



MELTON CITY COUNCIL

Notice is hereby given that the Meeting of the
Melton City Council
will be held via videoconference
on 2 May 2022 at 7:00pm.

**THIS AGENDA CONTAINS REPORTS TO BE DEALT
WITH AT A CLOSED MEETING OF COUNCIL**

Roslyn Wai
CHIEF EXECUTIVE

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1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

‘Almighty God we humbly beseech Thee to vouchsafe Thy blessing upon this Council, direct and prosper its deliberations to the advancement of Thy glory and the welfare of the people whom we serve – Amen.’

Reconciliation Statement

Melton City Council acknowledges that the land it now occupies has a history that began with the Indigenous occupants, the Kulin Nation. Council pays its respects to the Kulin Nation people and their Elders and descendants past and present.

2. APOLOGIES AND LEAVE OF ABSENCE

The Chairperson will call for any apologies received from any Councillors who are unable to attend this meeting.

3. CHANGES TO THE ORDER OF BUSINESS**4. DEPUTATIONS****5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR**

Pursuant to Part 6, Division 2 of the *Local Government Act 2020* and Council’s Governance Rules, Councillors must declare any General Conflict of Interest or Material Conflict of Interest they have in any of the matters being considered at this meeting.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**RECOMMENDATION:**

That the Minutes of the Meeting of Council held on 4 April 2022 be confirmed as a true and correct record.

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS IN ACCORDANCE WITH CHAPTER 6, RULE 1 OF THE COUNCIL'S GOVERNANCE RULES

- 4 April 2022 Summary of Informal Meeting of Councillors
- 4 April 2022 Summary of Informal Meeting of Councillors
- 11 April 2022 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 4 April, 4 April and 11 April 2022, provided as **Appendices 1 - 3** respectively to this report, be received and noted.

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors dated 4 April 2022
2. Summary of Informal Meeting of Councillors dated 4 April 2022
3. Summary of Informal Meeting of Councillors dated 11 April 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 4 April 2022	Time Opened:	6.15 pm
		Time Closed:	6.59 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi (arrived 6.21pm) Cr M Deeming Cr K Majdlik Cr S Ramsey Cr J Shannon Cr A Vandenberg (departed 6.47pm, returned 6.50pm)		
Officers present:	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager, Corporate Services	
	T Scoble	Acting General Manager Community Services	
	S McManus	Acting Executive Manager Corporate Strategy & Investment	
	B Dosser	Manager Legal, Governance and Risk	
	B Baggio	Manager Planning Services	
	R Hodgson	Governance Coordinator	
Guests	Nil		
Apologies	Cr B Turner Ms S Romaszko		
Matters discussed:	1) Announcements (6.15pm – 6.19) 2) Council Meeting Agenda – 4 April 2022 (6.19pm – 6.59pm)		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		Yes
Matter No.	Councillor making disclosure	Councillor left meeting
Council Meeting Agenda Item 12.5	Cr Carli	Yes

REPORT PRODUCED BY:

Officer name:	Renee Hodgson	Date:	04/04/2022
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INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 4 April 2022	Time Opened:	9.36 pm
		Time Closed:	10.22 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr M Deeming Cr K Majdlik Cr S Ramsey Cr J Shannon Cr A Vandenberg (departed 10.16pm)		
Officers present:	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager, Corporate Services (departed 9.39pm)	
	T Scoble	Acting General Manager Community Services (departed 9.39pm)	
	S McManus	Acting Executive Manager Corporate Strategy & Investment (departed 9.39pm)	
	B Dossier	Manager Legal, Governance and Risk	
	R Hodgson	Governance Coordinator (departed 9.39pm)	
Guests	Nil		
Apologies	Cr B Turner Ms S Romaszko		
Matters discussed:	1) Mayor and CEO on Wednesday (9.36pm – 9.37pm) <ul style="list-style-type: none"> • Advocacy • Communications 2) Potentially dangerous roadworks on the Melton Highway near the Aldo Estate (9.38pm – 9.39pm) 3) Confidential Matter 4) Councillor enquiry system 5) Toolern Vale Primary School Staff member retirement 6) Fix our roads campaign		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?	No		
REPORT PRODUCED BY:			
Officer name:	Bradley Dossier	Date:	04/04/2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 11 April 2022	Time Opened:	6.20 pm
		Time Closed:	8.23 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr M Deeming Cr K Majdlik (left the meeting at 8.10pm) Cr S Ramsey Cr J Shannon Cr B Turner (entered the meeting at 6.26pm)		
Officers present:	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager, Corporate Services	
	S Romaszko	Acting General Manager, Planning and Development	
	T Scoble	Acting General Manager Community Services	
	S McManus	Acting Executive Manager Corporate Strategy & Investment	
	B Dosser	Manager Legal, Governance and Risk	
	E Rider	Manager Community Planning (departed 6.41pm)	
	N Marino	Acting Manager Finance (arrived 6.41pm, departed 7.39pm)	
	C Nichols	Coordinator Revenue (arrived 6.41pm, departed at 7.20pm)	
	A Josifovski	Coordinator Community Activation and Learning (departed 6.41pm)	
	R Hodgson	Governance Coordinator	
Guests	Nil		
Apologies	Cr S Abboushi Cr A Vandenberg		
Matters discussed:	<ol style="list-style-type: none"> 1) Community Learning Strategy Engagement Plan (Elyse Rider, Adam Josifovski) (6.20 - 6.41 pm) 2) Rates Budget 2022/23 (Natalie Marino, Catherine Nichols) (6.42 - 7.20pm) 3) Community Budget Submissions wrap up (7.20 – 7.39pm) 4) Councillor Discussion (7.39 pm – 8.23pm) <ol style="list-style-type: none"> a. Mayor and CEO on Wednesday <ol style="list-style-type: none"> i. Letter being jointly signed by Mayors of Melton, Moorabool, Hepburn and Ballarat re AusNet Towers ii. Various debriefs: <ol style="list-style-type: none"> 1. Advocacy 2. Amazon site visit 3. Preparation for ALGA visit in Canberra iii. Announcement of ALP commitment of \$10mill to business case for Western Hwy Upgrade b. Advocacy- thanks to team for recent efforts c. Fix our Roads d. Tafe funding e. Orange Door f. Previous Mayors' advocacy efforts 		

Informal Meeting of Councillors

	<ul style="list-style-type: none"> g. No Councillor Briefing scheduled for next week h. Formal Acknowledgement of Police force awards i. Notice of Motion follow up j. Orange Door – tour to be arranged k. Awards for Victoria Police in Melton l. Letter Under Seal for Mr Maurie Heaney m. Roller shutter at Hillside Recreation Reserve requires fixing n. Resident issue raised regarding Cobblebank developer solvency o. Councillors' certificates under seal for end of term p. Developer issues revisited q. Acoustic wall unfinished at the Silverdale estate r. List of markets within the municipality s. Minns Road petition t. Questions in relation to road infrastructure allocated in Budget u. Concern in Brookfield regarding parking trucks on Brooklyn Road v. Council seal design w. ALGA National General Assembly in Canberra
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CONFLICT OF INTEREST DISCLOSURES:**Were there any conflict of interest disclosures by Councillors?**

No

REPORT PRODUCED BY:**Officer name:**

Renee Hodgson

Date:

11/04/2022

8. CORRESPONDENCE INWARD

Nil.

9. PETITIONS AND JOINT LETTERS

The Chief Executive will table any petitions and/or joint letters received prior to this meeting.

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

Nil.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Renee Hodgson - Governance Coordinator
Presenter: Bradley Dosser - Manager Legal, Governance & Risk

PURPOSE OF REPORT

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

RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 5** to this report, and adopt the recommendations arising within the respective Minutes:

- 1) Disability Advisory Committee, Thursday 3 February 2022
- 2) Preventing Family Violence Advisory Committee, Wednesday 9 February 2022
- 3) Reconciliation Advisory Committee, Tuesday 8 March 2022
- 4) Safe City Advisory Committee, Thursday 10 March 2022
- 5) Policy Review Panel Advisory Committee, Thursday 14 April 2022

REPORT

1. Executive Summary

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

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

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

2. Background/Issues

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

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

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The composition of Advisory Committees for the 2021/22 municipal year was approved by Council at its Ordinary Meeting on 22 November 2021.

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

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

Meeting Date	Advisory Committee	Attached
3 February 2022	Disability Advisory Committee	Appendix 1
9 February 2022	Preventing Family Violence Advisory Committee	Appendix 2
8 March 2022	Reconciliation Advisory Committee	Appendix 3
10 March 2022	Safe City Advisory Committee	Appendix 4
14 April 2022	Policy Review Panel Advisory Committee	Appendix 5

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

Advisory Committees are not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council. Operational expenses and administrative actions arising from an Advisory Committee meeting are accommodated within Council's recurrent budgets, unless otherwise requested within the minutes of the meeting and detailed in a recommendation to Council for consideration.

5. Consultation/Public Submissions

Advisory Committees are one method of Council consulting and communicating with the community. Such a Committee may be established to provide strategic level input into a broad area of Council operations, such as community safety or arts and culture. An Advisory Committee may also be established for a specific time-limited project, such as a review of a Local Law.

6. Risk Analysis

With a mandatory responsibility to report to Council and being restricted to making recommendations for Council consideration, risks attached to Advisory Committee actions are substantially mitigated.

It is prudent for Council to carefully consider any and all recommendations arising from Advisory Committee minutes, as Advisory Committees may canvass significant issues and significant expenditure in their deliberations.

7. Options

Advisory Committees are a Committee of Council, therefore Council has the discretion to accept, reject, amend, or seek further information on any of the Committee minutes and/or recommendations.

LIST OF APPENDICES

1. Disability Advisory Committee Meeting Minutes, 3 February 2022
2. Preventing Family Violence Advisory Committee Minutes, 9 February 2022
3. Reconciliation Advisory Committee Meeting Minutes, 8 March 2022
4. Safe City Advisory Committee Meeting Minutes, 10 March 2022
5. Policy Review Panel Advisory Committee Meeting Minutes, 14 April 2022



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DISABILITY ADVISORY COMMITTEE

held on 3 February 2022 at 12.00pm via Zoom

Present:

Name	Title	In	Out
Cr L Carli	Deputy Mayor	12:00 p.m.	1:55 p.m.
Cr K Majdlik	Councillor	12:00 p.m.	1:55 p.m.
Cr S Ramsey	Councillor	12:10 p.m.	1:55 p.m.
R. Wai	Council Officer – Chief Executive Officer	12:00 p.m.	1:55 p.m.
C Cramer	Council Officer – Manager Community Care	12:00 p.m.	1:55 p.m.
A Tan	Council Officer – Housing Services Coordinator	12:00 p.m.	1:55 p.m.
N Migani-Roberts	Council Officer – Advocacy and Inclusion	12:00 p.m.	1:55 p.m.
M Hutchinson	Council Officer – Design and Infrastructure Coordinator	12:00 p.m.	1:55 p.m.
L Vasilopoulos	Community representative	12:14 p.m.	1:55 p.m.
T Woof	Community representative	12:00 p.m.	1:55 p.m.
M Kipa	Community representative	12:10 p.m.	1:55 p.m.
L Campbell	Community representative	12:00 p.m.	1:55 p.m.
Y Arnell	Community representative	12:10 p.m.	1:55 p.m.
E Johnston	Council Officer – Road and Community Safety	12:00 p.m.	12:55 p.m.
J McBurnie	Council Officer – Coordinator Social Planning & Well-being	1:00 p.m.	1:45 p.m.
R. Cleary	Council officer – Wellbeing and Health Promotions	1:00 p.m.	1:45 p.m.

Chairperson: Cr K Majdlik

Minutes: N Migani-Roberts

1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

2. Apologies

Nil



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3. Official welcome to our new Chief Executive Officer

Cr K. Majdlik officially welcomed Chief Executive Officer R. Wai to the Disability Advisory Committee (DAC).

4. Declaration of interests and/or conflict of interests

Nil

5. Confirmation of minutes of previous meeting

N. Migani-Roberts stated that the DAC December 2021 minutes will be endorsed at the first Council meeting on Monday 7 February 2022, after which they will be circulated to the committee.

Cr K Majdlik recommended moving forward, minutes will be circulated to the committee for review prior to endorsement at Council.

Action: N. Migani-Roberts will circulate minutes to committee members for review prior to endorsement.

6. Actions from previous minutes

C. Crameri and N.Migani-Roberts provided an update of the actions from previous minutes and confirmed all were completed.

7. Road and Community Safety Officer

Crime Prevention Funding

E. Johnson provided an overview of funding opportunities that has been made available to Council in crime prevention.

E. Johnson acknowledged that people with disability are more vulnerable and twice as likely to experience crime in the community compared to those without a disability.

E. Johnson acknowledged the Disability Advisory Committee's expertise and invited the committee to discuss potential ideas and strategies.

8. Coordinator Social Planning and Wellbeing and Health Promotions Officer

Targeted Conversation

J. McBurnie shared an update of the Melton; A Strategy for All abilities and All ages and outlined the Targeted Conversation session.

R. Cleary engaged with the committee to identify what is working well, what needs improvement and what Council should focus on over the next four years to enable people with disability and their carers to live their best lives.

N.Migani-Roberts provided an update of the Targeted Conversation sessions focused on engaging people with disability and carers that have been conducted and those to take place in the following weeks.

N. Migani-Roberts reiterated the importance of completing and sharing the engagement survey and attending the Carers Forum.



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9. Advocacy and Inclusion Officer Update

Changing Places funding application

N.Migani-Roberts reported that Council has been successful in obtaining funding for the installation of a Changing Places accessible bathroom to be located in our Eastern corridor at the Caroline Springs Leisure Centre.

A. Tan acknowledged the immense work that N. Migani-Roberts has done in the funding application which led to its success.

Committee Applications and Terms of Reference

N. Migani-Roberts informed the committee that the current membership term is ending on 30 June 2022. The process to recruit community representatives for the new membership term (2 years) will begin in March 2022. Current community representatives are eligible to apply for the new term.

The current Terms of Reference will be reviewed and endorsed by Council prior to commencing recruitment for DAC representatives.

The recording of DAC meetings

N.Migani-Roberts called for any objections to the DAC meetings being audio recorded for the purpose of minute taking. No objections to the proposed recording.

All audio recordings will only be accessed by N. Migani-Robert and will not be shared and will be deleted at completion of the finalised minutes.

Action: Meeting will be recorded from the next DAC meeting

10. Business Arising

Nil

11. General Business

Nil

12. Next Meeting

Date: 7 April 2022

Time: 12.00p.m – 2.00p.m

Venue: Cobblebank Stadium – Multipurpose Room, Astley Dr, Bridge Rd, Sthattulloh

13. Close of business

The meeting closed at 1:55 p.m.



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PREVENTING FAMILY VIOLENCE ADVISORY COMMITTEE

held on 9 February 2022 at 11.00am, online.

Present:

Cr Lara Carli	Councillor
Cr Sophie Ramsey	Councillor
Cr Julie Shannon	Councillor
Jayde McBurnie	Melton City Council
Dayane Mardesich	Melton City Council
Ruairi Cleary	Melton City Council
Lisa Prentice-Evans	Victoria Police
Stephen Black	Victoria Police
Martin Ha	Brimbank Melton Community Legal Service
Michelle Galea	Department of Education and Training
Rachana Bangara	Brotherhood of St. Laurence
Colleen Keeffe	Elizabeth Morgan House Aboriginal Women's Services
Genia Sawczyn	Department of Families, Fairness and Housing
Sylvia Coombe (guest)	Fijian Community Association Victoria Inc.

Quorum: *Quorum for the committee will require attendance of a minimum of one (1) Councillor, one (1) Council Officer, and comprising 30% of external agency committee members.*

Chairperson: Cr Lara Carli, Councillor

Minute Taker: Ruairi Cleary, Health Promotion Officer

1. Welcome

The Chairperson Cr Carli welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

Cr Carli welcomed new member Stephen Black from Victoria Police, who is the Family Violence Liaison Officer at Melton Police Station.

Cr Carli acknowledged that Elena Campbell, Associate Director of Research, Advocacy and Policy at RMIT as an apology. Elena's presentation on Adolescent Violence postponed until the May meeting.

2. Apologies

Cr Bob Turner	Councillor
Cr Ashleigh Vandenberg	Councillor
Adisa Muminovic	Melton City Council
Christine Levy	Melton City Council
Gehan Shehab	Department of Justice and Community Safety
Sarah Chong	MiCare
Sharon Horton	MacKillop Family Services
Kalimna Andy	Elizabeth Morgan House Aboriginal Women's Service
Melissa Suppupo	Djerriwarrh Health Services
Peter Webster	Kirrip Aboriginal Corporation
Evelyn Afotey	GenWest

3. Declaration of interests and/or conflict of interests

Nil.

4. Confirmation of minutes of previous meeting

Minutes of the Preventing Family Violence Advisory Committee meeting held on 9 November 2021 were adopted at the Ordinary Meeting of Council 7 February 2022.

5. Business Arising**5.1 Update on actions from previous meeting – Jayde McBurnie/Ruairi Cleary, Melton City Council**

R Cleary provided an update on actions from the previous Preventing Family Violence Advisory Committee meeting.

G Sawczyn from the Department of Families, Fairness and Housing circulated a grant opportunity regarding cultural inclusion, prevention and early intervention opportunity, disseminated 30 November 2021.

R Cleary noted the paper related to the law and order response to youth-related family violence was circulated as per minutes, on the 27th of January 2022.

J McBurnie provided an update on the Orange Door and Council's advocacy in relation to the provision of the service in the City of Melton. Council has been working with the Orange Door Leadership group to propose a number of options for the provision of this site.

J McBurnie, Elyse Rider, Manager Community Planning, and Laura Jo Mellan, previously Executive Manager of Property and Projects briefed the hub leadership group on the interim opportunity, Western BACE and the development opportunity through the Cobblebank Community Service Hub.

- Since being briefed a representative of Family Safety Victoria and the Leadership Group have attended Western BACE to inspect the site.
- Nikki Pillios from MacKillop Family Services took questions from previous PFVAC meeting to the leadership group. Including:
 - Bring forward onsite connection to Orange Door at Melton prior to Brimbank service.



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- Identification of service representation and engagement at Orange Door Melton and,
- Consideration of the consultation process of Culturally and Linguistically Diverse communities and services such as Brimbank-Melton Legal.

Cr Carli highlighted that this was a great update and was hopeful that the visit from the leadership group to the Western BACE could lead to the development of a site in the City of Melton.

Cr Ramsey enquired about the Western BACE commencement date and noted the ongoing cost of family violence in the City of Melton. J McBurnie noted no formal notice of a date. However, it is promising that a representative from Orange Door recently did a tour of the facility.

Cr Shannon thanked J McBurnie and the committee for the work in this area and expressed commitment and excitement for the Orange Door service in the City of Melton. Cr Shannon also reiterated that having had representatives come out to visit the site is promising and expressed hope that we have a clear report of action by the time our committee next meets.

Cr Carli thanked Cr Shannon and J McBurnie/R Cleary for their update.

6. General Business

6.1 Respectful Relationships education program update – M Galea, Department of Education and Training

M Galea provided an overview of the Respectful Relationships program and explained her role as a liaison officer focusing on:

- Building capacity of schools to respond to family violence,
- Provide advice on evidence-based approaches and interventions,
- Liaising with specialist family violence services, and
- Coordination of the responding to disclosures professional learning with schools.

M Galea presented on Respectful Relationships, why we focus on family violence and the gendered drivers, as well as how schools implement the Respectful Relationships program. M Galea to circulate the presentation with the meeting minutes. M Galea highlighted the community spotlight section in the Department of Education and Training newsletter, and the Critical Friends project being piloted with schools. A call for expressions of interest to be disseminated to community services and organisations asking for a time commitment of approximately 2 days for the year. M Galea to circulate further information related to Critical Friends Project once the EOI has been finalised.

M Ha highlighted that the legal centre presented at Lakeview Senior College in relation to the Respectful Relationships program on topics of cyber bullying, sexting laws and enquired whether this would be within the scope of the Critical Friends project. M Galea supported this and indicated they are open to organisations delivering sessions as part of the Department of Education and Training full day sessions.

Cr Ramsey highlighted surprise that these gender equity practices are not already embedded in the school culture and asked whether certain areas or schools are not progressing as well. M Galea highlighted that there is resistance in many areas, often due to concern about parents protesting the teaching curriculum. M Galea highlighted the desire to connect with community leaders to support schools to overcome this challenge.

R Bangara from Brotherhood of St. Laurence enquired about platforms for children or parents living with a disability to be supported with making family violence disclosures. M Galea said

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that the Respectful Relationships A to D curriculum has been mapped for Melton Specialist School and School of the Deaf to support the comprehension of the content in these schools and to support students with help seeking. M Galea highlighted that intersectionality is a core component of the curriculum. M Galea said there is a push to ensure support workers are available to work with students with disabilities, and that these workers would typically hear disclosures prior to the teachers.

