes to the Terms of Reference that are adopted by Council.

Existing Reconciliation Advisory Committee members will be notified of the change and a representative of the Bunurong Land Council Aboriginal Corporation will be invited to the December meeting of the Reconciliation Advisory Committee.

2.5   Compliance

The Reconciliation Advisory Committee Terms of Reference did not meet the criteria to complete a Gender Impact Assessment.

2.6   Measures of Success

Including all Traditional Owner Groups with Registered Aboriginal Party status in the Melton Local Government Area as permanent members of the Reconciliation Advisory Committee will ensure public confidence in the Committee is maintained.

LIST OF APPENDICES

1.   Attachment 1 - Reconciliation Advisory Committee Terms of Reference

MEETING OF COUNCIL

13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL

3 NOVEMBER 2021

Item 6.2   Reconciliation Advisory Committee Terms of Reference update
Appendix 1 Attachment 1 - Reconciliation Advisory Committee Terms of Reference

Terms of Reference

Name:	Reconciliation Advisory Committee
Endorsed by:	Policy Review Panel – 3 November 2021
Approved by:	Council – 13 December 2021
Next review:	November 2023

1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the Melton City Council's Reconciliation Advisory Committee.

2. DEFINITIONS

Word/Term	Definition
RAC	Reconciliation Advisory Committee
National Aboriginal and/or Torres Strait Islander Reform Agreement	This Agreement was endorsed by the Victorian State Government in the Victorian Aboriginal Affairs Framework, 2018-2023. This policy is intended to create specific self-determination enablers which will empower Aboriginal Victorians to work with Government to eliminate structural and systemic barriers they experience.

3. RESPONSIBILITY

The City of Melton is home to a growing Aboriginal and/or Torres Strait Islander population that enriches the community by sharing an intricate knowledge of Australia's history through the lens of Australia's First People. The Aboriginal and/or Torres Strait Islander population has a strong connection with Country and a unique culture that is internationally recognised and attributed to Australia.

The Reconciliation Advisory Committee (RAC) has been established to work in partnership together with the City of Melton community to progress the Reconciliation process between Aboriginal and/or Torres Strait Islander and non-Aboriginal and/or Torres Strait Islander Australian's for the benefit of all.

The Committee will:

3.1   Provide guidance and support to Council on issues and barriers that negatively affect the Reconciliation process and identify opportunities for positive progress.

Terms of Reference for Reconciliation Advisory Committee

Page 1 of 6

MEETING OF COUNCIL

13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL

3 NOVEMBER 2021

Item 6.2   Reconciliation Advisory Committee Terms of Reference update
Appendix 1 Attachment 1 - Reconciliation Advisory Committee Terms of Reference

3.2   Provide advice to Council on the development and implementation of strategies that will deliver positive outcomes and which are aligned to the Council and Wellbeing Plan, the Victorian Aboriginal Affairs Framework and Melton City Council's Reconciliation Action Plan.

3.3   Receive reports on the progress of the Reconciliation Action Plan.

3.4   Raise advocacy issues for Council to consider on behalf of the Aboriginal and/or Torres Strait Islander community.

4. COMPOSITION

4.1 Membership

The committee will comprise a total of (14) fourteen representatives, consisting of the Aboriginal and/or Torres Strait Islander community, two elected Councillors, one of whom shall be the Chairperson, officers of Council, community service providers and other stakeholders, who have a significant role in supporting the Aboriginal and/or Torres Strait Islander community in the City of Melton.

	Name	Type of Appointment	Term of Office
1	Councillor, Melton City Council	Chair, Elected Representative	1 year
2	Councillor, Melton City Council	Elected Representative	1 year
3	Melton City Council, Community Capacity Coordinator	Appointed	Ongoing
4	Melton City Council, Aboriginal and/or Torres Strait Islander Community Engagement Officer	Appointed	Ongoing
5	KIRRIP Aboriginal Corporation representative	Appointed	Ongoing
6	Wadawurrung Traditional Owners Aboriginal Corporation	Appointed	Ongoing
7	Wurundjeri Land and Compensation Aboriginal Cultural Heritage Corporation	Appointed	Ongoing
8	Bunurong Land Council Aboriginal Corporation	Appointed	Ongoing
9	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	2 years
10	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	2 years

Terms of Reference for Reconciliation Advisory Committee

Page 2 of 6

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021

Item 6.2   Reconciliation Advisory Committee Terms of Reference update

Appendix 1 Attachment 1 - Reconciliation Advisory Committee Terms of Reference

11	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	2 years
12	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	2 years
13	Local Community member	Appointed	2 years
14	Local Community member	Appointed	2 years

A subgroup of Council officers will undertake specific responsibilities to assess advisory committee applications, plan meeting dates and distribute agendas and minutes.

Additional Council staff, guest advisory bodies and other professionals (on an ex officio basis) and community members may attend meetings to present, or respond to, agenda items only for the purpose of providing relevant information and advice on matters being considered by the Committee as required by and at the request of the Committee from time to time.

4.2 Method of appointment

4.2.1   Council officers will be appointed by the Chief Executive.

4.2.2   Nominations for applicants to Specific Group and Agency Representatives shall be invited by letter from Council to appoint a member of their group to represent their body.

4.2.3   Nominations for applicants for the Aboriginal and/or Torres Strait Islander Community shall be called by public notice in relevant media and by information letter to relevant local groups and agencies.

4.2.4   Appointments will be recommended to Council by a Sub-Committee, comprising Council staff, which will assess applicants against predetermined selection criteria, as stated in Expression of Interest documentation.

