



MELTON CITY COUNCIL

Notice is hereby given that the
Meeting of the Melton City Council
will be held via videoconference
on Monday 4 April 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 7 March 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

- 7 March 2022 Summary of Informal Meeting of Councillors
- 15 March 2022 Summary of Informal Meeting of Councillors
- 21 March 2022 Summary of Informal Meeting of Councillors
- 28 March 2022 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 7 March, 15 March, 21 March and 28 March 2022, provided as **Appendices 1 – 4** to this report, be received and noted.

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - Monday 7 March 2022
2. Summary of Informal Meeting of Councillors - Tuesday 15 March 2022
3. Summary of Informal Meeting of Councillors - Monday 21 March 2022
4. Summary of Informal Meeting of Councillors - Monday 28 March 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 7 March 2022	Time Opened:	6.21 pm
		Time Closed:	6.59 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 B Turner Cr A Vandenberg		
Officers present:	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager Corporate Services	
	S Romaszko	Acting General Manager Planning and Development	
	M Heaney	General Manager Community Services	
	S McManus	Acting Executive Manager Corporate Strategy & Investment	
	B Dossier	Manager Legal, Governance & Risk	
	J Horne	Manager Environment and Waste	
	Sam Rumoro	Manager Finance	
	Bob Baggio	Manager Planning Services	
	R Hodgson	Governance Coordinator	
Guests	Nil		
Apologies	Nil		
Matters discussed:	1. Council Meeting Agenda (6.21pm – 6.55pm) 2. Mayor and Chief Executive Weekly Meeting – Councillor opportunities to attend events, expressions of interest for delegate to Canberra, IWD Event, State Government not proceeding with the Social Housing Rates Exemption and Planning Reform, CEO's induction, CEO's KPIs. (6.55 – 6.58pm) 3. Councillor Discussion a) Timeline of litter dumping cameras		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		Yes
Matter No.	Councillor making disclosure	Councillor left meeting
17.2	Cr Shannon	No

REPORT PRODUCED BY:

Officer name:	Renee Hodgson	Date:	Monday 7 March 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:	Tuesday 15 March 2022	Time Opened:	6.15 pm																														
		Time Closed:	9.58 pm																														
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi (7.40pm) Cr M Deeming (6.31 pm) Cr K Majdlik Cr S Ramsey (6.30 pm) Cr J Shannon Cr B Turner Cr A Vandenberg																																
Officers present:	<table> <tr><td>R Wai</td><td>Chief Executive Officer</td></tr> <tr><td>L Shannon</td><td>Acting General Manager Corporate Services</td></tr> <tr><td>S Romaszko</td><td>Acting General Manager Planning and Development</td></tr> <tr><td>T Scoble</td><td>Acting General Manager Community Services</td></tr> <tr><td>S McManus</td><td>Acting Executive Manager Corporate Strategy & Investment</td></tr> <tr><td>D Rudd</td><td>Manager City Design & Strategy (departed 8.59pm)</td></tr> <tr><td>S Rumoro</td><td>Manager Finance (arrived 7.30pm, departed 8.59pm)</td></tr> <tr><td>B Baggio</td><td>Manager Planning Services (arrived 6.20pm, departed 7.42pm)</td></tr> <tr><td>E Rider</td><td>Manager Community Planning (arrived 8.59pm, departed 9.24pm)</td></tr> <tr><td>N Marino</td><td>Coordinator Finance (arrived 7.30pm, departed 8.59pm)</td></tr> <tr><td>D Mardesich</td><td>Coordinator Community Capacity (arrived 8.59pm, departed 9.24pm)</td></tr> <tr><td>G Borg</td><td>Coordinator City Strategy (departed 6.54pm)</td></tr> <tr><td>R Hodgson</td><td>Governance Coordinator</td></tr> <tr><td>M Smith</td><td>Senior Transport Planner (departed 6.54pm)</td></tr> <tr><td>C Luong</td><td>Senior Development Planner (arrived 6.57pm, departed 7.42pm)</td></tr> </table>			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	D Rudd	Manager City Design & Strategy (departed 8.59pm)	S Rumoro	Manager Finance (arrived 7.30pm, departed 8.59pm)	B Baggio	Manager Planning Services (arrived 6.20pm, departed 7.42pm)	E Rider	Manager Community Planning (arrived 8.59pm, departed 9.24pm)	N Marino	Coordinator Finance (arrived 7.30pm, departed 8.59pm)	D Mardesich	Coordinator Community Capacity (arrived 8.59pm, departed 9.24pm)	G Borg	Coordinator City Strategy (departed 6.54pm)	R Hodgson	Governance Coordinator	M Smith	Senior Transport Planner (departed 6.54pm)	C Luong	Senior Development Planner (arrived 6.57pm, departed 7.42pm)
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C Luong	Senior Development Planner (arrived 6.57pm, departed 7.42pm)																																
Guests	<u>Banchory Grove Shopping Centre Proposal (6.57 – 7.42pm):</u> Lucy Sherington, Investment Manager QIC Megan French-Wright, Investment General Manager QIC (arrived 6.59pm) Clare Szymczyk, Associate Director, Urbis Planning (arrived 7.03pm) Brendan Rogers, Director, Urbis Planning Don Foulds, State Manager Development, Woolworths Grant Withers, Buchan Group Hayden Federico, Buchan Group (arrived 7.03pm)																																
Apologies	Nil																																
Matters discussed:	1) Melton Town Centre Revitalisation Plan and Other Streetscape, Infrastructure and Kids Zone Projects (D Rudd, G Borg) (6.15pm – 6.55pm) 2) Banchory Grove Shopping Centre Proposal (B Baggio and external guests) (6.55pm - 7.42pm)																																