11:43am Genia Sawczyn entered the meeting

C Keeffe highlighted the challenge of reaching students who have experienced family violence and enquired about how this had been given consideration in the application of the program. M Galea highlighted that the curriculum focuses on a holistic approach that attempts to account for such challenges and support teachers to know what to look out for when identifying family violence.

Action

M Galea to circulate presentation slide package with committee meeting minutes.

M Galea to circulate professional development opportunities to committee with meeting minutes.

M Galea to circulate further information about Critical Friends Project once EOI has been developed.

6.2 Trends in Family Violence and Family Law since Covid-19 – M Ha, Principal Lawyer at Brimbank Melton Community Legal Centre

M Ha provided an overview of trends in family violence and family violence law since Covid-19, based on service data and observations from Brimbank-Melton Community Legal Centre Service Provision. M Ha noted that in relation to the Orange Door, their service had conversations with the Department of Justice and Community Safety in relation to the rollout in Brimbank, specifically a consultation process in the search for a legal project partner. Brimbank Melton Community Legal Centre have expressed desire to be part of the multidisciplinary network. M Ha provided an overview of the Brimbank Melton Community Legal Centre as an organisation. M Ha highlighted that the government recognised the need for family violence services during the pandemic and provided funding in a number of areas. Including, duty law services where there has been an increased demand. The government has funded the Early Resolution Project for one year, which aims to provide legal assistance to clients before they come to court and see a Duty Lawyer, in the hope of potentially resolving their legal issue.

Cr Shannon asked what process was involved in a community member accessing the services of a Duty Lawyer. M Ha explained that when an applicant for a Family Violence Intervention Order makes contact at court, they are asked by Court Registry whether they would like legal advice, with the referral going to the relevant community legal centre. The second avenue is when clients attend on the day of their hearing and are asked if they would like legal assistance. M Ha also stated that there was no strict criteria or means test to determine access to a Duty Lawyer.

11:56 Rachana Bangara left the meeting

Cr Shannon asked whether any cultural or community groups are being assisted at a greater rate. M Ha said that this was not the case in Melton but there is a higher demand for services like interpreters at other catchments. Cr Ramsey highlighted hearing of community members having their capacity to access intervention orders and legal help hindered due to a conflict of interest created by their pre-emptively disclosing information to a variety of local legal services. M Ha said that the phenomenon of 'conflicting out' – although not being seen that often – does occur. However, the general policy is that there needs to be some



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representation. Generally, the Community Legal Service will assist affected family members and Victorian Legal Aid will assist respondents.

12:06 Silvia Coombe left the meeting

C Keeffe enquired about eligibility, asking whether the means test would come into play if it is an ongoing family law matter. M Ha said no means test is applied in the case of one off duty law assistance, whereas when further assistance is required for duties such as drafting further and better particulars or assistance at a contested hearing, then a means test would need to be looked into due to limited resources.

M Ha highlighted funding received for the Melton Family Violence project, which provides legal assistance to potential clients in the City of Melton who have experienced or are at risk of family violence. The Legal Centre is seeking to develop an evidence base by surveying frontline staff in relation to access and barriers to services, emerging communities and emerging trends, digital and financial literacy levels, the impact of Covid-19, and best practices in relation to service delivery and service design. Additionally, the Legal Centre has partnered with the ANZ financial independence hub which is a financial coaching service for victim survivors of financial abuse. The other project is the Family Law Access project which is a collaboration between three CLCs including Brimbank-Melton, Geelong and Wyndham, aiming to provide Family Violence services to vulnerable clients in the western suburbs. M Ha highlighted an increase in need for family law assistance as a result of increased family violence rates. M Ha highlighted further funding opportunities in line with increased recognition of need to address family violence through government. This is Commonwealth and Government funded legal assistance – National Legal Assistance Partnership (NLAP) – for vulnerable women, and Brimbank-Melton Community Legal Centre will be applying for this funding in order to run an integrated practice model providing end to end family violence and family law assistance.

Cr Shannon asked if the links related to the NLAP government funding could be circulated to committee members with the minutes.

Action

M Ha to talk to J McBurnie about Brimbank Melton Community Legal Centre's involvement in Orange Door rollout.

M Ha to circulate links related to NLAP government funding with minutes.

R Cleary to circulate M Ha contact details to the committee members.

6.3 Member updates – All

12:13 Stephen Black left the meeting

12:16 Stephen Black entered the meeting

Victoria Police

L Prentice-Evans provided update from Victoria Police. Victoria Police has not observed much different in family violence trends, however due to school now being back they are receiving some referrals directly through the schools. They are still seeing family violence incidents involving young persons. This is an ongoing challenge Victoria Police are facing as there is a big push to move away from IVOs against young persons and try to go down a therapeutic path. Cr Ramsey asked if there was anything else Council could do to support.

J McBurnie highlighted the importance of Council continuing to work in primary prevention and working with partners such as Victoria Police to build safer communities. J McBurnie

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highlighted the opportunity for Council to also work in secondary and tertiary prevention by working with stakeholders and advocating for further family violence service provision and ensuring Council is equipped to respond to disclosures of family violence.

M Ha indicated that Brimbank Melton Legal Centre would appreciate Council support with promoting the new Melton Family Violence Project. Cr Ramsey asked if this could be put in the minutes as an action as this project could be advertised on our Council webpage, or in a press release. Cr Carli also highlighted the potential to promote this project in our Council social media pages and that Melton City Council comms team could work with Brimbank Melton Legal Service's comms team to include an update in our newspaper.

M Galea asked if the Critical Friends project could be promoted through multiple stakeholder communication channels, and also indicated it would be great to collaborate with stakeholders in the committee, by having a representative from the Legal Service or Victoria Police present at one of the Respectful Relationships sessions. M Galea highlighted capacity to promote information from PFVAC via newsletter disseminated across 84 schools.

Action

R Cleary to liaise with M Ha about promotion of Melton Family Violence Project via Council communications channels.

R Cleary to liaise with M Ha about connecting Brimbank Melton Community Legal Service comms team with Melton City Council comms team.

7. Next Meeting

The next meeting of the Committee it is to be held on Wednesday 11 May, commencing at 11.00am, held online via Microsoft Teams.

8. Close of Business

The meeting closed at 12.20pm.



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RECONCILIATION ADVISORY COMMITTEE

held on March 8 at 6:07 pm on Microsoft Teams and Woodlands Room, Melton Civic Centre

Present:

Cr Ashleigh Vandenberg	Councillor, Melton City Council
Cr Bob Turner	Councillor, Melton City Council
Aunty Julieanne Axford	Council Member, Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation
Stephanie Skinner	Wadawurrung Traditional Owners Corporation
Skye Gooch	Chairperson, KIRRIP Aboriginal Corporation
Peter Webster	Local Aboriginal Community Member
Karen Jones	Local Aboriginal Community Member (arrived at 6.15pm)
Joanne Layton	Local Aboriginal Community Member
John Bentley	Local Community Member
Dayane Mardesich	Community Capacity Coordinator, Melton City Council
Shane Evans	Aboriginal and Torres Strait Islander Community Engagement Officer, Melton City Council

In Attendance:

Elyse Rider	Manager Community Planning, Melton City Council
Nicole Misurelli	Manager People and Culture, Melton City Council
Elissa Hayley	Acting Manager Engagement and Advocacy, Melton City Council

Chairperson: Cr Ashleigh Vandenberg

Minute Taker: Shane Evans

1. Welcome and Introductions

Cr Vandenberg opened the meeting at 6:07 pm. J Layton provided an Acknowledgement of Country.

Cr Vandenberg welcomed and thanked everyone attending in person and online.

- All members introduced themselves and it was noted that Shane Evans started as Council's new Aboriginal and Torres Strait Islander Community Engagement Officer on 7 March 2022.

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- Cr Vandenberg advised that Council has been made aware that Skye Gooch is now the Chairperson of Kirrip Aboriginal Corporation, so will be attending RAC meetings in that role from now on.
- Cr Vandenberg acknowledged Sharon Sowter for her contributions to this committee during her time as Kirrip Aboriginal Corporation Chair. Council will write to Sharon thanking her for the contribution to the committee.
- This means that the Reconciliation Advisory Committee now has two vacancies to be filled:
 - One Local Aboriginal Community member position
 - One Local Community member position

Council officers will commence an Expression of Interest process as per the Terms of Reference to fill the two vacancies.

Actions:

Council will write to Sharon Sowter thanking her for her contributions on this committee.

Council officers will commence an Expression of Interest process as per the Terms of Reference to fill the two vacancies.

K Jones joined the meeting online at 6:15 pm.

2. Apologies

Jillian West Bunurong Land Council Aboriginal Corporation

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of previous minutes of previous meeting

Cr Vandenberg advised that the minutes from the 7 December 2021 meeting were confirmed by the committee via email on 1 February 2022 and endorsed by Council on 7 February 2022.

Noted: J Bentley moved and S Skinner seconded.

5. Business Arising

Action: Officers to forward any relevant information on respectful behaviours at Council meetings.

Actioned – D Mardesich has been advised by Council's Governance area that there is no further guidance for advisory committees beyond the Terms of Reference and will close this item.

Action: Members to email recommended wording for the Acknowledgement of Country to Council. E Haley and Council officers to review feedback and incorporate it into the Acknowledgement of Country wording for the RAC's consideration and endorsement by Council.



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Actioned – E Haley has updated the Acknowledgement of Country document based on email responses sent to her by committee members, which will be discussed as an agenda item at this meeting.

Action: Council officers to circulate the presentation delivered by A Vickery on the development of the next Reconciliation Action Plan.

Actioned – emailed to the committee by E Johnson on 22 December 2021.

Action: The Aboriginal and Torres Strait Islander Community Engagement Officer to send calendar invitations to members to confirm meeting dates.

Action: The Aboriginal and Torres Strait Islander Community Engagement Officer to send calendar invitations to members to confirm meeting dates.

Carried over.

6 General Business

6.1 Cultural Safety Commitment

Cr Vandenberg read out the Cultural Safety commitments agreed to by all RAC members and acknowledged that everyone has the right to feel safe and heard in meetings, even when members have different opinions and views, we respect each other.

6.2 Acknowledgement to Country – proposed wording alignment across Council

E Haley advised that a revised version of the Acknowledgement of Country wording incorporating the feedback from previous committee meetings around specifically naming Traditional Owners Registered Aboriginal Parties, use the terms First Nations and Kulin Nation.

J Layton provided further written information on local history. E Rider advised that this will be distributed to the committee via email following the meeting. S Evans will convene a working group consisting of Aboriginal community members and corporations that are part of this committee to provide wording recommendations to this committee at a future meeting.

Actions:

S Evans to email the information provided in the meeting by J Layton to all committee members.

S Evans to convene a working group consisting of Aboriginal community members and organisations that are part of this committee to provide wording recommendations to this committee at a future meeting.

6.3 Renaming Lake Darlingsford update

Aunty Julieanne invited the committee to share any suggestions they may have for the lake's renaming, which she will pass on to Gail at the Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation.

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Action: Aunty Julieanne to advise this committee of the three naming options in Woi-Wurrung language for Lake Darlingsford.

6.4 Cultural Information training for Councilors and Executive update

N Misurelli advised that she had engaged Paula Stewart from NJAC to develop the Cultural Information training for Councilors and Executive in consultation with Traditional Owners. The training will be added to a training calendar being developed for Councilors.

The committee advised that it is culturally appropriate for Traditional Owners to be involved in the delivery of this training. N Misurelli to follow up with NJAC regarding the engagement status of Traditional Owners.

P Webster expressed that he felt there was a need to provide cultural safety training for Council staff.

Actions: N Misurelli to follow up with NJAC regarding engagement of Traditional Owners in the delivery of the training.

N Misurelli to explore cultural safety training delivery for Council staff.

6.5 Reconciliation Action Plan Update

D Mardesich informed the committee that Reconciliation Australia had advised that the appropriate level of Reconciliation Action Plan (RAP) for Melton City Council is Innovate, rather than Stretch as had been anticipated. In the process of formally registering with Reconciliation Australia, they acknowledged that Melton City has delivered some great initiatives to advance reconciliation, however noted that some requirements of the Reconciliation Australia framework are not yet being embedded in Council's policies and processes.

D. Mardesich advised that consultants have been engaged to do the consultation on the RAP which will commence shortly. It is good opportunity for S Evans to meet with community after starting his role at Council.

6.6 Aboriginal Community Hub scoping report

Cr Vandenberg shared the Notice of Motion that she raised, and Cr Turner supported, requesting Council officers prepare a scoping report on the development of an Aboriginal Community Hub in the City of Melton.

E Rider advised that the work of Council officers will complement the work being undertaken by Kirrip Aboriginal Corporation on their feasibility study, and that meeting with senior Council officers has been set up with Kirrip's consultants to support that work.

D Mardesich advised that a project plan had been developed that brought in the research and policy part of Community Planning to look at the service models and funding opportunities. The scoping report will look at the role of Local Government and the value it can bring whilst supporting self-determination. The scoping report will be developed in collaboration with Aboriginal Community Controlled service providers, including Kirrip Aboriginal Corporation as the municipality's existing gathering place/community centre/neighbourhood house.

D Mardesich asked whether any committee members wanted to be part of this process. P Webster indicated that he would and that he was very supportive of any project that brought much needed Aboriginal services into Melbourne's West with the City of Melton being the ideal location.



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P Webster updated the committee on Kirrip's feasibility study and the vision for an Aboriginal Hub that had support services co-located as a one-stop shop for community. Actions: Committee members to advise S Evans if they would like to be on this working group.

6.7 Updates from members

- J Bentley asked about how local community can learn about Treaty.

Action: S Evans to arrange for an information session on Treaty for the community.

- J Layton stated she would like to see a smoking ceremony undertaken at Council as it is a very important step just like a Welcome to Country or an Acknowledgement to Country. D Mardesich followed on by saying S Evans has started his new role with council as the Community Engagement Officer and will commence discussions and conversation with local community in relation to Reconciliation Week and NAIDOC Week events to be held this year.
- J Layton queried sitting fees outcome which was raised in a meeting in the previous term of this committee. D Mardesich advised that this matter had been reported on and the relevant minutes will be recirculated to this committee.

Action: D Mardesich to recirculate previous minutes pertaining to sitting fees to this committee.

7. Next Meeting

The next meeting is to be held commencing at **6pm Tuesday 7 June 2022**.

8. Close of Business

The meeting closed at 8.05 pm



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SAFE CITY ADVISORY COMMITTEE

held on 10 March 2022 at 2.00pm on Microsoft Teams

Present:

Cr Sophie Ramsey	Councillor
Cr Julie Shannon	Councillor
Elyse Rider	Melton City Council
Jayde McBurnie	Melton City Council
Elizabeth Johnston	Melton City Council
Lisa Prentice-Evans	Victoria Police
Amanda Venda	Department of Transport
Benjamin Taylor	Western Health
Golam Haque	Community Representative

Guests:

Henry Tamasese	Melton City Council
Emile Caggiati	Victoria Police

Quorum: A quorum for the Committee will require attendance of one (1) Councillor, and at least four (4) persons from the community representatives and external stakeholder members.

Chairperson: Cr Sophie Ramsey

Minute Taker: Elizabeth Johnston

1. Welcome

Acting Chair Cr Ramsey opened the meeting at 10.06am with the Acknowledgement of Country and invited members to introduce themselves.

2. Apologies

Cr Lara Carli	Councillor
Cr Bob Turner	Councillor
Cr Steve Abboushi	Councillor
Cr Ashleigh Vandenberg	Councillor
Kristie Lawson	Melton City Council
Essan Dileri	Melton City Council
Peta Fualau	Centre for Multicultural Youth
Joanne Mutsaerts	Victoria Police
Chris Stuhldreier	Victoria Police
Amanda Watkinson	DJCS

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Kim Leech	Djerriwarrh Community and Education Services
Alan Nguyen	Fit to Drive Foundation
Shanti Dicello	Community Representative
Jasleen Kaur	Community Representative

3. Declaration of interests and/or conflict of interests

Nil.

4. Confirmation of minutes of previous meeting

Meeting notes of the last Safe City Advisory Committee meeting were adopted at the Ordinary Council Meeting on 7 February 2022.

5. Business Arising**5.1 Underage vaping investigation**

E Johnston advised that Council officers met with Victoria Police in January to discuss the issue of vaping sales to young people. At the meeting, J Mutsaerts noted Victoria Police are investigating illegal sales and Council confirmed that in current legislative frameworks Council has limited enforcement capacity. Council and Victoria Police identified opportunities to work with young people in schools to promote health messaging relating to vaping.

In response to a question from Cr Ramsey, E Johnston advised that to increase its enforcement ability some advocacy would be required to state and federal government. L Prentice-Evans advised that there has been significant media interest regarding this issue, and a written statement has been provided by Victoria Police. In response to a question from Cr Shannon, L Prentice-Evans advised that Victoria Police are making enquiries into their ability to enforce the sale of illegal e-cigarettes that have nicotine in them and understand that the Australian Taxation Office are able to prosecute this offence.

6. General Business**6.1 Strategies to address hoon driving – E Johnston and E Caggiati**

E Johnston advised that a campaign to encourage residents to report hoon driving will be taking place from the week beginning 21 March and run periodically until the end of National Road Safety Week (22 May 2022). This will include messaging on a VMS board located in Caroline Springs and posts on the City of Melton Facebook page. On recent invitation by the Department of Transport, Council submitted an expression of interest to join their state-wide Hooning Community Reference Group which will support the development of recommendations that address hoon behaviour.

Cr Ramsey emphasised that enforcement during and following the campaign will be important to reassure residents that something is being done. E Caggiati advised that the rate of reporting is consistently low, and further reporting will help Victoria Police allocate resources to when and where the behaviour is occurring. In response to questions E Caggiati advised that reports of unregistered motorbikes have not increased as a result of signage in Melton or Caroline Springs. The installation of closed-circuit television (CCTV) on roads would be the responsibility of the owner of the road, but Victoria Police have previously found footage to be lacking in quality which makes prosecution difficult, and is likely to cause the behaviour to move to another location. The installation of lighting also doesn't appear to have an impact on hooning and pretend CCTV is seen to cause similar challenges with privacy and creates a



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false sense of security. Hoon activity at Macpherson Park remains an issue but has not increased.

G Haque entered the meeting at 2.55pm.

6.2 Lake Caroline CCTV Trial – E Johnston

E Johnston presented an update on the trial installation of CCTV around Lake Caroline in Caroline Springs. This initiative follows a Notice of Motion from Cr Abboushi in 2020 and general community support received through an online survey which formed part of the privacy impact assessment in 2021. CCTV cameras have been strategically installed around Lake Caroline for a trial period of three years. During the trial period, Council will evaluate the effectiveness of the CCTV as a crime deterrent, to improve perceptions of safety and encourage residents to spend time at the reserve. Council's Communications team are helping to ensure residents are aware that the cameras have been installed. A report on the findings of the evaluation will be provided to Council at the half-way point of the trial, and at its conclusion in 2024.

In a response to a question from A Venda, E Johnston advised that residents will be informed of the outcome through summary reports submitted to Council. In reply to Cr Ramsey, E Johnston advised that the cost of the CCTV was included in Council's budget. Through a follow up question, E Johnston noted that the reporting timeframes have been determined to ensure sufficient and comparable data is available from the trial, which will be used to help inform strategies for public spaces in the future.

6.3 Member Updates

Notice of Motion 800 – Cr Ramsey

E Rider informed the committee members about the carried Notice of Motion 800 which was raised by Cr Ramsey and seconded by Cr Deeming at the Council meeting on 7 March.

The Notice of Motion was that Council:

1. investigate community needs and gaps in health and wellbeing programs for men aged 18-40 years;
2. work with relevant organisations to promote and deliver responsive programs addressing important health, family, and justice issues impacting men in the community; and
3. refer the cost of any partner programs to the 2022/2023 budget for consideration.

E Rider advised that Council will be undertaking a review of the programs it already runs in the community for men, including Sons of the West. Council officers will also investigate other programs that could be introduced, and how we can increase participation from men.

Cr Ramsey thanked E Rider for the support and indicated that Council would get in contact with the agencies represented on the Committee for further discussion.

Update from VicRoads – A Venda

A Venda acknowledged that Council's expression of interest to join the Department of Transport and Victoria Police's new Hooning Community Reference Group. Invitations have been sent to all Councils in the metropolitan region and RoadSafe groups, and VicRoads are currently considering all the expressions of interest.

There was a high number of applications received through the Community Road Safety Grant program which closed yesterday. The City of Melton applied under the Safer Routes to School Stream. Applications will be assessed by the panel, and successful applicants should expect to hear back in May 2022.