4.2.5   Aboriginal and/or Torres Strait Islander Community Members and Local Community Members will be appointed for a period of two years. At the end of the two-year term, Expressions of Interest will be sought for nomination, with existing members eligible to renominate.

4.2.6   A position will be deemed to be vacant if a representative fails to attend for three consecutive meetings.

4.2.7   Leave may be negotiated and granted to a member in the event that a member needs to arrange a temporary absence (e.g. travel overseas). A proxy may be nominated in order to maintain a group's representation if required.

4.2.8   If a vacancy occurs, a nomination process as outlined will be undertaken by the subcommittee as per clauses contained within section 4.2

Terms of Reference for Reconciliation Advisory Committee   Page 3 of 6

MEETING OF COUNCIL

13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL

3 NOVEMBER 2021

Item 6.2   Reconciliation Advisory Committee Terms of Reference update
Appendix 1 Attachment 1 - Reconciliation Advisory Committee Terms of Reference

4.3 Expectations of Committee members

4.3.1   Commitment to promote inclusion and active engagement of Aboriginal and/or Torres Strait Islander community members in all aspects of community life.

4.3.2   To stimulate discussion on the range of issues that affects the Aboriginal and/or Torres Strait Islander community across the municipality.

4.3.3   Encourage and support participation by all members of the community in Aboriginal and/or Torres Strait Islander culture and events.

4.3.4   Represent the views of their community / organisation.

4.3.5   Provide advice, make recommendations and comment on the activities of the RAC.

4.3.6   Willingness to participate in Council's Reconciliation Action Plan implementation and review.

4.3.7   Preparedness to present reports and promote the activities of the RAC to their respective community, organisation and networks.

5. OPERATING PROCEDURES

5.1 Chair

The Chairperson will be the Mayor of the City of Melton when the Mayor is a delegate appointed to this committee.

5.1.1   Duties

The chairperson is responsible for

- conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming a quorum
- utilising the knowledge and experience of members to enhance discussions and produce the best outcomes for the Committee
- promoting the work of the Committee to the community.

5.1.2   Term of Office

The chairperson will remain in that position while they hold the office of Mayor.

5.1.3   Method of Appointment

The Mayor of the City of Melton is automatically appointed as the Chairperson. In the event that the Mayor is absent or not an appointment to this committee, a Councillor will be selected as chairperson by the Councillor delegates on the committee.

Terms of Reference for Reconciliation Advisory Committee

Page 4 of 6

5.2 Quorum

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, one (1) Council officer and a minimum of four (4) Aboriginal organisation or community members.

The Committee will operate on a consensus basis. Where issues remain unresolved, the Chair will defer the issue to the next meeting. If issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Committee can appoint an independent mediator to assist to resolve the issues or assist the parties/ group to reach consensus.

5.3 Meetings

5.3.1   There will be a minimum of four (4) meetings per year.

5.3.2   Meetings will commence and conclude on time.

5.3.3   Council officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.

5.3.4   Where practicable, the agenda, reports and documents that relate to the Committee and minutes of the previous meeting, will be forwarded to members at least five (5) working days prior to meetings.

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

5.3.2   Additional sub-committee meetings, as agreed by members, may be formed to advise the committee.

5.4 Reports

Council will review and consider advice and recommendations in the form of Committee minutes and reports. Committee meeting minutes will be reported quarterly to Council.

6. REQUIREMENTS OF MEMBERS

Members are required to:

6.1.1   Declare any conflict of interest.

6.1.2   Keep informed of current developments, issues and concerns in the local Aboriginal and/or Torres Strait Islander community.

6.1.3   Have an understanding of and/or experience in the principles of community development.

6.1.4   Prepare for and actively participate in meetings.

Terms of Reference for Reconciliation Advisory Committee

Page 5 of 6

6.1.5   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.

6.1.6   Treat information with sensitivity.

7. Evaluation and Review

The Terms of Reference will be reviewed and evaluated every two years.

Ms E Rider left the Meeting at 12.15pm

MEETING OF COUNCIL   13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

6.3   EVENTS POLICY

Responsible Officer:	**Laura-Jo Mellan - Executive Manager Property and Projects**
Document Author:	**Heidi Taylor - Events Coordinator**
Date Prepared:	**27 October 2021**

Mr S McManus and Ms H Taylor entered the Meeting at 10.49am

Cr Majdlik left the Meeting at 10.52am after making Cr Carli the Chair.
Cr Majdlik returned to the Meeting at 10.54pm. Cr Carli vacated the Chair in favour of Cr Majdlik.

1.   Recommendation:

- To approve the amended Events Policy contained at **Appendix 1**.

Motion

Crs Carli/Ramsey

That Council:

a) approve the amended Policy at **Appendix 1** noting the changes made by the Panel highlighted in yellow.

CARRIED

2.   Background

2.1   The Policy

Council supports the development and staging of festivals and events within the community whilst recognising the need to minimise potential negative impacts on the community. There is a recognised need for Council to develop a set of standards and procedures related to Council officers, commercial entities and community organisations managing events held on Council land. Coordinated responses and clear guidelines are important for event organisers to effectively plan and prepare for each event. Council currently administers an event notification (internal events) and community event permit (external event) approval process to confirm events meet the legislative requirements of Council and other authorities.

The Event Policy and supporting procedures (approved by Executive) have been significantly revised to address issues encountered previously with community events and ensure that all event organisers understand their legal requirements for events held within the City of Melton. The level of event planning required for individual events may differ greatly and this Events Policy and supporting procedures (i.e. Internally Managed Events, Externally Managed Events and Commercial Events) along with the Community Event Guide, provide a clear framework for event organisers to maintain safe, successful, well-planned and documented events.

