



## **MELTON CITY COUNCIL**

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**Minutes of the Policy Review Panel  
Meeting of the Melton City Council held  
via a videoconference**

**13 October 2021**

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MINUTES OF THE POLICY REVIEW PANEL13 OCTOBER 2021

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MINUTES OF THE POLICY REVIEW PANEL

13 OCTOBER 2021

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**MELTON CITY COUNCIL**MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL HELD VIA A VIDEOCONFERENCE ON 13  
OCTOBER 2021 AT 11:30AM

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

**In Attendance:**

Ms L J Mellan,	Executive Manager Property & Projects and
Mr B Dosser,	Manager Legal, Governance & Risk
Mr S Rumoro,	Manager Finance
Ms C Nichols,	Coordinator Revenue
Ms D Portis,	Coordinator Procurement
Ms R Bartlett	Governance Officer

**1. WELCOME**

The Mayor, Cr Majdlik opened the meeting at 11:01 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 23 September 2021 be noted.

**Motion**

Crs Ramsey/Carli.

That the Minutes of the Policy Review Panel held on 23 September 2021 be noted.

CARRIED

**5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**

Nil.

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**6. PRESENTATION OF STAFF REPORTS****6.1 FINANCIAL ASSISTANCE (RATES & CHARGES) POLICY****Responsible Officer:** Peter Bean - General Manager Corporate Services**Document Author:** Catherine Nichols - Rates Coordinator**Date Prepared:** 29 July 2021**1. Recommendation:**

To approve the amended Financial Assistance (Rates &amp; Charges) Policy

**Motion**

Crs Ramsey/Carli.

That Council:

- a) approve the revised Financial Assistance (Rates & Charges) Policy at **Appendix 1** noting the changes made by the Panel highlighted in yellow.

**CARRIED****2. Background****2.1 The Policy**

Council is required to have a Financial Assistance (Rates & Charges) Policy. The Financial Assistance (Rates & Charges) Policy has been updated as the existing policy expired. The following amendments have been made:

4.1 Deferring of Rates and Charges - Approval by General Manager Corporate Services and Manager Finance added

4.3 Waiving of Interest - Approval by Manager Finance added

4.4 Discount for an Additional Bin added

5.1 Responsibility/Accountability – Manager Finance responsibilities amended to include Deferring of Rates and Charges, Waiving of Interest and Discount for an additional bin.

Family violence considerations

**2.2 Sources/benchmarking**

Policies from various other Councils were considered in updated this policy.

**2.3 Consultation**

The policy was reviewed in consultation with Executive at its meeting held on 25/03/2021.

**2.4 Communication and Implementation**

No significant changes have been made.



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**2.5 Compliance**

The policy is compliant with external legislation and the Local Government Act 1989.

**2.6 Measures of Success**

Consistent treatment and evaluation of applications for hardship and compassion.

**LIST OF APPENDICES**

1. Financial Assistance (Rates & Charges) Policy 2021

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Financial Assistance (Rates &amp; Charges) Policy

Appendix 1 Financial Assistance (Rates &amp; Charges) Policy 2021

	<b>Financial Assistance (Rates &amp; Charges) Policy</b>
<b>Version No.</b>	V5., 27 September 2021
<b>Endorsement</b>	General Manager Corporate Service Executive Policy Review Panel 13 October 2021
<b>Authorisation</b>	Council 25 October 2021
<b>Expiry date:</b>	31 December 2024
<b>Responsible officer:</b>	Revenue Coordinator
<b>Policy owner</b>	Manager Finance

**1. Purpose**

To process applications by ratepayers for deferment or waiver of rates, charges and /or interest on the grounds of financial hardship, compassion, special or necessitous circumstances.

**2. Scope**

This policy applies to ratepayers of Melton City Council in accordance with Sections 170, 171 and 171A of the Local Government Act 1989.

**3. Definitions**

Word/Term	Definition
Financial hardship	Unable to pay the outstanding rates or charges due to adverse financial condition.
Compassionate grounds	Short term circumstances of a compassionate nature that if deferment of payment is not granted would lead to Financial hardship.
Necessitous circumstances	Circumstances beyond the control of the ratepayer that makes the payment of rates and charges impracticable on a short-term basis only e.g. death in the family, those affected by family violence.
"Market Rate of Interest"	This will be the opportunity cost of interest income forgone by Council- i.e.: Official 180 day bank bill rate as at 1 July each year.
Primary residence	The property which is considered to be the main living location.
Independent Financial Counsellor	A free service provided to ratepayers in financial difficulty that is independent of the Council.
Rates & Charges	General Rates, Municipal Charge, Waste Charges, Fire Services Property Levy are the applicable charges with respect to this policy.

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Item 6.1 Financial Assistance (Rates &amp; Charges) Policy

Appendix 1 Financial Assistance (Rates & Charges) Policy 2021

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**4. Policy****4.1 Deferring of Rates and Charges –Section 170 of the Act**

Ratepayers may have rates and charges, or part thereof, deferred although rates and charges will continue to be levied subject to compliance with the following conditions and approval by the Chief Executive, General Manager Corporate Services or Manager Finance:

- Available only to individuals experiencing hardship with regard to the rates on their primary residence
- The ratepayer must be experiencing undue and unavoidable hardship, **including but not limited to those affected by family violence and mental health.**
- The applicant to provide additional information such as Concession Card issued under State Concession Act, evidence of low income, Centrelink Healthcare Card etc. Where there are mitigating circumstances and documented evidence can't be provided, Council will look to make assessment of hardship via other means.
- Council is satisfied on the application of the ratepayer that the payment of rates and charges will cause undue hardship to the ratepayer
- Interest on deferred rates will be levied at the "market rate", rather than the penalty interest rate
- Council may defer payment or part payment for such period as Council thinks fit.

**4.2 Waiving of Rates and Charges – Section 171 of the Act**

Ratepayers may have rates and charges, or part thereof, waived subject to following conditions and approval by Council or by delegated authority:

- Available only to individuals experiencing hardship with regard to the rates on their primary residence
- Ratepayer is an eligible recipient within the meaning of State Concessions Act 2004
- The applicant is under Financial hardship and be able to provide additional information to prove hardship on a needs basis. Where there are mitigating circumstances and documented evidence can't be provided, Council will look to make assessment of hardship via other means
- Maximum of 30% of the current years rates and charges, with a minimum waiver of \$100 per property per year due to financial hardship
- Waiver must be recommended by an independent financial counsellor, **unless Council determines (in its sole discretion) that there are exceptional mitigating circumstances justifying why an independent financial counsellor recommendation should not be obtained.**

**4.3 Waiving of Interest – Section 171A of the Act**

Ratepayers may have interest or part thereof, waived where they have demonstrated compassionate grounds for a payment being late and/ or financial hardship subject to compliance of the following conditions and approved by General Manager, Corporate Services or Manager Finance:

- Ratepayer experiencing undue financial hardship (in necessitous circumstances)
- Ratepayer is on a payment arrangement to catch up the outstanding rates and charges
- Maximum of 12 months waiver.

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Financial Assistance (Rates &amp; Charges) Policy

Appendix 1 Financial Assistance (Rates &amp; Charges) Policy 2021

**4.4 Discount for an Additional Bin**

**Ratepayers may receive a discount of 80% of the normal cost of an addition garbage or recycling bin, subject to the following conditions and approval by Manager Finance:**

- Completion of Request for Additional Bin discount form
- Attach a letter from the hospital or doctor confirming medical condition that would require a larger amount of waste; or
- Provide information of 6 or more people living at the property; and
- Ratepayer is an eligible recipient within the meaning of State Concessions Act 2004

**5. Responsibility /Accountability**

<b>5.1</b>	<b>Manager Finance</b>
	<ul style="list-style-type: none"> <li>• For ensuring the policy is applied consistently.</li> <li>• Determining deferrals of rates and charges under Section 170 of the Local Government Act</li> <li>• Determining the waiving of interest under Section 171A of the Local Government Act</li> <li>• Determining approval for a discount for an additional bin</li> </ul>
<b>5.2</b>	<b>Debt Recovery Officer</b>
	<ul style="list-style-type: none"> <li>• For the collection of Council's overdue rates and charges.</li> </ul>
<b>5.3</b>	<b>General Manager, Corporate Services</b>
	<ul style="list-style-type: none"> <li>• Determining deferrals of rates and charges under Section 170 of the Local Government Act</li> <li>• Determining the waiving of interest under Section 171A of the Local Government Act 1989</li> </ul>
<b>5.4</b>	<b>Council</b>
	<ul style="list-style-type: none"> <li>• Determining the waiving of rates under Section 171 of the Local Government Act</li> </ul>

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

Name	Location
Sections 170,171,171A of the Local Government Act 1989 (VIC)	<a href="http://www.legislation.vic.gov.au/">http://www.legislation.vic.gov.au/</a>

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**6.2 DEBT COLLECTION POLICY****Responsible Officer:** Peter Bean - General Manager Corporate Services**Document Author:** Catherine Nichols - Rates Coordinator**Date Prepared:** 29 July 2021**1. Recommendation:**

To approve the amended Debt Collection Policy

**Motion**

Crs Ramsey/Carli.

That Council:

- a) approve the revised Debt Collection Policy at **Appendix 1** noting the changes made by the Panel highlighted in yellow.

CARRIED**2. Background****2.1 The Policy**

Council is required to have a Debt Collection Policy. The Debt Collection Policy has been updated as the existing policy expired. The following amendments have been made:

4.1.1.2 – Arrangements being monitored by Debt Collection contractor removed

4.1.1.3 – SMS, phone call, email & Field Call steps added

Family violence considerations

**2.2 Sources/benchmarking**

Policies from various other Councils were considered in updating this policy.

**2.3 Consultation**

The policy was reviewed in consultation with Council's internal auditors and endorsed by the Audit Committee at its meeting held on 8 September 2021.

**2.4 Communication and Implementation**

No significant changes have been made.

**2.5 Compliance**

The policy is compliant with external legislation and the Local Government Act 1989.

**2.6 Measures of Success**

Consistent treatment in collection of Council.

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**LIST OF APPENDICES**

1. Debt Collection Policy

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Debt Collection Policy  
Appendix 1 Debt Collection Policy

	<b>Debt Collection Policy</b>
<b>Version No.</b>	V5, 27 September 2021
<b>Endorsement</b>	General Manager Corporate Services Executive Policy Review Panel - 13 October 2021 Audit & Risk Committee – 8 September 2021
<b>Authorisation</b>	Council – 25 October 2021
<b>Expiry date:</b>	31 December 2024
<b>Responsible officer:</b>	Revenue Coordinator
<b>Policy owner</b>	Manager Finance

**1. Purpose**

To provide a framework for the efficient and effective collection of all outstanding debts and compliance with statutory requirements in relation to collection of rates, charges, fees and other debts.

**2. Scope**

This policy applies to all rates and charges levied by council in accordance with the Local Government Act 1989, and other receivables that are owed to council for performing works and services.

This policy is not applicable to Infringements which are subject to different collection process.

**3. Definitions****Compassionate Grounds:**

Short term circumstances of a compassionate nature that if deferment of payment was not granted, it would lead to a situation of financial hardship and other difficulties.

**Financial Hardship:**

The debtor is unable to pay the outstanding monies owing due to any adverse financial situation.

**Necessitous Circumstances:**

Circumstances beyond the control of the ratepayer /debtor that makes payment of outstanding money owed to council impracticable on a short term basis only e.g. serious illness, death in the family, those affected by family violence.

**Special Circumstances:**

Circumstances where the ratepayer/ debtor has a demonstrable need outside their control.



## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Debt Collection Policy  
Appendix 1 Debt Collection Policy**4. Policy**

Council has a responsibility to ensure monies owed to it are collected in a timely, effective and efficient manner to finance its operations and ensure effective cash flow management. Whilst carrying out this responsibility, Council will:

- Ensure that the process is transparent to everyone;
- Treat all people fairly and consistently under this policy;
- Treat all matters under this policy confidentially; and
- Treat people with respect and sensitivity in considering their circumstances.

The management and recovery of outstanding debt is an important aspect of the Council's Financial Management function. The powers available to Council in pursuing outstanding debts is set out in the Local Government Act 1989.

**4.1 Debt Groupings**

Amounts owed to Council can be categorised into several broad base groups including

- Rates and Charges
- Special Rates and Charges
- Loans and Lease agreements
- Sundry Debtors

Each grouping, by its particular nature, requires distinct methods of debt collection procedures and will be considered accordingly. The detailed collection procedures applying to these groups of debtors are attached to this policy. Collection processes to be followed for each debtor groupings are:

**4.1.1 Rates and Charges debts****Standard collection process****4.1.1.1 Failure to pay Instalments due**

Council currently offers payment by instalment on 30 September, 30 November, 28 February and 31 May each year. Statutory interest charges will be charged, in accordance of section 172 of the Local Government Act 1989, for payments not made on the due dates mentioned above.

**4.1.1.2 Reminder Notices**

Reminder notices are forwarded to all unpaid rates accounts within 10 days of the instalment due dates, requiring payments within 10 days or to negotiate and enter a "Payment Arrangement". Any such payment arrangements should clear the debt within a 6-12 month period. Extended payment arrangements of more than 12 months duration will be considered under Council's Financial Assistance (Rates & Charges) Policy.

**4.1.1.3 Outbound collection activity**

Council via SMS, phone call, email, field calls will make reasonable attempts to contact ratepayers in arrears and those who may have difficulty contacting Council due to circumstances beyond their control. Taking legal action against a ratepayer is a last resort.



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Item 6.2 Debt Collection Policy  
Appendix 1 Debt Collection Policy4.1.1.4 Magistrate Court Actions

Rate payers who do not respond to "Reminder Notice" will be subject to the following formal collection processes.

- SMS, phone call, email
- Debt Collection Agency Final Notice
- Solicitors Demand letter
- Field call
- Issue of Complaint
- Issue of Judgement Order
- Summons for Oral Examination of debt at the Magistrates Court
- Warrant of Apprehension served for failure to attend Courts for Oral Examination
- Contact by Debt Collection Contractor to follow up the repayment arrangement
- Issue of Warrant to Seize Property, Attachment of Earnings Application, Garnishee of Wages
- Reporting to mortgage financier of ratepayer's indebtedness to Council
- Bankruptcy proceeding
- Winding up of companies.

The above actions incur the Magistrates Courts Civil Procedures-Scale of Costs, all of which are recoverable from the ratepayer.

Discretion of the Manager Finance is exercised in proceeding with any of the above actions, dependent upon size of the debt, length of debt accrual and past history of ratepayer.

If Council officers have been alerted of necessitous circumstances impacting a ratepayer such as family violence, Revenue Coordinator and Manager Finance are to be informed of the matter. Any proposed collection activity will require approval by Revenue Coordinator and Manager Finance.