Informal Meeting of Councillors

- 3) Community Submissions Budget 2022/23 (S Rumoro, N Marino) (7.42pm – 8.59pm)
- 4) Intercultural Strategy (D Mardesich and E Rider) (8.59pm – 9.24pm)
- 5) Councillor Discussion (9.25pm – 9.45pm)
 - a) Brigitte's Dog School (9.25pm – 9.26pm)
 - b) Tidy Melton Campaigns Query (9.26pm – 9.27pm)
 - c) Facebook Petition (9.27pm – 9.28pm)
 - d) 6.00pm News Item (9.28pm – 9.30pm)
 - e) Angling Club – State of Werribee River near Melton Pistol Club (9.30pm – 9.32pm)
 - f) Request for purchase of Council land (9.32pm – 9.33pm)
 - g) Councillor Invitation to visit Cornwall Park Stud (9.33pm – 9.36pm)
 - h) E-news – commendation on compilation (9.36pm – 9.42pm)
 - i) Customer Action Request (CAR) response times (9.43pm – 9.44pm)
- 6) Mayor and Chief Executive Weekly Meeting (9.45pm – 9.53pm)
 - a) Advocacy in lead up to Federal election
 - b) Meeting with Health Minister's advisor on budget bid regarding Melton Hospital
 - c) Resident email to councillors on public scooter usage in Melton City Council
 - d) Extension to Business Concierge funding to support businesses with COVIDSafe
- 7) Councillor Discussion (9.53pm – 9.58pm)
 - a) Budget bid for hospital
 - b) Confidential Matter
 - c) Effectiveness of firewalls

CONFLICT OF INTEREST DISCLOSURES:**Were there any conflict of interest disclosures by Councillors?**

No

REPORT PRODUCED BY:**Officer name:**

Renee Hodgson

Date:

Tuesday 15 March 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 21 March 2022	Time Opened:	6.21 pm
		Time Closed:	8.05 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) (arrived 6.35pm) Cr S Abboushi (arrived 7.08pm) Cr J Shannon Cr B Turner Cr A Vandenberg		
Officers present:	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager, Corporate Services	
	S Romaszko	Acting General Manager Planning and Development (arrived 6.31pm)	
	T Scoble	Acting General Manager Community Services	
	B Dosser	Manager Legal, Governance and Risk	
	B Baggio	Manager Planning Services (departed 7.45pm)	
	D Rudd	Manager City Design & Strategy (departed 7.45pm)	
	R Hodgson	Coordinator Governance	
	Cam Luong	Senior Development Planner (departed 7.13pm)	
Guests	<u>Eynesbury Development Briefing (6.21pm – 7.12pm)</u>		
	Callan Ainsaar – Development Director – Resimax Group Cameron Dash – Principal, Urban Solutions – Hatch Roberts Day Steve Hooker - CEO		
Apologies	<u>Third runway Major Development Plan Project (7.14pm – 7.41pm)</u>		
	Ed Martin - Head of Government and Policy		
	Laura Brannigan - Manager of Major Project approvals (arrived 7.15pm) Natali Klasevski – Policy Advisor External Affairs		
Matters discussed:	Cr M Deeming Cr K Majdlik Cr S Ramsey		
	<ol style="list-style-type: none"> 1. Eynesbury Development (6.21 – 7.14 pm) 2. Melbourne Airport third runway Major Development Plan Project (7.14pm – 7.45pm) 3. Mayor and CEO on Wednesday (7.45pm – 7.48pm) <ol style="list-style-type: none"> a. Working relationship b. Advocacy c. Senator Sarah Henderson – to arrange meetings with politicians d. Northern Growth Area Alliance – this week's e-news 4. Councillor Discussion (7.48 pm – 8.05pm) <ol style="list-style-type: none"> a. Determination regarding Cr allowances b. AusNet powerlines c. Cr Carli thanked Troy Scoble for actioning grounds maintenance for Sydenham Hillside Cricket Club d. Keep Melton Tidy Group 		

Informal Meeting of Councillors

	<ul style="list-style-type: none">e. Website – citizenship ceremony datesf. Website – reference to Melton Shireg. Wreath layingh. Road works update on Exford Roadi. Tennis courts in Caroline Springsj. This year's Dawn service<ul style="list-style-type: none">i. Increase contribution for food or drinks for Dawn Servicek. Returning to Chambersl. Chamber refurbishment
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CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?	No
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REPORT PRODUCED BY:

Officer name:	Bradley Dossier	Date:	21/3/2022
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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 28 March 2022	Time Opened:	6.17 pm
		Time Closed:	8.01 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg		
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	
	D Caligari	Manager Capital Projects (departed 7.44pm)	
	B Baggio	Manager Planning Services (departed 7.40pm)	
	K Walton	Manager Engineering Services (arrived 6.47pm, departed 7.40pm)	
	D Rudd	Manager City Design & Strategy (arrived 6.57pm)	
	R Hodgson	Governance Coordinator	
Guests	Nil		
Apologies	Cr M Deeming Cr K Majdlik Ms S Romaszko		
Matters discussed:	<ul style="list-style-type: none"> • 2021/22 Capital Works Update (6.17 – 6.41pm) • Council Meeting Agenda - 4 April 2022 (6.41pm – 7.44 pm) • Councillor Discussion (7.44 pm – 8.01pm) <ul style="list-style-type: none"> • Proposed accommodation development at the rear of Sugargum Tavern • Cat Trap Collection • Update regarding western end of Minns Road, Harkness • Responses to questions on e-news • CEO and Mayor meeting on Wednesday <ul style="list-style-type: none"> • Summary link to e-news • ALGA • Aquatic Centre at Plumpton • National Growth Areas Alliance Congress • Draft letter from all Mayors re. Ausnet Towers Project • Mayor attendance at Interfaith • 19th April – book launch (No Councillor Briefing) • Friendly reminder for Biannual Returns by 31 March 2022 • Lakeside alive – Councillors thanked officers in events team • ANZAC Day – stairs lighting required 		

Informal Meeting of Councillors

- Lakeside village meeting pop up event – Rotary Farmers Market
- ANAZAC Day - picket fence near lake for safety of presenters
- ANZAC Day events – Caroline Springs and Melton. Melton having two services. Mayor to attend Caroline Springs and Melton along with Ward Councillors.