The revision of the Events policy (**Appendix 1**) aims to:

- Provide a clearer overview of the framework, that will guide community organisations, commercial entities, and Council Officers through an approval process to run events on Council owned and managed land

Page 22

MEETING OF COUNCIL   13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

- Ensure that community organisations and Council Officers undertake appropriate planning processes to effectively deliver successful, well-documented and safe events
- Promote the incorporation of sustainable practices through the conservative and efficient use of resources and alternate use of renewable resource options
- Support access, equity and choice, maximising opportunities for all sectors of the community to participate in events
- Articulate the legal requirements event organisers must meet in seeking Council approval for use of Council owned or managed land.

A strategic and transparent approach to events will assist Council to:

- Maximise opportunities for local community organisations and businesses.
- Deliver added value to the city's infrastructure.
- Spread risk across many events, so that success won't depend on one event alone
- Ensure that the events provided deliver Council's vision.

2.2   Sources/benchmarking

The following benchmarking sources were used to research and develop these policies and the events toolkit:

- Bayside City Council: Road Race Event Policy
- City of Ararat: Events and Receptions Procedure
- City of Ballarat- Events Policy
- City of Casey: Events Policy and Guide to Successful Events in Casey
- City of Hume: Internal and External Events Guides
- City of Melbourne: Event Planning Guide
- East Gippsland Shire Council: Events Policy
- Macedon Ranges Shire Council: Running an Event
- Manningham City Council: Festivals and Events Information Kit
- Mornington Peninsula Shire Events Policy
- Surf Coast Shire Council: Events Policy
- Warrnambool City Council: Events Policy
- Waverley City Council: Events Policy
- City of Yarra: Event in Public Places Policy Guidelines September 2020.

2.3   Consultation

The Events Policy and supporting procedures were distributed to key Council stakeholders for comment. The following internal departments/teams were consulted:

- Leisure and Facilities
- Parks
- Compliance
- Planning
- Traffic Engineering
- Community Planning

- Economic Development
- Events
- Operations
- Capital Works
- Communications (Customer Engagement)

The Event's Policy was further reviewed and audited by Council's Gender Equity Officer and the Advocacy & Inclusion Officer.

2.4   Communication and Implementation

The Management of Internal Council Events Procedure will be uploaded on the policy intranet and internal teams notified via email.

The Externally Managed Events Procedure and Commercial Event Procedure will be uploaded, along with Event Management Guide, Event Permit Application and Toolkit documents onto the Council website.

The policies will be implemented through ongoing:

- Communication and meetings with key stakeholders
- Distribution via Council intranet / P drive and on the public website
- Meetings and discussions with event organisers

2.5   Compliance

The policy is compliant with external legislation and the Local Government Act 2020 (Vic) and the Corporate Policy Management Framework.

2.6   Measures of Success

The measures of success for this policy will be:

- The increased consistency and professionalism of Council delivered events
- Increased interaction and early engagement with Community event organisers
- The number of Event Permit Application Forms received (external)
- The number of requests for advice received (internal and external)

These measures will be reported through to the Manager Engagement and Advocacy.

LIST OF APPENDICES

1.   Events Policy

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.3   Events Policy
Appendix 1 Events Policy

	Events Policy
Version No.	V3.0 August 2021
Endorsement	Executive, 7 October 2021 Policy Review Panel, 3 November 2021
Authorisation	Council, 13 December 2021
Review date	1 October 2024
Responsible officer	Manager Engagement and Advocacy
Policy owner	Events Coordinator

1.   Purpose

To provide a framework for Council to advise and support events managed and delivered internally by by Council Officers and by external parties, including community groups, commercial entities and individuals. This policy aims to provide clarity; outlining roles and responsibilities to support event organisers in the delivery of events in accordance with the legislative and regulatory regime applicable at the time

Scope

The policy applies to to organisers of all outdoor events and activities which are of a size and nature that may impact on residents and businesses and are to be conducted on public open spaces and roadways under the care and control of Melton City Council.

This policy applies to all Councillors, staff and contractors conducting public place events on behalf of Council.

This policy applies to all events whether they are organised by not-for-profit or other community organisations, commercial entities, and Council.

This policy applies for events on Council owned or operated land that involves:

- A reservation of a specific location
- 50 or more attendees (including artists, staff, contractors and volunteers)
- Amplified sound
- Catering by an external supplier
- A plan to erect any temporary infrastructure (e.g. marquees) or large structures such as portable movie screens, staging, PA systems or toilets
- Includes the sales of products or market stalls
- Charges a fee
- Plans to close a road or use a carpark or footpath
- Needs vehicle access to open space

Council have developed a framework of supporting guidelines, plans and procedures to support this policy. These provide key details for applicants. This policy is supported by the following guidelines and procedures:

- Internally Managed Event Procedure (for Council owned and run events)
- Externally Managed Event Procedure (for community events organised by non-for-profit entities))
- Commercial Event Procedure (for events run by for-profit entities).
- Fireworks Policy

Events Policy   V3.0 [October 2021]   Page 1 of 12

MEETING OF COUNCIL   13 DECEMBER 2021
Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.3   Events Policy
Appendix 1 Events Policy

- Community Event Management Guide
- Internal Events Matrix (for events associated Federal and/or State Government funded projects).

The policy does not apply to regular community facility hire bookings that are covered by the venue hire arrangements, or private activities such as wedding and funerals or other gatherings that are by invitation only occurring on private property as these are not deemed to fall within the definition of public community events.