Councils collections agency must at all times abide by the ACCC Debt collection guidelines for collectors and creditors.

4.1.1.4 Sale of Property to recover outstanding rates-Section 181 of the Local Government Act 1989

The Manager Finance will prepare a report to Council of properties proposed for sale to recover unpaid rates and charges on a yearly basis to Executive, and then to Council if action is required as per Local Government Act.

The report is to reflect those properties where all measures to collect the debt has been unsuccessful and officers believe proceeding to sell the property is justified and worthwhile. The report will be supported by a confidential listing of all required details for council to make an informed determination on each individual debtor, including the debtor's financial circumstances if known, debt history, costs involved and any other relevant matters.

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Item 6.2 Debt Collection Policy  
Appendix 1 Debt Collection Policy

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**4.1.2 Special Rates and Charges:****Standard Collection Process:**

Initial accounts, for any special rates and charges, are forwarded once the special rate or charges has been formally declared. The payment terms will be as agreed in the declaration of special charges and rates for each scheme.

4.1.2.1 Reminder notices:

Reminder notices are forwarded when payments are not received on due date.

4.1.2.2 Follow up action:

As per rates and charges procedures.

**4.1.3 Loans and Lease Agreements****Standard Collection Process**

Council has several loans and lease agreements with community organisations and businesses. Repayments are identified in the agreement and a repayment schedule is provided. Notices for these are forwarded one month prior to the due dates.

4.1.3.1 Reminder notices

Monthly statements are sent to unpaid accounts.

4.1.3.2 Over 90 days overdue

Accounts not settled for more than 90 days are referred to the responsible Council Officer for follow up.

4.1.3.3 Final Notices:

In the absence of any suitable payment arrangement / non-compliance of payment arrangements, final notices are initiated as a step before legal recovery processes commence.

Future use of Council facilities may be restricted if no satisfactory payment plan is entered into.

**4.1.4 Sundry Debtors****Standard Collection Process**

Statement of accounts / invoices are forwarded on a monthly basis

4.1.4.1 Reminder Accounts

Statement of accounts incorporating arrears outstanding to be sent in following month.

4.1.4.2 Overdue accounts

Respective Council Officers are provided with a list of overdue accounts. Responsible Officers advise Finance of further actions.

4.1.4.3 Credit notes

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Item 6.2 Debt Collection Policy  
Appendix 1 Debt Collection Policy

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A "Request for Credit Note" must be completed using Council's Customer Action Request (CAR) system.

**4.1.4.4 Write Off of Bad Debts**

Debts may be written off where there is no expectation of recovering the amount owing.

Any write offs must be authorised by the Manager Finance.

**4.2 Financial Assistance (Rates & Charges) Policy**

Provision of Council's Financial Assistance (Rates & Charges) Policy will be used to assist Council's debtors here applicable before other debt collection procedures are enforced.

**5. Responsibility****5.1 Debt Recovery Officer**

Responsible for day to day enforcement of the policy with necessary guidance from Revenue Coordinator.

**5.2 Revenue Coordinator**

Responsible to ensure that the policy is implemented in a consistent manner across all areas of Council, with necessary approval from the senior management of the Council.

**5.3 Staff**

This policy seeks to maintain and enhance Council's integrity and standing in its dealings with its debtors. It is expected that when Council staff have dealings with Council's debtors, that:

- All debtors are shown utmost respect, courtesy, and diligence in all dealings.
- High levels of ethics are adhered to, particularly when dealing with those debtors regarded as being in necessitous or disadvantaged circumstances.
- All debt collection arrangements are treated as strictly confidential.
- Maximum possible collection targets are sought by Council.
- Any negotiated arrangements are as per the documented guidelines stipulated in subsequent sections of this policy.

**6. References and links to other documents****6.1 Legislation**

- Local Government Act 1989 with references to the following Sections
  - Section 170 Deferred payment of rates and charges
  - Section 171 Waiver of rate or charge or interest
  - Section 172 Council may charge interest on unpaid rates and charges
  - Section 177 Council may require occupier to pay rent
  - Section 180 Council may take legal action to recover unpaid rates and charges
  - Section 181 Council may sell land to recover unpaid rates and charges
- The Privacy and Data Protection Act (2014) Penalty Interest Rate Act 1983

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Item 6.2 Debt Collection Policy  
Appendix 1 Debt Collection Policy

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**6.2 Guidelines**

- ACCC - Debt collection guideline: for collectors and creditors

**6.3 Council documents**

- Debt Recovery Procedures
- Delegation conferred on the Manager Finance
- Financial Assistance (Rates & Charges) Policy

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Cr Shannon left the videoconference at 1:25pm.

**6.3 PROCUREMENT POLICY****Responsible Officer:** Laura-Jo Mellan - Executive Manager Property and Projects**Document Author:** Laura-Jo Mellan - Executive Manager Property and Projects**Date Prepared:** 06 October 2021**1. Recommendation:**To approve the amended Procurement Policy Contained at **Appendix 1**.**Motion**

Crs Carli/Ramsey

That Council:

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

**CARRIED****2. Background****2.1 The Policy**

Council engaged Harwood Andrews to undertake a review of the existing Procurement Policy to comply with the *Local Government Act 2020* (the Act). The Act requires Councils to prepare and adopt a Procurement Policy by 31 December 2021 and sets out what the policy must address as summarised in the table below along with the relevant reference to the Policy:

Section LGA 2020	Substantive Requirement	Policy reference
S108(2)	A Procurement Policy must seek to promote open and fair competition and provide value for money	4.2 and 4.3
s108(3)(a)	A Procurement Policy must include the contract value above which the Council must invite a tender or seek an expression of interest	6.2
s108(3)(b)	A procurement Policy must include a description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money	3.2 7.3
s108(3)(c)	A Procurement Policy must include a description of how the Council will seek collaboration with other Councils and public bodies in the procurement of goods and services	7
s108(3)(d)	A Procurement Policy must include a description of the conditions under which the Council may purchase goods or services without inviting a public tender or expression of interest	6.4 6.5

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s108(3)(e)	A Procurement Policy must include a description of the process to be undertaken in inviting a public tender or expression of interest	6
s108(3)(f)	A Procurement Policy must include a description of any other matters prescribed by the regulations	NA
s108(4)	The contract value to be included in a Procurement Policy in accordance with subsection (3)(a) must not exceed the value prescribed by the regulations for the purposes of this section	NA
s108(5)	A Council must review its Procurement Policy at least once during each 4-year term of the Council	11

In addition, s109 provides that a Council must comply with its procurement policy, and further requires the CEO to ensure that any report made to the Council recommending a contract be entered into includes information relating to collaborative arrangement opportunities that were explored as part of the procurement process. This is intended to promote entering joint procurement and service delivery arrangements with other Councils or bodies. Officers consider that a change to the Council report template for Contracts in InfoCouncil should be made to implement this requirement.

If the Procurement Policy is not approved by Council by the 31 December 2021 then Council will be in breach of the *Local Government Act 2020*. In addition, there are a number of procurement activities that Council will be unable to undertake, namely those outlined in the Exemption table at 6.5 of the Procurement Policy as the ability to seek a ministerial exemption of these activities as previously set out in s186 of the *Local Government Act 1989*, have been repealed.

For ease of reference a marked up and clean version of the revised Policy have been attached at **Appendix 1**.

It should be noted that the revised Procurement Policy, is supported by two operational documents that will assist officers to implement the Policy. These documents are the revised Procurement Procedures Manual and the Suppliers Code of Conduct. These documents have been approved by Executive.

## 2.2 Sources/benchmarking

The Procurement Policy contains information that it is required to be addressed under the *Local Government Act 2020*, specifically s108 and s109. Accordingly, the policy is broadly consistent with other Councils.

The policy was reviewed and updated by external lawyers, Harwood, to ensure consistency with current legislative requirements. The policy is based on the existing policy with the incorporation of recommended amendments by Harwood Andrews.

## 2.3 Consultation

The policy has been referred to Council's Gender Equality Officer for a Gender Impact Assessment (GIA). The following recommendations were made and have been incorporated into the policy:

- Section 6.2.2 - Panel selection for tenders – Use following wording or similar 'panel members will be made of representatives that reflect Council and the community. This can include but is not limited to representatives of different genders, cultural backgrounds, abilities and age'.
- Section 11 – add Gender Equality Act to relevant legislation documents

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**2.4 Communication and Implementation**

If adopted, the revised Policy will be published on the Council website and intranet in place of the existing Policy.

**2.5 Compliance**

The policy is compliant with the *Local Government Act 2020*. A Gender Impact Assessment has been completed and considered in the review of this policy for compliance with the *Gender Equality Act 2020*. It is also compliant with the Council's Instruments of Delegation.

**2.6 Measures of Success**

Consistent approach to Procurement across the organisation.

**LIST OF APPENDICES**

1. Procurement Policy - October 2021

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Item 6.3 Procurement Policy  
Appendix 1 Procurement Policy - October 2021

	<b>Procurement Policy</b>
<b>Version No.</b>	V7.0, 4 October 2021
<b>Endorsement</b>	Executive - 7 October 2021 Policy Review Panel - 13 October 2021
<b>Authorisation</b>	Council - 25 October 2021
<b>Review date</b>	October 2025
<b>Responsible officer</b>	Procurement Coordinator
<b>Policy owner</b>	Manager Finance

**1. Scope & Application**

- 1.1. The *Local Government Act 2020* (Vic) (**LG Act**) requires each council to prepare and adopt a Procurement policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.
- 1.2. This Procurement Policy (**Policy**) is made under Section 108 of the LG Act. The LG Act is the key legislative framework that regulates the process of all local government Procurement in Victoria.
- 1.3. This Policy applies to all contracting and Procurement activities and is binding upon all Councillors and Council Staff.

**2. Definitions**

- 2.1. In this Policy, the following words have the following meaning:
  - 2.1.1. **Collaborative Procurement Arrangements** are arrangements established by the Council, government or a nominated agent, such as Procurement Australasia, Municipal Association of Victoria (MAV), which aims to achieve better value by leveraging the combined economies of scale provided by multiple participants.
  - 2.1.2. **Council** means the entire Melton City Council organisation, including Councillors and Council Staff.
  - 2.1.3. **Councillors** means Council's elected representatives (the Mayor or Councillors) or an administrator(s) appointed to act in this capacity.
  - 2.1.4. **Council Staff** includes all Council officers, temporary employees, contractors, volunteers and consultants while engaged by Council.
  - 2.1.5. **Indigenous Business** is per the Australian Indigenous Minority Supplier Office Limited (Supply Nation) definition.
  - 2.1.6. **Procurement** means the whole process of acquisition of external goods, services and works. The process spans the whole life cycle of an asset (including disposal) or the end of a service contract.



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Item 6.3 Procurement Policy  
Appendix 1 Procurement Policy - October 2021

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- 2.1.7. **Procurement Procedures** are Council's procedures that support this Policy contained or referred to in the endorsed Procurement Procedures Manual.
- 2.1.8. **Sustainable Procurement** is defined in clauses 4.8 to 4.10.
- 2.1.9. **Total Contract Value** means the sum of once-off or ongoing cumulative spend over the life of the Contract, including:
- 2.1.9.1. costs applicable to any options for either party to extend the contract;
  - 2.1.9.2. applicable goods and services (GST);
  - 2.1.9.3. anticipated contingency allowances or variations;
  - 2.1.9.4. all other known, anticipatory and reasonably foreseeable costs.
- 2.1.10. **Value for Money** is defined in clause 4.2.

**3. Purpose**

- 3.1. The purpose of this Policy is to establish a Procurement framework for Council to ensure that the Procurement of all goods, services and works promotes open and fair competition and provide Value for Money.
- 3.2. This Policy further aims to:
- 3.2.1. provide guidance to Council to allow consistency and control over Procurement activities;
  - 3.2.2. demonstrate accountability to rate payers;
  - 3.2.3. provide guidance on ethical behaviour in public sector purchasing;
  - 3.2.4. demonstrate the application of elements of best practice in purchasing;
  - 3.2.5. demonstrate the consideration of sustainability in Procurement with respect to social, economic and environmental factors; and
  - 3.2.6. seek to undertake Collaborative Procurement Arrangements.

**4. Procurement Governance****4.1. Principles**

- 4.1.1. Irrespective of the value or complexity of Procurement, Council will apply the following principles that have been developed taking into account industry and best practice standards:
- 4.1.2. Value for Money;
  - 4.1.3. open and fair competition;
  - 4.1.4. accountability;
  - 4.1.5. risk management;
  - 4.1.6. probity and transparency;
  - 4.1.7. Sustainable Procurement – economic (Buy Local), environmental and social (including ethnicity and gender).

**4.2. Value for Money**

- 4.2.1. Obtaining Value for Money does not mean Council is obliged to accept the lowest price.

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4.2.2. The concept of 'Value for Money' involves taking into account both financial and non-financial factors including:

- 4.2.2.1. advancing Council's priorities;
- 4.2.2.2. fitness for purpose;
- 4.2.2.3. quality;
- 4.2.2.4. service and support; and
- 4.2.2.5. whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of goods, services or works.

4.2.3. Value for money involves a balanced judgement of financial and non-financial factors.

**4.3. Open and Fair Competition**

- 4.3.1. All prospective suppliers must be treated (and be seen to be treated) fairly and in an open and transparent manner, with the same access to information about the Procurement to enable them to submit prices, quotations and tenders on the same basis.
- 4.3.2. Council must adequately test the market in a consistent manner without any bias, or perception of bias, so that potential suppliers and the public have confidence in the outcome.
- 4.3.3. Where applicable, the provisions of the *Competition & Consumer Act 2010* (Cth), must be complied with in the Procurement process.

**4.4. Accountability**

- 4.4.1. Council Officers are responsible for the actions and decisions they take in relation to Procurement and for the resulting outcomes. Council Officers are answerable for such activities through established lines of accountability and delegation, and ultimately to the Chief Executive Officer.
- 4.4.2. Council Officers must ensure they comply with Council delegations and provide appropriate and reliable advice to Council to allow it to make sound decisions on Procurement matters.

**4.5. Risk Management**

- 4.5.1. Strategies for managing risks associated with all Procurement processes are in place and consistent.
- 4.5.2. The risk management policies adopted by Council comply with all legislative requirements, including Occupational Health and Safety laws.
- 4.5.3. Risk management strategies and policies must be applied at all stages of Procurement activities to ensure that such activities are planned and carried out in a manner that will:
  - 4.5.3.1. protect Council from legal liability; and
  - 4.5.3.2. enhance Council's capability to prevent, withstand and recover from, the interruption to the supply of goods, services and works.

**4.6. Probity and Transparency**

- 4.6.1. In all commercial dealings, the highest standards of probity, honesty and transparency must be observed.