CONFLICT OF INTEREST DISCLOSURES:**Were there any conflict of interest disclosures by Councillors?**

Clarification was sought on the possibility of two conflicts of interest stated below, with no decision reached.

Matter No.	Councillor making disclosure	Councillor left meeting
12.5	Cr Carli	No
12.6	Cr Vandenberg	No

REPORT PRODUCED BY:**Officer name:**

Renee Hodgson

Date:

28/3/2022

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: Bradley Dosser - Manager Legal, Governance & Risk
Presenter: Roslyn Wai - Chief Executive Officer

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 to this report, and adopt the recommendations arising within the respective Minutes:

- 1) Heritage Advisory Committee, Thursday 3 February 2022
- 2) Early Years Partnership Committee, Thursday 10 February 2022
- 3) Arts and Culture Advisory Committee, Wednesday 2 March 2022
- 4) Policy Review Panel Advisory Committee, Thursday 10 March 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	Heritage Advisory Committee	Appendix 1
10 February 2022	Early Years Partnership Committee	Appendix 2
2 March 2022	Arts and Culture Advisory Committee	Appendix 3
10 March 2022	Policy Review Panel Advisory Committee	Appendix 4

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. Heritage Advisory Committee Meeting Minutes - 3 February 2022
2. Early Years Partnership Committee Meeting Minutes - 10 February 2022
3. Arts and Culture Advisory Committee Meeting Minutes - 2 March 2022
4. Policy Review Panel Minutes - Thursday 10 March 2022



MINUTES

HERITAGE ADVISORY COMMITTEE

Held on 3 February 2022 at 5:00pm and conducted virtually via Microsoft Teams

Present: Cr Sophie Ramsey, Councillor
Cr Bob Turner, Councillor
Deb Slattery, Community Representative
Anne Woof, Community Representative
Alan Perry, Community Representative
Imran Mushtaq, Community Representative
Benjamin Petkov, Community Representative (joined at 5:15pm)
Georgina Borg, Coordinator City Strategy
Sera Jane Peters, Heritage Advisor (left at 6:04pm)

Chairperson: Georgina Borg

Minute Taker: Georgina Borg

1. Welcome

The Chairperson opened the meeting and delivered an Acknowledgement of Country.

2. Apologies

Tunc Ozlatif, Strategic Planner

Carolyn MacGavin, Community Representative

3. Declaration of interests and/or conflict of interests

Nil.

4. Business Arising

The following matters are business arising from the previous meeting of the Heritage Advisory Committee held on 2 December 2021:

Nil.

5. General Business

- **Welcome to new members**

Ms Borg welcomed new members Ms Woof, Mr Mushtaq and Mr Petkov and outlined the role of community committee members. Ms Borg also informed the Committee that due to her new appointment as Coordinator, Tunc Ozlatif Strategic Planner would facilitate the Committee meetings beginning April and that Kelly Archibald would no longer be present at Committee meetings.

- **Appointment of Chair**

Councillors Ramsey and Turner determined that Mr Ozlatif, Strategic Planner in his new role would chair any virtual meetings and that the Councillors would alternate once the Committee returned to face to face meetings.



MINUTES

- **Member Terms**

Ms Borg noted that Mr Perry and Ms MacGavin's terms on the Committee were concluding at the end of February 2022 and that advertising would take place mid-February advertising these positions in the local paper and via social media. Ms Borg will provide details to the Committee shortly via email and encouraged the Committee to share the vacancies with their respective community networks

- **Conservation Desirables Round 2**

Ms Peters informed the Committee that Council's consultants have completed the assessment of the remaining conservation desirable places and that five places meet the criteria to apply a heritage overlay. Ms Peters explained to the Committee the context of the conservation desirable process undertaken by Council and the amendment process that would now be prepared, proposing a Heritage Overlay to the respective heritage places. Council officers will provide a copy of the assessment to the Committee once the assessment has been considered by Council.