Council will not become involved in events held on Crown land, Education Department land and private land, unless there is an impact on the community or where Council is the event organiser. Impact on community examples include, but are not limited to pyrotechnics and fireworks, traffic and car park congestion, road events, temporary structures, amplified noise, large gatherings of people, lengthy event set up and pack down, and airborne activities.

The policy excludes civic events delivered by the City of Melton such as Australian Citizenship Ceremonies.

2.   **Definitions**

Word/Term	Definition
Event	An organised one-off or infrequent occurrence to be held within the City of Melton on public land (outdoors) or public buildings (indoors), where people assemble at a given time and location for the purpose of entertainment, recreation, community, ceremonial or promotional purposes, either for free or for the payment of a fee and include but not limited to: • Festivals • Cultural events • Concerts and shows or other gatherings showcasing performing arts • Fundraising events • Military Commemoration • One off sporting events (separate to seasonal rostered games) • Film screenings • Festivals and fairs • Exhibitions • Civic, civil and religious ceremonies • Faith based events • Historical or significant commemorative celebrations • Corporate activations or promotions • Publicised social gatherings with or without infrastructure For the purpose of this Policy, an event is any planned public or social occasion that takes place wholly or partly on public land (including roads, footpaths, parks, Council venues, community facilities and sports grounds).

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.3   Events Policy
Appendix 1 Events Policy

Word/Term	Definition
Event Organiser	The entity or person who is responsible for organising the event and is authorised to make decisions about the event
Equipment Loan	Event equipment currently listed in the Event department's inventory list – whereby made available to internal or external parties for the purpose of their event. All event equipment loaned out is required to be returned within 24 hours of the event.
Event Approval Application	The application for all events run externally, by third party event organisers. Successful completion of the application is required for the proposed event to be granted an Event Permit.
Event Request Form	The application for all events run internally by Council officers
External Event	An event planned by any agency (i.e. community groups, commercial entities or individuals) other than Melton City Council
Internal Event	An event or program initiated or supported by Council and where Council is the main contributor of funds, including: (a) Council owned event where Council owns the intellectual property; or (b) Council has a desire to see a particular / specific activity delivered (e.g. a concept presented by an external party).
Council Partnered Event	An event that is planned and managed jointly by Council and a third party; and/or has received financial support (either through existing budget, funding or sponsorship) by Melton City Council.
Community Event	An event managed and delivered by a community group business or individual where the primary objective is not directed at making a profit. This type of event may have the purpose of education, fundraising, tourism, be a faith based event or similar with the primary aim to provide economic or social benefits to the local community.
Commercial Event	An event managed and delivered by a private entity that aims to generate a financial profit for the event organiser.
Community Event Permit Application	The application for all events run externally, by third party event organisers. Successful completion of the application is required for the proposed event to be granted an Event Permit.
Council Partnered Event	An event that is planned and managed jointly by Council and a third party; and/or has received financial support (either through existing budget, funding or sponsorship) by Melton City Council.
Private event	An event that is either ticketed, or targeted to a selected audience or is attended by invitation only.
Private Party	An informal gathering of personal acquaintances for informal occasions such as birthdays, anniversaries etc.
Program	A recurrent activity that is operationally focused and delivered in an ongoing manner to a defined audience
Project	A short term enterprise that is delivered over a defined period of time for a specific audience,
Public event	Any event that is open to the general public with no entry fee.
Launch/Official Opening	The opening/commencement of a new building, service or program.

Events Policy   V3.0 [October 2021]   Page 3 of 12

MEETING OF COUNCIL   13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

Word/Term	Definition
Event permit	• An official document providing authorisation/approval to hold an event.
Reoccurring Event	A market or similar event that occurs on a regular basis (e.g. once a month).

3. Policy

Melton City Council supports a diverse range of events which contribute to community development, enhance the liveability of the region, provide cultural, social, environmental, and economic opportunities, are accessible and safe for the community. Council will invest in their own events and encourages third parties to do same, ensuring that community events are safe, inclusive, and always cause no harm to the municipality's assets (both natural and built).

Council's will continue to support and/or deliver events where there is alignment with the objectives of the Melton City Council and Wellbeing Plan, and benefits to the City are demonstrable.

Through this policy, Council aims to:
- Establish an operational framework that ensures a consistent, coordinated, and equitable approach in the assessment and approval of public community events.
- Provide the City of Melton and community with a set of guidelines and procedures that ensures best practice event management.

Council may determine from time to time that:

- a quota system for a maximum number of events may be imposed where the number of events in a specified location and/or time of year will adversely impact the following: residents; community infrastructure; overall access; and amenity to the environment; and

- an event is not suitable for conduct or does not comply or align with its statutory, corporate, operational and/or community service or regulatory obligations and requirements.

All events are subject to Council approval

4.1 Role of Events
- Events can generate significant social, cultural, faith based and economic benefits to the community. Well managed local events offer a range of benefits including:

- Improve social cohesion, community spirit and pride.

- Build community involvement, interest and participation

- Increased health and well being

- Providing advocacy and education opportunities in an informal setting

- Support local economic development

- Contributing to a positive image of the municipality

- Foster and strengthen civic pride and encouraging community connections.

- Encourage and support a diverse community by promoting access and inclusion for all

MEETING OF COUNCIL | 13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2   Policy Review Panel meeting minutes - dated 3 November 2021

4.2   The Role of Council

Melton City Council recognises that there a "whole of organisation" role in supporting the successful and safe management and delivery of events.