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- 4.6.2. Council and Council Officers must conduct their business in a fair, honest and open manner, demonstrating the highest levels of integrity, consistent with the LG Act and the public interest.
- 4.6.3. All Council activities must be conducted with integrity and in a manner able to withstand the closest possible scrutiny.

**4.7. Conflict of Interest and Gifts**

- 4.7.1. Councillors and Council staff shall at all times avoid situations which may give rise to an actual or perceived conflict of interest. A conflict of interest may be a 'general' or a 'material' conflict of interest.
- 4.7.2. A member of Council Staff has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.
- 4.7.3. A member of Council Staff has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be direct or indirect and pecuniary or non-pecuniary. Affected persons include, among others, the member of Council Staff and their family members.
- 4.7.4. Council officers involved in Procurement and contract management activities must:
  - 4.7.4.1. **avoid** conflicts of interests, whether material, general or actual or perceived;
  - 4.7.4.2. **declare** that they do not have a conflict of interest in respect of the Procurement by completing a conflict of interest declaration and ensure it is updated where necessary
  - 4.7.4.3. **declare** to their direct supervisor any items delivered to Council which were not part of the requirements of the contract and which could be construed as gifts or new assets to Council. Such items must also be referenced on supplier invoices;
  - 4.7.4.4. **observe** prevailing Council and Government guidelines on how to prevent or deal with conflict of interest situations, and not take advantage of any tender related information whether or not for personal gain,

**4.8. Sustainable Procurement – Economic (Buy Local)**

- 4.8.1. Council recognises that it is a major purchaser of goods, services and works and that its Procurement practices have the potential to impact the local economy.
- 4.8.2. Council will endeavour to support businesses and industries within the municipality and maximise these opportunities by means that are consistent with this Policy so as to help generate local employment and promote social inclusion.
- 4.8.3. Council commits to having local content as a weighted criteria in all its tenders, weighted at a minimum of 10%.

**4.9. Sustainable Procurement – Environmental**

- 4.9.1. Council is committed to safeguarding environmental quality and wellbeing for its present and future communities.
- 4.9.2. Council recognises the potential impact Procurement has on the environment and where possible will reduce its impact on the natural environment by attempting to:
  - 4.9.2.1. decrease waste;

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- 4.9.2.2. increase recycling;
  - 4.9.2.3. decrease greenhouse gas emissions;
  - 4.9.2.4. decrease water consumption;
  - 4.9.2.5. minimise the degradation and destruction of natural resources; and
  - 4.9.2.6. limit Council's impact on climate change.
- 4.9.3. Accordingly, in the Procurement process, steps must be taken to:
- 4.9.3.1. encourage and prefer the production and use of eco-friendly products which are more power efficient;
  - 4.9.3.2. select energy, fuel and water efficient products (ideally Energy and Water Star Ratings of 4 Star and above, and low Co<sub>2</sub> emission vehicles including electric and hybrid vehicles;
  - 4.9.3.3. where practicable, purchase from a source which is less polluting or uses clean technology;
  - 4.9.3.4. consider the provision of re-usable products and recycling as part of the project planning process, including the consideration of whole-life costs and disposal considerations;
  - 4.9.3.5. where practicable, buy recycled/part recycled products to optimise consumption and stimulate demand for recycled products, promoting the collection and reprocessing of waste and working towards zero discharge to landfill.

**4.10. Sustainable Procurement – Social**

- 4.10.1. Council recognises that its decisions have the ability to redress social disadvantage and improve social diversity including in relation to ethnicity, gender and disability.
- 4.10.2. Council will take into account the effect of its decisions on diversity and equal opportunity in all Procurement decision making.
- 4.10.3. Council's Procurement processes will support the generation of positive social outcomes where it can be justified on a Value for Money basis including but not limited to:
  - 4.10.3.1. giving preference to businesses that employ local or socially disadvantaged residents or residents living with a disability in the City of Melton; and/or
  - 4.10.3.2. giving preference to **Aboriginal and/or Torres Strait Islander** Businesses;
  - 4.10.3.3. giving preference to businesses that provide evidence of gender equality in leadership (organisational structure) or proscriptive measures to address gender imbalance (e.g. copy gender equality policy or policies).

**5. Procurement Methods**

- 5.1. Council's standard methods for purchasing goods, services and works are:
  - 5.1.1. purchase order following a quotation or tender process from suppliers for goods, services or works that represent Value for Money under the thresholds adopted by Council;
  - 5.1.2. under contract following a quotation or tender process;
  - 5.1.3. using collaborative Procurement arrangements as described in section 8;

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- 5.1.4. using Ministerial approved arrangements;
- 5.1.5. corporate business card; and
- 5.1.6. petty cash.

**6. Procurement Thresholds****6.1. General**

Section 108 of the LG Act requires Council to set the Total Contract Value above which the Council must invite a tender or seek an expression of interest.

**6.2. Tender thresholds**

Council will invite tenders from the supply market in the following circumstances:

Where Total Contract Value (including GST) will exceed:	Procurement Methodology
Up to \$2,500	In accordance with the Procurement Procedures to achieve Value for Money
\$2,501 to \$10,000	At least 1 written quote and In accordance with the Procurement Procedures to achieve Value for Money
\$10,001 to \$149,999 (goods and services or \$10,001 to \$199,999 (building and construction works)	At least 3 written quotes and In accordance with the Procurement Procedures to achieve Value for Money
\$150,000 (goods and services) or \$200,000 (building and construction works)	A public tender process is required and In accordance with the Procurement Procedures to achieve Value for Money

**6.3. Expressions of Interest**

Council will seek Expressions of Interest when:

- 6.3.1. the requirement is complex, difficult to define or unknown;
- 6.3.2. the requirement is capable of several technical solutions;
- 6.3.3. it reasonably believes that a high number of tenders will be received;
- 6.3.4. the costs to tender will make the process of tendering uncommercial for tenderers;
- 6.3.5. uncertainty exists as to whether the vendor will offer the required Procurement; or
- 6.3.6. Council requires external input before addressing the particular issue.

**6.4. Contract Variations**

All contract variations will be assessed to determine whether they are properly characterised as variations, or whether they are in effect a new contract. For the purposes of this Policy, a contract variation will not constitute a new contract unless it has been assessed as being a new contract based on factors like:

- 6.4.1. the monetary value of the proposed variation, i.e. the value of the variation in the context of the thresholds fixed by this Policy;

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6.4.2. the subject matter of the proposed variation, and whether it is consistent with the subject matter scope of the initial contract or some different and additional service or product scope.

Approval and execution of variations must follow Council delegations based on the Total Contract Value of the variation.

**6.5. Exemptions from thresholds and procedures**

Council may choose to exempt a particular Procurement from the thresholds above and associated tender and expression of interest procedures in the following circumstances.

The exemption process, including requirements for endorsement of the alternative Procurement strategy must be performed in accordance with the Procurement Procedures.

Exemption description	Explanation
A contract made because of genuine emergency or hardship	<ul style="list-style-type: none"> <li>Allows a contract to be entered into where the CEO considers <b>it to be</b> necessary because of an emergency (e.g. to provide immediate response to a natural disaster, declared emergency, etc.)</li> <li><b>In the event that any Contracts are entered as a result of genuine emergency or hardship the CEO will notify the Mayor of same within a reasonable period of time of entering that Contract</b></li> </ul>
Extension of contracts while Council is at market	<ul style="list-style-type: none"> <li>Allows the extension of an existing contract where the Procurement process to replace the contract has commenced (or is imminent) and where the establishment of an interim short-term arrangement with an alternative supplier would lead to Council achieving lesser Value for Money or an adverse effect on public interest</li> </ul>
Professional Services unsuitable for tendering	<ul style="list-style-type: none"> <li>Only allows the acquisition of legal services and insurance (other than broking services)</li> </ul>
Novated Services	<ul style="list-style-type: none"> <li>Allows a contract to be novated to a new third party where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party</li> </ul>
A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party	<ul style="list-style-type: none"> <li>Allows contracts with another government entity or government owned entity.</li> <li>Allows engagements pursuant to panels established by another government entity, local authority or approved group purchasing scheme (including Collaborate Procurement Arrangements). The Procurement Procedures will set out approved group purchasing schemes.</li> </ul>
Information technology licensing, maintenance and support renewals	<ul style="list-style-type: none"> <li>Allows the renewal of software licenses and maintenance and support, or upgrade to existing systems, where there is only one supplier of the software who holds the intellectual property rights to the software.</li> </ul>
Collaborative Procurement Arrangements and processes	<ul style="list-style-type: none"> <li>Where a competitive tender process has been conducted under a Collaborative Procurement Arrangement. Also allows Council to continue or use outputs of a competitive tender process performed during an unfinished Collaborative Procurement Process or one in which Council has ceased to participate in circumstances where</li> </ul>

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	an additional tender process would lead to Council achieving lesser Value for Money
Operating Leases	<ul style="list-style-type: none"> <li>Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.</li> </ul>
Monopoly market or sole supplier	<ul style="list-style-type: none"> <li>Statutory compulsory monopoly insurance schemes (WorkCover, motor vehicle insurance)</li> <li>Supply of utilities or other services by statutory bodies with a monopoly (electricity, water)</li> <li>Where a Procurement requires access to the sole source of, or access to, the required services, particular facilities or intellectual property, including where the marketplace is restricted by license conditions or third-party ownership of an asset (excluding public utility plant);</li> <li>Council is party to a joint arrangement where Council jointly owns the Intellectual Property with a third party provider;</li> </ul>
Adverse effect on Value for Money or public interest	<ul style="list-style-type: none"> <li>Where the Council or the CEO considers the nature of the Procurement or the characteristics of the market are such that a public tender process would lead to Council achieving lesser Value for Money or an adverse effect on public interest.</li> </ul>

**6.6. Treatment of GST**

All monetary values stated in this Policy include GST unless specifically stated otherwise.

**7. Public Tender requirements****7.1. Advertisements**

All public tenders invited by the Council, may be published via Council's eTendering Portal and may be advertised in the media.

**7.2. Tender Evaluation**

7.2.1. A tender evaluation panel will be established to evaluate each tender submission against the tender's selection criteria.

7.2.2. Tender evaluation panels:

7.2.2.1. will be made up of representatives that reflect Council and the community, including representatives of different genders, cultural backgrounds, abilities and age; and

7.2.2.2. can include external personnel in order to ensure the best outcome for a Procurement activity;

7.2.2.3. must comprise of at least 3 persons; and

7.2.2.4. must have an appointed chairperson.

7.2.3. A Tender Evaluation Plan shall be developed, approved and strictly adhered to by that panel. Amongst other things, this involves the establishment of more detailed evaluation criteria and the application of a pre-approved and robust weighted scoring system.

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7.2.4. The Tender Evaluation Plan should be completed and signed off by the evaluation panel prior to the tender or quotation being issued.

**7.3. Evaluation Criteria**

7.3.1. The Council may include evaluation criteria categories to determine whether a proposed contract provides Value for Money, including:

- 7.3.1.1. mandatory compliance criteria;
- 7.3.1.2. tendered price;
- 7.3.1.3. capacity of a tenderer to provide the goods and/or services and/or works; and
- 7.3.1.4. Sustainable Procurement.

**7.4. Probity Advisor**

7.4.1. A formal probity plan should be developed, and a probity advisor appointed where:

- 7.4.1.1. the proposed Total Contract Value exceeds \$10 million (or any lesser value set by Council);
- 7.4.1.2. the proposed contract is considered particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.

7.4.2. A probity advisor may be appointed to any tender evaluation panel and may be appointed to oversee the evaluation process.

**7.5. Shortlisting and Negotiations**

7.5.1. Council may conduct a shortlisting process during Expression of Interest, tender and quotation processes. Shortlisting will occur only in pursuit of Value for Money by Council.

7.5.2. Shortlisted tenderers may be invited by the Council to submit a best and final offer in relation to all or certain aspects of their respective tenders.

7.5.3. Once a preferred tenderer(s) is/are selected, negotiations can be conducted in order to obtain the optimal solution and commercial arrangements, providing the scope remains within the intent of the tender. Probity requirements apply to all negotiations.

**8. Collaborative Procurement**

8.1.1. In accordance with Section 108(c) of the LG Act, Council will first give consideration to Collaborative Procurement Arrangements.

8.1.2. Council Staff must consider any opportunities for Collaborative Procurement Arrangements in relation to a Procurement process undertaken by Council.

8.1.3. Any Council report that recommends entering into a Procurement arrangement must set out information relating to opportunities for Collaborative Procurement Arrangements, only if available, including:

- 8.1.3.1. the nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- 8.1.3.2. why Council did, or did not, pursue the identified opportunities for collaboration in relation to that Procurement process.

8.1.4. Procurements where the specifications of the goods, services or works required are unique to a specific Council site and are not applicable to other Councils will not be



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considered for collaboration. Any Federal or State Government grant funded projects may be excluded from collaborative Procurement.

**9. Management of Procurement****9.1. Delegations**

- 9.1.1. Delegations define the limitations within which Council Staff are permitted to commit Council to the Procurement of goods, services or works.
- 9.1.2. An endorsed instrument of delegation will identify specified Council Staff that may undertake certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct Procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

**9.2. Internal Controls**

- 9.2.1. The CEO will install and maintain a framework of internal controls over Procurement processes that will ensure:
  - 9.2.1.1. More than one person is involved in and responsible for the authorisation of a transaction from end to end;
  - 9.2.1.2. Transparency in the Procurement process;
  - 9.2.1.3. A clearly documented audit trail exists for Procurement activities;
  - 9.2.1.4. Appropriate authorisations are obtained and documented;
  - 9.2.1.5. Systems are in place for appropriate monitoring and performance measurement;
  - 9.2.1.6. A process is in place for escalation, where appropriate, of Procurement matters (including procedural non-compliance) to the executive leadership team, the audit and risk committees and Council.

**9.3. Disclosure of Information**

- 9.3.1. As part of the process of Procurement, Council and Council Officers may receive information that is confidential, sensitive in nature or that may prejudice the business of a tenderer if publicly released.
- 9.3.2. Council and Council Officers will act with discretion to ensure that, unless required by law, confidential and commercially sensitive information is not revealed to any person other than Council or any Council Officers involved in the Procurement process and then only for the purpose of the Procurement process.
- 9.3.3. If required to release confidential or sensitive information, Council or Council Officers will do so in a commercially sensitive manner and in accordance with applicable privacy laws.
- 9.3.4. Council and Council Officers shall, at all times, comply with the *Privacy and Data Protection Act 2014 (Vic)*, the *Health Records Act 2001 (Vic)*, the Information Privacy Principles, the Health Privacy Principles and Council's Privacy Policy.