- **Heritage Festival 2022**

Ms Peters explained the context of the Heritage Festival for our new Committee members and that the Libraries and Arts Team would now be running the festival. Ms Peters noted she would assist the Library and Arts team by providing professional heritage advice and her involvement on the Heritage Festival project working group. Councillor Ramsey commended Ms Peters and the City Strategy team on their work in making the Heritage Festival a success for many years.

Ms Peters informed the Committee that the Heritage Festival events being prepared are a Hannah Watts artefacts exhibition, a Cemetery talk, former Mowbray College tour, an evening at the library event with music and an event celebrating the Werribee River.

Ms Peters informed the Committee that part of the Heritage Festival will also explore recording some oral history of the 'Melton View' Delphic Homes Estate and also know locally as the 'Birdcage', a group of post war era homes within Melton. In particular Council officers will be seeking to speak to residents who lived in the 'Birdcage' between the years of 1960-1970. The Committee discussed advertising of this project and Councillor Turner noted that the local radio station could assist, and Ms Peters will inform Libraries and Arts officers of this. Cr Ramsey informed the committee that there was a launch of a revamp of the Scott Street shops in the 'Birdcage' in coming weeks and it would be a good opportunity to do some publicity to the residents.

6. **Heritage Assistance Fund**

Ms. Peters informed the Committee that one recipient, Heathdale Christian College is near the completion of works and has had an inspection whilst the remaining two recipients are yet to begin works on their respective heritage places.

7. **Other Business**



MINUTES

- Ms Slattery enquired of the status of Melton Council's 150th anniversary celebrations. Ms. Borg will seek an update report to the Committee at the next meeting.
- The Committee discussed St Dominics Primary School's 50th anniversary this year as well as the Christ Church's 150th anniversary service taking place on 13 February.

Action

- Mr Ozlatif to Chair future virtual Committee meetings.
- Ms. Borg to provide the Committee with details of the advertised vacancies in February via email.
- Community Representatives to share the vacant positions within their respective community networks.
- Council officers to advise the Committee of the details of Heritage Festival once confirmed.
- Ms Borg to seek an update of Melton's Council's 150th anniversary celebrations and report to the Committee at the next meeting.

Next Meeting

5:00pm, Thursday 14 April 2022 virtually via MS Teams.

Close of Business

The meeting closed at 6:08pm

Community Representative Member Terms

Name	Deb	Imran	Alan	Carolyn	Anne	Benjamin
Term Ends	Dec 2023	Dec 2023	February 2022	February 2022	Dec 2023	Dec 2023



MINUTES

EARLY YEARS PARTNERSHIP

held on 10 February 2022 at 9.30am, online – MS Teams

Present:

Appointed Members

Cr Vandenberg, Councillor
D Clark, Community Member
M Costa, Melton West Primary School
S O'Kelly, BPA Children's Services
G Callander, Western Health
E Kay, Brotherhood of St Laurence
H Brundell, PROXY Coordinator Maternal and Child Health, City of Melton
E Sfameni, Melton Christian College
J Galvin, Noah's Ark
J Webber, Caroline Chisholm Society

Observers

B Nguyen, Department of Education and Training
M Miltiadous, Department of Family, Fairness and Housing
Raina Reyes-Laughlin Brotherhood of St Laurence NDIS
J.Gemoh, Salvation Army
B Ball, City of Melton – (ex-officio)
K Curson, City of Melton – (ex-officio)
K Robertson, City of Melton – (minute taker)

Guests

J McBurnie, City of Melton
Sandra, Mosaic Lab
Naomi, Mosaic Lab
Claire, Mosaic Lab

Quorum: A minimum of 5 appointed members will form a quorum for each meeting.

Chairperson: G Callander, Western Health

Meeting opened 09:19am

1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'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 descendant's past and present. Council extends this respect to the Elders of other Aboriginal groups here today.'

MINUTES

2. Meeting structure update

Meeting structured slightly differently to allow for Stakeholder Feedback to take place straight away, following that will return to the unusual order of business.