Council's four primary roles in the management of events in its public spaces includes:
- Event Support
- Delivery of Council Run Events
- Event Compliance•   Event Approval

4.2.1 Event Support

Council's Event Unit will provide advice and information to organisers of Melton City Council events at the planning stage to assist with delivering best practice planning and management. **Promotion –**

Council will continue to promote Council and community events through its various mediums.

Grants and Event Equipment Loans

Council will promote and encourage community event organisers to apply for appropriate event related Grants and Sponsorship opportunities. Council will provide event specific equipment loans to Council and community event organisers who meet the eligibility criteria. Provision of equipment is subject to availability.

4.2.2 Delivery of Council Run Events

Council will conceive, fund, plan and deliver an annual program of events for the City of Melton.

Council is committed to providing a diverse and balanced program of events that meets the community's needs and covers all genres, such as culture, sport, technology, entertainment, and business. These events will be geographically spread across the city, where infrastructure and resources support this. Events will also be strategically timed throughout the year to maximise their effectiveness.

All events, new and existing, will be assessed against the strategic objectives to make sure they deliver Council's priorities, have broad appeal, and deliver value for money.

Occasionally, an event opportunity may arise which is exceptional and predominantly meets Council's strategic objectives. A flexible approach to the annual program of events will enable Council to act quickly and take advantage of such opportunities, whilst retaining a balance with ongoing commitments.

Event Compliance

It is Council's responsibility to act as a statutory authority on a number of areas that are associated with the operation of events, such as statutory planning, building regulation, occupational health and safety, food safety, public safety etc.

As part of Council' event approval processes, all community event organisers (both Council officers as part of the Internal Event Approval process and

external entities as part of the Community Event Permit Application process) are required to supply Council's Event Unit with the following:

- ○ Event Details including date, time, duration and expected audience numbers
- ○ Proposed entertainment, activities, vendors, and stalls
- ○ Site Map
- ○ Traffic Management Plan if applicable
- ○ Event Management Plan
- ○ Risk Management and Safety Plan.
- ○ Any State or Federal mandated health/safety plans (e.g. COVIDSafe Plans)

Several permits, licenses and approvals may be required to deliver a safe and legally compliant event. These requirements must be factored into the event planning process with time allocated accordingly in the planning and development phase.

- **Places of public entertainment (POPE)**
  If you are organising a public entertainment event, you may need to obtain an occupancy permit for a place of public entertainment.

- **Temporary siting approvals**
  If you are planning to erect a temporary structure for a function within the City of Melton, you need to be aware of your responsibilities under the Building Act 1993, building regulations and relevant City of Melton policies.

- **Town Planning Permit**
  A planning permit may be required for any events that:

  - ○ Are commercially focused.
  - ○ Are ongoing (annual or more than once a year)
  - ○ Cost more than $1m to stage.
  - ○ Are of more than one day duration (including set up and pack up)

- **Public Transport Victoria**
  If you are organising an event which is likely to have an impact on public transport services, then you are required under Victorian legislation to notify Public Transport Victoria (PTV).

- **Victoria Police**
  A highway event permit must be obtained by anyone wishing to conduct a foot or bike race (including triathlons and marathons) on a Victorian road.

- **Temporary and mobile food premises**
  If you are providing any food or beverages (sale or service) to the general public, you must liaise directly with Environmental Health Services prior to the event, to ensure all temporary food stall vendors become registered and meet all requirements of the *Food Act 1984*. To make it easy to use the state-wide registration or notification scheme, a website for temporary and mobile food premises, Streatrader, has been

set up by the Department of Health in partnership with local government.

- **Gas Safety**
  Community event organisers and caterers must comply with the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria. This ensures the safe use of gas cylinders and gas appliances. Energy Safe Victoria Gas Safety Checklist is available from www.esv.vic.gov.au

- **Traffic Management Plan**
  A Traffic Management Plan (TMP) is required if the event is predicted to cause any changes to the normal traffic conditions. Traffic impacts within the road reserve (i.e. road closure and on-road events) will require a traffic management plan prepared by a suitably qualified traffic management consultant and is subject to approval from the responsible road authority (Council Traffic Engineers and Department of Transport/VicRoads).

- **WorkSafe**
  For inspection and approvals of fireworks. Please refer to Melton City Council's Fireworks Policy.

- **VicRoads**
  To hold an event on a road in Victoria, you will need to get permission from VicRoads.

- **Event Promotional Signage Permission**
  Designated locations within the municipalities are approved for the use of event promotional signage. Signage requests must be submitted to Council's Compliance Unit at least two months prior to the proposed event. Unauthorised signage, which may include oversized signs, unapproved signage or signage in unauthorised locations will be removed. Signage that is offensive or discriminatory in nature is strictly prohibited.

- **Australian Performing Rights Association (APRA) License**
  Copyright laws may apply if songs are performed (live music) or played (recorded music) at an event. An Australian Performing Rights Association (APRA) license ensures that the performers' rights fees are paid. All event organisers who plan to use live and / or background music must contact APRA to obtain a license.

- **Victorian Commission for Gambling and Liquor Regulation (VCGLR)**
  If you are serving alcohol, VCGLR processes and determines temporary limited and major event licences for Melbourne and Victorian events.

- **Outdoor music noise and event permits**
  Community event organisers who want to hold a public outdoor event such as a local community festival where music is part of the event may require a permit from the Environment Protection Authority Victoria (EPA). All event organisers are required to be familiar with the laws around music noise and how to measure music noise. Refer to the EPA's website for details.