**9.4. Tender Evaluation**

Council and Council Officers must ensure that all tender processes comply and adhere to Council's Tender Process Guide and Tender Evaluation Plan.

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Council will ensure that appropriate performance measures are established and reporting systems are used to monitor performance and compliance with this Policy to support continuous improvement to improve this Policy.

**9.6. Processes and Procedures**

9.6.1. Council will have and implement processes, templates and guidelines for all stages of the end-to-end Procurement and contract management lifecycle.

9.6.2. When purchasing goods, services and works, Council will adhere to the terms of the Purchasing Procedures Manual.

**9.7. Other Council Policies**

Further to complying with this Policy, Council and Council Officers must not engage in any activity during a Procurement process that would breach any law or any other policy of Council. To the extent that the law and this Policy are inconsistent, the law will prevail.

**10. Responsibility/Accountability****10.1. Executive and Managers**

It is the responsibility of all managers and the executives of Council to ensure this Policy is strictly adhered to.

**10.2. All Staff**

It is the responsibility of all employees of Council to ensure that they comply with this Policy.

**11. Policy Review process**

In accordance with the LG Act, Council will review its Procurement Policy at least once during each 4-year term of the Council.

**12. References and links to policy and legislation**

The Council's Procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with the Act and applicable policies and procedures including Codes of Conduct for Councillors, Council Staff and suppliers

This policy has clear linkages to a range of codes, charters, legislation and Council documents, including:

Name	Location
<i>Local Government Act 2020 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Competition &amp; Consumer Act 2010 (Cth)</i>	<a href="http://www.comlaw.gov.au">http://www.comlaw.gov.au</a>
<i>Privacy and Data Protection Act 2014 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Health Records Act 2001 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Working with Children Act 2005 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Gender Equality Act 2020 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>

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Procurement Procedure Manual	Council Intranet
Contract Management Guidelines	<a href="http://www.mav.asn.au">http://www.mav.asn.au</a>
Australian Government Sustainable Procurement Guide	<a href="http://www.environment.gov.au/">http://www.environment.gov.au/</a>
Social Procurement: A Guide for Victorian Local Government	<a href="http://www.dpcd.vic.gov.au">http://www.dpcd.vic.gov.au</a>
Best Practice Guide for Gender equity in Local Government	<a href="https://www.localgovernment.vic.gov.au/_data/assets/pdf_file/0030/329277/Gender-Equity-in-Local-Government-Best-Practice-Guide.pdf">https://www.localgovernment.vic.gov.au/_data/assets/pdf_file/0030/329277/Gender-Equity-in-Local-Government-Best-Practice-Guide.pdf</a>

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**6.4 POLICY REVIEW PROJECT - PROGRESS UPDATE**

**Responsible Officer:** Bradley Dosser - Manager Legal & Governance  
**Document Author:** Laura-Jo Mellan - Executive Manager Property and Projects  
**Date Prepared:** 06 October 2021

**1. Recommendation:**

1. To approve the updated Policy Review Project implementation table at **Appendix 1**.
2. Note the policies outlined in the report that do not require approval in accordance with the Policy Review Approval Process Policy as they only require minor amendments.
3. To rescind the policies contained at **Appendix 3** as they are no longer relevant:
  - Arts & Cultural Collection Memorabilia Policy
  - Children Unattended Policy
  - Community Facility Provision Policy
  - Community Required for Budget Allocation Policy
  - Highway Advertising and Signage Policy for Residential Subdivisions.

**Motion**

Crs Carli/Ramsey.

1. To approve the updated Policy Review Project implementation table at **Appendix 1**.
2. Note the policies outlined in the report that do not require approval in accordance with the Policy Review Approval Process Policy as they only require minor amendments. That these motions be brought back before the Panel for review under 'General Business' at the next opportune time.
3. To rescind the below policies contained at **Appendix 3** as they are no longer relevant:
  - Arts & Cultural Collection Memorabilia Policy
  - Children Unattended Policy
  - Community Facility Provision Policy
  - Highway Advertising and Signage Policy for Residential Subdivisions.
4. To approve the update to the Policy Approval process Policy

CARRIED

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## 2. Background

### 2.1 The Policy

At the 29 July 2021 Policy Review Panel, the Panel made the following recommendation to Council:

1. That Council note the Council policy review dates as listed in **Appendix 1** with an update to the Council policy review dates to be presented to the next meeting of the Panel.
2. That the Policy Review Panel work with Council officers to set a priority list of Council policies for review.
3. That the Policy Review Panel meet for two hours each month in order to review the overdue Council policies.

Council adopted this recommendation at its meeting held 30 August 2021.

Officers have now reviewed the Council Policy Review Project implementation plan in accordance with the above recommendation.

In accordance with the *Local Government Act 2020*, the Staff Code of Conduct has been removed from the Council Policy Review Project implementation plan as this is required to be approved by the CEO as outlined in s49 of the Act by the 31 December 2021.

There are several policies which on review only require a change to date, the department name and updates to legislation referenced in the policy. The content is still relevant and does not require any changes:

- Citizenship Ceremony Dress Code Policy
- Community Events Signage Policy
- Credit Card Policy and Procedure (Councillors)
- Dog Attack Policy
- Political and Electoral Signage Policy (PRP Priority)
- Unightly or Fire/Storm Damaged Buildings Policy.

As per the Policy Approval Process Policy (**Appendix 2**), these policies do not require to go through the approval process as the amendments are minor. These policies have been updated and will be uploaded to Council's website.

The following policies are no longer relevant for the reasons outlined:

- Arts & Cultural Collection and Civic Memorabilia Policy – Council do not procure or collect art and civic memorabilia except Public Art. There are no other assets listed on Council's asset register other than Public Art which is covered by the Public Art Policy.
- Children Unattended Policy – this policy is not used as it is outdated. An internal process provides the required guidance to staff to deal with this issue.
- Community Facility Provision Policy – this policy has been superseded by the Community Infrastructure Planning Policy.
- Community Request for Council Budget Allocation Policy – this policy is no longer used as the process for community budget requests is managed through the budget process.

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- Highway Advertising Signage Policy for Residential Subdivisions – the policy is now redundant as it is addressed by the Melton Planning Scheme.

In addition, there were several procedures and guidelines in the list previously presented to the Policy Review Panel. These documents are operational and in accordance with the Policy Approval Process Policy will be approved by Executive to implement any Council approved policies.

As advised at the Policy Review Panel of 29 July 2021, the Executive were also presented with a listing of Operational policies, procedures, guidelines and codes showing their current status and agreed to use the same timeframe for review of these documents as proposed in this report for Council policies.

**2.2 Sources/benchmarking**

Not relevant to the project but the priority listing has been informed by the requirements of the Local Government Act 2020, the recommendations of Internal Audits and Councils adopted Policy Approval Process Policy.

**2.3 Consultation**

All Managers were asked to review the list of Council policies and provide a timeframe for review of overdue policies based on the close of each quarter. The proposal is that all Council policies will be reviewed by 30 June 2022. This formed the basis of the original report presented to the Policy Review Panel on 29 July 2021.

**2.4 Communication and Implementation**

The committee's recommendations and subsequent resolution of Council will be communicated to the Executive and Managers. It is then the responsibility of Executive and Managers to review policies etc. and present Council policies to the Policy Review Panel in accordance with the adopted timeframes and the process set out in the Policy Review Process Policy.

The Governance team will monitor the Policy Review Project and prompt Executive and Managers during the next 12 months. It will also update the Policy Register, Intranet and Internet as policies are reviewed and adopted by the Council.

**2.5 Compliance**

As Council policies that are reviewed will be checked for compliance with external legislation including the Local Government Act 2020 (Vic) and the Charter of Human Rights and Responsibilities Act 2006.

All policies will be considered to assess whether a Gender Impact Assessment is required for compliance with the Gender Equality Act 2020. Finally, policies will be checked for compliance with the Council's Instruments of Delegation.

**2.6 Measures of Success**

The Policy Review Project will be successful if all overdue Council policies are reviewed and updated for presentation to the Policy Review Panel by 31 July 2022.

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**LIST OF APPENDICES**

1. Policy Review Project Implementation Plan - October 2021
2. Policy Approval Process Policy - June 2021
3. Policies to be rescinded - various dates

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POLICY REVIEW PANEL - OCTOBER 2021

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Expiry Date	On website	Status	Date for Executive Approval	Policy Review Panel	Council Meeting	Progress Comment
Debt Collection Policy	Policy	Finance	Corporate Services	Council	9/12/2019	31/12/2020	Yes	Overdue	25/03/2021	13/10/21	25/10/2021	Finance Policies are a requirement of LG Act 2020. Presented to A&R Committee 8 September.
Financial Assistance (Rates & Charges) Policy	Policy	Finance	Corporate Services	Council	9/12/2019	31/12/2020	Yes	Overdue	25/03/2021	13/10/2021	25/10/2021	Financial Policies are a requirement of LG Act 1989/2020. Reviewed by internal auditors and endorse by the A&R Committee on 8 September 2021.
Procurement Policy	Policy	Legal & Governance	CEO Office	Council	14/10/2019	30/09/2021	Yes	Overdue	06/10/2021	13/10/2021	25/10/2021	Policy drafted by Harwood Andrews to ensure compliance with LG Act 2021. Must be approved by Council by 31 December 2021.



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POLICY REVIEW PANEL - 3 NOVEMBER 2021

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Expiry Date	On website	Status	Date for Executive Approval	Policy Review Panel	Council Meeting	Progress Comment
CEO Recruitment Policy	Policy	People and Culture	Corporate Services	Council	N/A	N/A	Yes	New Policy	Not Applicable	3/11/2021	22/11/2021	Requirement of LG Act 2020. Must be approved by Council by 31 December 2021. Draft presented at Council Briefing 4/10/2021
Community Infrastructure Planning Policy	Policy	Community Planning	Community Services	Council	22/08/2016	30/07/2019	Yes	Overdue	21/10/2021	3/11/2021	22/11/2021	Revised Policy draft for Executive Approval in October
Complaints Management Policy	Policy	Engagement & Advocacy	Corporate Services	Council	26/05/2015	1/05/2017	Yes	Overdue	28/10/21	3/11/2021	22/11/2021	Requirement of LG Act 2020. Must be approved by 31 December 2021.
Events Policy	Policy	Engagement & Advocacy	Corporate Services	Council	5/02/2018	1/07/2020	Yes	Overdue	14/10/2021	3/11/2021	22/11/2021	Revised Policy prepared for Executive approval in October

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POLICY REVIEW PANEL - 30 NOVEMBER 2021

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Expiry Date	On website	Status	Date for Executive Approval	Policy Review Panel	Council Meeting	Progress Comment
Councillors as Candidates in a State or Federal Election Policy	Policy	Legal & Governance	CEO Office	Council	30/04/2018	30/06/2020	Yes	Overdue	18/11/2021	30/11/2021	13/12/2021	Identified as a Priority by PRP.
Fees & Charges Policy	Policy	Finance	Corporate Services	Council	23/06/2015	30/06/2018	Yes	Overdue	11/11/2021	30/11/2021	13/12/2021	Draft prepared, GIA currently being undertaken. Will also be reported to the A&R Committee 17/11/2021
Financial Reserves Policy	Policy	Finance	Corporate Services	Council	13/11/2017	30/06/2020	Yes	Overdue	11/11/2021	30/11/2021	13/12/2021	Draft prepared, GIA currently being undertaken. Will also be reported to the A&R Committee 17/11/2021
Media Policy	Policy	Engagement & Advocacy	Corporate Services	Council	23/06/2015	30/06/2017	Yes	Overdue	11/11/2021	30/11/2021	13/12/2021	Policy drafted. Identified as a priority by PRP.

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POLICY REVIEW PANEL - FEBRUARY 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Expiry Date	On website	Status	Date for Executive Approval	Policy Review Panel	Council Meeting	Progress Comment
Branding Policy	Policy	Engagement & Advocacy	Corporate Services	Council	n/a	n/a		New Policy	Jan-22	Feb-22	TBD	Response to NDM 775 (Cr Majdlik). Under development
Fraud & Corruption Control Policy	Policy	Legal & Governance	CEO Office	Council	6/02/2017	1/12/2019	Yes	Overdue	Jan-22	Feb-22	TBD	Priority policy identified by the Internal Audit of the Integrity Framework. Draft underway and will be complete by December 2021. Will go to February A&R Committee.
Online Engagement Policy	Policy	Engagement & Advocacy	Corporate Services	Council	26/05/2015	1/03/2017	Yes	Overdue	Jan-22	Feb-22	TBD	Policy in development.
Photography and Images Policy	Policy	Engagement & Advocacy	Corporate Services	Council	26/05/2015	1/03/2017	Yes	Overdue	Jan-22	Feb-22	TBD	Policy in development.

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POLICY REVIEW PANEL - MARCH 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Expiry Date	On website	Status	Date for Executive Approval	Policy Review Panel	Council Meeting	Progress Comment
Development and Infrastructure Contributions Policy	Policy	Planning Services	Planning & Development	Council	17/12/2013	17/12/2017	Yes	Overdue	Feb-22	Mar-22	TBD	Draft Policy prepared, with external Lawyers for review.
Men's Shed Policy	Policy	Community Care	Community Services	Council	25/06/2018	1/06/2021	Yes	Overdue	Feb-22	Mar-22	TBD	Policy drafted.
Public Art Policy	Policy	Library & Arts	Corporate Services	Council	25/06/2018	1/06/2021	Yes	Overdue	Feb-22	Mar-22	TBD	PRP Priority. Needs to go the Arts Advisory Committee.
Tree Planting and Removal Policy	Policy	Operations	Planning & Development	Council	18/11/2014	21/08/2018	Yes	Overdue	Feb-22	Mar-22	TBD	Draft has been prepared. With Legal and Governance for review.

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POLICY REVIEW PANEL - APRIL 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Expiry Date	On website	Status	Date for Executive Approval	Policy Review Panel	Council Meeting	Progress Comment
Advocacy Policy	Policy	Engagement & Advocacy	Corporate Services	Council	30/05/2016	30/05/2020	Yes	Overdue	Mar-22	Apr-22	TBD	In development
Community Gardens Policy	Policy	Community Planning	Community Services	Council	22/08/2016	1/12/2018	Yes	Overdue	Mar-22	Apr-22	TBD	In development
Community Group Capital Works Contribution Policy	Policy	Recreation & Youth	Community Services	Council	06/09/2012	6/09/2015	Yes	Overdue	Mar-22	Apr-22	TBD	In development
Personal Training – Use of Public Open Spaces Policy	Policy	Recreation & Youth	Community Services	Council	28/06/2010	30/06/2014	Yes	Overdue	Mar-22	Apr-22	TBD	Under review - may not be required.