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VicRoads is reviewing their risk framework as part of the school crossing program. Some data collection through observations is expected to take place in the City of Melton.

Update from Western Health – B Taylor

B Taylor advised that the Dream Big Festival is taking place on the 3 April 2022 at Mount Carberry Recreation Reserve between 1pm-7pm. Western Health have been in discussion with Council and Victoria Police to manage risk management and safety. L Prentice-Evans advised they can contact her to review their risk assessment process.

Update from the City of Melton Intercultural portfolio – H Tamasese

H Tamasese advised that the Harmony Day Festival is taking place on Saturday 19 March at the Willows Historical Park. Council will roll out the Community Partnership Program in the coming weeks and there will be an opportunity to attend workshops that will facilitate relationship building with community groups and organisations.

Update from Victoria Police – L Prentice-Evans

L Prentice-Evans indicated that Highway Patrol uniform members are running operations with automatic numberplate recognition in the Melton and Caroline Springs areas. There will also be crime prevention operations with the public order response team designed to increase public presence, focusing on high activity and transit spaces. Victoria Police are engaging with school communities to discuss associated issues.

L Prentice-Evans presented on the Neighbourhood Policing framework. The Melton service area was selected as one of the eight pilot sites for the initiative, which will be rolled out statewide by the end of the month. J Mutsaerts has been delegated as the Neighbourhood Policing Coordinator for the Melton service area. The initiative involves community engagement regarding the issues they're experiencing and ensuring there is a feedback loop, to support a uniform approach across the state. The objective is to provide a highly visible police presence in areas the community cares most about, and to empower local area commanders to tailor their approach. There will be a range of strategies deployed to help capture community sentiment and address community issues, including broader collaboration with other services or organisations. Strategies include community forums, surveys (expected April 2022), reviewing available data, utilisation of EyeWatch and school engagement. The three main components of the framework include having a local safety committee (the Safe City Advisory Committee – already in place), identification of high-risk community locations (completed) and having an effective schools engagement model (e.g. school principal's network).

In response to a question from Cr Ramsey, L Prentice-Evans advised that they have a good relationship with Neighbourhood Watch, which have modernised their approach, but currently no need to establish new formal community groups due to existing groups. L Prentice-Evans indicated that there would be a lot coming out in the media about the framework, but emphasised that it is simply formalising an existing approach.

In reply to Cr Shannon, L Prentice-Evans said that Victoria Police currently engage with businesses through meeting with owners and undertaking safety audits. They also consult with businesses on the Revitalisation Board and have dedicated officers for known activity spots.

In response to a question from A Venda, L Prentice-Evans advised that the Melton service area includes Caroline Springs and have established networks in the area. L Prentice-Evans also advised that officers are operating from the Caroline Springs Police Station 24/7, but it is closed to customers at night to maximise the number of officers on the road and attending incidents. Data has shown that most reports come through online or over the phone during evening hours. Victoria Police regularly advocates for increased resources.



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Update from the Road and Community Safety portfolio – E Johnston

E Johnston advised that the next Community Road Safety Forum has been scheduled for 31 March 2021 at the Melton Library and Learning Hub. Councillors and community are invited, and members are asked to help promote the event to their networks.

The City of Melton is supporting Monash University to undertake a study on perceptions of safety for migrants and women. The aim of this project is to work with residents and business owners, to develop strategies that enhance safety and inclusion as well as help prevent crime in public spaces. The research team are currently recruiting participants and support from the committee would be appreciated. In response to a question from Cr Ramsey, E Johnston advised that the research is focusing on people who identify as migrants and women, but future research may be funded to seek input from other vulnerable communities. This project is being funded by the Victorian Government Building Safer Communities grant.

Community lighting – G Haque

G Haque enquired about the possibility of installing more lighting around Lake Logan in Caroline Springs as people are not able to use the walking track at night. Cr Ramsey noted the request could be communicated to Cambridge Ward Councillors.

Action

E Johnston to share the contact details of L Prentice-Evans with B Taylor.

H Tamasese to advise Councillors if there are any opportunities arise to participate in the Community Participation Program.

E Johnston to re-circulate promotional material for the Community Road Safety Forum.

7. Next Meeting

The date of the next meeting will be advised and will include hybrid meeting options.

Council is looking to invite guest speakers to future meetings to present on specific topics or projects. E Johnston asked members to consider what topics or projects they would like to be presented on and provide this feedback by email. Committee members are also invited to present. Cr Ramsey suggested a representative from the Principal's Network, Council's Community Partnership Program and findings from Lake Caroline CCTV trial when available.

Action

E Johnston to advise members of the next meeting date, time and location when available.

Members to send any suggestions for future guest speakers or nominate themselves to present on a relevant issue/project to E Johnston.

8. Close of Business

Cr Ramsey thanked all members and closed the meeting at 3.37pm.



MELTON CITY COUNCIL

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

14 April 2022

MINUTES OF THE POLICY REVIEW PANEL14 APRIL 2022

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MINUTES OF THE POLICY REVIEW PANEL

14 APRIL 2022

MELTON CITY COUNCIL**MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL
HELD VIA VIDEOCONFERENCE
ON 14 APRIL 2022 AT 10.30AM**

Present: Cr K Majdlik (Chair)
Cr L Carli
Cr S Deeming
Cr J Shannon

In Attendance: Mr S McManus, Executive Manager Corporate strategy & Investment
Mr B Dossier, Manager Legal, Governance and Risk
Mr B Baggio, Manager Planning Services
Ms J McBurnie, Coordinator Social Planning and Well-being
Ms R Hodgson, Governance Coordinator

1. WELCOME

The Chair, Cr Majdlik, opened the meeting at 10.40am 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 10 March 2022 and adopted by Council at the Ordinary Meeting held on Monday 4 April 2022 be noted.

Motion

Crs Shannon/Carli.

That the Minutes of the Policy Review Panel held on 10 March 2022 and adopted by Council at the Ordinary Meeting held on Monday 4 April 2022 be noted.

CARRIED

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL

14 APRIL 2022

6. PRESENTATION OF STAFF REPORTS**6.1 ENTERPRISE RISK MANAGEMENT POLICY****Responsible Officer:** Bradley Dosser - Manager Legal, Governance & Risk**Document Author:** Bradley Dosser - Manager Legal, Governance & Risk**Date Prepared:** 08 April 2022**Recommendation:**

That Council approve the Enterprise Risk Management Policy contained at **Appendix 3** to this Report.

Motion

Crs Carli/Shannon.

That Council approve the Enterprise Risk Management Policy contained at **Appendix 3** to this Report.

CARRIED**1. Background****1.1 The Policy**

The Moore *Internal Audit Integrity Framework Review Final Report* dated 28 July 2021 (**'The Final Report'**), a copy of which is contained at **Appendix 1** to this Report, presented the findings of an internal audit into the Integrity Framework at Melton City Council (**'Council'**) which considered the design of key frameworks and controls to mitigate actual and perceived risks to integrity within the activities of Council.

The Final Report was presented to the Audit and Risk Committee on 4 August 2021 and Council on 30 August 2021 and identified that Council's Integrity Framework was fair and made recommendations in respect to:

- Council's Integrity policy and procedure;
- Council's Fraud and Corruption control plan;
- Council's Fraud Risk Management framework;
- the Screening and Conflict of Interest Management controls used by Council; and
- Ongoing culture check in and reviews and monitoring and improvement plans.

Council's Enterprise Risk Management Policy was identified as being 1 of 24 policies impacting on or effecting integrity matters at Council and was addressed in the Final Report at:

- Finding 1.1 entitled "Integrity policy and procedure framework require review to make current and align to best practice" on pages 8-10;
- Management Comment M1 on page 10;
- Finding 1.3 entitled "Fraud risk management framework requires review and improvement" on pages 15 -20; and
- Management Comment M11 on page 20.

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MINUTES OF THE POLICY REVIEW PANEL14 APRIL 2022

The old version of Council's Enterprise Risk Management Policy referred to in the Final Report is contained **Appendix 2** to this Report.

The Enterprise Risk Management Policy has been extensively reviewed and updated by the Risk Team as a part of its ongoing efforts to review, improve, strengthen and refresh the Melton City Council Integrity Framework as recommended by Moore's in the Final Report and the new version for endorsement and approval by the Policy Review Panel is contained in **Appendix 3** to this Report.

1.2 Sources/benchmarking

In preparing the Enterprise Risk Management Policy attached to this Report at **Appendix 3** the Risk Team has used the Final Report contained at **Appendix 1** and the old Policy contained at **Appendix 2** as a starting point.

The Risk Team has seen the preparation of this Policy as an opportunity to review, improve, strengthen and refresh the Enterprise Risk Management Framework utilised by Council in conjunction with its other work in relation to the Integrity Framework undertaken in conjunction with the preparation of this policy.

It is noted in this regard that the Fraud and Corruption Control Policy was recently approved by the Policy Review Panel in its February 2022 meeting.

Reference has also been made extensively to the Australian and New Zealand Standard on Enterprise Risk Management "AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines".

1.3 Consultation

This Policy has been developed in consultation with:

1. Council's Internal Auditors;
2. Executive; and
3. The Risk Team.

1.4 Communication and Implementation

The Risk Team has a draft Roadmap / Communication Plan and Training Rollout Timetable for the implementation of this Policy. A copy is attached at **Appendix 4**.

This will involve information sessions and training at various levels of Council progressively, focusing on those in front line exposure roles initially and then targeting the remainder of Council employees and Councillors also in due course.

1.5 Compliance

The Policy is compliant with external legislation, including the Local Government Act 2020 (Vic), with Australian and New Zealand Standards relating to Enterprise Risk Management and with the Policy Management Framework at Council.

1.6 Measures of Success

The measures of success for this policy will be increased awareness, understanding and use by Council staff and Councillors of the modified Enterprise Risk Management Framework contained within the Policy following the training of Council Staff and Councillors in respect of it.

MINUTES OF THE POLICY REVIEW PANEL

14 APRIL 2022

LIST OF APPENDICES

1. The Moore Internal Audit Integrity Framework Review Final Report (provided previously)
2. Enterprise Risk Management Policy as at March 2018 (superseded)
3. Enterprise Risk Management Policy as at April 2022 (new Version)
4. Risk Management Policy Rollout Road Map

MINUTES OF THE POLICY REVIEW PANEL

14 APRIL 2022

Item 6.1 Enterprise Risk Management Policy

Appendix 2 Enterprise Risk Management Policy as at March 2018 (superceded)

	Enterprise Risk Management Policy
Version No.	Draft 4.0 2 January 2018
Endorsement:	27 February 2018 Risk Management Committee
Authorisation:	8 March 2018 Executive
Expiry date:	8 March 2021
Responsible officer:	Risk & Performance Manager
Policy owner:	Risk & Performance Manager

1. Purpose

Describe Melton City Council (Council)'s organisational approach to managing the significant risks to its operations and the organisation itself.

2. Scope

This policy applies across all of Council.

3. Definitions

Word/Term	Definition
Risk	An event that may have an adverse impact on the achievement of objectives. (An adverse impact may be in the areas of time, cost and/or quality.)
Objective	A desired or needed result to be achieved within a certain time, cost and/or quality.
ERM	Enterprise Risk Management – how risk management as a set of coordinated activities is applied at Council to manage the significant risks to operations and the organisation itself.
Significant risk	A risk with enough organisational impact that it should be escalated from operational or project management. This means that its level of consequence to the organisation, as defined in the Enterprise Risk Management Framework, is 'moderate' or greater.
Critical success factors	The things that must be in place for Council to operate effectively. In the area of maintaining community confidence in Council they are: corporate image; governance; and local partnerships e.g. police, health, education and emergency services. In the area of maintaining Council's financial capacity they are: financial management – income and expenditure; government partnerships; and investments.

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Appendix 2 Enterprise Risk Management Policy as at March 2018 (superceded)

	In the area of maintaining Council's service delivery capacity they are: developer partnerships; fixed assets; human resources; information management; organisational planning; outsourced service providers; and plant and equipment.
Strategic risk	Risk to the organisation's critical success factors. e.g. that a fire in a major civic facility will prevent Council delivering critical services to residents. Strategic risks are identified 'top down'.
Operational risk	Risk to one part of the organisation reaching its objectives. e.g. that a change of government policy will result in Council having to fund significantly increased kindergarten services. Operational risks are identified 'bottom up'.
Corporate risk	Risk to many parts of the organisation reaching their objectives. e.g. that developers will not conform with agreements with Council resulting in delays in building community assets. Corporate risks are identified 'bottom up'.

4. Policy

Council is committed to achieving its objectives, and to protecting and maintaining the critical success factors that enable it to do so. Therefore it will implement, review and effectively resource its Enterprise Risk Management (ERM) Framework (the Framework). It will do this by developing, implementing and reviewing an ERM Strategy.

The respective contents of this policy, the Framework and the ERM Strategy are as follows:



4.1 Adding value	<p>'AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines' states that one of the principles of effective risk management is that it creates and protects value.</p> <p>Council sees ERM as adding value to the organisation because it:</p> <ul style="list-style-type: none"> • Supports the achievement of objectives and protection of critical success factors • Improves operational and project activities • Increases the likelihood of project success
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	<ul style="list-style-type: none"> • Encourages and facilitates: <ul style="list-style-type: none"> ○ Regular critical evaluation of Council's activities and business processes, which enables continual improvement ○ Forward thinking and planning, which flow on to better decision-making and allocation of resources ○ Coordination and integration of activities across Council.
4.2	Alignment with other business processes
	The ERM Framework will be practicable, aligned and integrated with other business systems and processes where possible.
4.3	Alignment with 2017 – 2021 Council and Wellbeing Plan
	ERM addresses Objective 5.4: An organisation that demonstrates excellence in local government leadership and customer and community service.
4.4	Relationship to AS/NZS ISO 31000:2009
	<p>The ERM Framework will conform to 'AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines' with the following exceptions.</p> <p>Council will use the definition of risk shown in Definitions, which is similar to its long-standing and accepted definition. It will not use the definition in the Standard, which it considers too abstract for effective use by those responsible for risk management.</p> <p>Council uses the terms 'treat' and 'control' interchangeably, and the terms 'consequence' and 'impact' interchangeably.</p>
4.5	Evaluation
	<p>The performance of the ERM Framework will be evaluated qualitatively and not quantitatively.</p> <p>This is because Council has identified no key performance indicators that support the required leadership and staff behaviours in managing risk.</p> <p>Qualitative evaluation will take place periodically by enquiring of key stakeholders whether the aims of this policy have been achieved.</p>

5. Responsibility /Accountability

5.1	Chief Executive
	<ul style="list-style-type: none"> • Ensure effective implementation and review of the Framework, including allocation of resources • Identify, assess and review strategic and corporate risks • Ensure effective control of strategic and corporate risks, including recording; identifying and implementing treatments; and reporting

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	<ul style="list-style-type: none"> • Ensure general managers and managers use information from risk identification, assessment and treatment within the ERM Framework in decision-making and allocation of resources • Chair the Risk Management Committee
5.2	General managers
	<ul style="list-style-type: none"> • Control strategic and corporate risks as delegated • Assist Chief Executive in identification of strategic and corporate risks • Review corporate risks • Ensure managers identify, assess and ensure effective control of operational risks, including review and reporting • Ensure managers and coordinators use information from risk identification, assessment and treatment within the ERM Framework in decision-making and allocation of resources
5.3	Managers
	<ul style="list-style-type: none"> • Control strategic and corporate risks as delegated • Assist Chief Executive in identification of strategic and corporate risks • Identify, assess and review operational risks • Ensure effective control of operational risks, including recording; identifying and implementing treatments; and reporting • Ensure coordinators and other staff they nominate use information from risk identification, assessment and treatment within the ERM Framework in decision-making and allocation of resources
5.4	Coordinators and other staff as nominated by managers
	<ul style="list-style-type: none"> • Control operational risks as delegated • Assist managers in identification of operational risks
5.5	Risk Management Committee
	<ul style="list-style-type: none"> • Provide leadership and accountability for the Executive, managers, coordinators and staff, in accordance with the Committee's Terms of Reference • Review and evaluate the ERM Framework for effectiveness and conformance with this policy
5.6	Risk & Performance Manager
	<ul style="list-style-type: none"> • Develop an ERM Strategy to implement and review the Framework • Coordinate the implementation and review of the Strategy

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	<ul style="list-style-type: none"> Report to the Risk Management Committee, the Audit Committee, and Council Ensure the auditing of effectiveness of treatments of strategic and corporate risks Provide training and induction on risk management Provide expert advice to the organisation on risk management
5.7	Risk & Performance Administration Support Officer
	<ul style="list-style-type: none"> Provide administrative support to the Risk Management Committee Maintain the Risk Register
5.8	All Staff
	<ul style="list-style-type: none"> Identify significant risks to Council's operations and the organisation itself and escalate them in accordance with the ERM Framework Use information from risk identification, assessment and treatment within the ERM Framework in decision-making and allocation of resources as appropriate Otherwise undertake the duties above in conformance with the ERM Framework.

6. References and links to legislation and other documents

Name	Location
2017 – 2021 Council and Wellbeing Plan	www.melton.vic.gov.au
AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines	Risk & Performance
Enterprise Risk Management Framework	Policy intranet
Enterprise Risk Management Strategy	Policy intranet

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Appendix 3 Enterprise Risk Management Policy as at April 2022 (new Version)

	Enterprise Risk Management Policy
Version No.	1.0
Endorsement:	Executive: 5 April 2022; Policy Review Panel: 10 April 2022
Authorisation:	Council: 2 May 2022
Review date:	4 years from Council authorisation date (insert in final draft)
Policy owner:	Risk Officer
Responsible officer:	Manager Legal, Governance and Risk

1. Purpose

Describe Melton City Council (Council)'s organizational approach to managing the significant risks to its operations and the organization itself.

2. Scope

This policy applicable to councillors, executive, managers, staff, contractors, sub-contractors, consultants, persons employed through a third-party agency, volunteers, and trainees.

3. Definitions

Word/Term	Definition	Source
Risk	Effect of uncertainty on objectives. An effect is a deviation from the expected. It can be positive, negative or both, and can address, create or result in opportunities and threats. Objectives can have different aspects and categories and can be applied at different levels. Risk is usually expressed in terms of risk sources, potential events, their consequences and their likelihood.	ISO 31000:2018
Risk Management	Coordinated activities to direct and control an organization with regard to risk.	ISO 31000:2018 ISO Guide 73:2009
Risk Management Framework	Set of components that provide the foundations and organizational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organization. The foundations include the policy, objectives, mandate and commitment to manage risk.	AS/NZS ISO 31000:2009 ISO Guide 73:2009
Risk Management Plan	Scheme within the risk management framework specifying the approach, the management components and resources to be applied to the management of risk.	AS/NZS ISO 31000:2009

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	Management components typically include procedures, practices, assignment of responsibilities, sequence and timing of activities. The risk management plan can be applied to a particular product, process and project, and part or whole of the organization.	ISO Guide 73:2009
Control / Risk Controls	Measure that maintains and/or modifies risk. Controls include, but are not limited to, any process, policy, device, practice, or other conditions and/or actions which maintain and/or modify risk.	ISO 31000:2018
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.	AS/NZS ISO 31000:2009 ISO Guide 73:2009
Risk Identification	Process of finding, recognizing and describing risks. Risk identification involves the identification of risk sources, events, their causes and their potential consequences.	AS/NZS ISO 31000:2009 ISO Guide 73:2009
Risk Treatment	The process to modify risk. Risk treatment can involve: – avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk; – taking or increasing risk in order to pursue an opportunity; – removing the risk source; – changing the likelihood; – changing the consequences; – sharing the risk with another party or parties; and – retaining the risk by informed decision.	AS/NZS ISO 31000:2009 ISO Guide 73:2009

4. Policy

Council is committed to achieving its objectives by implementing, reviewing and effectively resourcing its Enterprise Risk Management (ERM) Plan.