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.3   Events Policy
Appendix 1 Events Policy

- **Raffles and Competitions**
  Community events that offer raffles and competitions with prizes must
  comply with the Gambling Regulation Act 2003.

3.4.1. Event Approval

Council's regulation and assessment of events proposed on community land
requiring will be subject to the following principles:

- **Community Safety and Risk Planning**
  Event organisers have an obligation to ensure that all risks associated
  with an event are identified and managed. Council will request details of
  risk management plans and OHS protocols for the event to ensure that
  these obligations are being met.

  The following are key requirements of an event risk management plan:
  Hazard identification (including the identification of possible hazards in
  the lead up to, during and at the conclusion of the event):

  - Risk Assessment (identifying all possible risks associated with
    each of the hazards identified and their impact on specific groups
    of people including officials, employees, volunteers, contractors,
    vendors, exhibitors, performers, members of the public and
    residents.
  - Risk Control (identifying the detailed plan that has been developed
    to manage identified hazards)
  - Measures and protocols for COVIDSafe planning as outlined by
    the Department of Health and Human Services

- **Impacts on community assets are managed.**

  Council aims to limit the potential for any damage to Council buildings,
  open spaces, facilities, and infrastructure during public events. Events
  must not adversely impact on the environment, public infrastructure, or
  other community assets. Events in locations susceptible to bad weather
  must provide detailed contingency plans and meet the cost of any repair
  and reinstatement of community assets.

- **Impacts on residents and local businesses are managed.**
  Council will set limits on the number and nature of events in key
  precincts in the municipality in order to control impacts on residents and
  local businesses. New or additional road closures will be avoided,
  particularly in high use areas or where alternate routes are not
  available.

- **Melton City's range of events are diverse and inclusive.**
  Melton City Council supports event organisers to plan and develop
  strategies to promote social inclusion and remove barriers to access
  and participation.
  Council aims to ensure the range of events held in the City of Melton
  are diverse, socially inclusive, supports broad community participation
  (including different cultural backgrounds, race, ethnicity, religion,
  disability, age, gender or sexual orientation) and that each event
  provides clear community benefits.

Events Policy   V3.0 [October 2021]   Page 8 of 12

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.3   Events Policy
Appendix 1 Events Policy

- **Events employ sustainable practices.**
  All events managed under this Policy must reflect Council's strong
  commitment to environmental sustainability. Council's Environmental
  Policy contains key principles to be considered by event organisers
  when making decisions about events.

  Council will prescribe minimum requirements for waste management
  and other measures. Annual and repeat events must demonstrate
  continuing improvement in sustainable environmental practices and
  progress toward best practice in event management, waste
  management and sustainable transport.

  In accordance with State legislation, balloons (and the release of) are
  further prohibited for all events.

- **Locally owned and operated businesses are preferred.**
  The City of Melton is home to a vibrant and connected business
  community. Council encourages event organisers to source supplies
  from local businesses and engage local professional for event delivery.

- **Not-for-profit community groups are preferred.**
  Events run by incorporated not-for-profit community groups will
  generally be preferred over for-profit organisations.

- **Ratepayers do not subsidise events by for-profit organisations.**
  A user-pays approach will be applied to ensure there is no ratepayer
  subsidy of permit administration for events by for-profit organisations.

4.   **Limitations and Restrictions and Cancellations**

5.1   Melton City Council takes social responsibility seriously. Events which feature tobacco,
       gaming or alcohol will be considered for Council support in line with relevant Council
       bylaws and policies. Exercising sole discretion, Council may choose not to provide
       material support to events which are deemed to compromise Council or community
       standards in which no further correspondence will be entered. For the purpose of this
       section, social responsibility extends to, but is not limited to, racism, sexism or other
       discriminatory practice, animal welfare or environmental hazards.

5.2   Organisers of a public rallies, demonstrations, fun-runs or similar must notify Council
       and Victoria Police of their intention to use public land or local roads (no permit is
       required.) Where a demonstration or rally or fun-run seeks to install infrastructure,
       staging or marquees on public land; or access Council infrastructure (including power
       and water) then an event permit is required.

5.3   Council may cancel or direct the modification of events at any stage in its development
       including, but not limited to:

       - Extreme weather

       - Identified high risks

       - Site safety or conditions

       - Public Health Advice

Events Policy   V3.0 [October 2021]   Page 9 of 12

5.   **Responsibility/Accountability**

6.1   **Senior Events Officer**

The Senior Events Officer is the policy owner and is responsible for updating and amending this policy and related policy procedures.

6.2   **Event Organisers**

All event organisers are responsible for ensuring they notify Council and relevant departments of their intention to host an event.

6.3   **All Officers that advise and have a regulatory/compliance role in the delivery of events within the City of Melton.**

6.3.1   *Events Team (Engagement and Advocacy)*

- Able to provide specialist advice in event development (concept stage), event planning, advice on event delivery and evaluation options
- Responsible for maintaining Council's event calendar.
- Responsible for issuing Event Permits and approving all Council and Community run events

6.3.2   *Communications Team (Engagement and Advocacy)*

- Responsible for ensuring the correct use of Council logos for any Council supported events
- Responsible for developing the Mayor's speech for any formalities at which he/she is to speak.

6.3.3   *Design & Traffic (Engineering Services)*

- Responsible for approving Traffic Management Plans for events in the municipality. They will advise on requirements and permissions for road closures **and considerations for event parking.**

6.3.4   *Building Services (Compliance)*

- Able to assess if a proposed event site is suitable for an event (based on anticipated crowd, traffic, safety and other measures)> Responsible for issuing Places of Public Entertainment (POPE) permits for Temporary Structure permits. A minimum of eight weeks is required for the assessment and approval of these permits. Permit fees apply.