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POLICY REVIEW PANEL - MAY 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Expiry Date	On website	Status	Date for Executive Approval	Policy Review Panel	Council Meeting	Progress Comment
Build Over Easements Policy	Policy	Engineering Services	Planning & Development	Council	22/08/2016	30/06/2020	Yes	Overdue	Apr-22	May-22	TBD	Under review - may just require date change
Council Contribution to Fencing Costs Policy	Policy	Operations	Planning & Development	Council	29/03/2010	30/11/2013	Yes	Overdue	Apr-22	May-22	TBD	
Crossover Policy	Policy	Engineering Services	Planning & Development	Council	6/02/2017	1/12/2019	Yes	Overdue	Apr-22	May-22	TBD	Under review - may just require date change
Graffiti Management Policy	Policy	Environment & Waste	Planning & Development	Council	24/07/2017	1/04/2019	Yes	Overdue	Apr-22	May-22	TBD	

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POLICY REVIEW PANEL - JUNE 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Expiry Date	On website	Status	Date for Executive Approval	Policy Review Panel	Council Meeting	Progress Comment
Community Facilities Access Policy	Policy	Community Planning	Community Services	Council	12/09/2016	18/08/2019	Yes	Overdue	May-22	Jun-22	TBD	
Confidentiality Policy	Policy	Legal & Governance	CEO Office	Council	6/02/2017	8/09/2018	Yes	Overdue	May-22	Jun-22	TBD	
Healthy Food and Drink Policy	Policy	Community Planning	Community Services	Council	29/04/2019	1/07/2021	Yes	Overdue	May-22	Jun-22	TBD	
Volunteer Policy	Policy	Community Care	Community Services	Council	25/06/2018	1/06/2021	Yes	Overdue	May-22	Jun-22	TBD	

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POLICY REVIEW PANEL - JULY 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Expiry Date	On website	Status	Date for Executive Approval	Policy Review Panel	Council Meeting	Progress Comment
Environmental Enhancement Policy	Policy	Environment & Waste	Planning & Development	Council	26/08/2014	26/08/2018	Yes	Overdue	Jun-22	Jul-22	TBD	
Public Access Internet Computer Standardisation Policy	Policy	Engagement & Advocacy	Corporate Services	Council	21/10/2014	21/10/2018	Yes	Overdue	Jun-22	Jul-22	TBD	
Public Internet Policy	Policy	Information Technology	Corporate Services	Council	18/09/2017	21/10/2018	Yes	Overdue	Jun-22	Jul-22	TBD	



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Appendix 2 Policy Approval Process Policy - June 2021

	<b>Policy Approval Process Policy</b>
<b>Version</b>	2.1 – 13 April 2021
<b>Endorsement</b>	Executive – 15 April 2021 Policy Review Panel – 12 May 2021
<b>Authorisation</b>	Council – 7 June 2021
<b>Review date</b>	30 June 2022
<b>Responsible officer</b>	Manager Legal & Governance
<b>Policy owner</b>	Governance Coordinator

**1. Purpose**

This policy outlines the requirements, accountability and responsibility for the approval, dissemination, implementation and review of policies and associated documents.

**2. Scope**

Applies across Council.

The approach to policy development, format, review, maintenance, approval and access is outlined in the Policy Development, Implementation and Review Guidelines and the Writing Policy and Procedures Guidelines.

**3. Definitions**

Word/Term	Definition
<b>Action Plan (or Management Plan)</b>	Plan that identifies the steps the Council intends to take over the next one to five years to achieve the objectives identified in Council strategy or policy. <i>Example:</i> Council's Annual Action Plan steps out how Council will deliver on the Council and Wellbeing Plan over a year.
<b>Associated documents</b>	Associated documents support the implementation of Council policy. Procedures and guidelines as defined above are included in this group as well as tool-kits, templates, forms and instructions.
<b>Council Annual Action Plan</b>	Council's annual business/operational plan that sets out the activities and initiatives Council will undertake to achieve Council Plan objectives.
<b>Council &amp; Wellbeing Plan</b>	The primary vision and strategic planning document that sets out the broad direction Council has decided on for its term of office (4 years). The Council and Wellbeing Plan contains objectives, strategies and performance indicators.
<b>Council Policy</b>	A Council Policy has at least one of the following characteristics: <ul style="list-style-type: none"> <li>It relates to or impacts on the community; ie. it has an external focus</li> <li>Where a Council is required by legislation or statute to have a policy (eg. Child Safe Policy, Privacy Policy)</li> <li>Is connected to or relates to the Council &amp; Wellbeing Plan; ie. it may influence the Council's strategic direction</li> </ul>

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Appendix 2 Policy Approval Process Policy - June 2021

Word/Term	Definition
	<ul style="list-style-type: none"> <li>• May require consultation with the community</li> <li>• Has a Council-wide application</li> </ul> <p>Council Policies are sometimes referred to as External or Public Policies. A Council Policy is approved by the Council after endorsement by the Policy Review Panel and before that, endorsement by the Executive.</p>
<b>Council Strategy</b>	<p>Strategy takes an element of the Council and Wellbeing Plan or Council Policy and builds a framework for going forward. A Strategy is usually between 3 to 4 years.</p> <p>Examples include Council's Youth Strategy, Leisure Strategy.</p>
<b>Diversity</b>	Refers to dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age and disabilities.
<b>Guidelines</b>	Guidelines are a document outlining best practice processes that are strongly recommended. Guidelines are written to provide information and advice on a particular subject.
<b>Operational Policy</b>	<p>An Operational Policy has at least one of the following characteristics:</p> <ul style="list-style-type: none"> <li>• It relates to the internal business of the Council; operational management, administrative or staffing matters of the Council.</li> <li>• It relates to the functions of the Chief Executive (refer s94A of the <i>Local Government Act 1989</i> and after 1 July 2021 s46 of <i>Local Government Act 2020</i>)</li> <li>• It relates to the day-to-day operation of the Council</li> </ul> <p>Operational Policies are sometimes referred to as Internal or Administrative Policies.</p> <p>An Operational Policy is approved by the CEO after endorsement by the Executive.</p>
<b>Local laws</b>	The highest form of local legislation. The power to enact local laws is granted by the <i>Local Government Act 1989</i> and its successor the <i>Local Government Act 2020</i> . Local laws, in this sense, have the same quality as acts of the state legislature, both being authorised by the state constitution. They must be adopted by the formalities required for the adoption of local laws.
<b>Major Policy amendments</b>	Major changes or amendments that alter the actual policy. These are to be submitted to either the Executive, for approval of Operational Policies or Council, for approval of Council Policies.
<b>Minor Policy/procedure changes</b>	Minor changes or amendments that do not alter the actual content of the policy. These do not need to be formally approved but the amended date needs to be inserted into the revised document for version control.
<b>Policy</b>	A statement of the Council's intent, commitment or position to achieve an objective which provides a decision-making framework for day-to-day applications. In essence, it describes what Council considers to be appropriate on a particular issue.
<b>Policy owner</b>	Position responsible for writing and/or reviewing the policy or procedure. Ensuring the document is kept up-to-date with any legislative or operational chain.
<b>Procedure manual</b>	A manual which contains supporting procedures, guidelines and other supporting documents relating to one subject matter. For example City Safe is our OH&S procedure manual.

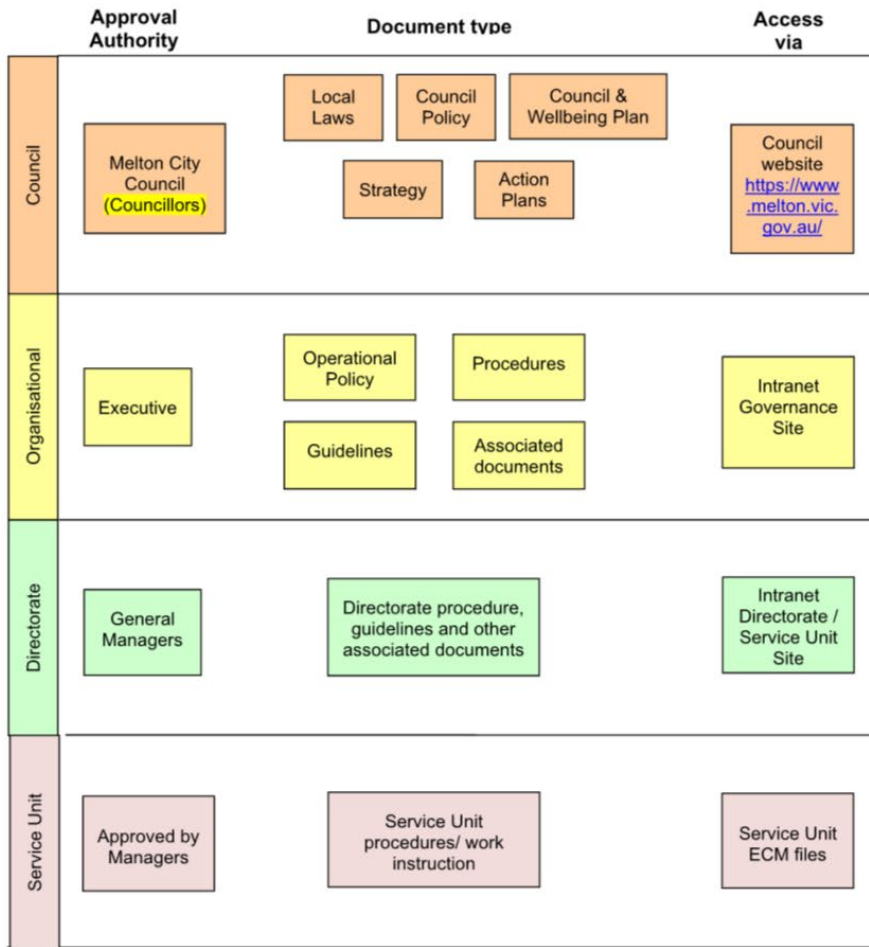
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Word/Term	Definition
<b>Responsible officer</b>	Manager with operational responsibility for the services area generating the policy/procedure.
<b>Work instruction</b>	Step-by-step instructions for the accomplishment of a task by one person are retained in the department or unit where the work is performed. Work Instructions are often referred to as Desk Procedures, Task Outlines or SOPs (Standard Operating Procedures).

3.1 Hierarchy of Council Documents



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**4. Policy**

- 4.1 All policies (and associated documents) shall be developed, implemented and reviewed in accordance with Council's Writing Policy and Procedure Guidelines.
- 4.2 All policies (and associated documents) must be consistent with and have appropriate reference to the:
- Federal and State Legislation (where applicable)
  - Melton City Council Local Laws (where applicable)
  - Meet regulatory and compliance requirements.
- 4.3 In developing a policy, consideration must be given to all implementation issues to ensure that the intent of the policy is achievable and that outcomes or compliance can be measured.
- 4.4 All policies will:
- Have Council or Operational application
  - Be prepared in a consistent corporate style using the Policy Template
  - Be written concisely, in plain English and clearly expressed (refer to Councils Writing Style Guide)
  - Be compliant with the *Local Government Act 2020* including:
    - Overarching Governance Principles and the Five Supporting Principles
    - provisions of the 2020 Act that might relate to the subject matter
  - Be compliant with the *Gender Equality Act 2020* including:
    - consult with Community Planning prior to determine if a Gender Impact Assessment is required
    - include a Gender Equity Impact Assessment (where applicable)
  - If a Gender Impact Assessment is not required, consider gender equity in its development
  - Consider Climate change (also part of the Overarching Governance Principles)
  - Consider diversity issues
  - Be compliant with the Charter of Human Rights and Responsibilities Act 2006
  - Clarify individual officer responsibilities
  - Be assigned a 'Responsible Officer' and a 'Policy Owner'
  - Be reviewed at a maximum of four years, or earlier, if new legislation or exceptional circumstances make it appropriate
- 4.5 All procedures and guidelines will:
- Be prepared in a consistent corporate style using the Procedure/Guidelines template
  - Be written concisely, in plain English and clearly expressed (refer to Councils Writing Style Guide)
  - Clarify individual officer responsibilities
  - Be assigned a 'Responsible Officer' and a 'Policy Owner'
  - Be reviewed at a maximum of two years, or earlier if required.

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<b>5.1</b>	<b>Melton City Council (Councillors)</b> <ul style="list-style-type: none"> <li>Authorisation of Council Policies.</li> </ul>
<b>5.2</b>	<b>Policy Review Panel</b> <ul style="list-style-type: none"> <li>Council advisory committee with oversight of Council Policies. The Panel is made up of four Councillors, with the Manager Legal &amp; Governance and the Governance Coordinator as Council officers with ex officio status.</li> </ul>
<b>5.3</b>	<b>Chief Executive</b> <ul style="list-style-type: none"> <li>Under the <i>Local Government Act 2020 (Vic)</i> the Chief Executive is responsible for administration of council operations. They have the authority to authorise Operational (including administrative) Policy and associated documents including procedures, guidelines, templates, forms, tool-kits and checklists.</li> </ul>
<b>5.4</b>	<b>Occupational Health and Safety (OH&amp;S) Committee</b> <ul style="list-style-type: none"> <li>Endorse all OH&amp;S policies and associated documents.</li> </ul>
<b>5.5</b>	<b>Governance Coordinator</b> <ul style="list-style-type: none"> <li>Executive officer for Council Policy Review Panel</li> <li>Coordination and implementation of the Policy Approval Process Framework</li> <li>Reviews draft policies for compliance with this Policy</li> <li>Provides advice in policy development and approval processes</li> <li>Manages the Governance intranet site</li> <li>Manages centralised repository of all current and approved policy documents in ECM</li> </ul>
<b>5.6</b>	<b>Responsible Officer</b> <ul style="list-style-type: none"> <li>Responsible for ensuring that all policies and associated documents they endorse comply with this policy and have undergone the appropriate level of consultation.</li> </ul>
<b>5.7</b>	<b>Policy Owner</b> Responsible for: <ul style="list-style-type: none"> <li>developing and/or reviewing policy and associated documents assigned to them in accordance with this policy</li> <li>ensuring appropriate consultation is conducted with stakeholders and that their feedback is considered and incorporated as appropriate</li> <li>keeping documents up-to-date with any legislative or operational changes.</li> </ul>
<b>5.8</b>	<b>Council employees</b> <ul style="list-style-type: none"> <li>Compliance with all Council and organisational policies and associated documents.</li> </ul>