The respective contents of this policy and the ERM Plan are as follows:

4.1 Objectives	<p>ISO 31000:2018 Risk Management Guidelines states that one of the principles of effective risk management is that Risk management is an integral part of all organizational activities.</p> <p>The Council is committed to managing risk by identifying, analyzing, evaluating, and treating risks logically and systematically.</p> <p>The primary objectives are to:</p>
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	<ul style="list-style-type: none"> • Ensure that the Council achieves its strategic objectives as set out in the Council Plan; • Foster an organizational culture that promotes proactive behaviour regarding the identification and treatment of risk; • Recognize that risk management is an integral part of good management practice and decision making; • Create a risk management environment that enables Council to safely deliver high-quality services and meet objectives in line with our principle of seeking continuous improvement; • Ensure resources and operational capabilities are identified and deployed responsibly and effectively; • Consult with relevant stakeholders on key issues to improve trust and confidence; • Demonstrate the application of the risk management process of identifying, analyzing, evaluating, and treating risks as detailed in the Risk Management Standard ISO 31000:2018; and • Identify and prepare for emerging risks, future events, and potential internal and external changes.
4.2	Alignment with other business processes
	The ERM Policy and Plan will be practicable, aligned and integrated with other business systems and processes where possible.
4.3	Alignment with 2021 – 2025 Council and Wellbeing Plan
	ERM Policy and Plan addresses Theme 6: A high performing organization that demonstrates civic leadership and organizational excellence
4.4	Relationship to ISO 31000:2018
	The ERM Framework will conform to 'ISO 31000:2018 Risk Management - Guidelines' with the following exceptions.
4.5	Risk Types
	<p>At the Council, the risk is classified into four broad types:</p> <p>Strategic risks are those risks that are generally entity-wide, may impact the ability of Council to achieve its strategic objectives set out in the Council Plan and/or the delivery of critical services;</p> <p>Operational risks may impact the achievement of a directorate's, business unit's or team's objectives and delivery of critical services.</p> <p>Organizational risks are those operational risks that may impact the organization as a whole. Includes risks that apply to more than one directorate, business unit or team;</p> <p>Project risks are those risks that may impact the achievement of a project's objectives.</p>

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4.6	Risk Appetite Statement
	Council has a low to medium appetite for risks related to service delivery, finance, health and safety, environment, reputation and legal/regulatory, where effective controls are in place.
4.7	Risk Categories and Tolerance
	<p>Council's risks are classified into the following nine categories. The defined risk tolerances for these categories offer more specific guidance on the Council's willingness to take risks across particular areas of operation.</p> <ul style="list-style-type: none"> • Enterprise • Financial • People and Integrity • Environment and Community • Political and Reputation • Contractual and Legal • Assets and Infrastructure • ICT and Business Continuity • Projects
4.8	Risk Management Process
	At Council, the risk management methodology involves the systematic application of policies, procedures and practices to support awareness and responsibility for responding to risk. This enables communication and consultation, establishing the context for assessing, treating, monitoring, reviewing, recording and reporting risk.
4.9	Risk Assessment
	Risk assessment is an integral part of the Risk Management Process. It is the overall process of risk identification, risk analysis and risk evaluation. At Council, risk assessment will be conducted systematically, iteratively and collaboratively, drawing on the knowledge and views of stakeholders.

5. Responsibilities

5.1	Chief Executive and the Executive Team
	<ul style="list-style-type: none"> • Maintain overall responsibility for the development and implementation of the Risk Management Framework; • Promote an environment and culture where risk is considered during the decision-making process; • Ensure appropriate reporting of strategic risk to the Risk Management Committee, Audit & Risk Committee and Council and maintenance of the Strategic risk register; • Ensure overall accountability, authority, and resources for the Risk Management Framework, including key performance indicators into performance measures for general managers, managers, and staff.

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5.2	General managers and Business Unit Managers
	<p>Leaders responsible for their business area's overall stewardship, strategic direction, governance, and performance.</p> <ul style="list-style-type: none"> • Ensure that staff are familiar with the Risk Management Framework and set the tone around accountability and ownership of risks and controls; • Identify, manage, monitor and report activities associated with risk within their directorate and respective business unit; • Ensure appropriate controls are in place to manage day-to-day risk activities and risk events arising in their directorate and business unit; • Oversee the development and maintenance of a risk register relevant to their area; • Ensure there are appropriate risk management resources in place for the implementation of controls and appropriate risk management processes.
5.3	Risk and Control Owners
	<p>Employees allocated with the responsibility, authority and accountability to manage risks and/or controls in conjunction with the risk owner.</p> <ul style="list-style-type: none"> • Ensure effective and efficient control design and performance to manage the consequence and likelihood of the risk; • Identify and assess the appropriateness and effectiveness of controls being relied upon to manage risk; • Decide on the appropriate risk response to manage risks and to ensure effective implementation of risk treatment plans; • Escalate any significant changes in existing or new risks, as well as significant control failings/weaknesses or events that may arise, including emerging risks; • Create and implement corrective action driven by the risk information, e.g. audit findings, other assurance recommendations etc.
5.4	All Employees
	<ul style="list-style-type: none"> • Help build a risk-aware culture within the business unit; • Comply with the Risk Management Policy and Risk Management Framework and other policies and procedures which are intended to reduce or remove risk; • Proactively participate in training related to risk management.
5.5	Risk Team
	<p>Employees responsible for monitoring and coordinating risk-related activities across Council and responsible for the day to day administration of the Risk Management Framework.</p> <ul style="list-style-type: none"> • Facilitate the development of a risk-aware culture and establish a continuous improvement program that drives risk management maturity across Council; • Provide support to management and staff with their obligations to risk; • Establish, review and communicate risk-related policies & procedures, methodologies and tools to relevant stakeholders (Audit & Risk

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	<p>Committee, Risk Management Committee, Executive Team, Leadership Team and staff);</p> <ul style="list-style-type: none"> Facilitate the administration of Risk Management Committee; Facilitate business-wide risk registers and risk profiling workshops, including training and development activities; Respond to Council plan and internal audit actions that relate to risk.
5.6	Risk Management Committee
	<p>The duties and functions of the Risk Management Committee are contained in the Terms of Reference. Minutes of the Risk Management Committee meetings are reported to the Audit and Risk Committee meetings.</p> <ul style="list-style-type: none"> Provide direction to the Risk team and oversee the implementation, operation and annual review of the Risk Management Framework; Review the risk management strategy bi-annually and other risk registers annually (operational, organisational, project, child safe and fraud risk registers); Review all risk and fraud & corruption policies, procedures, frameworks and reports to ensure the documents are up to date and conform to the relevant standards and best practices; Facilitate the identification and monitoring of key Strategic Risks and confirm the appropriateness of risk treatments and controls; Monitor Council's compliance with recommendations made by Council's internal and external auditors.
5.7	Audit and Risk Committee
	<ul style="list-style-type: none"> Monitor the compliance of Council policies and procedures with the overarching governance principles, the Local Government Act 2020, regulations and any Ministerial directions; Monitor Council's financial and performance reporting; Monitor and provide advice on risk management and fraud prevention systems and controls; and Monitor the work and assess the performance of the internal and external auditors.
5.8	Internal Auditors
	<ul style="list-style-type: none"> Ensure the internal audit plan takes into consideration high and extreme rated strategic and operational risks, including internal controls and treatments; Evaluate the effectiveness and application of the Risk Management Framework; and Report to the Audit & Risk Committee.

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6. References and links to legislation and other documents

Name
2021 – 2025 Council and Wellbeing Plan
ISO 31000:2018 Risk Management - Guidelines
Enterprise Risk Management Plan
Enterprise Risk Management Process
Enterprise Risk Assessment Process

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Appendix 4 Risk Management Policy Rollout Road Map

RISK DOCUMENTS ROLL OUT PLAN

10-Feb-22

Event	Content	Audience	Approx group size	Tentative Date	Facilitator/s	# of sessions	Duration	Medium	Methodology	Expected outcome
Enterprise Risk Management Plan	High Level - Overview of key concepts	Managers	20 - 25	Late Feb / Early March	Ajay Ramdas & Bradley Dossier	1	1.5 hours	Online	- Presentation and discussion	- A greater level of understanding of concepts in risk and fraud & corruption - Endorsement of changes made to documents
	- Why is Risk important									
	- Risk Types, Appetite and Framework									
	- Risk Tolerance and categories									
	- Changes to Likelihood and Consequence tables and Risk Matrix									
- Risk Assessment										
Fraud and Corruption Control Plan	High Level - Overview of key concepts								- Q & A	- Suggestions for improvement
	- Why is F&C Control important									
	- Prevention and Detection									
	- Reporting process									
	- Public interest disclosure									
Enterprise and Project Risk docs	Enterprise Risk Mgt Plan - Overview of key concepts	Project Management Team	5 - 6	Mid February	Ajay Ramdas	1	2 hours	Online	- Presentation and discussion	- A greater level of understanding of concepts in risk and fraud & corruption - Alignment of language between projects risks and enterprise risks - Endorsement
	- Why is Risk important									
	- Risk Types, Appetite and Framework									
	- Risk Tolerance and categories									
	- Changes to Likelihood and Consequence tables and Risk Matrix									
	- Risk Assessment									
	Project Risks									
Project Risk Register										
Project Risk Policy										
Enterprise Risk Management Plan	High Level - Overview of key concepts	Managers, Coordinators and other core team members	5 - 10	March - April	Ajay Ramdas	16	2 hours	Online and/or face to face	- Presentation and discussion	- A greater level of understanding of concepts in risk and fraud & corruption - Update the Risk Registers in Nimblex - Feedback - Commitment to apply the principles
	- Why is Risk important									
	- Risk Types, Appetite and Framework									
	- Risk Tolerance and categories									
	- Changes to Likelihood and Consequence tables and changes to Risk Matrix									
	- Risk Assessment									
	Fraud and Corruption Control Plan									
	- Why is F&C Control important									
	- Prevention and Detection									
	- Reporting process									
- Public interest disclosure										
Child Safe Standard										
- Why is Child Safe Standard important										
- Reporting process										
Nimblex Risk Register										
- Demonstration of changes in Risk Registers										
Basic Risk Management	- Risk exposures for Council	Managers,	30-40	29-Mar-22	JLT	1	2 hours	Online or face	Presentation	- Profound

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Appendix 4 Risk Management Policy Rollout Road Map

Awareness	<ul style="list-style-type: none"> - Risk Management Concepts (the What, Where, How and Why?) We talk a lot about responsibilities and accountabilities of staff to identify Hazards/ risk and reporting them. - Risk Management – AUS/ISO Standards 31000 - Common Risk Terms (the mistakes people make when using them) - Risk Processes (as per the Standards) Making it simple in language you will understand! - What are Strategic and Operational Risks? What's the difference and how do these effect our Risk Registers? - Understand Risk Assessments (how to conduct them and why should we?) - Identifying the risks, controls and calculating risks - Understanding Likelihood and Consequence in Risk Terms. - Activity (participation in conducting Risk Assessments) 	Coordinators and other core team members							to face		<ul style="list-style-type: none"> understanding of the principles of Risk Management and Risk Assessment - Commitment to apply the principles of Risk Management in everyday work
Event	Content	Audience	Approx group size	Tentative Date	Facilitator/s	# of sessions	Duration	Medium	Methodology	Expected outcome	
Principles of Risk Management and Risk Assessment	<ul style="list-style-type: none"> High Level - Overview of key concepts - Why is Risk important - Risk Types, Appetite and Framework - Risk Tolerance and categories - Likelihood and Consequence tables and Risk Matrix - Risk Assessment 	Existing Staff	NA	Commence only on completion of Manager training	ELMO	NA	30 minutes	LMS		- A basic level of understanding of concepts in risk	
Fraud and Corruption Control Awareness	<ul style="list-style-type: none"> High Level - Overview of key concepts - Why is F&C Control important - Prevention and Detection - Reporting process - Public interest disclosure 	Existing Staff	NA	Commence only on completion of Manager training	ELMO	NA	30 minutes	LMS		- A basic level of understanding of concepts in fraud & corruption	
Induction training on Child Safe Standard	<ul style="list-style-type: none"> - Why is Child Safe Standard important - Reporting process 	Existing Staff	NA	Commence only on completion of Manager training	ELMO	NA	30 minutes	LMS		- A basic level of understanding of concepts in fraud & corruption	
Event	Content	Audience	Approx group size	Tentative Date	Facilitator/s	# of sessions	Duration	Medium	Methodology	Expected outcome	
Induction Training on Risk Management - Managers & Coordinators	<ul style="list-style-type: none"> High Level - Overview of key concepts - Why is Risk important - Risk Types, Appetite and Framework - Risk Tolerance and categories - Likelihood and Consequence tables and Risk Matrix - Risk Assessment 	New managers and coordinators	Depends on onboarding	Ongoing	Ajay Ramdas	Aligned with other induction programs like governance, procurement etc.	1 hour	Online and/or face to face	Presentation and discussion	<ul style="list-style-type: none"> - A greater level of understanding of risk management, fraud and corruption control and proficiency to conduct risk assessment - Commitment to apply the principles 	

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Appendix 4 Risk Management Policy Rollout Road Map

Induction Training on Fraud & Corruption Awareness	High Level - Overview of key concepts - Why is F&C Control important - Prevention and Detection - Reporting process - Public interest disclosure							30 minutes		Presentation and discussion	
Nimblex Risk Register	- Demonstration of changes in Risk Registers							30 minutes		Hands on demo on Nimblex	- Proficiency to update the Risk Registers in Nimblex
Induction Training on Risk Management	High Level - Overview of key concepts - Why is Risk important - Risk Types, Appetite and Framework - Risk Tolerance and categories - Likelihood and Consequence tables and Risk Matrix - Risk Assessment	New Staff	NA	Ongoing	ELMO	NA	30 minutes	LMS			- A basic level of understanding of concepts in risk and proficiency to conduct risk assessment
Induction Training on Fraud & Corruption Awareness	High Level - Overview of key concepts - Why is F&C Control important - Prevention and Detection - Reporting process - Public interest disclosure	New Staff	NA	Ongoing	ELMO	NA	30 minutes	LMS			- A basic level of understanding of concepts in fraud & corruption and reporting an event
Induction training on Child Safe Standard	- Why is Child Safe Standard important - Reporting process	New Staff	NA	Ongoing	ELMO	NA	30 minutes	LMS			- A basic level of understanding of the latest Child Safe Standard and reporting an event
Event	Content	Audience	Approx group size	Tentative Date	Facilitator/s	# of sessions	Duration	Medium	Methodology	Expected outcome	
Induction Training on Risk Management - Managers & Coordinators	High Level - Overview of key concepts - Why is Risk important - Risk Types, Appetite and Framework - Risk Tolerance and categories - Likelihood and Consequence tables and Risk Matrix - Risk Assessment	Councillors	9	July - Aug	Ajay Ramdas & Bradley Dosser	1	1 hour	Online or face to face	Presentation and discussion	- A greater level of understanding of risk management, fraud and corruption control - Commitment to apply the principles	
Induction Training on Fraud & Corruption Awareness	High Level - Overview of key concepts - Why is F&C Control important - Prevention and Detection - Reporting process - Public interest disclosure										

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At 10.59 am, Ms McBurnie entered the meeting and confirmed she has no General Conflict or Material Conflict in respect of any of the matters she is presenting to the Panel today.

6.2 REVISED COMMUNITY GARDEN POLICY

Responsible Officer: Troy Scoble - A/General Manager Community Services
Document Author: Jayde McBurnie - Coordinator Social Planning and Wellbeing
Date Prepared: 21 March 2022

Recommendation:

That Council approve the revised Community Gardens Policy, provided as **Appendix 2** to this report.

Motion

Crs Deeming/Carli.

That Council approve the revised Community Gardens Policy, provided as **Appendix 2** to this report, noting the changes made by the Panel highlighted in yellow.

CARRIED

1. Background**1.1 The Policy**

The Community Gardens Policy was previously presented to the Policy Review Panel on 30 June 2016, this policy supports the wellbeing related impacts of community gardens in the municipality, however, notes they require approval by Council to proceed on Council owned or managed land.

In the policy review process the following were identified as opportunities to improve the policy:

- provide greater clarity of internal roles and responsibilities relating to the handling of community garden requests by Council
- ensure appropriate alignment of Community Planning's role in assessing applications and the expertise required to review the various components of an application (i.e. site suitability)
- provide a 'process overview' for Community members navigating the process who often expressed feeling unclear on the total journey required for approval to establishment of a community garden
- update the types of financial supports Council can consider to be in line with new grant and budget processes.

The Policy has been revised to:

- outline in detail the roles and responsibilities of departments across Council within a step by step overview

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- outline in detail the roles and responsibilities of departments across Council within the request assessment process to align with Officer's expertise and responsibilities across Council
- clarifies the role of the financial supports available from Council.

This new policy will enable Council to provide a stronger customer service experience to community throughout the handling of community garden requests.

1.2 Sources/benchmarking

Councils Policy template was utilised in the development of the revised procedure.

1.3 Consultation

The following departments from across Council were involved in the review process:

- Community Planning
- City Design and Strategy
- Recreation
- Operations
- Planning.

The review of the existing policy was conducted alongside the handling of three unique community garden requests throughout 2021, to identify the extent to which the existing policy was providing adequate guidance to Officers and community in the handling of community garden requests, and subsequent establishment of community gardens.

1.4 Communication and Implementation

The Community Gardens Guidelines will be revised to provide a plain language version of the procedure and will be hosted on Council's website for community reference.

Internal departments across Council will be briefed on the revised policy/procedure.

1.5 Compliance

This document is compliant with Council's policy review process. This document was determined by community planning as not requiring a gender impact assessment as per the Gender Equality Act 2020.

1.6 Measures of Success

The policy will be reviewed in May 2026 to identify further opportunities for improvement.

LIST OF APPENDICES

1. Community Gardens Policy - Original June 2016
2. Community Gardens Policy - Revised March 2022

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Item 6.2 Revised Community Garden Policy

Appendix 1 Community Gardens Policy - Original June 2016

	Community Gardens Policy
Version No.	V2.0, 30 June 2016
Endorsement	Executive, 16 June 2016 Policy Review Panel, 30 June 2016
Authorisation	Council, 22 August 2016
Expiry date	December 2018
Responsible officer	Manager, Community Planning
Policy owner	Social Planning and Wellbeing Coordinator

1. Purpose

To guide Council's decision making in relation to the establishment of community gardens on Council owned or managed land within the City of Melton.

The policy provides a framework for the consideration of requests for the community led establishment and management of community gardens within the municipality. In addition, it provides guidance as to the level of support that Council may consider providing to community groups.

The policy has been developed in the context of Council's commitment to protect, improve and promote public health and wellbeing within the municipality.

2. Scope

This policy applies to formal requests (including but not limited to requests received via the Council's Community Grants Program, Annual Budget Submission Process and other applications) received by Council in relation to the establishment of community gardens on Council owned or managed land within the City of Melton. Other forms of landscape including but not limited to botanical gardens, market or commercial-use gardens and nature reserves are not considered within the scope of this policy.

Council acknowledges that community gardens can take on many forms including but not limited to individual and/or shared plots, crate based gardening and fruit orchards. Likewise, governance and management models vary. This policy encourages the establishment of a range of community gardens with strong community led governance structures.

3. Definitions

Word/Term	Definition
Community Gardens	Community gardens are places of either temporary, semi-permanent or permanent agreements where people come together to grow edible and non-edible plants in a supportive community context, typically on individual plots within a larger communal area. When carefully designed and managed they can provide a wide range of environmental, social and economic benefits. There are a number of different community garden structures, with the most common types being:

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Word/Term	Definition
	<ul style="list-style-type: none"> Those with individual plots allocated to individuals. Those where the entire garden is run collectively as a shared enterprise. Those that integrate both individual plots and shared gardens. <p>Community gardens can also take the form of 'pop up' gardening which are generally self-contained and transportable gardens plots housed in individual crates or other containers. These are generally located in activity centres and community facilities.</p>
Council Land	Council owned or managed land (with land owner's approval). For example, linear reserves and powerline easements. Council managed land may require additional approvals from the governing body of that land.
Community Group	<p>An organisation that is not-for-profit, a registered incorporated group, or association that is accessible and accountable to members of the community.</p> <p>Generally a community group has a primary objective relating to community benefit and community engagement and participation and may have an elected committee of management or executive group that act on behalf of and for the benefit of the club, organisation and/or the broader community.</p>
Crime Prevention Through Environmental Design (CPTED) Principles	Crime Prevention Through Environmental Design (CPTED) Principles aim to influence and inform decisions about designing and managing environments, in order to prevent the incidence of crime and enable communities to be safer, more secure and therefore more sustainable.

4. Policy

Council acknowledges community gardens are a valuable addition to the municipal landscape and offer many benefits including:

- Contributing to positive public health and wellbeing outcomes through increased social connection and food production and availability
- Supporting community development and capacity building through skill development and sharing
- Developing community pride and enhancing a sense of place
- Fostering environmental education and increasing awareness of sustainability principles.

Council will consider community led applications that meet eligibility criteria as outlined in this policy. The objectives of this policy are to:

- Ensure community gardens comply with the requirements of the Melton Planning Scheme
- Provide guidance as to Council's role in supporting community led community gardens
- Ensure proposals for community gardens and the level of support provided is consistent with Council's strategic objectives, strategic planning and land use planning documents and resourcing availability

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- Provide guidance for Council decision making in relation to the support it may consider providing for the establishment and management of community gardens
- Encourage the development of community gardens in existing and new communities
- Encourage equitable distribution and access to community gardens throughout the municipality
- Promote community led governance models for the establishment and management of community gardens
- Support the development of sustainable community partnerships
- Apply best practice principles to Council's decision making process when assessing community led applications
- Ensure community gardens are consistent with existing (and future) Council policies and procedures (e.g. Landscape Guidelines), master plans, urban design principles and Crime Prevention Through Environmental Design (CPTED) principles.