6.3.5   *Environmental Health (Compliance)*

- Responsible for issuing temporary food premises permits. Application forms for permits must be received at least one month prior to the event. Permit fees apply. Environmental Health can advise if caterers are registered under the Food Act and carry out random inspections of events to ensure compliance with Food Safe Practices.

6.3.6   *Local Laws (Compliance)*

- Responsible for ensuring compliance with Local Laws in conduct and activates in Council buildings, on reserves and roads.

6.3.7   *Planning Enforcement (Compliance)*

- Responsible for determining and enforcing the location of road side event signage.

MEETING OF COUNCIL

13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

6.3.8 Statutory Planning (Planning)

- Responsible for issuing town planning permits for commercial and ongoing (annual) events. Event organisers must consider that the permit may take up to one year to be approved if any objections are received (objections must go through VCAT hearing). Permit fees apply.

6.3.9 Recreation (Recreation and Youth)

- Responsible for taking bookings and advising which recreation reserves and sporting facilities may be used as event sites.

6.3.10 Venues (Community Planning)

Responsible for taking bookings for Council venues available for private functions. Community or commercial use.

MEETING OF COUNCIL

13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.3   Events Policy
Appendix 1 Events Policy

6.   References and links to legislation and other documents

Name	Location
Council and Wellbeing Plan 2021-2025	www.melton.vic.gov.au
Building Act 1993	www.legislation.vic.gov.au
Melton City Council General Local Law (2015)	www.melton.vic.gov.au
Reconciliation Policy	Policy Intranet
APRA License Information	www.apra.com.au
Liquor Licensing	www.vcglr.vic.gov.au
Raffles (Gambling Licence or Permit)	www.vcglr.vic.gov.au
Alcohol Risk Management Policy	Policy Intranet

Events Policy   V3.0 [October 2021]   Page 12 of 12

Mr S McManus and Ms H Taylor left the Meeting at 11.31am

MEETING OF COUNCIL

13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021

6.4   CEO EMPLOYMENT AND REMUNERATION POLICY

Responsible Officer: **Laura-Jo Mellan - Executive Manager Property and Projects**

Document Author: **Laura-Jo Mellan - Executive Manager Property and Projects**

Date Prepared: **28 October 2021**

Ms LJ Mellan entered the Meeting at 10.38am

1.   Recommendation:

To approve the CEO Employment and Remuneration Policy as contained at **Appendix 1**.

Motion

Crs Ramsey/Carli

That Council approve the CEO Employment and Remuneration Policy at **Appendix 1** noting the changes made by the Panel highlighted in yellow.

CARRIED

2.   Background

2.1   The Policy

This Policy is required to comply with s.45 of the *Local Government Act 2020* (the Act). The act stipulates that the policy must provide the following:

•   the recruitment and appointment process;

•   provisions to be included in the contract of employment;

•   performance monitoring; and

•   an annual review.

The Act (s.45(3), also states that Council must have regard to:

a)   any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and

b)   any Determination that is currently in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executives employed in public service bodies in developing the Chief Executive Officer Employment and Remuneration Policy.

Council are required to approve this policy by 31 December 2021.

2.2   Sources/benchmarking

Not applicable, the Act stipulates what must be included in the policy.

2.3   Consultation

MEETING OF COUNCIL

13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021

Consultation was not required in the development of this policy. Council were briefed on the draft policy

2.4   Communication and Implementation

The policy will be available on Council's website and does not require any procedures to support its implementation.

2.5   Compliance

This policy is compliant with the requirements of s.45 of the *Local Government Act 2020*.

2.6   Measures of Success

The measure of success will be demonstrated by the documentation of a recruitment process and development and approval of an annual performance plan for the CEO.

LIST OF APPENDICES

1.   CEO Employment and Remuneration Policy

CEO Employment and Remuneration Policy

Version No.	Version 1.0 16 September 2021
Endorsement	General Manager Corporate Services - September 2021 Policy Review Panel – 3 November 2021
Authorisation	Council- 13 December 2021
Review date	November 2025
Responsible officer	Manager People and Culture
Policy owner	Manager People and Culture

1.   Purpose

This Policy is a legislative requirement of the Local Government Act 2020 (the Act) and must provide the way in which Council will:

- Manage the recruitment and appointment of its Chief Executive Officer (CEO);
- Agree contract inclusions;
- Monitor the CEO performance; and
- Conduct the annual review of performance.

2.   Scope

This Policy applies to activity undertaken by the elected Council and the incumbent of the CEO position.

3.   Definitions

Word/Term	Definition
Chief Executive Officer (CEO)	Means the Chief Executive Officer at Melton City Council
Council	Means Melton City Council, being a body corporate constituted as a municipal council under the Local Government Act 2020
Councillors	Means a person who holds the office as a member of a Council, as described in the Local Government Act 2020
Council Officers	The Chief Executive Officer and staff of Council appointed by the Chief Executive Officer

4.   Policy

The employment cycle of a CEO is a core responsibility of the elected Council. This Policy outlines the mechanisms which support the Council in fulfilling its obligations regarding CEO employment and remuneration.

4.1 CEO Employment and Remuneration Committee

Establishment

CEO Employment and Remuneration Policy   <V1.0 September 2021>   page 1 of 4

MEETING OF COUNCIL   13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.4   CEO Employment and Remuneration Policy
Appendix 1 CEO Employment and Remuneration Policy

4.1.1   The Council must establish a CEO Employment and Remuneration Committee (the Committee) in accordance with s. 45(2) of the Local Government Act 2020.