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<b>Name</b>	<b>Location</b>
<i>Charter of Human Rights and Responsibilities Act 2006</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Equality and Respect 2030 Strategy	<a href="https://www.melton.vic.gov.au/Services/Health-safety-and-wellbeing/Health-and-Wellbeing/Equality-and-Respect">https://www.melton.vic.gov.au/Services/Health-safety-and-wellbeing/Health-and-Wellbeing/Equality-and-Respect</a>
<i>Gender Equality Act 2020</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>Local Government Act 1989</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>Local Government Act 2020</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Policy Development, Implementation and Review Guidelines	Policy Intranet
Writing Policy and Procedures Guidelines	Policy Intranet
Councils Writing Style Guide	Policy Intranet
Version Control Procedures	Policy Intranet
Policy Template	Policy Intranet
Procedure/Guidelines Template	Policy Intranet

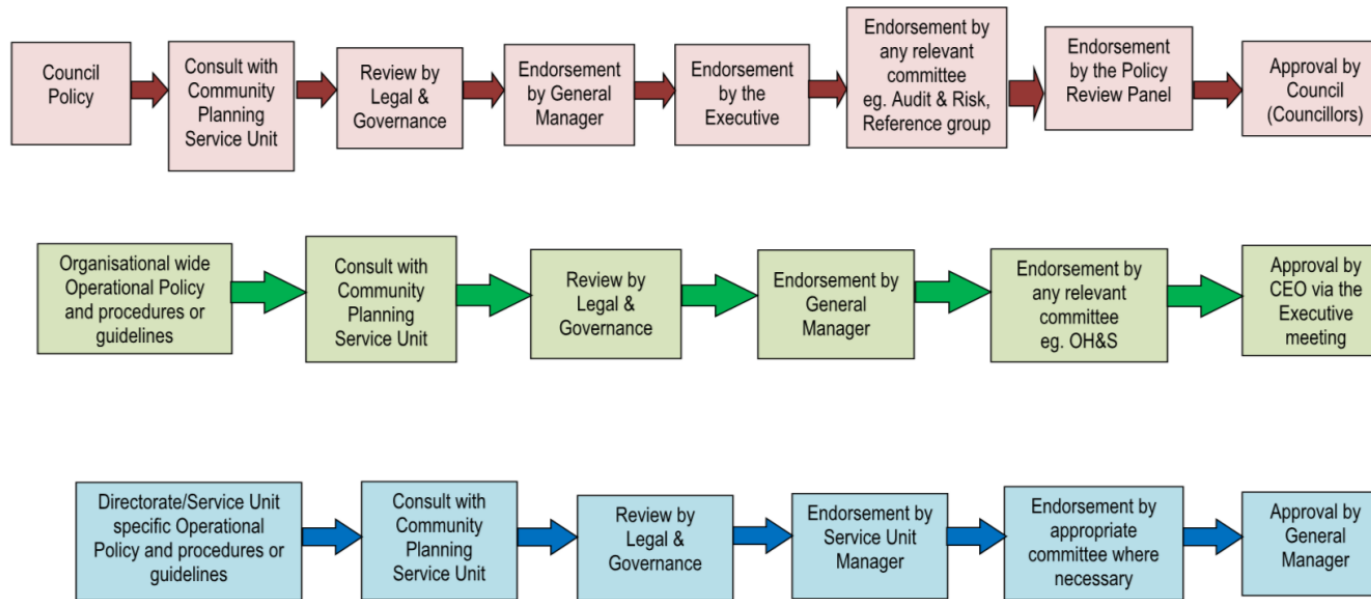
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Appendix 1

Policy approval process





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	<b>Arts and Cultural Collection and Civic Memorabilia Policy</b>
<b>Version No.</b>	V 1.0 3 May 2012
<b>Endorsement</b>	Policy Review Panel 12 April 2012 Executive 13 March 2012 General Manager Corporate Services 7 March 2012
<b>Authorisation</b>	Council 3 May 2012
<b>Expiry date:</b>	1 July 2014
<b>Responsible officer:</b>	Manager Customer Engagement
<b>Policy owner</b>	Arts & Cultural Officer

**1. Purpose**

To outline the principles that governs the development, management, conservation, acquisition, de-accessioning and display of Melton Shire Council's art and cultural and civic memorabilia collection.

**2. Scope**

This policy applies to:

- The visual art collection currently owned by Council
- Any works of art that Council are looking to purchase
- The display and presentation of Council's civic memorabilia.

This policy does not apply to public art, memorials, war memorials, cultural heritage significant buildings, houses and homesteads, halls, dry stone walls, lone graves, Staughton's lamp, post and rail fences and farm machinery.

**3. Definitions**

Word/Term	Definition
Acquisition Guidelines	Are a set of guidelines outlining the steps involved procuring artworks for Council's collection
Acquisition Panel	The Acquisitions Panel made up of the Mayor or delegate, a nominated Councillor, a community representative of the Shire of Melton Leisure and Arts Committee, two nominated council officers with relevant expertise in arts, culture and civic memorabilia. Guest panel members will be invited time to time to discuss a recommended purchase.
Arts & Cultural Collection Register	A register of the art and cultural collection that includes: name of the artist, contact details, year the work was created, size and weight, inscription and comments, a photograph, maintenance requirements, special environmental conditions, method of acquisition, date of acquisition and the purchase value.



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Attribution	An artwork attribution notice detailing the artist's name, title of the work, medium and the year it was created.
2D	Describes a painting, drawing, collage, print, photograph, or mixed media.
3D	A three dimensional artwork in the form of a sculpture or an assemblage.
Community Art	Generally refers to artworks created as a result of a community group producing artworks by working with a professional artist or professional arts tutor.
Civic Memorabilia	Refers to objects which best illustrate aspects of the civic and physical development of the municipality and Council. Included in this category are items deemed to be unique and of significance to the history of the municipality such as ceremonial and civic objects, archival material including maps and plans, documents and ephemera, and miscellaneous gifts, artworks and objects commissioned by or given to Council.
Civic Memorabilia Inventory	An inventory of the civic memorabilia collection.
De-accession	Is the process of disposing of artworks from the arts and cultural collection. De-accessioning is utilised when artworks have out lived their life or have out grown the intention of the collection or when they are damaged beyond reasonable financial repair or where there is no way of attributing the creator of an artwork.
Emerging Artists	Are artists of any age in their first five years of arts practice in any media.
Folk Art	Artwork of an unknown origin that usually reflects the traditional values of society. It also refers to artworks created by an individual who has little or no formal academic training in fine art.
Genre	The different categories of artistic works based on the form, style or subject matter into which artistic works of all kinds can be divided.
Moral Rights	Moral rights are rights individual creators have in relation to copyright works they have created. Creators have the right be to be attributed (or credited) for their work, not to have their work falsely attributed and not to have their work treated in a derogatory way. Moral rights are applied when de-accessioning artworks.

**4. Policy**

The Art and Cultural Collection and Civic Memorabilia Policy ensures a strategic overview in the acquisition, display and presentation of art and civic memorabilia items across municipality.

**4.1 Benefits of an Arts & Cultural Collection**

To support the ongoing development of Melton Shire's identity, values and culture through the purchase and public presentation of an arts and cultural collection.

**4.2 Principles of Acquisition & Collection of Art Works**

To support the acquisition of artworks in a collection that reflects:

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- The past: historical; environmental; pastoral and social.
- The present: social, community and cultural values and aspirations; natural environment; urban development and changing demographic profile.
- The future: social, community and cultural values; urban development; natural environment; increase in population and demographic profile; community values and aspirations of future populations in the Shire of Melton.

Melton Shire Council also aims to create a collection:

- That is representative of art work by local artists, yet also contains work by artists from any location who have created work that resonates with local values, aspirations and community identity.
- That reflects the diverse demographic profile of the Shire.
- That is supportive of young, emerging, mid-career and established artists, including those from diverse cultural backgrounds and abilities.

#### 4.3 Benefits of Displaying a Civic Memorabilia Collection

To present, preserve, increase awareness and understanding of the civic memorabilia collection which best illustrates the civic and physical development of the municipality and council.

These include archival material such as maps, plans, photographs, documents, ephemera, art works and miscellaneous gifts and objects either commissioned by or gifted to Council over the last forty years and into the future.

#### 4.4 Civic Memorabilia Collection Inventory

The inventory will classify the civic memorabilia collection by genre, item and year.

#### 4.5. Location of the Art, Cultural and Civic Memorabilia Collection

The location of the collection will be housed across buildings, meeting rooms, foyers, public space and public access areas across the Shire that include:

- Caroline Springs Library and Learning Centre meeting rooms
- Melton Library and Learning Centre
- Community Care and Inclusion Foyers including Morton Homestead
- Melton Community Hall
- Melton Visitor Information Centre
- Melton Civic Centre meeting rooms, hallways and wall space
- Melton Shire Council Customer Services Foyer
- Council Chambers
- Youth Services Community Facility's public foyers
- Operations Centre foyer.

Artworks located in a public space will ensure that the community can enjoy a collection that contributes a sense of civic pride, community health and wellbeing and social cohesion.

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An artwork from the collection will be displayed in a public location, with the quality of display at exhibition standards.

The collection will have the capacity to be rotated across public spaces so that any newly acquired artworks can be enjoyed by the community.

An item from the civic memorabilia collection will be displayed in a prominent public location.

An item from the civic memorabilia collection can be displayed for a special purposes including school visits to the Chambers, at Citizenship Ceremonies, at Australia Day Celebrations or for any other special commemorative event or commemorative day.

**4.6 Acquiring art works for the art and cultural collection**

Up to three artworks per year (total) under the value of \$999 (exclusive of GST) per costed item are available to be purchased by Managers and General Managers across Corporate Services, Planning and Development and Community Services Directorates. Prior to any purchase being made, the Manager / General Manager must discuss the proposed purchase with the Arts and Culture Officer. Monies can be used from existing furniture budget allocations where it applies or by submitting a budget initiative.

Up to two artworks (total) between the value of \$1,000 to \$5,000 (exclusive of GST) per costed item per annum will be considered through the Acquisitions Panel through budget initiatives, furniture budget lines or minor asset purchase budget lines.

Should a member of the public approach the Mayor or Councillors to purchase artworks, all such requests must be directed through the Acquisitions Panel for consideration.

Financially the purchases represent an average of 0.0.1% of the annual financial turnover of the Council.

Artworks may be purchased from exhibitions at the CS Gallery and the annual Melton Art Show or equivalent or through a purchase of an artwork from a gallery not located in the Shire. Should artworks be for sale as a result of a community art project, these artworks can be considered for purchase.

Artworks purchased through the Acquisition Panel can be financed from minor asset purchases budget allocations. The Arts Administration budget lines shall fund the installation of the artworks.

As required Council can purchase an artwork from a gallery outside of the Shire that has a significant level of importance to the Shire and the collection and adheres to the principles of the policy. A tax invoice must be provided to ensure the purchase can be reviewed through Council's audit processes.

Managers and General Managers will liaise with the Arts and Cultural Officer about purchasing an artwork to ensure that the artwork is aligned with the principles of policy.

The Arts and Cultural Officer will provide advice to purchasers of artworks about the standard, genre, authenticity and collection value of the artwork, alternatively, an independent expert will be consulted if required.

**4.7 De-accessioning art works from the collection**

Artworks will be recommended for de-accession when they have out lived their life, have out grown the intention of the collection, are damaged beyond reasonable financial repair, are unable to be stored in an appropriate manner or where the origin of the creator of an artwork is unknown.

The moral rights of artists will be respected in the de-accessioning process.

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- Develop a Terms of Reference for the Art & Cultural Acquisitions Panel;
- Provide advice to purchasers of artworks about the standard, genre, authenticity and collection value of the artwork;
- Create and update the Arts and Cultural Collection Register and the Civic Memorabilia Collection Inventory to industry standards;
- Coordinate the rotation of and ancillary documentation for artworks in consultation with relevant departments;
- Conduct an annual audit of the existing arts and cultural collection;
- Arrange the installation or display of an artwork to exhibition standards in consultation with the Venue Trustee and Operations Department;
- Create artwork attribution notices to accompany each artwork;
- Create the hand-over documents between the Council and the artist;
- Coordinate the Acquisition Panel Meetings as required;
- Participate as a panel member on the Acquisition Panel;
- Prepare the Acquisition Panel Assessment Material;
- Liaise with Council's Senior Administration Officer to ensure that all data is captured about the artwork to list the collection on Council's insurance policy;
- Prepare draft media releases to promote the collection for council-wide publications and local media;
- Act as the central contact point for any art work purchases across Council;
- Utilise minor asset purchase budget lines to purchase lockable display cases to exhibit 3D artworks or civic memorabilia collection items and to hang artworks;
- Write reports to council recommending the commencement of a de-accessioning process of artworks over the value of \$1,000.
- Present a de-accessioning report to the Acquisition Panel for artworks valued below \$1,000.

**5.2 Events & Culture Coordinator** act as a panel member on the Art and Cultural Collection Acquisition Panel;**5.3 Governance Coordinator** to assist with the development of the Civic Memorabilia Inventory.**5.4 Managers** in line with Council's Purchasing Procedures Manual where the supplier of an artwork is a specialist supplier, the Manager will sign off the artwork as a 'Special Exemption' prior to the relevant officer placing a purchase order.**5.5 General Managers** in line with Council's Purchasing Procedures Manual where the supplier of an artwork is a specialist supplier, the General Manager will sign off the artwork as a "Special Exemption" prior to the relevant officer placing a purchase order.

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**Mayor** will chair the Acquisition Panel meetings or appoint a nominated Councillor to act in the role if unavailable.

**5.6** **Councillor** will act as a panel member on the Arts and Cultural Collection Acquisition Panel.


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

Name	Location
Ageing Well Strategy 2004 – 2016	Policy Intranet
Asset Disposal Policy 2009 – 2012	Policy Intranet
Australian Copyright Act 1968	<a href="http://www.copyright.org.au">www.copyright.org.au</a>
Buy Local Policy 2007 – 2010	Policy Intranet
Imagine Melton Arts and Cultural Strategy 2011 - 2015	Policy Intranet
Opening Doors Access and Inclusion Strategy 2009 - 2013	Policy Intranet
Procurement Policy 2011 – 2012	Policy Intranet
Purchasing Procedures Manual	Policy Intranet
Reconciliation and Recognition Action Plan 2010 - 2014	
Risk Management Policy 2010 – 2012	Policy Intranet
Risk Register Procedure 2010 – 2012	Policy Intranet
Web Management Policy 2010 – 2013	Policy Intranet
Web Procedures 2010 – 2013	Policy Intranet

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	<b>Children Unattended Policy</b>
<b>Version No.</b>	V2.0, 1 23 June 2015
<b>Endorsement</b>	General Manager Community Services, 19 May 2015 Policy Review Panel, 27 May 2015
<b>Authorisation</b>	Council, 23 June 2015
<b>Expiry date</b>	1 July 2018
<b>Responsible Officer</b>	Manager Recreation & Youth and Manager Libraries
<b>Policy Owner</b>	Melton Library Coordinator , Recreation Coordinator

**1. Purpose**

Council's managed leisure and library venues provide public spaces for people to socialise, learn and recreate in shared environments, typically free of charge. From time to time, children are left unattended in these venues. This policy is to provide a clear position to staff and venue users to ensure a consistent approach is provided in dealing with such instances.