4.1 Melton Planning Scheme

The establishment of community gardens within the municipality must be in accordance with the Melton Planning Scheme and other strategic land use planning documents. Within the Melton Planning Scheme, community gardens are identified as 'horticulture', which is *'land used to propagate, cultivate or harvest flowers, fruit, vegetables, vines or the like'*. As such their establishment must not cause conflict with land use planning principles and strategic plans, particularly in relation to proposals for establishment on residential land, or land in close proximity to sensitive land uses.

Even though the use of land for a community garden may be a permitted land use in the Melton Planning Scheme, there is still a due planning process that needs to be undertaken. It should not be implied that if an application is made to establish a community garden, that a permit should or will be granted.

Council, as the Responsible Authority, must decide whether the proposal will produce acceptable outcomes in terms of the relevant State and Local Planning Policy Frameworks of the Melton Planning Scheme, as well as the purpose and decision guidelines of the relevant land use zoning and any other relevant decision guidelines.

4.2 Community Group Capacity and Governance

Council supports the development of community gardens with strong community led governance structures and acknowledges that community gardens come in many forms. Therefore, the establishment, governance and maintenance requirements vary considerably – as does the level of support Council may consider providing.

In order for Council to review a formal request for a community garden, community groups must complete an application form as part of a Community Garden Guidelines document (to be developed by Council to support this policy) demonstrating their capacity to fulfil the following criteria:

- Demonstration of appropriate community support for the establishment of a community garden
- Nomination of a preferred site(s)
- Pre-application meeting with Council's Community Planning and Recreation departments

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- If required, a planning permit application related to the preferred site, with minimum application requirements be submitted including:
 - the relevant planning application form
 - recent Certificate of Title for the subject land
 - planning application fee
 - Landscape Plans to the standard identified in the Application and Project Assessment Requirements section of the Landscape Guidelines as well as any other relevant information
 - covering letter and a planning report outlining the scope of the application including:
 - a) method of operation
 - b) hours of operation
 - c) likely impacts of the use on adjoining land and
 - d) how the proposal responds to this policy and the relevant policies, zone objectives and decision guidelines of the Melton Planning Scheme.
- Essential core functions of the community group including but not limited to:
 - Incorporation or support of an auspice body
 - A highly organised, motivated and adequately skilled group of residents with demonstrable skill, commitment and time to participate in and govern the community garden in the short and long term
 - Established funds and ongoing income streams (or the ability to establish these in a timely manner)
 - Commitment to community inclusion and accessibility
 - Evidence of a plan for intended governance and management of the garden, inclusive of the expected garden life-cycle.
- Engagement with relevant community members (e.g. surveys of neighbouring residents to the proposed site) as informed by advice from Council's Community Development Officer.
- Site design and safety
- Implementation of appropriate management frameworks
- Development of a financial plan (including establishment and ongoing costs)
- Public liability and site insurance as deemed appropriate by Council's Risk Manager
- If a community garden initiative is not successful, or not maintained to a high standard, costs for the removal of the garden and infrastructure needs must be covered by the community group.

4.3 Recommendations for provision of Council support

Following the satisfactory demonstration of the community group's capacity to undertake the responsibilities (as outlined above), and relevant to the request, Council may consider the provision of support. Recommendations for support to establish community gardens will vary between requests as outlined below:

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4.3.1 Recommendation for the provision of land

Recommendations for community gardens will be made by Council Officers in line with Council's financial delegation, in consultation with relevant departments and informed by the Melton Planning Scheme and outcomes of any planning permit requirements.

The following criteria will be considered by Council for the provision of land for a community garden:

4.3.1.1 Essential

- Demonstrate appropriate community support for the establishment of a community garden
- Community capacity to govern and manage the garden has been satisfactory demonstrated
- Suitable land tenure and long term lease/licence agreement can be identified or established
- Location is consistent with land use planning strategic documents and relevant planning provisions including master plans and the Melton Planning Scheme
- There is no current or future use for the land that would conflict with the use of that land or part thereof for an community garden
- Consideration of whether a planning permit is required
- Location is in close proximity to suitable existing community infrastructure
- Location contributes positively to local amenity including enhancing natural surveillance and activation of public space
- Suitable sun:shade ratio
- Disability access
- Soil quality conducive to community gardening/ability for raised garden beds
- Any necessary permits have been obtained.
- Ability to maintain the garden is demonstrated including allocation of responsibility for mowing, mending fences, pest control etc.

4.3.1.2 Desirable

- Located in close proximity to an accessible toilet
- Parking provisions and/or public transport access (including pedestrian and cycling access)
- Access to mains water

4.3.2 Recommendation for capital and/or programmatic resourcing

The provision of capital and/or programmatic funds required will vary depending on the size and model of the proposed garden, establishment plan, availability of grants and access to sponsorship.

The following criteria will be considered by Council for the provision of capital and/or programmatic resourcing:

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4.3.2.1 Essential

- Demonstrate appropriate community support for the establishment of a community garden
- Community capacity to govern and manage the garden has been satisfactory demonstrated
- A Project Proposal has been developed outlining: community need and demand for a garden, governance/management model, sustainability post funding, proposed garden features and requirements
- Suitable land (including secure tenure) has been confirmed and is on Council owned or managed land (as outlined in 4.3.1).

4.3.2.2 Desirable

- Strong community partnerships based on in-kind and financial or pro-bono support.

Council may consider providing funding through the Community Grants Program to support the establishment of community gardens. In this case, decision making will be guided by the grant program criteria alongside the criteria outlined in this policy.

4.3.3 Recommendation for community development resourcing

The level of community development support required will depend on the community group - their level of mobilisation, ability to incorporate, conflict resolution skills etc. The following criteria will be considered by Council for the provision of community development resourcing:

4.3.2.1 Essential

- Demonstrate appropriate community support for the establishment of a community garden
- Community capacity to govern and manage the garden has been satisfactory demonstrated
- Appropriate joint use agreements and/or management plans are agreed to including roles and responsibilities

4.4 Policy Considerations and Decision Making Criteria

To submit a formal request, the community group must complete an application process following a Community Garden Guidelines document which will be developed by Council to support this policy. In assessing each formal request, Council will make considerations against the Melton Planning Scheme, strategic planning documents and in relation to the community group's capacity to establish, resource, govern and manage a community garden in alignment with the criteria presented in this policy.

4.5 Non-Council Owned or Managed Land

Community gardens could be located on non-Council owned or managed land, including, but not limited to residential blocks, privately owned land and Government owned or managed land. The size, tenure and management will vary depending on the private use agreements.

Community gardens on non-Council owned or managed land may require planning permits under the Melton Planning Scheme. All planning permit applications will be assessed against the requirements of the Scheme.

Council's role in supporting community gardens on private land is limited.

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5. Responsibility /Accountability

5.1	Manager Community Planning Oversee implementation of the policy including community engagement, coordination of application process and review and collaboration with Council departments.
5.2	Manager City Design, Strategy and Environment Support for Manager Community Planning on recommendation of Council support relating to provision of land.
5.3	Manager Recreation and Youth Support for Manager Community Planning on recommendation of Council support relating to provision of land and capital or programmatic resourcing.
5.4	Managers, Coordinators, Team Leaders and Supervisors Ensure all employees are made aware of the policy.

6. References and links to legislation and other documents

Name	Location
Municipal Public Health and Wellbeing Plan	www.melton.vic.gov.au/health
Melton Planning Scheme	www.melton.vic.gov.au
The Good Practice Guide for Community Gardens	www.cultivatingcommunity.org.au

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	Community Garden Policy
Version No.	V3.0, 24 March 2022
Endorsement	Executive, 5 April 2022 Policy Review Panel, 14 April 2022
Authorisation	Council, 2 May 2022
Review date	May 2026
Responsible officer	Manager, Community Planning
Policy owner	Social Planning and Wellbeing Coordinator

1. Purpose

The purpose of the policy is to guide Council's decision making in relation to the establishment of community gardens on Council owned or managed land within the City of Melton. The policy has been developed in the context of Council's commitment to protect, improve, and promote public health and wellbeing within the municipality.

The policy provides direction on the process and accountabilities for managing requests for community gardens made by incorporated community organisations, and what level of support Council may provide. This policy encourages the establishment of community gardens by eligible community groups.

2. Scope

This policy applies to:

- requests received by Council in relation to the establishment of community gardens by community groups, on Council owned or managed land
- the handling of requests, including the request process and the specific departmental roles throughout the process.

The following is outside of the scope of this policy:

- requests received by Council in relation to the establishment of community-led gardens on private land within the City of Melton
- requests received by Council in relation to the establishment of gardens by individuals on Council owned, managed or private land
- other forms of landscapes such as botanical gardens, market or commercial-use gardens, edible landscapes, or nature strip improvements
- the ongoing stages of community garden establishment, use of produce from community gardens once established, and their ongoing management.

3. Definitions

Word/Term	Definition
Community gardens	Community gardens are places of either temporary, semi-permanent or permanent agreements where people come together to grow, harvest, and propagate edible and non-edible plants in a supportive

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Word/Term	Definition
	<p>community context. When carefully designed and managed they can provide a wide range of environmental, social, and economic benefits.</p> <p>There are several different community garden structures, with the most common types being:</p> <ul style="list-style-type: none"> • those with individual plots allocated to individuals • those where the entire garden is run collectively as a shared enterprise • those that integrate both individual plots and shared gardens.
Council managed land	Council managed land is not owned by Council however Council has landowner's permission to utilise the area, examples include linear reserves and powerline easements. Council managed land may require additional approvals (in comparison to Council owned land) from the governing body of that land.
Community organisation	A community organisation is a not-for-profit, registered, and legal entity that is accessible and accountable to members of the community. It may have an elected committee of management or executive group that act on behalf of and for the benefit of the club, organisation and/or the broader community.
Crime Prevention Through Environmental Design (CPTED) Principles	CPTED principles aim to influence and inform decisions about designing and managing environments, to prevent the incidence of crime and enable communities to be safer, more secure, and therefore more sustainable.
Edible landscapes	Edible landscapes are Council planned and delivered projects that are temporary, semi-permanent or permanent spaces. These landscapes are for the benefit of the community and may include things such as fruit trees on nature strips and edible gardens at Council venues that are maintained by Council.

4. Policy

Community gardens are places where people come together to grow harvest and propagate food and other plants, to learn new skills, meet other people, form meaningful connections with one another and be part of their local community. Council acknowledges that community gardens are a valuable addition to the municipal landscape and offer many benefits including:

- contributing to positive public health and wellbeing outcomes through increased social connection, healthy food production and availability
- supporting community development and capacity building through skill development and sharing
- developing community pride and enhancing sense of place
- fostering environmental education and increasing awareness of sustainability principles.

The objectives of this policy are to ensure that:

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- approved requests for community gardens comply with the requirements of the [Melton Planning Scheme](#)
- requests for community gardens are consistent with Council's strategic objectives, strategic planning and land use planning documents and resourcing availability
- approved requests are supported by community led models for the ongoing establishment and management of community gardens
- a consistent approach is taken in Council's decision-making process when assessing community garden requests.

In order to fulfil these objectives, Council will consider requests from community groups against the eligibility and suitability criteria outlined in section 6 of this policy.

5. Request process

The Community Garden Guidelines provide an in-depth explanation of the request process for establishing a community-led community garden, for interested community groups. The following is a linear overview of the request process relating to the roles of various departments across Council:

5.1 A request is made to Council

Applicant makes a request to Council and are directed to the Community Planning Department. Community Planning outlines the request process and required eligibility. If the request is made by an individual or unregistered/non-incorporated group they are referred to a Council Officer who can provide direction on how to become an established entity, to enable them to become eligible as per section 6.1 of this policy.

5.2 A pre-request meeting is held

Should the applicant identify they believe themselves to be eligible and want to progress with the request a pre-request meeting is held. Council Officers in attendance will include Council's City Strategy and Design Department and other relevant departments, as organised by the Community Planning Department.

5.3 Request is lodged

The Applicant completes the request form (template provided in the community gardens guidelines) and lodges it by email to the Community Planning Department.

5.4 Initial eligibility and capacity assessment

The Community Planning provide an initial assessment of the request. If the organisation applying is eligible and criteria for governance are satisfactory, Community Planning then sends to the City Design and Strategy Department.

5.5 Suitability assessment

The City Design and Strategy Department are responsible for assessing site suitability and the size and design suitability in consultation with other relevant departments, including co-located Council facilities and services. An outcome regarding suitability and next steps must be communicated to the Applicant within 60 business days of the request submission, and the completed assessment form is provided to Community Planning for record keeping.

5.6 Proceed with relevant permits

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Where required, the Applicant obtain any relevant permits to progress the request, the Planning Department supports the lodgement of requests where required. The group may be eligible for a Council grant which could cover the costs of the permit process.

5.7 Development of lease arrangement

If a Permit is granted, the matter is referred to the Legal Department who organise a 12-month lease agreement between Council and the Applicant.

5.8 Community Garden can now be established

Once the lease agreement is arranged, the Applicant may establish a Community Garden on the approved site, within the confines of the approved design and scope. The Applicant may also now be eligible to apply through Councils Grants Program for funds to support the community garden itself.

6. Request assessment

The Community Planning Department and the City Design and Strategy Department will have a tiered approach to assessing requests. At the initial stage, the Community Planning Department will be responsible for determining if the community organisation is eligible and demonstrates sufficient capacity to satisfy the criteria outlined in section 6.1. Should the request satisfy these criteria, the request will then proceed to the City Design and Strategy Department, who will assess the suitability of the nominated site/s and the scope and design of the proposed community garden as per section 6.2, and determine its final outcome.

In order for Council to review a formal request for a community garden, community groups must complete the request form found in the Community Garden Guidelines.

6.1 Initial assessment criteria**Eligibility**

- is incorporated or has the support of an auspice body
- public liability and site insurance as deemed appropriate.

Sound planning and risk management

- evidence of engagement with relevant community members **and site users** (e.g. surveys of neighbouring residents **and local facility users**) as informed by advice from Council
- demonstration of appropriate community support for the establishment of a community garden
- the community group is able to demonstrate in its request that it:
 - is a highly organised, motivated, and adequately skilled group of residents with demonstrable skill, commitment, and time to participate in and govern the community garden in the short and long term
 - has established funds and ongoing income streams (or the ability to establish these within six months of lodging the request)
 - has demonstrated commitment to community inclusion and accessibility
 - has provided evidence of a plan for intended ongoing governance and management of the garden, inclusive of the expected garden life cycle.
- the request includes a clear and realistic financial plan (inclusive of establishment and ongoing costs).

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6.2 Suitability

Assessment of site, scope and design suitability for community gardens will be made by the City Design and Strategy Department in consultation with relevant stakeholders, in line in consultation with relevant departments and informed by the Melton Planning Scheme.

The nominated site needs to:

- be consistent with land use planning strategic documents and relevant planning provisions including master plans and the [Melton Planning Scheme](#)
- be consistent with existing (and future) Council policies and procedures (e.g. Landscape Guidelines), master plans, urban design principles and CPTED principles
- be confirmed to be on relevant land (that is Council owned or managed)
- have suitable land tenure and a long-term lease/licence agreement can be identified or established
- have access to mains water
- have soil quality conducive to community gardening/ability for raised garden beds
- be likely to contribute positively to local amenity including enhancing natural surveillance and activation of public space
- be in close proximity to suitable existing community infrastructure
- offer a suitable sun: shade ratio.
- be in close proximity to an accessible toilet
- appropriate nearby parking provisions and/or public transport access (including pedestrian and cycling access)
- have a reasonable scope and design suitable to the proposed area, and conducive to a sustainable community garden.

7. Provision of Council support

In the first instance, the support offered by Council is guidance to the community group for the following components of the process.

- understanding the request process
- identifying suitable site/s, and appropriate scope and design
- lodging the request.

Other existing forms of support offered by Council may also be appropriate for the community organisation to access.

- support with establishment/capacity building for community groups
- financial support for the establishment and maintenance of the community gardens via the existing [Community Grants program](#) (note community groups should have obtained approval for their request prior to applying for these grants)
- financial support for the establishment and maintenance of the community garden via the [Council budget submission process](#).

8. Long term considerations

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The terms of a lease arrangement for a community garden will reinforce that if a community garden initiative is not successful, or not maintained to an appropriate standard, costs for the removal of the garden and infrastructure needs must be covered by the community organisation.

9. Roles and responsibilities

9.1	Manager Community Planning Oversee implementation of the policy including community engagement, coordination of request process and review and collaboration with Council departments
9.2	Manager Planning Oversee the Planning Department's support to applicants to lodge permits where required.
9.3	Manager City Design and Strategy The City Design and Strategy department is responsible for providing an assessment of the site suitability of the proposed community garden and engaging relevant Officers in this process from across Council as appropriate (e.g. Recreation, Community Activation and Learning, Planning, Operations, Engineering).
9.4	Manager Recreation and Youth Oversee the contribution by the Recreation and Youth department who are responsible for supporting City Design and Strategy to assess site suitability relating to provision of land, if adjacent to sports and recreation sites.
9.5	Managers, Coordinators, Team Leaders and Supervisors Ensure all employees are made aware of the policy.

10. References and links to legislation and other documents

Name	Location
Melton Planning Scheme	Ordinance (planning.vic.gov.au)
The Good Practice Guide for Community Gardens	www.cultivatingcommunity.org.au
The Community Grants Program	https://www.melton.vic.gov.au/Services/Grants-Awards-and-Training/Community-Grants
The Council budget submission process	https://www.melton.vic.gov.au/Council/Have-your-say/Do-you-have-a-great-project-idea?BestBetMatch=budget%20submission d13b95b2-5146-4b00-9e3e-a80c73739a64 4f05f368-ecaa-4a93-b749-7ad6c4867c1f en-AU

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At 11.15 am, Ms McBurnie departed the meeting.

At 11.15 am Mr Baggio entered the meeting and confirmed he has no General Conflict or Material Conflict in respect of any of the matters he is presenting to the Panel today.

6.3 DEVELOPMENT AND INFRASTRUCTURE CONTRIBUTIONS POLICY

Responsible Officer: Sam Romaszko - Acting General Manager Planning & Development

Document Author: Bob Baggio - Manager Planning Services

Date Prepared: 18 March 2022

Recommendation:

That Council:

- 1) revoke the Development Contributions Policy provided as **Appendix 1** to this report; and
- 2) approve the Development and Infrastructure Contributions Policy, provided as **Appendix 2** to this report.

Motion

Crs Ramsey/Shannon.

That Council:

- 1) revoke the Development Contributions Policy provided as **Appendix 1** to this report; and
- 2) approve the Development and Infrastructure Contributions Policy, provided as **Appendix 2** to this report.

CARRIED

1. Background**1.1 The Policy**

The Development and Infrastructure Contributions Policy essentially replaces the previous Development Contributions Policy which was approved in December 2013 and expired in December 2017.

This new policy document is reflective of the fact that the current development contributions regime in Victoria has evolved over time to include two types of contribution plans: the original Development Contributions Plans (DCP), generally applicable to the older growth precincts; and Infrastructure Contributions Plans (ICP), generally applicable to the more recent growth precincts such as Plumpton / Kororoit, and Mt Atkinson.

The policy is an important tool to provide direction to Council officers in negotiating with developers in implementing an approved DCP or ICP to ensure infrastructure is delivered to new communities in a timely and cost-efficient manner.

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1.2 Sources/benchmarking

The policy was developed from the following sources / documents:

- The previous Development Contributions Policy 2013
- The relevant provisions of the Planning and Environment Act 1987
- Ministerial Directions and Guidelines relating to development contributions
- The 'Development Contributions/Infrastructure Contributions Implementation Framework' which is an internal document approved by Council's Executive in March 2021, that sets out Council's administrative processes and responsibilities in the implementation of Development and Infrastructure Contributions Plans.

1.3 Consultation

As the policy is essentially designed for internal use, consultation has involved various council teams which are involved in the administration and expenditure of development contributions, such council's planning, engineering, and finance areas.

1.4 Communication and Implementation

From an internal perspective, relevant council officers will be advised directly by email that the Policy has been approved, and training will be arranged with relevant staff.

From an external perspective, relevant developers and their consultants will be advised of the policy and its implications through council's development newsletter, uploading to council's website, and through developer forums which are periodically conducted.

1.5 Compliance

The proposed policy is considered to be compliant with relevant planning legislations, and Ministerial Directions and Guidelines.