4.1.2   The Committee is to be chaired by the Mayor and will be supported by an independent person who will be entitled to be remunerated for their work. The independent person must have the relevant experience and expertise in relation to appointment and employment of executive officers.

Composition of Committee

4.1.3   The committee comprises all Councillors and an independent facilitator with the independent person holding no voting rights.

Secretariat support

4.1.4   The Manager People and Culture will provide secretariat support to the Committee namely by:

- Coordinating meetings of the Committee;
- Preparing relevant documentation including reports to Council and contractual documents; and
- Maintaining appropriate records regarding performance reviews.

Expectations/ Requirements of Members

4.1.5   Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision as adjudicated by the Chair.
- Treat information with sensitivity and confidentiality.

Meetings

4.1.6   The committee will meet every six months or as required.

The agenda together with any reports and documents that relate to the committee will be forwarded to members at least seven days 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 for ratification within two weeks of the committee meeting.

Recruitment and Appointment of CEO

4.1.7   Council will engage an independent and suitably qualified recruitment firm to support it in the recruitment and appointment of a CEO. The appointment of a recruitment agency will be in line with Council's procurement guidelines. The committee will make recommendations to the Council when appointing a recruitment firm, determining the selection criteria for the CEO position and developing the CEO contract. The Committee may use the support of the Independent Person mentioned in 4.1.2 when appointing the recruitment firm.

4.1.8   Appointment of the CEO will be made on merit and in line with Equal Opportunity legislation.

CEO Employment and Remuneration Policy   <V1.0 September 2021>   page 2 of 4

MEETING OF COUNCIL   13 DECEMBER 2021

Item 12.4   Advisory Committees of Council - Aggregated Meeting Minutes
Appendix 2 Policy Review Panel meeting minutes - dated 3 November 2021

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.4   CEO Employment and Remuneration Policy
Appendix 1 CEO Employment and Remuneration Policy

Contractual Requirements

4.1.9   The CEO contract will at a minimum outline:

- The responsibilities of the role;

- Conflict of interest management requirements;

- Remuneration;

- Legislative obligations including those continuing after appointment; and

- Processes for managing unsatisfactory performance or early termination.

- The term of the contract will not be more than 5 years.

4.2   **Remuneration and Expenses**

Remuneration

4.2.1   The remuneration package of the CEO will be subject to the review of the CEO Employment and Remuneration Committee.

4.2.2   The remuneration as stated by the Local Government Act 2020 must be in line with the public sector executive rates of pay.

Expenses

4.2.3   All expenditure will be in line with Council's Procurement and Credit Card Policies.

4.3   **CEO Performance Plan**

4.3.1   The Council will adopt an annual performance plan for the CEO. The performance plan will be developed in conjunction with the CEO and CEO Employment and Remuneration Committee.

4.3.2   The performance plan will document agreed objectives and outcomes to be delivered over a twelve-month period.

4.3.3   The CEO will provide progress reports to the Committee at each review meeting.

4.4   **Contract Expiry**

4.4.1   The Committee must take recommendations to Council six months prior to the expiry of the CEO contract and with regards to the current legislation to:

- Reappoint the CEO as per the Local Government Act; or

- Advertise for recruitment for the role of CEO.

5.   **Responsibility /Accountability**

5.1	**Manager People and Culture**
	• Secretariat support to Council which facilitates the reports and documentation required under this policy

---

CEO Employment and Remuneration Policy   <V1.0 September 2021>   page 3 of 4

MINUTES OF THE POLICY REVIEW PANEL   3 NOVEMBER 2021
Item 6.4   CEO Employment and Remuneration Policy
Appendix 1 CEO Employment and Remuneration Policy

5.2	**Council**
	• Appoint independent member to <mark>support the</mark> CEO Employment and Remuneration Committee
	• Conduct CEO performance reviews in line with adopted policy
5.3	**CEO Employment and Remuneration Committee**
	• Oversees adherence to the CEO employment and remuneration policy
	• Oversee adherence to the Credit card policy for expenses incurred by the CEO

6.   References and links to legislation and other documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/as-made/acts/local-government-act-2020
Local Government Act 1989	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-1989/159
Melton City Council Enterprise Agreement No 9 2019	Council Intranet
Public Sector Executive Rates of pay	https://www.vic.gov.au/remuneration-bands-executives-prescribed-public-entities#remuneration-bands-for-executives-employed-in-prescribed-public-entities-victoria-determination-no-012020

CEO Employment and Remuneration Policy   <V1.0 September 2021>   page 4 of 4

Ms LJ Mellan left the Meeting at 10.48am

POLICY REVIEW PANEL   3 NOVEMBER 2021

7.   GENERAL BUSINESS

7.1   REVIEW OF POLICIES THAT UNDERWENT MINOR CHANGES ONLY PURSUANT TO ITEM   6.4 AT 13 OCTOBER 2021 MEETING OF THE POLICY REVIEW PANEL

The Panel reviewed, noted and approved the Policies identified as having undergone minor changes only in the Report to item 6.4 of the Meeting of the Policy Review Panel on 13 October 2021 that had been provided by Mr B Dosser Manager Legal, Governance and Risk for the consideration of the Panel and noted no further action is required in respect to this item.

8.   CONFIDENTIAL BUSINESS

Nil.

9.   NEXT MEETING

Tuesday 30 November 2021, at 11am

10.   CLOSE OF BUSINESS

The meeting closed at 12.19pm.

Confirmed

Dated this 25 November 2021

....CHAIRPERSON