**2. Scope**

This policy applies to parent/care providers and children using Council's direct managed Community Services Venues. In venues where the programmed operation is managed by community groups, those groups are responsible for their own policy and procedure in dealing with clients and participants.

**3. Definitions**

Word/Term	Definition
Community Services Venues	Leisure and Youth Centres and Community Libraries (eg. Taylors Hill Youth Centre, Melton Library, Caroline Springs Civic Centre/Library, and Caroline Springs Leisure Centre).
Unattended child	Any child 12 and under the age of 12, unaccompanied by a parent/care provider.
Parent / care provider	Includes the legal guardian of the child and a responsible person over the age of 16 years who has been delegated responsibility for the child by its parent or legal guardian.
Child	As per the Children and Young Persons (Care and Protection) Act 1998, this means a person under the age of 16 years.

**4. Policy****4.1 Background**

Unsupervised children can be at risk in any public place, including Council venues. The safety and wellbeing of children left unattended is a serious matter for Council. Although staff will always

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respond with care and concern, they cannot supervise children, and they do not assume responsibility by acting as a substitute for childcare.

There is a risk that unsupervised children may leave the facility at any time, hurt themselves, or be approached by strangers. Council recognises that individual families may judge their children old enough to be left alone or supervise younger children. However, parent/care providers should be aware of the issues involved when the children are unsupervised. Council's Community Services Venues are busy public places open to all and staff cannot judge which members of the public present a possible danger to children. Young children left alone can become distressed, bored or disruptive.

Staff do not take over parental/carer responsibilities for children who come into a Community Services Venue and cannot be accountable for children who are left unattended or who are displaying inappropriate behaviour.

A child left unattended in a Community Services Venue, may be deemed to be at risk under the Children and Young Persons Act 1989, and subsequently may be reported to the Department of Human Services. Parent/care providers who leave a child unattended in a Community Services Venue are exposing their child to potential harm, and may themselves be committing an offence under the Children and Young Persons Act 1989.

**4.2 Objectives**

**4.2.1** Demonstrate Melton City Council's commitment to providing a safe environment for patrons of its facilities.

**4.2.2** To provide a clear position to be understood and that can be communicated to parents/care providers of young children in the event that a child is left unattended in a Community Services Venues.

**4.3 Parent/care provider responsibility for children 0 - 12 years of age**

All children up to the age of 12, at all times, must be attended and adequately supervised by a parent/care provider.

Community Services Venues do not have the facilities to attend to children who are sick, injured or hungry. In order to provide a safe and enjoyable service for all, Council directs that parent/care providers remain present and within sight at all times, including during programs, to supervise their children.

**4.4 Conditional Access by Children 13 – 16 years**

Children 13 years or older may use a Community Services Venues unattended providing they observe accepted behaviours and proper conduct as stipulated in facility Conditions of Entry.

It is recognised that young children left alone in a Community Services Venues can become distressed, bored or disruptive. Venue users, including young people causing a disturbance may be removed in line with the Conditions of Entry.

**4.5 Communication**

The policy will be promoted to Community Services Venues users so a clear understanding of attendance of young children at our facilities is established.

Council will ensure that users are informed of the policy and have it available at all venues, and where appropriate provide all new users and service members with a "Guidelines for Users" brochure.

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<b>5.1</b>	All Council staff operating from a Leisure and Libraries venues has the responsibility of implementing this policy consistently across all locations.
<b>5.2</b>	Supervising staff on duty at the time a child is left unattended have responsibility for contacting parents/care providers and police where necessary. The incident should be recorded in a kept register as indicated in the Children Unattended Procedure.

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


<b>Name</b>	<b>Location</b>
<i>Children's and Young Persons Act 1989</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Children Unattended Policy	Policy and Procedures Intranet



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	<b>Community Facility Provision Policy</b>
<b>Version No.</b>	V1.0, 30 January 2015
<b>Endorsement</b>	General Manager Community Planning, 29 January 2015 Executive, 4 February 2015 Policy Review Panel, 5 February 2015
<b>Authorisation</b>	Council, 10 March 2015
<b>Expiry date</b>	1 July 2016
<b>Responsible officer</b>	Manager Community Planning
<b>Policy owner</b>	Community Infrastructure Planner

**1. Purpose**

This policy states Council's position on minimum standards for community facilities to be included within Precinct Structure Plans.

**2. Scope**

This policy applies to decisions related to planning for community facilities funded wholly or partially through a levy on development.

**3. Definitions**

Word/Term	Definition
Active Open Space	Land set aside for the primary purpose of formal outdoor sports by the community.
Children and Community Centre (Centres)	A building from which community services are delivered, and to provide the opportunity for community groups to form and meet.
Community Facility	A general term inclusive of Children and Community Centres or Sports Pavilions.
District Level	Active Open Space catering to a service catchment of residents within 1 kilometre walk or 5 minutes drive.
Level 1	Level 1 refers to the level of community facility catering to a service catchment of up to 10,000 people, as defined in the 2008 ASR Report: Planning for Community Infrastructure in Growth Areas.
Level 2	Level 2 refers to the level of community facility catering to a service catchment of up to 30,000 people, as defined in the 2008 ASR Report: Planning for Community Infrastructure in Growth Areas.
Needs Assessment	A needs assessment is a systematic process for determining and addressing needs, or "gaps" between current conditions and desired conditions. The form of this assessment will vary according to the custom and practice of relevant Council Service Units.

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Word/Term	Definition
Precinct Structure Plan	A long term plan for urban development of an area describing how the land is expected to be developed and how and where services planned to support the development will be delivered.
Regional Level	Active Open Space accessible to residents across more than one Local Government Area.
Sports Pavilion	A building located within Active Open Space to primarily facilitate the operation of formal structured sporting activity.
Universal Design	The design of environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

**4. Policy**

The intent is for this policy to support Council's Strategic Planning and Urban Design team by providing an endorsed policy position on community facilities to be provided for within Precinct Structure Plans.

This policy guides decisions about the site area and indicative gross floor area required for community facilities. Actual inclusions will be subject to a detailed needs assessment and design process for a specific community facility.

**4.1 Children and Community Centres**

- 4.1.1** For a service catchment catering to an ultimate residential population of approximately 9,000 people, a level 1 children and community centre (centre) will have a gross floor area of approximately 1,300 m<sup>2</sup> on a 0.8 hectare site.
- 4.1.2** In addition, every second level 1 centre (serving a residential population of 18,000 people), will be expanded to a level 2 centre with a gross floor area of approximately 1,700 m<sup>2</sup> on a 1.2 hectare site.
- 4.1.3** Centres should be located adjacent to schools, in visually prominent locations, ideally on a corner block, convenient to and supportive of both active and public transport infrastructure.

**4.2 Sports Pavilions**

- 4.2.1** Where a Precinct Structure Plan designates district level active open space, a district level universally designed sports pavilion will be developed alongside relevant sports fields or courts. The sports pavilion will include the following minimum spatial allocations for team and umpire change rooms, club rooms, and ancillary rooms (such as first aid, kitchen facilities and public toilets):

Pavilion type	Indicative Gross Floor Area
6 Hectare Active Open Space (AOS)	714 m <sup>2</sup>
8 Hectare AOS	787 m <sup>2</sup>
10 Hectare AOS	869 m <sup>2</sup>

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- 4.2.2** Where the size of the active open space does not comply with the table above a needs assessment will be undertaken by the relevant Council Service Unit to determine the appropriate size of the pavilion.
- 4.2.3** Sports pavilions may also, subject to a needs assessment conducted by the relevant Council Service Unit, include additional spatial allocations for a regional level sports pavilion.
- 4.2.4** Sports pavilions require road access and car parking (determined by a site specific needs assessment), be located adjacent to sporting fields, in visually prominent locations, convenient to and supportive of both active and public transport infrastructure.

**5. Responsibility /Accountability**

<b>5.1</b>	<b>Community Infrastructure Planner</b>
	<ul style="list-style-type: none"> <li>Review of the policy.</li> </ul>
<b>5.2</b>	<b>Planning Services Manager</b>
	<ul style="list-style-type: none"> <li>Ensure that the content of this policy is reflected in Precinct Structure Plans.</li> </ul>
<b>5.3</b>	<b>Council officers and contractors</b>
	<ul style="list-style-type: none"> <li>Responsible for adhering to this policy.</li> </ul>


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

<b>Name</b>	<b>Location</b>
The <i>Planning and Environment Act 1987</i> (Vic)	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
ASR Planning for Community Infrastructure in Growth Areas	<a href="http://www.mpa.vic.gov.au">www.mpa.vic.gov.au</a>
AFL Preferred Facility Guidelines	<a href="http://www.afvic.com.au">www.afvic.com.au</a>
Football Federation Victoria 2014 Rules of Competition	<a href="http://www.footballfedvic.com.au">www.footballfedvic.com.au</a>
NRL Preferred Facility Guidelines for Grassroots Rugby League 2014	<a href="http://www.playnrl.com.au">www.playnrl.com.au</a>

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	<b>Community Requests for Council Budget Allocation Policy</b>
<b>Version No.</b>	Version 1, 9 March 2018
<b>Endorsement</b>	Policy Review Panel - 18 April 2018
<b>Authorisation</b>	Council – 30 April 2018
<b>Review date:</b>	July 2021
<b>Responsible officer:</b>	Manager Community Planning
<b>Policy owner</b>	Social Planning Officer

**1. Purpose**

This Policy describes Melton City Council's (Council's) approach to the management of requests for Council budget allocation from community members, Incorporated Community Organisations and Community Service Agencies for projects, programs or services that address local need.

**2. Scope**

This Policy applies to all submissions for Council budget allocation from community members, Incorporated Community Organisations or Community Service Agencies. The provisions of this Policy also apply to those responsible for the administration, assessment and approval of received submissions.

This policy applies to:

- Submissions requesting partnerships between Council and Incorporated Community Organisations or Community Service Agencies, where Council provides funding for the delivery of projects, programs or services that benefit the local community and these activities are delivered by the funded organisation.

Submissions may be for single-year or recurrent funding for periods of up to 5 years. Recurrent funding of up to 5 years is typically awarded only to organisations providing projects, programs or services for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances. Examples include:

- The provision emergency food relief to low income residents
  - The provision of learning and social opportunities for people with disabilities
  - Funding for the delivery of elements within a master plan for a community asset, i.e. landscape works.
- Submissions requesting Council to undertake projects, programs or services. In such cases, Council is responsible for funding and delivering the activity.

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This Policy does not preclude community members making a submission under Section 223 of the Victorian Local Government Act 1989.

**Definitions**

Word / Term	Definition
Auspice Partnership	An arrangement between an incorporated organisation (auspisor) and an unincorporated organisation (auspicee), where the auspicee carries out the project 'under the auspices of the auspisor'. The auspisor receives funding or enters into relevant agreements on behalf of the auspicee
Budget Development Period	The period during which Council's annual budget is developed. This typically begins in the 2 <sup>nd</sup> quarter of the financial year prior and the final budget is adopted in June at the end of the financial year
Community Grants Program	Council's primary community funding stream, comprised of a range of grants that are open to various applicants either year-round or at specified times only
Community member	Any individual who has attained the age of 18 years and is not making a submission on behalf of a corporation; a Council or any other body incorporated or constituted by or under the Local Government Act 1989; or any public statutory corporation constituted by or under any law of the State of Victoria, any other State or Territory of the Commonwealth or the Commonwealth
Community Service Agency	Funded organisations that promote, provide or carry out activities, facilities or projects for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances
Incorporated Community Organisation	A legal entity separate from its members. Incorporation of a community organisation includes a number of requirements including a written constitution and an elected committee of management or board of directors. Examples include sports clubs, service clubs and local charitable organisations

**3. Policy**

Melton City Council (Council) recognises that community engagement and participation processes are a vital part of local democracy. Community engagement in the development of the annual budget provides an avenue for the community to make submissions for budget allocation. The budget reflects Council's core business as outlined in the Council and Wellbeing Plan.

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Submissions are assessed on a case-by-case basis as part of Council's annual budget development. Allocation of funding is dependent upon the availability of funds and the merit of submissions. Should funding recipients seek further funding after the end of their existing funding term, they will need to prepare a new submission during their final year of funding to be considered for budget allocation for the next financial year. Further allocation must not be assumed.

**3.1 Objective**

This Policy aims to establish a clear process for the management of community requests for Council budget allocation.

**3.2 Policy Principles**

The principles underpinning this Policy are:

## a) Alignment with Council and Wellbeing Plan

The Council and Wellbeing Plan is the 4 year strategic plan that directs Council operations to meet the needs and aspirations of the community. There is significant community input in to the development of Council and Wellbeing Plan. Submissions for Council budget allocation should align with the current Council and Wellbeing Plan objectives.

## b) Good governance

Budget will be allocated under principles of good governance. This means that the process of receiving and assessing submissions should be transparent, responsive, equitable and inclusive, effective and efficient, participatory and consistent with relevant legislation.

## c) Community engagement

The community should have the opportunity to be involved in decision making regarding budget allocation. The process should be participatory, equitable and inclusive. Community members, Incorporated Community Organisations and Community Service Agencies will be invited to make submissions to the budget development process. The engagement process should endeavour to be accessible to the breadth of Melton's community.

**3.3 Eligibility Criteria**

Any community member, Incorporated Community Organisation or Community Service Agency may make a submission for budget allocation.

Special conditions apply for parties seeking funding to deliver programs, services or projects themselves. Parties should meet the following eligibility criteria for their submission to be considered:

- Be an Incorporated Community Organisation or Community Service Agency. In the unlikely circumstance that an unincorporated group seeks funding, an auspice partnership may be considered
- Hold an Australian Business Number (ABN)

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- Hold relevant Public Liability Insurance coverage to the value of \$20 million
- Eighty per cent (80%) of participants for the proposed activity should be residents of the City of Melton

Projects, programs and services that are the direct responsibility of other government agencies are generally not viewed favourably for Council budget allocation.

Schools are not eligible to apply for budget allocation, but may be a partner in a project submitted by an eligible organisation.

Individual community members cannot seek funding to deliver programs, services or projects themselves. They may only make submissions requesting that Council fund and deliver outputs.

### 3.4 Assessment Considerations

Funding should be allocated based upon the merit of the submission and available funds. A Submission Form template is provided in the Community Requests for Council Budget Allocation - Guidelines for Submission.

The table below outlines assessment considerations for submissions.

Submissions seeking Council to fund and deliver a project, program or service should respond to Considerations 2 and 3.