This document is compliant with Council's policy review process. This document was determined by Community Planning as not requiring a gender impact assessment as per the Gender Equality Act 2020.

1.6 Measures of Success

Success of the Policy will be measured by the extent of works in kind projects that are either compliant with the Infrastructure Priority List or ensuring that procedures to amend the Infrastructure Priority List are followed and subject to a rigorous and transparent process.

LIST OF APPENDICES

1. Development Contributions Policy - to be revoked
2. Development and Infrastructure Contributions Policy

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Item 6.3 Development and Infrastructure Contributions Policy

Appendix 1 Development Contributions Policy - to be revoked

	Development Contributions Policy
Version No.	2.0 17 December 2013
Endorsement	General Manager, Planning & Development, 7 November 2013 Executive, 17 November 2013 Policy Review Panel, 2 December 2013
Authorisation	Council 17 December 2013
Expiry date:	17 December 2017
Responsible officer:	Planning and Environment Services Manager
Policy owner	Coordinator, Major Developments

1. Purpose

To ensure infrastructure that is identified in a Development Contributions Plan ('DCP') is delivered to the community in a timely and cost efficient manner.

2. Scope

This policy applies to Council's Executive Team, Planning Manager and Coordinator Major Development. The policy also applies to landowners which develop land within our growth areas, where a DCP applies.

3. Definitions

Word/Term	Definition
Development Contributions Administration Guidelines (DC Guidelines)	An internal document that sets out Councils administration process for the implementation of Development Contributions Plans.
Development Contributions Plan (DCP)	Document that sets out the contribution expected from each individual landowner to fund infrastructure and services. Refer to Part 3B of the <i>Planning & Environment Act 1987</i> . Each DCP is an incorporated document in the Melton Planning Scheme.
Development Infrastructure Levy (DIL)	The DCP requires that new development pay a per hectare levy (DIL) to fund infrastructure identified in the relevant DCP.
Land Budget Table	A table in the DCP setting out the total precinct area, the net developable area and constituent land uses proposed within the precinct.
Net Developable Area (NDA)	The total amount of land within the precinct that is made available for development of housing and employment buildings, including lots, local and connector streets. It does not include land for community facilities, government schools and education facilities, open space (excepting small lot parks), encumbered land and arterial roads.
Priority List (PL)	A list prepared by the PSP Steering Committee that identifies

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Item 6.3 Development and Infrastructure Contributions Policy

Appendix 1 Development Contributions Policy - to be revoked

	timing for each DCP project. The PL are approved and reviewed by Councils Executive team on an annual basis.
Section 173 Agreement	A legal Agreement registered on the title in accordance with Section 173 of the <i>Planning and Environment Act 1987</i> and binds the current and future owners of the land.
Statement of Compliance	Under section 21(1) of the Subdivision Act, a developer receives a Statement of Compliance from Council once all public works and open space requirements placed on a Planning Permit have been satisfied or adequate arrangements have been made to secure compliance with those requirements.
Works In Kind (WIK)	Where the developer delivers infrastructure projects instead of paying cash and a credit is given against their Development Infrastructure Levy (DIL) obligation.

4. Policy

The following policies are intended to provide assistance for Council officers in negotiating with developers:

4.1 Works In Kind

- Council will support the delivery of DCP projects as works in kind by developers that are consistent with the Priority List and have a nexus to the development.
- If Council agrees to the early delivery of an infrastructure project, no credit will be given prior to the timing trigger identified in the Priority List unless there are extraordinary circumstances which give reason to an early credit being given. This excludes any external funding portion.
- The timing of the credit/offset for the external funding portion is to be in accordance with the Priority List for the DCP applicable. This should not be deviated from even when the DCP funded portion of the works-in-kind and/or land credit is brought forward to an earlier stage for the purposes of a rolling credit scenario.
- In the case of two or more developers completing different portion of an infrastructure project, the external funding portion will be allocated to the two or more developers based on the percentage of works each has provided.
- Project costs / credits will be given based on the DCP project amount.
- Credit for works in kind will only be accepted once the works have been completed.
- Council encourages road projects (widening, upgrades etc), to be delivered by developers as works in kind.
- Council will generally not support the delivery of community infrastructure projects (i.e. community centres), as works in kind.
- All works in kind projects must be secured through a Section 173 Agreement.

4.2 Land Budget Table

- The NDA for all properties as set out in the land use budget of each DCP will be the basis for payment of DIL. Minor variations to NDA as a result of subdivision design will not be considered.

4.3 Indexation/Land Valuations

Development Contributions Policy

Draft 01

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Item 6.3 Development and Infrastructure Contributions Policy

Appendix 1 Development Contributions Policy - to be revoked

- The contribution rate for the calculation of the public open space contribution is based on the site specific valuation which is provided as part of the annual land valuations undertaken for each DCP.
- Indexation is on a stage by stage basis and will be locked in using the most current DIL rate and DCP infrastructure project costs 21 days prior to the Statement of Compliance for that relevant stage of development.
- In the event of Statement of Compliance being delayed the developer will be advised of any payment adjustment that has occurred during this period due to the annual indexation of the DIL rate and DCP Infrastructure Project Costs. The developer must remit any payment adjustment due prior to the issuing of SOC for the next stage of development, or in the event the final stage has occurred, within 21 days of receiving SOC.
- If there is a time lag on receiving the Rawlinsons Building Price Index update or land revaluations, the developer will be advised of the updated DIL rate and DCP infrastructure projects costs when as soon as is practicably possible and any payment adjustment will occur 21 days prior to the issue of SOC for the next stage of development, or in the event the final stage has occurred, within 21 days of receiving SOC.

5. Responsibility /Accountability**5.1 Executive Team**

Who is responsible for the approval of development negotiations when the General Manager, Planning & Development refers the matter to the Executive for consideration.

5.2 General Manager Planning & Development

Who is responsible for the approval of development negotiations whether there is potential for any cashflow/financial implications for Council. Where appropriate the General Manager may require the Council Executive to review.

5.3 Planning & Environment Services Manager and Major Development Coordinator

Who are responsible for the implementation of Development Contributions Plans.

6. References and links to legislation and other documents

Name	Location
Development Contribution Plan Administration Guidelines November 2013	City of Melton (internal document)
Toolern Development Contributions Plan	All Plans have been incorporated into the Melton Planning Scheme.
Melton North Development Contributions Plan	
Rockbank North Development Contributions Plan	
Taylor's Hill West Development Contributions Plan	
Diggers Rest Development Contributions Plan	

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Item 6.3 Development and Infrastructure Contributions Policy

Appendix 2 Development and Infrastructure Contributions Policy

	Development and Infrastructure Contributions Policy
Version No.	1.0
Endorsement	Executive, 07 April 2022 Policy Review Panel, 14 April 2022
Authorisation	Council, 02 May 2022
Review date	May 2026
Responsible officer	Coordinator Major Developments
Policy owner	Manager Planning Services

1. Purpose

To provide direction to Council officers in negotiating with developers in implementing an approved Development Contributions Plan (DCP) or Infrastructure Contributions Plan (ICP) to ensure infrastructure is delivered to the community in a timely and cost efficient manner.

2. Scope

This policy has been developed in accordance with the following sections of the *Planning & Environment Act 1987*:

- Part 3B for Developer Contribution Plans
- Part 3AB for Infrastructure Contribution Plans.

The policy applies to all planning and development activities which are governed by a Development or Infrastructure Contribution Plans. It is binding on Council officers, temporary employees, contractors and consultants undertaking activities related to the implementation of DCPs or ICPs.

3. Definitions

Word/Term	Definition
Developer	A developer is someone that seeks a planning permit and/or develops land in accordance with the relevant Precinct Structure Plan.
Development Contributions/Infrastructure Contributions Implementation Framework	An internal document approved by Council's Executive that sets out Council's administrative processes and responsibilities in the implementation of Development and Infrastructure Contributions Plans.
Development Contributions Plan (DCP)	A document that sets out the contributions expected from each developer to fund infrastructure. Refer to Part 3B of the <i>Planning & Environment Act 1987</i> . Each DCP is an incorporated document in the Melton Planning Scheme.
Infrastructure Contributions Plan (ICP)	A document that sets out the contributions expected from each developer to fund infrastructure. Refer to Part 3AB of the <i>Planning & Environment Act 1987</i> . Each ICP is an incorporated document in the Melton Planning Scheme.
Development Infrastructure Levy (DIL)	The DCP requires that new development pay a per hectare levy (DIL) to fund infrastructure identified in the relevant DCP.
Standard ICP Levy	A standard levy is a pre-determined monetary rate set by the Minister through the Ministerial Direction. The standard levy is designed to

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	provide a fair and reasonable budget for funding the infrastructure that is basic and essential for new urban development.
Supplementary ICP Levy	A supplementary levy is an additional levy that may be used to fund 'non-standard' infrastructure or costs.
Land Equalisation Amount	Is payable to the collecting agency on the development of that parcel of land if the parcel contribution percentage of the land is less than the ICP land contribution percentage for that class of development. Land equalisation amounts are used to fund 'land credit amounts' and may also be used to fund the acquisition of public purpose land outside the ICP plan area (outer public purpose land).
Land Credit Amount	In relation to a parcel of land in an ICP plan area, means the amount specified as the land credit amount that relates to that parcel of land.
Land Budget Table	A table in the DCP or ICP setting out the total precinct area, the net developable area and constituent land uses proposed within the precinct.
Net Developable Area (NDA)	The total amount of land within the precinct that is available for development, including lots, local streets and connector streets. It does not include land for community facilities, government schools and education facilities, public open space, encumbered land, and arterial roads.
Precinct Structure Plan (PSP)	Precinct Structure Plans (PSPs) are master plans for local areas that usually cater for between 5,000 to 30,000 people, 2,000 to 10,000 jobs or a combination of both.
Infrastructure Priority List (IPL)	A list developed by Council's PSP Steering Committee that identifies timing for each DCP and ICP project. The IPL is approved and reviewed by Council's Executive team on an annual basis.
Section 173 Agreement (s173)	A legal Agreement registered on the Title in accordance with Section 173 of the <i>Planning and Environment Act 1987</i> and binds the current and future owners of the land.
Statement of Compliance (SOC)	Under section 21(1) of the Subdivision Act, a developer receives a Statement of Compliance from Council once all public works and open space requirements placed on a Planning Permit have been satisfied or adequate arrangements have been made to secure compliance with those requirements.
Works In Kind (WIK)	Where the developer delivers infrastructure projects instead of paying cash and a credit is given against their Development Infrastructure Levy (DIL) obligation.

4. Policy

This policy provides direction to Council officers negotiating the delivery of DCP and ICP infrastructure with developers:

4.1 Infrastructure Priority List

- The Infrastructure Priority List sets out the timing for delivery of DCP and ICP infrastructure across all PSPs based on population growth, rate of development, and cash flow. The Infrastructure Priority List is approved by Executive and informs Council's Infrastructure Planning and Budget processes.
- Council will not support proposals for works or land in kind that are inconsistent with the approved Infrastructure Priority List unless it can be demonstrated that it will result in a net community benefit and not adversely impact Council's cash flow and operational budget.

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- Throughout the year, situations occur where changes to the IPL is proposed. This can be because of internal decisions (i.e. changes to the Council Infrastructure Plan), or external factors (such as negotiations with developers, or funding from grants etc.).
- As the IPL is linked to cash flow projections, a mechanism for updating them between review periods is required.
- If a proposed change impacts on Council's cash flow by bringing a project forward, it must be presented to the PSP Steering Committee for consideration and approval.
- Changes presented to the Steering Committee must include the following information:
 - A report providing the DCP/ICP Infrastructure Project Detail, revised timing and the justification for the change prior to the annual review period.
 - Any significant financial implications must be tabled, i.e. forecast report and cash flow changes.
 - The report is to be minuted and then presented to the Executive Team for approval.
- When approval has been received the IPL will be updated and saved in the relevant folder.

4.2 Payment of Development Infrastructure Levy (DIL)

- The Net Developable Area (NDA) for all properties as set out in the land use budget of each DCP or ICP will be the basis for payment of DIL.

4.3 Works In Kind

- Council will generally support the delivery of DCP/ICP road and intersection projects as works in kind by developers that are consistent with the IPL (refer section 4.1).
- Council will generally deliver community infrastructure however consideration will be given to proposals by developers to deliver community infrastructure as works in kind. Any proposal must be submitted in writing to the Manager Planning Services for formal consideration. When assessing a development proposal, Council shall run cash-flow scenarios relating to any proposed works in kind to determine the financial impact of decisions prior to entering into any agreements.
- The timing of the credit/offset for the external funding portion is to be in accordance with the IPL for the DCP/ICP applicable. This should not be deviated from even when the DCP/ICP funded portion of the works in kind and/or land credit is brought forward to an earlier stage for the purposes of a rolling credit scenario.
- Project costs/credits will be given based on the DCP/ICP project amount.
- Credit for works in kind will only be accepted once the works have been completed.
- All works in kind projects must be secured through a Section 173 Agreement prior to Statement of Compliance being issued for the first stage of development.

4.4 Partial Delivery of an item as Works in Kind

- Council will only consider proposals for partial delivery for road or intersection projects.
- If a developer can only deliver part of a road or intersection project due to land constraints, and the works will be made redundant when Council or another party delivers the full intersection, these works will be considered interim works, and will not be eligible for any works in kind DCP/ICP credits.
- If a developer can only deliver part of a road or intersection project due to land constraints, and the works will be used as part of the ultimate design, a DCP/ICP credit may be issued subject to the following:

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- Three independent estimates must be provided by the developer for the cost to complete their works and of the costs for Council/another party to complete the works later.
- If the cost for Council/another party to return in the future to finalise the intersection construction plus the cost to the developer to deliver the interim arrangement is more than the allocated DCP/ICP credit, then the developer will only receive a credit for the total DCP/ICP cost minus the cost for Council/another party to return in the future to finalise the intersection construction (regardless of whether it fully covers the cost of their proposed interim works).
- If the cost for Council/another party to return in the future to finalise the intersection construction plus the cost to the developer to deliver the interim arrangement is less than the allocated DCP/ICP credit, then the developer will receive a credit for the cost of their proposed works.

4.5 Timing of Land or Works in Kind Credits

- Project reimbursements will be consistent with the project costs and/or benchmark costs set out in the relevant DCP or ICP. The timing of the credit/offset for the external funding portion is to be in accordance with the IPL for the relevant DCP/ICP regardless of whether a funded portion of the works in kind is brought forward to an earlier stage for the purposes of a rolling credit scenario.
- Works in kind credits can be applied either as a rolling credit or a payout at the last stage of development as follows:
 - If a road or intersection works in kind credit is being applied at any stage (other than the last stage of development), the trigger for applying the credit is Practical Completion being issued for the civil component and landscape components of a project.
 - If a community works in kind credit is being applied at any stage (other than the last stage of development), the trigger for applying the credit is completion of the project to the satisfaction of Council.
 - If the works in kind credit is being applied at the last stage of development, the trigger for applying the credit is Statement of Compliance of the last stage.
- Land in kind credits shall be applied, either as a rolling credit or a payout at the last stage of development, after Statement of Compliance is issued for the relevant stage and the land is vested to Council.

4.7 Section 173 Agreements

- A Section 173 agreement must be used where:
 - Contributions are provided via any form of works in-kind by the developer; or
 - There are any circumstances that Council considers warrant the use of a Section 173 agreement.
- All costs associated with the preparation and lodging of the agreement (including Council's legal costs) must be paid by the landowner or developer and this must be agreed to in writing prior to the drafting of the agreement. Details of any caveats or mortgages registered on the title of the subject land must be provided.
- The agreement must be finalised and executed prior to the issue of Statement of Compliance for the first stage of development, unless otherwise agreed to by the Manager Planning Services.

4.8 Growth Area Infrastructure Charge (GAIC)

- Council will not accept land vested without the GAIC liability having been discharged, unless the land is considered to be of strategic importance for future development. This includes the

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use of s35 of the *Subdivision Act* 1988. This is to be assessed on a case by case basis and is at the discretion of the Manager Planning Services and General Manager Planning and Development.

- Any exemptions are subject to approval by the State Revenue Office.

4.9 Indexation and Land Valuations

- Indexation of development contributions is used primarily for the purposes of ensuring that the charges reflect, at best estimate, ongoing price changes and conditions over the lifetime of the DCPs/ICPs. These price changes over time could include increases in construction costs, materials, and land values, and as such, these changes need to be reflected in the development contributions charges on an annual basis.
- The DCPs/ICPs have inbuilt indexation mechanisms, which are applied on an annual basis.
- Council will contact their engaged valuer a minimum of six weeks prior to the land valuations being due to ensure they are complete on time to meet legislative obligations.
- The construction costs are indexed by applying the Building Price Index as published in The Rawlinsons Construction Handbook.

5. Responsibility /Accountability

5.1	Executive Team <ul style="list-style-type: none"> • Responsible for the approval of development negotiations when the General Manager, Planning & Development refers the matter to the Executive for consideration.
5.2	General Manager Planning & Development <ul style="list-style-type: none"> • Responsible for the approval of development negotiations where there is potential for any cash flow/financial implications for Council. Where appropriate the General Manager may refer to Executive or Council for approval.
5.3	Manager Planning Services <ul style="list-style-type: none"> • Responsible for the approval of all s173 Agreements, development agreements and development negotiations where there is potential for any cash flow/financial implications for Council. Where appropriate the Manager Planning Services may refer to the General Manager Planning & Development for review.
5.4	Major Developments Coordinator <ul style="list-style-type: none"> • Responsible for the implementation of Development and Infrastructure Contributions Plans including any negotiations relating to land and works in kind agreements including the drafting of s173 agreements which are to be referred to the Manager Planning Services for approval. They do not have authority to accept proposals which are inconsistent with an approved IPL.

6. References and links to legislation and other documents

Name	Location
Development and Infrastructure Contributions Implementation Framework	Council Intranet
Developer Contribution and Infrastructure Contribution Plans:	
Toolern Development Contributions Plan	https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Strategic-planning/Melton-Planning-Scheme

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Melton North Development Contributions Plan	
Rockbank North Development Contributions Plan	
Taylors Hill West Development Contributions Plan	
Diggers Rest Development Contributions Plan	
Rockbank Development Contributions Plan	
Mt Atkinson Infrastructure Contributions Plan	
Kororoit and Plumpton Infrastructure Contributions Plan	
Planning & Environment Act 1987	https://www.legislation.vic.gov.au
Subdivisions Act 1988	https://www.legislation.vic.gov.au

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At 11.49 am, Mr Baggio departed the meeting.

At 11.49 am, Mr McManus entered the meeting and confirmed he has no General Conflict or Material Conflict in respect of any of the matters he is presenting to the Panel today.

6.4 ADVOCACY POLICY

Responsible Officer: Sean McManus - Acting Executive Manager Corporate Strategy and Investment

Document Author: Sean McManus - Acting Executive Manager Corporate Strategy and Investment

Date Prepared: 08 April 2022

Recommendation:

That Council approve the revised Advocacy Policy, provided as **Appendix 1** to this report.

Motion

Crs Carli/Shannon.

That Council approve the revised Advocacy Policy, provided as **Appendix 1** to this report, noting the changes made by the Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

The Advocacy Policy provides direction on how advocacy priorities are identified, endorsed, resourced and actioned in accordance with the Council and Wellbeing Plan. The policy has been updated to provide a clearer policy position on advocacy priority development, endorsement and reporting to influence public policy, government service provision and investment.

The Policy statement has been updated to also outline clearer rationale and delegation for roles and responsibilities in prosecuting Council's advocacy agenda and managing relationships with elected representatives and government stakeholders.

1.2 Consultation

The Policy has been informed by consultation with relevant Council teams involved in the planning and delivery of Council's advocacy program.

1.3 Communication and Implementation

The Advocacy Policy will be uploaded on the intranet and internal teams advised directly by email and through established Advocacy Working Group Meetings. The Advocacy Framework will be reviewed and updated to reflect the updated policy and outline and improve the operational procedures that guides the organisational approach to the planning, delivery and reporting of advocacy in accordance with this policy and Council's government relations protocols.

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1.4 Measures of Success

Measures of success of this policy will be:

- Annual review, update and endorsement of advocacy priorities and strategies
- Quarterly and annual reporting of advocacy activity and outcomes
- Advocacy strategy objectives met.

LIST OF APPENDICES

1. Advocacy Policy - April 2022

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	Advocacy Policy
Version No.	3.0 April 2022
Endorsement	Executive: 8 April 2022 Policy Review Panel: 14 April 2022
Authorisation	Council: 2 May 2022
Review date:	November 2024
Responsible officer:	Chief Executive Officer
Policy owner	Advocacy Coordinator

1. Purpose

To outline Council's approach to advocacy in influencing public policy and resource allocation decisions and investment by other levels of Government, and/or other key stakeholders, to fulfil responsibilities in the delivery of services, assets and infrastructure which benefits the City of Melton.

2. Scope

This policy applies to Council and its officers when defining, prioritising, and implementing advocacy, and how Council resources its efforts to advocate on behalf of the community.

The role of the Mayor, councillors, CEO, and officers in developing and maintaining political and broader stakeholder relationships to deliver on Council's advocacy on behalf of the community.

3. Definitions

Word/Term	Definition
Advocacy	An action intended to influence those who hold governmental, political, or economic authority and or influence to implement public policies, resource and projects to the benefit of any specific affected or interest populations within: <ul style="list-style-type: none"> • The City of Melton; and/or • The Region, including: <ul style="list-style-type: none"> ○ Neighbouring Councils, ○ Greater Western Melbourne ○ Interface Municipalities.
Advocacy Framework	A high-level framework for Council, setting advocacy priorities that align with the Council and Wellbeing Plan, which seek to complement those of the State and Federal governments, the business sector, and the community.
Advocacy Strategy	Individual strategies that assist the formation of actions and engagement to further the advocacy agenda.
Advocacy Campaigns	Individual campaigns that establish a program of activity to influence a target audience/s to achieve the strategic goal.
Advocacy techniques	Variety of practices such as effective submissions, direct engagement and relationship development, leading deputations, inviting decision-makers to tour, hosting consultations, establishing hearings, media strategies, and advertising.

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4. Policy

Advocacy priorities will be aligned to the Council and Wellbeing Plan approved by Council.

Advocacy priorities will be reviewed annually following State and Federal budget cycles and following State and Federal elections.

Council's advocacy priorities will be underpinned by and supported by strategic plans for each priority.

Councillors will be engaged in campaigns for high priority advocacy initiatives.

The Mayor, supported by councillors, the CEO and senior managers will lead advocacy priorities to local State and Federal Members and relevant State and Federal Ministers and Members of Parliament and through regional and national advocacy bodies (e.g. Interface Councils, National Growth Areas Alliance).

The CEO and senior managers will advocate priorities with relevant agencies and government departments.

Council will build and maintain relationships with all levels of Government, including parliamentarians, local members and government department bureaucrats, conducted in a spirit of mutual respect and cooperation, with recognition of each other's roles and responsibilities.

Council's advocacy will aim to have a focus on:

- A change in government legislation, policy or practices, to the overall benefit of residents, our local environment and/or local business;
- Committed investment / provision into local infrastructure and/or services by sources other than Melton City Council;
- Receipt of external funding to Melton City Council to implement services, projects and programs;
- Promotion of an issue or information to key stakeholder decision makers and other levels of government to influence positive change;
- Promotion of, or raised awareness of, issue or information to facilitate positive change;
- Empowering community to become more involved in local issues and contribute to influencing decision making initiatives.

4.1. Advocacy Principles

The following principles are to support Council's advocacy:

- 4.1.1. **Engagement** - meetings with local members, Ministers and the Council's CEO to further the Council's advocacy priorities including regular catchups with local members.
- 4.1.2. **Representative of local need** - based upon policy and strategic positions adopted by Council, established via an evidence base either developed by Council or sourced from other agencies.
- 4.1.3. **Community engagement** - commit where appropriate, to inform and engage our community on advocacy.
- 4.1.4. **Leadership** - on behalf of our community on key issues to protect and enhance our municipality, with an emphasis placed on working with and advocating to State and Federal governments.
- 4.1.5. **Transparency** - be open and transparent in our advocacy objectives, strategy and priorities.

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- 4.1.6. **Partnerships and Alliances** - optimise likelihood of success by working in collaboration with other organisations with shared objectives, including but not limited to:

<p>Federal / National Approach</p> <ul style="list-style-type: none"> • Other councils • Australian Local Government Association (ALGA) • National Growth Areas Alliance (NGAA) • Calder Action Group (CAG) • Local Federal Members of Parliament • Western Highway Action Committee (WHAC) • Urban Development Institute of Australia (UDIA)
<p>State Approach</p> <ul style="list-style-type: none"> • Other councils • Local State Members of Parliament • Victorian Local Governance Association (VLGA) • Municipal Association of Victoria (MAV) • Victorian Disability Advocacy Network (VDAN) • Metropolitan Transport Forum (MTF) • Property Council of Australia (PCA)
<p>Regional Approach</p> <ul style="list-style-type: none"> • LeadWest • West of Melbourne Economic Development Alliance (WOMEDA) • Interface Group of Councils • Western Region CEOs • Western Region Mayors • Greater Western Water • Victoria and Federation Universities • Women's Health West • Western Melbourne Tourism
<p>Local Approach</p> <ul style="list-style-type: none"> • Djerriwarrh Health Service • Djerriwarrh Employment and Education Service • Venture Melton membership • Local GP's and health bodies • Local Resident Associations • Best Start Partnership Group • Victoria Police

- 4.1.7. **Outcome Focussed** - seek to focus on solutions to problems, issues or concerns through the development of options that are proactive and innovative and achievable.

4.2. Advocacy Framework

Council will plan and deliver its advocacy through an operational Advocacy Framework to support delivery of this policy. The Framework includes:

- Roles and responsibilities of Executive, Managers and all staff in planning and delivering advocacy.
- Governance including processes and procedures.

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- Protocols for engaging and communicating with State and Federal Members of Parliament.

4.3. Monitoring and Evaluation

Council will review and confirm advocacy themes and priorities through:

- Quarterly and annual reviews of the Council and Wellbeing Plan;
- Ongoing community engagement;
- Review and evaluation of annual State and Federal budget cycles;
- Review and evaluation of State and Federal election commitments;
- Formal evaluations at key stages of advocacy campaigns;
- Continuing work of the development of new and review of existing policy and strategy that guides service delivery.

Changes and amendments as an outcome of evaluations and reviews will be aligned to Council annual budgetary process, to ensure campaigns are appropriately resourced to meet advocacy strategy objectives for the forthcoming years. This will involve review and public reporting on the performance of advocacy strategies and associated campaigns.

This will ensure that Council is agile in advocacy and continually improves its policy, procedure and services in response to advocacy efforts.

Individual evaluations will be focussed on delivery against established objective of actions which are typically focussed on levels of influence given Council is not the decision maker on most advocacy issues.

5. Responsibility /Accountability

5.1	Mayor & Councillors <ul style="list-style-type: none"> • Set advocacy priorities. • Advocate in accordance with Council policy. • Develop and maintain relationships to support Council's advocacy.
5.2	Chief Executive <ul style="list-style-type: none"> • Accountable and responsible for the operational implementation of the advocacy priorities and strategies of Council.
5.3	Executive, Managers and Council Officers <ul style="list-style-type: none"> • Contribute to implementation of advocacy priorities and strategies of Council.

6. References and links to legislation and other documents

Name	Location
• Council and Wellbeing Plan 2021-2025	www.melton.vic.gov.au
• Support organisational strategies and action plans	

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At 12.04 pm, Mr McManus departed the meeting.

7. GENERAL BUSINESS

The Policy Review Panel recommends Councillors be provided with a briefing in relation to the development contributions regime in Victoria.

The Policy Review Panel noted that references in policies to 'Expiry date' will now be referenced as 'Review Date'.

8. NEXT MEETING

Thursday 12 May 2022 at 10.30am.

9. CLOSE OF BUSINESS

The meeting closed at 12.09 pm.

Confirmed

Dated this

.....CHAIRPERSON

12.2 RESPONSE TO NOTICE OF MOTION 807 (CR VANDENBERG) - WATERWAY POLLUTION AND LITTER

Author: Justin Horne - Manager Environment & Waste

PURPOSE OF REPORT

To respond to Notice of Motion 807 (Cr Vandenberg) that a report be prepared providing an overview of waterway health and issues relating to pollution and litter in the City of Melton.

RECOMMENDATION:

That Council notes the information contained within this report.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council held on 4 April 2022, the following Notice of Motion 807 (Cr Vandenberg) was resolved:

“That Council Officers investigate and provide a report to Council at the next council meeting on 2 May 2022 in respect to the following matters within the City of Melton:

- 1. The incidence of rubbish polluting the local waterways and creeks;*
- 2. Current strategies used to promote healthy waterways and wetlands;*
- 3. An update on the installation of Gross Pollutant Traps (GPT's) in waterways and creeks as outlined in the Integrated Water Management Plan; and*
- 4. Potential funding options for strategies to promote healthy waterway and wetlands, such as GPT's and litter traps.”*

Several strategies exist to guide on-ground action, including;

- City of Melton's Council & Wellbeing Plan 2021-2025, Integrated Water Management Plan 2018-2028 (IWMP) and Asset Management Plan 2021-2031
- Melbourne Water's Healthy Waterway and Stormwater Strategies; and
- Department of Environment, Land, Water and Planning (DELWP) strategies including the Integrated Water Management Framework for Victoria, Sustainable Waterways Strategy and the Catchment Scale Integrated Water Management Plan.

This report has been prepared in response to the items listed within the Notice of Motion above.

2. Background/Issues

Within the City of Melton, water management, including waterway management, pollution, litter removal and mitigation, is a joint responsibility of Council and Melbourne Water, with additional direction provided by State Government Agencies including the Department of Land, Environment, Water and Planning (DELWP), Victorian Planning Authority (VPA) and the Environmental Protection Agency (EPA). **Appendix 1** provides a summary of the roles and responsibilities of urban water management in Victoria.

Several strategies exist to guide on-ground action, including;

- City of Melton's Council & Wellbeing Plan 2021-2025, Integrated Water Management Plan 2018-2028 (IWMP) and Asset Management Plan 2021-2031
- Melbourne Water's Healthy Waterway and Stormwater Strategies; and
- DELWP strategies including the Integrated Water Management Framework for Victoria and the Sustainable Waterways Strategy.

In addition to these strategies, Council staff are actively involved in assisting with the development of a Catchment Scale Integrated Water Management Strategy for the Werribee Catchment. This long-term strategy led by the Department of Land, Water, Environment and Planning (DELWP) that seeks to assist in long term improvements to the catchment.

An implementation plan including strategy development and capital projects is being developed. Currently no funding is available for initiatives identified in the Catchment Scale IWM Plan, however, once the strategy is completed, it will inform future funding submissions by water corporations, such as Melbourne Water and Greater Western Water, that are required via the Essential Services Commission in the development of the Water Price submissions. The next water price review is due to occur over the next three financial years.

Council officers are currently involved in the development of the strategy and are providing input to programs and initiatives for Melton.

Responses to the items listed within the raised Notice of Motion are provided below.

1. The incidence of rubbish polluting the local waterways and creeks

The management of waterways and creeks, including rubbish removal, is a partnership with Melbourne Water being responsible for the management and maintenance of the waterways and creeks, while Council maintains the open space areas that neighbour the waterway.

Litter and waste management within Council reserves is undertaken by Council contractors as per scheduled maintenance programs. The objective of these works is the reduce the litter from entering the waterways and to ensure that the reserves are an enjoyable place for the local community.

Council currently manages litter and dumped rubbish collections through existing contracts within the Operations and Environment & Waste service units.

Litter collection with the Operations contract is part of the servicing of open spaces and occurs within the following timeframes

- High profile sites: daily
- Standard A: weekly (e.g. Hannah Watts)
- Standard B: fortnightly (e.g. Fraser St Reserve)
- Reactive requests: within 5 days

The collection and disposal of illegal dumped rubbish is managed via the Hard Waste and Dumped Rubbish contract. Under this contract, only rubbish greater than 2m³ will be collected. Councils daily street sweeping program assists to keep litter and debris from entering the stormwater drainage systems that may enter local waterways and creeks.

2. Current strategies used to promote healthy waterways and wetlands

To assist with improving the health of our creeks and waterways Council utilises Clause 56 (Residential Subdivision) within the Melton Planning Scheme – specifically Clause 56.07 (Integrated Water Management) and 56.08 (Site Management).

Planning permit conditions have been developed across Planning Services, Engineering Services and Environment & Waste teams which require that a Construction Environmental Management Plan (CEMP) and Stormwater Management Strategy (SWS) are submitted for approval for new subdivisions. The successful implementation of these two documents assist in reducing pollutants from entering creeks and waterways during and after construction is completed.

In June 2021 the Environmental Protection Agency (EPA) released an update of the Urban Stormwater Management Guidance note (Publication 1739.1). While this document is not a compliance document, it does provide guidance of best practice management to reduce the impacts on waterways, including targets to decrease stormwater runoff and potential treatments, such as stormwater harvesting.

The EPA Guidance note supports many of the actions that were previously captured within Councils Integrated Water Management Plan (IWMP), further strengthens Councils position for improved outcomes in new developments and will be beneficial during the Precinct Structure Planning (PSP) process.

COVID-19 has significantly impacted Council's ability to engage with the community on local environmental values, the 2022 *Nature Stewards* program (which is run in partnership with Macedon Ranges Shire Council and Hume City Council) has recently commenced on 16 April 2022. In total 30 places are offered to this program with 11 Melton residents currently enrolled. This program works to increase the knowledge and skills of participants on the local environment values and issues.

Council supports local groups participating in 'Clean Up Australia Day' and officers have been in discussion with Melbourne Water on opportunities to increase community engagement and awareness of the environmental values of local waterways and creeks.

In the past Council has supported and promoted the 'Water Watch' program which allows schools and community groups to monitor the health of their local waterway. Due to COVID-19 this program has not been running over the past two years, however, officers currently investigating opportunities to promote this program.

3. An update on the installation of Gross Pollutant Traps (GPT's) in waterways and creeks as outlined in the Integrated Water Management Plan

The City of Melton Integrated Water Management Plan 2018-2028 (IWM Plan) provides the direction and targets for Council to achieve the aim of becoming a '*Water Sensitive City*' by 2028.

The IWM Plan identifies the following two targets to reduce pollution and litter in waterways:

- 214 kg/year nitrogen reduction from existing urban stormwater via implementation of Water Sensitive Urban Design (WSUD)
- Remove an additional 10 tonnes/year of litter through the application of WSUD and gross pollutant traps.

Council has an annual program that commits to improving waterways within the municipality and reducing pollution and litter through the WSUD program.

To achieve the target of reducing nitrogen in urban stormwater, Water Sensitive Urban Design (WSUD) initiatives such as bioretention basins, rain gardens and swales are being installed. These are WSUD assets designed to slow the flow of water, allowing for the soil to act as a filter and the plants to absorb the nitrogen.

To assist with achieve the target of removing an additional 10 tonnes/year of litter the IWM Plan sets a yearly goal to install two Gross Pollutant Traps (GPTs) per year.

Currently, Council has a total of 66 GPTs installed across the municipality. Since 2017, on average three (3) GPTs have been installed each year by developers, with Council installing one (1) per year via the Capital Works program.

This financial year two sites have been funded that will see GPTs installed along Toolern Creek, Melton.

4. Potential funding options for strategies to promote healthy waterway and wetlands, such a GPT's and litter traps

Council actively seeks funding opportunities to support the outcomes of the Council & Wellbeing Plan 2021-2025, Integrated Water Management Plan 2018-2028 (IWMP) and Asset Management Plan 2021-2031.

In October 2020, Melbourne Water, in partnership with Council completed the '*Reimagining Arnolds Creek*' project that led to the restoration of a 1.4km of Arnolds Creek to improve water quality, natural environment values and local amenity. This award winning project has seen the significant improvement of the environmental and social values along Arnolds Creek.

To build on the success of the Reimagining Arnolds Creek project, officers continue to seek external funding opportunities, however three opportunities that currently exist are outlined below. Aside from the GPTs being installed by developers, there are currently no known external funding programs specifically for the installation of GPTs and litter traps.

Examples below are two known funding opportunities that currently exist and may support waterway improvements and litter and pollution management activities.

- *Liveable Communities, Liveable Waterways Program*

This is an annual funding program administered by Melbourne Water. Various funding streams are available to Councils, community groups, landowners and schools. Projects that may be funded include

- Habitat restoration (e.g. revegetation, weed and pest animal control and fencing)
- Stormwater management (e.g. investigation, pollution tracking, design and construction)
- Education (e.g. interpretative signage, educational resources and water testing)

The total funding amount available varies on the project, ranging from \$10,000 to \$150,000. While not a mandatory requirement, co-contribution (either financial or in-kind) are encouraged.

- *Iconic Urban Waterways Grant Program*

This is a new funding opportunity that was recently announced by DELWP. Officers are currently reviewing the grant guidelines and assessing potential opportunities. Funding is available to undertake the following actions:

- Engagement and events
- Preparation of tools or knowledge sharing materials
- Feasibility studies - survey or analysis of the need, value, and practicality of a project, a business case or functional design for a project, that would meet the objectives of this grants program
- Capital projects - defined as those that result in on-ground works and may encompass projects that are detailed design and construction or are construction only
- Knowledge, research of capacity building

As part of the grant process, details must be provided on how Traditional Owner inclusion, including appropriate partnership activities, has, or will be, embedded into the project's planning and/or delivery.

Between \$20,000 and \$300,000 is available per application, with matching contribution required either in the form of either financial or in-kind contributions.

3. Council and Wellbeing Plan Reference and Policy Reference

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

2. A vibrant and healthy natural and built environment

2.1 A City with healthy waterways, biodiversity and ecosystems.

4. Financial Considerations

There are no financial implications associated with this report, however it should be noted that Council currently supports the implementation of the Integrated Water Management Plan 2018-2028 through the Water Sensitive Urban Design program within the Capital Works Program (including installation of GPTs) and existing contracts for the maintenance of these of open space and drainage assets.

5. Consultation/Public Submissions

There is no public consultation required for this report

6. Risk Analysis

No risk impacts have been identified in the development of this report

7. Options

The report provides an outline of the various activities that are currently being implemented by Council to improve the health of the waterways within our municipality and is provided as information to note.

LIST OF APPENDICES

1. Typical organisational accountabilities in urban water management

Agency	Accountability
Victorian Government and Departments	Legislation Policy Regulation
Environment Protection Agency	Environmental regulation (including best practice guidelines and protection policies)
Essential Services Commission	Economic regulation
Water corporations	Water supply Wastewater management (including sewerage and sewage treatment) and trade waste management Waterway and major drainage systems (Melbourne Water only)
Catchment management authorities	Waterway health Floodplain management Environmental water
Local government	Urban stormwater management Parks and gardens management Onsite domestic wastewater management Urban planning Building and planning approvals
Property owners, residents and businesses	Meeting terms and conditions of services provided Following permit conditions Onsite water management, e.g. rainwater, stormwater
Victorian Planning Authority	Urban growth structure planning for Melbourne and (where invited) regional Victoria
Developers	Construction of development scale water infrastructure

Typical organisational accountabilities in urban water management (taken from Integrated Water Management Framework for Victoria, DELWP, 2017)

12.3 MELTON PLANNING SCHEME - AMENDMENT C229 - 501 BROOKLYN ROAD, BROOKFIELD

Author: Karl Sass - Strategic Planner
Presenter: Sam Romaszko - Acting General Manager Planning & Development

PURPOSE OF REPORT

To consider the adoption of Planning Scheme Amendment C229 to the Melton Planning Scheme.

RECOMMENDATION:

That Council:

1. Adopt Planning Scheme Amendment C229 as exhibited and without changes.
2. Submit the Amendment to the Minister for Planning for approval.

REPORT

1. Executive Summary

This amendment proposes to remove a redundant Public Acquisition Overlay 1 (PAO1) from privately owned land at 501 Brooklyn Road, Brookfield at the request of the Department of Transport. Council resolved to prepare and exhibit Amendment C229 at an Ordinary Meeting of Council on 25 October 2021.

VicRoads applied a PAO1 to acquire land for the Western Freeway realignment and a future overpass and interchange between Brooklyn and Harness Roads and the Western Freeway. This included the partial acquisition of privately owned land to prevent properties adjoining the project becoming landlocked. This also included land being transferred to the subject property at 501 Brooklyn Road, Brookfield which now forms the driveway of the subject property.

The land acquisition process is complete and the land not required for public purposes was transferred into private ownership in 2014. However, the redundant PAO1 remains on the privately owned property.

This amendment was exhibited between the 22 February and 22 March 2022 in accordance with clause 20(2) of the *Planning and Environment Act 1987*. Notification was sent to the landowner, adjoining landowners and occupiers, relevant authorities and prescribed Ministers. One submission was received from an adjoining landowner which was supportive of the amendment. As a result, no changes are required to this amendment.

It is recommended that Council adopt the amendment (**Appendix 1**) and submit to the Minister for Planning for approval.

2. Background/Issues

The subject site at 501 Brooklyn Road, Brookfield is located in the Green Wedge Zone (GWZ). There are currently two overlays on the site:

- Public Acquisition Overlay (PAO) Schedule 1 - Proposed to be removed as part of this amendment.
- Development Plan Overlay (DPO) Schedule 3 applies to the site, with the exception of the accessway.