Submissions requesting Council funding for external parties to deliver activities should respond to Considerations 1 to 5.

Consideration	To be included in the submission
1. <b>Applicant Details and Experience</b>	<ul style="list-style-type: none"> <li>• What does your organisation do?</li> <li>• When were you established?</li> <li>• What are your governance arrangements?</li> <li>• What relevant work have you done in the past?</li> </ul>
2. <b>Community Need</b>	<ul style="list-style-type: none"> <li>• What existing or emerging need does this proposal address?</li> <li>• How do you know this is a need? (Statistical and anecdotal evidence should be provided to support this)</li> <li>• Explain how the identified need aligns with current Melton City Council and Wellbeing Plan objectives.</li> </ul>
3. <b>Community Benefit</b>	<ul style="list-style-type: none"> <li>• Who will be involved in the project/program/service planning and delivery?</li> <li>• Describe any new community partnerships and connections that will be developed.</li> <li>• Who will benefit from the project/program/service? (Identify which groups will benefit).</li> </ul>



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	<ul style="list-style-type: none"> <li>• What will be the outcomes of the project/program/service for these groups?</li> </ul>
<b>4. Ability to Deliver Project</b>	<ul style="list-style-type: none"> <li>• Provide a project plan that demonstrates the steps to be taken to deliver the project/program/service during the funded period.</li> <li>• Provide a complete, realistic and achievable budget.</li> <li>• Provide details of other sources of funding or resourcing for the project/program/service.</li> <li>• Explain how the project/program/service may continue into the future (without Council funding) if it is an ongoing event or activity.</li> </ul>
<b>5. Commitment to the Improvement of the Municipality</b>	<ul style="list-style-type: none"> <li>• Explain how your organisation has participated and been engaged in other community events and activities in the City of Melton.</li> <li>• Explain your organisation's history of promoting positive outcomes for the community.</li> </ul>

**3.5 Submission Process**

Submissions for budget allocation are invited from community during the annual budget development period. Submissions received at this time are assessed at the optimal time for inclusion in the upcoming budget. Submissions may be received at any time but will only be assessed during the annual budget development period.

Parties requesting funding allocation should:

1. Read and ensure adherence to Community Requests for Budget Allocation - Guidelines for Submission.
2. Complete the Community Requests for Budget Allocation Submission Form.
3. Submit Form and any relevant attachments to Council by the published deadline (which may vary from year to year).

The submission process is designed to be accessible to a range of community members, Incorporated Community Groups and Community Service Agencies. The onus is on submitters to provide substantial information and evidence to support their submission and assist Council to assess the merits of the proposal.

Submission for budget allocation is one option for community members and organisations to seek support from Council. The Community Grants Program is another option that may be more appropriate for some submissions. Refer to the Community Grants Program Guidelines for further detail.

Applicants are encouraged to first exhaust the Community Grants Program options, where appropriate, prior to making a submission through this Policy.



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**3.6 Assessment Process**

Submissions should be assessed using the following process:

1. Submissions will be invited from community members, Incorporated Community Organisations and Community Service Agencies annually in line with Council's budget development process. Submission information will be available via Council's website and will be promoted on the website and by public notice.
2. Submissions will be received by Council's Risk and Performance Department.
3. Council Budget Engagement sessions will be held to allow submitters to present their submission to Council Officers and Councillors in person.
4. Relevant Council Officers will be asked to make comment on submissions. Commentary will be sought regarding the quality of the submission, assessment considerations and history of previous funding outcomes (if applicable).
5. Submissions and commentary will be presented to the Council's Executive and Councillors.
6. Councillors will consider submissions and commentary and decide which submissions (if any) will be included in the draft budget.
7. Submitters will be notified in writing whether their submission is included in the draft budget.
8. Submitters will be notified in writing of Council's decision when the final budget is adopted by Council. Council's decision is final.

**3.7 Funding Agreements**

Successful applicants for funding to deliver activities with Council monies will be required to sign a Funding Agreement before funding is disbursed. The Funding Agreement will include the conditions that funded organisations will need to meet throughout the funding term and upon acquittal of the funds.

**3.8 Acquittal Process**

An acquittal process will be consistently applied to those parties subject to Funding Agreements to ensure correct and intended use of funds.

Funding recipients will be required to complete an acquittal form either:

- Annually for multi-year funding
- Within two months of project completion for single-year funding

Funding recipients who fail to properly acquit their grants will not be eligible for any further Council funding until the matter is resolved.

Recipients of multi-year funding will also be required to submit proof of solvency in order to receive funding for the following year.

**3.9 Internal Process for Acquittals**

Receipt of acquittal reports will be the responsibility of Council's Finance Department.

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The Manager Finance will assess expenditure and forward to the relevant Manager to assess outcomes of the funding.

Acquittal reports will be signed off by both the Manager Finance and the relevant Department Manager.

The Manager Finance will ensure that all reports are added to ECM (Council's record management system).

Any issues with acquittals will be raised with the relevant General Manager who will make recommendations to Councillors regarding action required.

**4. Responsibility / Accountability**

4.1	<p><b>Council Officers</b></p> <ul style="list-style-type: none"> <li>• Refer relevant parties seeking budget allocation to this Policy</li> <li>• Ensure that this Policy is followed</li> <li>• Provide commentary on submissions as requested</li> <li>• Provide advice to prospective submitters and unsuccessful submitters as requested</li> <li>• Oversee outcome component of acquittal process as requested</li> </ul>
4.2	<p><b>Manager Finance</b></p> <ul style="list-style-type: none"> <li>• Present submissions to Executive and Council</li> <li>• Notify submitters of outcomes of submissions</li> <li>• Provide input in to the development of Funding Agreements</li> <li>• Oversee assessment of financial component of acquittal process</li> <li>• Add acquittal forms to ECM</li> </ul>
4.3	<p><b>Manager Risk and Performance</b></p> <ul style="list-style-type: none"> <li>• Receive submissions</li> <li>• Enter data into Register of Submissions</li> <li>• Cross-check submissions with Community Funding Officer to ensure that no acquittals are outstanding and that the same program has not been funded under the Community Grants Program</li> <li>• Distribute submissions to relevant Council Officers for comment</li> </ul>
4.4	<p><b>Community Funding Officer</b></p> <ul style="list-style-type: none"> <li>• Provide information about previous or current grants received by Submitters</li> </ul>

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4.5	<b>General Managers</b> <ul style="list-style-type: none"> <li>Provide advice to Council regarding action on acquittal issues as required</li> </ul>
4.6	<b>Executive</b> <ul style="list-style-type: none"> <li>Review submissions prior to presentation to Council</li> </ul>
4.7	<b>Councillors</b> <ul style="list-style-type: none"> <li>Refer relevant parties seeking budget allocation to this Policy</li> <li>Ensure that this Policy is followed</li> <li>Assess submissions</li> <li>Select successful submissions (if any)</li> </ul>
4.8	<b>Funding Recipients</b> <ul style="list-style-type: none"> <li>Responsibility for meeting the obligations of the Funding Agreement</li> </ul>

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

Name	Location
Melton City Council - Council and Wellbeing Plan 2017-2021	<a href="http://melton.vic.gov.au">melton.vic.gov.au</a>
Community Grants Program Guidelines	<a href="http://melton.vic.gov.au">melton.vic.gov.au</a>
Community Requests for Council Budget Allocation – Guidelines for Submissions	<a href="http://melton.vic.gov.au">melton.vic.gov.au</a>
Profile ID website – Melton (Census information)	<a href="http://profile.id.com.au/melton">profile.id.com.au/melton</a>

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	<b>Highway Advertising Signage Policy for Residential Subdivisions</b>
<b>Version No</b>	Draft 0.1 22 September 2014
<b>Endorsement</b>	General Manager Planning & Environment 23 September 2014 Policy Review Panel 30 September 2014
<b>Authorisation</b>	Council 21 October 2014
<b>Expiry date</b>	21 October 2016
<b>Responsible officer</b>	Planning and Environment Services Manager
<b>Policy owner</b>	Coordinator Major Developments

**1. Purpose**

The purpose of this policy is to achieve a coordinated approach to advertising signage for residential subdivisions along the Western and Melton Highways, until updated review of Council's Advertising Guidelines is undertaken.

**2. Scope**

This policy is to be used as an assessment tool by Council's Major Developments and Statutory Planning Units, in conjunction with the existing provisions of Clause 52.05 Advertising Signs of the Melton Planning Scheme. The policy is also intended to assist developers in preparing residential signage planning permit applications.

**3. Definitions**

Word/Term	Definition
Applicant	An applicant is someone that applies for a planning permit on their or someone else's behalf.
Act	The 'Act' refers to the Planning and Environment Act 1987.
Promotion Sign	In accordance with Clause 73 of the Melton Planning Scheme, a promotion sign is a sign of less than 18 square metres that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited.
Major Promotion Sign	In accordance with Clause 73 of the Melton Planning Scheme, a major promotion sign is a sign which is 18 square metres or greater that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited.
Animated Sign	In accordance with Clause 73 of the Melton Planning Scheme, an animated sign is a sign that can move, contains moving or scrolling parts, changes its message, flashes, or has a moving or flashing border.

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Word/Term	Definition
Electronic Sign	In accordance with Clause 73 of the Melton Planning Scheme, an electronic sign is a sign that can be updated electronically. It includes screens broadcasting still or moving images.
Internally Illuminated Sign	In accordance with Clause 73 of the Melton Planning Scheme, an internally illuminated sign is a sign illuminated by internal lighting or which contains lights or illuminated tubes arranged as an advertisement.
Reflective Sign	In accordance with Clause 73 of the Melton Planning Scheme, a reflective sign is a sign finished with material specifically made to reflect external light.
Bunting Sign	In accordance with Clause 73 of the Melton Planning Scheme, a bunting sign is a sign that consists of bunting, streamers, flags, windvanes, or the like.

**4. Policy**

The following policies are intended to provide assistance for Council officers in assessing planning applications for signage advertising residential subdivisions along the Western and Melton Highways.

**4.1 Objectives**

- Council will support signage that does not detract from the visual amenity of the surrounding area, particularly adjacent to residential areas.
- Council strongly discourages signage that detracts from, interferes with, or causes a hazard to the safe passage of traffic.
- Council will not support signage that will result in overcrowding, clutter or a proliferation of signage.
- Signage must be of an appropriate scale and consistent with the character of the surrounding area.
- Council strongly encourages signage that incorporates concise and clear advertising that is easy to read.

**4.2 Strongly Discouraged Signage**

The following types of signage are *strongly discouraged*:

- A-Frame signs
- Bunting style signs
- Internally or externally illuminated signs
- Animated or electronic signage
- Signs containing flashing lights
- Reflective signs
- Major Promotion signage exceeding 28 square metres per signage sign

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- Council discourages promotional signage that is located more than 7 kilometres from the boundary of the residential subdivision to which they relate.
- Council will not permit signage located within a road reserve. Signage must be setback a minimum of 10 metres from the Title boundaries of private land, where the land fronts either of the Western or Melton Highways.
- Signage which does not relate to the same residential subdivision must be located at least 250 metres from any other sign.
- Council will generally not support signage that is located less than 500 metres from vehicle "decision making points" (e.g. on/off ramp, drop lane etc.).

**4.4 Number of Permissible Signs**

Council will generally not support more than two signs relating to the same residential subdivision along either highway. This does not apply if the particular residential subdivision has a direct frontage to the Western or Melton Highways.

**4.6 Notice of Application**

VicRoads should be given notice of planning permit applications affected by this Policy under Section 52 of the 'Act'.

**5. Responsibility /Accountability**

<b>5.1</b>	<b>Manager Planning and Environment</b>
	<ul style="list-style-type: none"> <li>• The Policy owner is responsible for the maintenance, currency and promotion of this policy, ensuring organisational compliance.</li> </ul>
<b>5.2</b>	<b>Major Developments Coordinator &amp; Major Development Planning Officers</b>
	<ul style="list-style-type: none"> <li>• Responsible for the assessment of signage applications in growths areas in the municipality.</li> </ul>
<b>5.3</b>	<b>Statutory Planning Coordinator &amp; Development Planning Officers</b>
	<ul style="list-style-type: none"> <li>• Responsible for the assessment of signage applications in established areas in the municipality.</li> </ul>

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

<b>Name</b>	<b>Location</b>
Panel Report- Wyndham Planning Scheme Amendment C201 (Revised Advertising Sign Policy) – Clause 22.10	<a href="http://dsewebapps.dse.vic.gov.au">http://dsewebapps.dse.vic.gov.au</a>
Clause 22.12 – Whittlesea Planning Scheme: Advertising Signs Adjoining the Metropolitan Ring Road Policy	<a href="http://planningschemes.dpud.vic.gov.au/schemes/whittlesea">http://planningschemes.dpud.vic.gov.au/schemes/whittlesea</a>
Austrroads Research Report – Impact of Roadside Advertising on Road Safety	<a href="https://www.onlinepublications.austrroads.com.au">https://www.onlinepublications.austrroads.com.au</a>

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Name	Location
Shire of Cardinia Advertising Signs Guidelines	<a href="http://www.cardinia.vic.gov.au/Page/Page.aspx?Page_Id=3222">http://www.cardinia.vic.gov.au/Page/Page.aspx?Page_Id=3222</a>
Clause 22.16 – Casey Planning Scheme: Advertising Signs Policy	<a href="http://planningschemes.dpcd.vic.gov.au/schemes/casey">http://planningschemes.dpcd.vic.gov.au/schemes/casey</a>
Clause 22.09 – Hume Planning Scheme: Advertising Signs Local Policy	<a href="http://planningschemes.dpcd.vic.gov.au/schemes/hume">http://planningschemes.dpcd.vic.gov.au/schemes/hume</a>
Clause 22.15 – Kingston Planning Scheme: Outdoor Advertising Signage Policy	<a href="http://planningschemes.dpcd.vic.gov.au/schemes/kingston">http://planningschemes.dpcd.vic.gov.au/schemes/kingston</a>
Outdoor Advertising Policy and Guidelines, October 2005 - Shire of Melton	<a href="http://www.melton.vic.gov.au/Services/Building_planning_transport/Strategic_planning/Studiesstrategiesguidelines/Outdoor_Advertising_Policy_and_Guidelines">http://www.melton.vic.gov.au/Services/Building_planning_transport/Strategic_planning/Studiesstrategiesguidelines/Outdoor Advertising Policy and Guidelines</a>

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**7. GENERAL BUSINESS**

Nil.

**8. CONFIDENTIAL BUSINESS**

Nil.

**9. NEXT MEETING**

Wednesday 3 November 2021 at 11:00am

**10. CLOSE OF BUSINESS**

The meeting closed at 1:58pm

Confirmed

Dated this

.....CHAIRPERSON