In the 1980s and 1990s the 'Roads Corporation' known as VicRoads commenced planning to acquire land to enable realignment of the Western Freeway at Anthony's Cutting which was completed in 2011, together with a future diamond interchange and overpass connecting Harkness and Brooklyn Roads with the Western Freeway. To enable land acquisition for these projects, VicRoads applied a PAO1 and subsequently acquired privately owned land.

To prevent the remaining privately owned proportion of 501 Brooklyn Road, Brookfield (previously 521 Brooklyn Road) becoming landlocked, land was acquired to provide a driveway/access road through to Brooklyn Road.

VicRoads, now the Department of Transport (DoT), have explored the option of the access land becoming a municipal road. Council advised there is no intention for the land to become a municipal road. Subsequently, ownership of the land was transferred from VicRoads to the owners of 501 Brooklyn Road and consolidated into their title on 23 January 2014. The subject land is now the landowner's driveway.

The redundant PAO1 over the driveway creates uncertainty for the landowners for the future of the driveway access. They have subsequently been requesting that DoT remove the overlay.

DoT has written to Council requesting a Planning Scheme Amendment to remove this overlay. Negotiations between DoT and Council resulted in an agreement that Council prepare and facilitate the amendment, with DoT to pay associated fees.

Amendment C229 proposes to remove the PAO1 from the site. This will require the removal of the PAO1 from 501 Brooklyn Road, Brookfield from Map No. 7PAO of the Melton Planning Scheme. This is considered appropriate as it will remove a redundant control from the Melton Planning Scheme as required by the *Planning and Environment Act 1987*.

The amendment will not prejudice a future freeway interchange between Brooklyn Road and the Western Freeway or change the current ownership of land.

At the Ordinary Meeting of Council on 25 October 2021, Council resolved to seek Authorisation from the Minister for Planning to prepare and exhibit Amendment C229 (**Appendix 1**). Authorisation was received on 16 November 2021. The exhibition period has now concluded with no objections and one supportive submission received. As a result, a Planning Panel is not required and Council adopt the planning scheme amendment.

Amendment C229 is consistent with the Strategic Assessment Guidelines in relation to the State Planning Policy (SPP) and Victorian Planning Provisions (VPP) by removing unnecessary and redundant planning controls.

3. Council and Wellbeing Plan Reference and Policy Reference

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

3. A fast growing, innovative and well-planned City

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

4. Financial Considerations

DoT will be paying for fees associated with this amendment process.

5. Consultation/Public Submissions

Planning Scheme Amendments are subject to an exhibition process in accordance with the *Planning and Environment Act 1987*. Council resolved at its Ordinary Meeting of Council on 25 October 2021 to seek an exemption under 20(2) of the Act with regards to the notice requirements in Section 19(2) and Section 19(3).

Approval from the Minister for Planning to prepare and exhibit Amendment C229 was received on the 16 November 2021. Subsequent approval for the 20(2) exemption was granted on 22 December 2021 which exempted the need for a public notice to be placed in local newspapers and to advertise the preparation of the amendment in the Government Gazette. These exemptions were considered appropriate given the procedural nature of the amendment.

To avoid exhibiting the amendment during the January 2022 school holidays, an exemption was sought from the Department of Environment, Land, Water and Planning (DELWP) to the timelines in Ministerial Direction 15 which requires exhibition to commence within 40 business days of receiving Authorisation to prepare an amendment. This exemption was approved allowing consultation to occur in February 2022.

The amendment was exhibited from 22 February to 22 March 2022. Letters and emails (giving notice) were distributed including the amendment ordinance and the explanatory report. Notice was sent to the landowner, adjacent landowners and occupiers, DoT, DELWP and prescribed Ministers. The amendment was also made available on Council's and DELWP's website.

One submission was received from a neighbouring landowner during the exhibition period who was supportive of the amendment. Given that no objections were received and there are no unresolved submissions, there is no requirement to request the convening of a Planning Panel.

6. Risk Analysis

Council is required to update its planning scheme in accordance with the *Planning and Environment Act 1987*. If Council chooses to abandon the amendment, the Melton Planning Scheme will continue to have redundant planning controls.

Not removing the PAO1 from the land will continue to create uncertainty for the landowner regarding access arrangements to the property.

7. Options

Council can resolve to either:

1. Adopt Planning Scheme Amendment C229 as exhibited and without changes.
2. Not adopt Planning Scheme Amendment C229.

LIST OF APPENDICES

1. Amendment C229 Ordinance

Planning and Environment Act 1987

MELTON PLANNING SCHEME

AMENDMENT C229

INSTRUCTION SHEET

The planning authority for this amendment is the Melton City Council.

The Melton Planning Scheme is amended as follows:

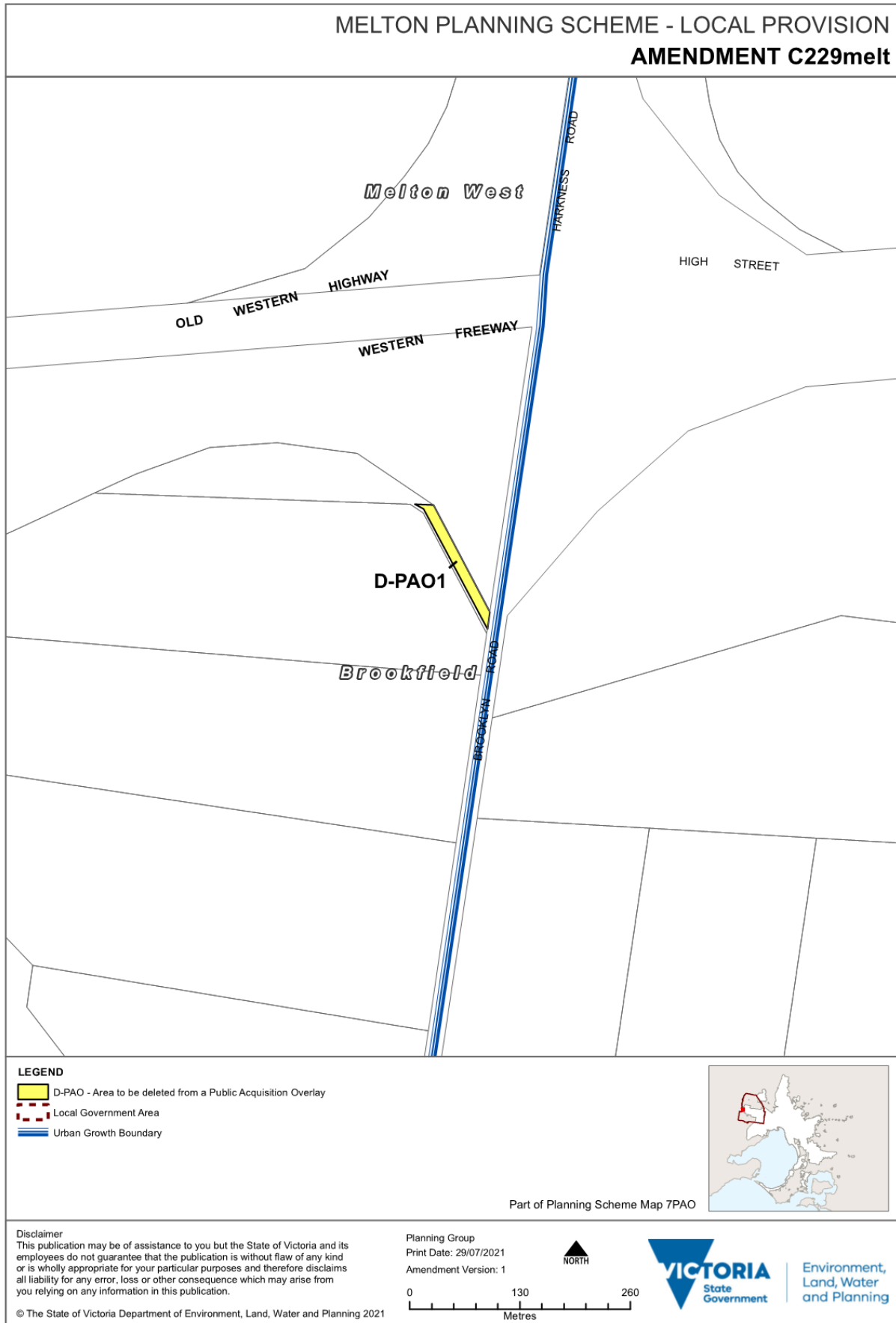
Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 1 attached map sheet.

Overlay Maps

1. Amend Planning Scheme Map No. 7PAO in the manner shown on the attached map marked "Melton Planning Scheme, Amendment C229".

End of document



12.4 RECOMMENDATIONS FROM THE SEMI-ANNUAL GRANT ASSESSMENT PANEL MEETING

Author: Jarrod Byham - Community Grants and Awards Officer
Presenter: Troy Scoble - A/General Manager Community Services

PURPOSE OF REPORT

To present the recommendations for the allocation of funds within the Semi-Annual Grants Program's February 2022 round.

RECOMMENDATION:

That Council:

1. Endorse the minutes of the Semi-Annual Grants Assessment Panel Meeting held on Tuesday 22 March 2022, as presented in **Appendix 1**.
 2. Adopt the recommendations of the Semi-Annual Grants Assessment Panel awarding \$25,633.23 of the allocated funds from the Semi-Annual Grants budget, as presented in **Appendix 1**.
-

REPORT

1. Executive Summary

Melton City Council acknowledges its role in supporting, assisting and partnering with community groups in providing services that benefit the wider community, enhance community wellbeing and contribute to Council's strategic objectives.

Council achieves this through the provision of a range of grant funding sources available to the City of Melton community, including through the Semi-Annual Grants Program.

In its capacity as an Advisory Committee of Council, this report provides the Semi-Annual Grants Assessment Panel's funding recommendations in relation to not-for-profit community groups and organisations who made an eligible application to the Semi-Annual Grants round.

2. Background/Issues

Community grants strengthen relationships which unite the community through positive activities and create sustainable partnerships that encourage learning and self-sufficiency.

The Semi-Annual Grants Program provides opportunities for groups to submit competitive applications to one of two grants streams:

1. Community Project – this stream provides financial support for community projects that increase community participation and access to information, services and facilitate a strengthening in social wellbeing across the city.
2. Entry-Level – this stream is designed for groups that have little experience applying for grants or little experience implementing grant-funded projects.

Applications for the February 2022 Semi-Annual Grants round opened on 1 February 2022 and closed 28 February 2022. A total of 6 eligible applications were received and assessed by the assessment panel, all in the Community Projects stream.

The Assessment Panel was governed by a Terms of Reference, which Council endorsed at the 15 March 2021 Ordinary Council Meeting. The Assessment Panel meeting was held on Tuesday 22 March 2022.

The panel's recommendations in relation to funding against the selection criteria are detailed at **Appendix 1**, which includes the panel meeting minutes, assessment rationales and funding recommendations.

3. Council and Wellbeing Plan Reference and Policy Reference

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

6. A high performing organisation that demonstrates civic leadership and organisational excellence
 - 6.3 *An organisation that demonstrates excellence in civic leadership and governance.*

4. Financial Considerations

Funding for this Semi-Annual Grants round is as per the table below in the 2021/2022 Council budget:

Available Budget 2021/22	Recommended funding	Remaining Budget
\$96,051.11	\$25,633.23	\$70,417.88

5. Consultation/Public Submissions

All funding available through Council's Community Grants Program is promoted across our community through a range of available media and other opportunities.

Following Council approval, successful grant recipients in this round will be published on Council's website.

Announcement of successful applicants will also occur at a formal cheque presentation event subject to COVID-19 restrictions. The event will enable Council to acknowledge and show appreciation to our community on the participation and leadership they displayed through the funded initiatives.

6. Risk Analysis

Community grant opportunities provided and administered by Council are promoted and provided in accordance with Council objectives, guidelines and procedures.

Council officers are implementing administrative changes to grants processes in line with audit recommendations and continuous improvement measures.

7. Options

The Semi-Annual Grants Program Assessment Panel is an Advisory Committee of Council, and Council has the authority to approve or not approve the panel's funding recommendations.

LIST OF APPENDICES

1. Appendix 1 - Semi-Annual Grant Assessment Panel Meeting Minutes March 2022 -
CONFIDENTIAL

This appendix is considered to contain **confidential information** on the following grounds provided in section 3(1) of the *Local Government Act 2020*:

- (f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

12.5 RECOMMENDATIONS OF THE CLUB CAROLINE SPRINGS GRANT ASSESSMENT PANEL MEETING

Author: Jarrod Byham - Community Grants and Awards Officer
Presenter: Troy Scoble - A/General Manager Community Services

PURPOSE OF REPORT

To present the recommendations for the allocation of funds within The Club Caroline Springs Grants for the additional grant round in 2021/2022.

RECOMMENDATION:

That Council:

1. Endorse the minutes of The Club Caroline Springs Grants Assessment Panel Meeting held on 30 March 2022, as presented in **Appendix 1**.
2. Adopt the recommendations of The Club Caroline Springs Grants Assessment Panel awarding a total of \$15,216.65 of the allocated contribution from The Club Caroline Springs, as presented in **Appendix 1**.

REPORT

1. Executive Summary

Melton City Council acknowledges its role in supporting, assisting and partnering with community groups in providing services that benefit the wider community, enhance community wellbeing and contribute to Council's strategic objectives.

Council achieves this through the provision of a range of grant funding sources available to the City of Melton community, including through its partnership with The Club Caroline Springs.

In its capacity as an Advisory Committee of Council, this report provides The Club Caroline Springs Grants Assessment Panel's recommendations in relation to not-for-profit community groups and organisations who made an eligible application to The Club Caroline Springs Grants round.

2. Background/Issues

Council has a partnership with The Club Caroline Springs to deliver community grants to the City of Melton.

Community grants strengthen relationships which unite the community through positive activities and create sustainable partnerships that encourage learning and self-sufficiency.

The 2021/2022 The Club Caroline Springs Grants provides opportunities for groups to submit competitive applications to one of two grants streams:

1. Community Project – this stream provides financial support for community projects that increase community participation and access to information, services and facilitate a strengthening in social wellbeing across the city.

2. Entry-Level – this stream is designed for groups that have little experience applying for grants or little experience implementing grant-funded projects.

Applications opened on 1 October 2021 and closed 29 October 2021.

Assessments of October 2021 applications are being undertaken in March 2022 due to delays in the new grant assessment panels being appointed.

All applicants were advised in November 2021 that applications would be assessed in early 2022, once all community vacancies on the grant assessment panels had been filled.

An additional 2021 The Club Caroline Springs Grants round was delivered in June 2021 due to undersubscription in the 2020/2021 round. \$11,226.29 remained unexpended from that round, resulting in an allocation of \$61,226.29 for this 2021/22 round.

A total of 4 eligible applications were received in the October 2021 round. All 4 of the eligible applications were in the Community Project category and no Entry-Level applications were received. The eligible applications were presented to the panel for assessment.

The Assessment Panel was governed by a Terms of Reference, which Council endorsed at the 15 March 2021 Ordinary Council Meeting.

The Assessment Panel meeting was held online on Wednesday 30 March 2022.

The panel's recommendations in relation to funding against the selection criteria are detailed at **Appendix 1**, which includes the panel meeting minutes, assessment rationales and funding recommendations.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

Funding for this The Club Caroline Springs Grant round is as per the table below in the 2021/2022 Council budget:

Available Budget 2021/22	Recommended funding	Remaining Budget
\$61,226.29	\$15,216.65	\$46,009.64

5. Consultation/Public Submissions

All funding available through Council's Community Grants Program is promoted across our community through a range of available media and other opportunities.

Following Council approval, successful grant recipients in this round will be published on Council's website.

Announcement of successful applicants will also occur at a formal cheque presentation event subject to COVID-19 restrictions. The event will enable The Club Caroline Springs and Council to acknowledge and show appreciation to our community on the participation and leadership they displayed through the funded initiatives.

6. Risk Analysis

Community grant opportunities provided and administered by Council are promoted and provided in accordance with Council objectives, guidelines and procedures.

Council officers are implementing administrative changes to grants processes in line with audit recommendations and continuous improvement measures.

7. Options

The Club Caroline Springs Grants Assessment Panel is an Advisory Committee of Council, and Council therefore has the discretion to approve or not approve the panel's funding recommendations.

LIST OF APPENDICES

1. Appendix 1 - The Club Caroline Springs Grants Assessment Panel Minutes March 2022 - **CONFIDENTIAL**

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12.6 RECOMMENDATIONS OF THE HARNESS RACING VICTORIA/TABCORP PARK GRANTS ASSESSMENT PANEL MEETING

Author: Jarrod Byham - Community Grants and Awards Officer
Presenter: Troy Scoble - A/General Manager Community Services

PURPOSE OF REPORT

To present the recommendations for the allocation of funds within the HRV/Tabcorp Park Grants for 2021/22.

RECOMMENDATION:

That Council:

1. Endorse the minutes of the HRV/Tabcorp Park Grants Assessment Panel Meeting held on Tuesday 29 March 2022, as presented at **Appendix 1**.
2. Adopt the recommendations of the HRV/Tabcorp Park Grants Assessment Panel awarding \$9,748.90 of the allocated contribution from HRV/Tabcorp Park, as presented at **Appendix 1**.

REPORT

1. Executive Summary

Melton City Council acknowledges its role in supporting, assisting and partnering with community groups in providing services that benefit the wider community, enhance community wellbeing and contribute to Council's strategic objectives.

Council achieves this through the provision of a range of grant funding sources available to the City of Melton community, including through its partnership with HRV/Tabcorp Park.

This report provides recommendation to award funding to assessed not-for-profit community groups and organisations who made an application to the HRV/Tabcorp Park Grants.

2. Background/Issues

Council entered into a partnership with Harness Racing Victoria and Tabcorp Park to deliver community grants to the City of Melton.

Community grants strengthen relationships which unite the community through positive activities and create sustainable partnerships that encourage learning and self-sufficiency.

The 2021/22 HRV/Tabcorp Park Grants provides opportunities for groups to submit competitive applications to access one of two grants categories.

These categories are:

1. Community Project - financial support for community projects that increase community participation and access to information, services and facilitate a strengthening in social wellbeing across the city.

2. Entry-Level – designed for groups that have little experience applying for grants or little experience implementing grant-funded projects.

Applications for the 2021/22 HRV/Tabcorp Park Grants opened on 1 October 2021 and closed 29 October 2021. A total of 3 applications were eligible for assessment by the assessment panel.

Assessments of October 2021 applications were undertaken in March 2022 due to delays in the new grant assessment panels being appointed. All applicants were advised in November 2021 that applications would be assessed in early 2022, once all community vacancies on the grant assessment panels had been filled.

The Assessment Panel met on Tuesday 29 March 2022 online. The panel assessed the applications against the assessment criteria prior to the panel meeting, ensuring a transparent assessment process of all applications. During the panel meeting, the panel allocated funding to applicants based on overall assessment scores. **Appendix 1** provides minutes of the meeting, inclusive of a summary of recommendations to allocate funding.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

Funding for this HRV/Tabcorp Park Grants round is as per the table below in the 2021/2022 Council budget:

Available Budget 2021/22	Recommended funding	Remaining Budget
\$50,000.00	\$9,748.90	\$40,251.10

5. Consultation/Public Submissions

All funding available through Council's Community Grants Program is promoted across our community through a range of available media and other opportunities.

Announcement of successful applicants will occur at a formal cheque presentation event in 2022. The event will enable HRV/Tabcorp Park and Council to acknowledge and show appreciation to our community on the participation and leadership they displayed through the funded initiatives. It will also provide a networking opportunity and enable information sharing that may further benefit the community.

6. Risk Analysis

Community grant opportunities provided and administered by Council are promoted and provided in accordance with Council objectives, guidelines and procedures. The ongoing review of systems and processes will ensure a continuous improvement process for the grants program and mitigation of any identified risk.

7. Options

The HRV/Tabcorp Park Grants Assessment Panel is an Advisory Committee of Council, and Council therefore has the discretion to accept, reject or amend the recommendations in this report.

LIST OF APPENDICES

1. Appendix 1 - Harness Racing Victoria/Tabcorp Park Grants Assessment Panel Meeting March 2022 - **CONFIDENTIAL**

This appendix is considered to contain **confidential information** on the following grounds provided in section 3(1) of the *Local Government Act 2020*:

- (f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS

Reports on external Committees and external Representative Bodies for which Councillors have been appointed by Council.

Address from Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees, advocacy on behalf of constituents and other topics of significance.

14. NOTICES OF MOTION

Nil.

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE**16. URGENT BUSINESS****17. CONFIDENTIAL BUSINESS**

Nil.

18. CLOSE OF BUSINESS