3. General Business Item: Stakeholder Feedback Opportunity: A Strategy for All Abilities and All Ages

Members participated in consultation, Jayde to share results at a future meeting.

Action/Recommendation

Jayde McBurnie to report back to the group at a future meeting.

4. Apologies

Cr Lara Carli, Councillor

J Taylor, Department of Education and Training

S Prestney, City of Melton

K Diacono, VICSEG new futures

Kristy O'Toole, Community Member

A Porter, Victorian Aboriginal Child Care Agency (VACCA)

A Connor, Victorian Aboriginal Child Care Agency (VACCA)

L Hennessey, Tweddle

J Gemoh left the meeting 9:44am

J Gemoh Joined the meeting 9:50am

J McBurnie left the meeting 9:53am

M Miltiadous joined the meeting 10:15am

R Reyes joined the meeting 10:18am

E Sfameni left the meeting at 11:12am

J Galvin left the meeting at 11:28am

Cr A Vandenburg left the meeting at 11:29am

Mosaic Lab left meeting 11:29am

5. Declaration of interests and/or conflict of interests

Nil

6. Confirmation of minutes of previous meeting**Noted**

Moved: Delia Clarke Seconded: Brendan Ball

7. Business Arising

Nil



MINUTES

8. General Business

8.1 Access to Early Learning update

An update was provided with the agenda, no further questions or comments were discussed.

8.2 Department of Education and Training (DET) update

An update was provided with the agenda, Billy provided further comment that rapid antigen test kits had provided to services for distribution to educators and children.

8.3 Department of Family Fairness and Housing (DFFH) update

Maria provided update current caseload for Melton Brimbank child protection 1116 clients break down of clients provided as 466 residing in Melton council municipality, 366 aged 12 years and under, 185 aged 5 years and under, 61 identify as Aboriginal and/or Torres Strait Islander.

Maria highlighted current trends of high number of family violence concerns with the severity and complexity continuing to increase – bulk of case reflect family violence concerns as a primary issue. Trends in reporting regarding children with a disability where families are unable to access respite – long wait for required services. Long wait lists for family violence case management for victim survivors currently over 8 week wait for woman to get support. Parental substance abuse; ICE, Cannabis and mental health as features.

Orange Door site is active with building works continuing. It is hoped to be operational by end of 2022. Connection made with Penny Hunt, Implementation Manager East, Family Safety Victoria re: presentation to the committee regarding the Orange Door initiative

8.4 Brotherhood of St Laurence and NDIS update

An update was provided with the agenda, no further questions or comments were discussed.

6.5 First 1000 Days update

The group met on Friday 4 February, J Weber shared information about an invitation to apply for new grant funding for an Early Help Pathway Pilot Project. With the purpose to embedding Family Services into Universal Services and including 20% of service outside of 9am-5pm. Jennifer has begun discussions with a range of organisations and is looking at a Consortium model. This initiative would strongly align with the work of the First 1000 Day Project Working Group in 2022.

6.6 Best Start update

An update was provided with the agenda, K Curson provided further updates. The Vulnerable Children's Working Group are in the process of developing the 2022 Logic Model. A draft will be sent to the committee with the minutes, following the discussion planned for Monday 14 February VCWG meeting, and will be included as an agenda item for the April meeting to seek endorsement.

Action/Recommendation

Acting Early Years Partnership Coordinator to include draft 2022 Logic Model with meeting minutes.

MINUTES

6.7 Best Start Annual Report

The Best Start Annual Report was provided with the agenda. K Curson seeking endorsement for this document today. The report focuses on the Plan, Do, Study Act cycles completed throughout 2021, across the members of the Vulnerable Children's Working Group. Highlights included the structural realignment that has resulted in the Best Start facilitator role being split into two, the training and support Best Start Facilitators with their own continuous improvement and the impact of these, which has led to a strong draft 2022 Logic Model.

Motion

The Committee endorsed the Best Start Annual Report by consensus.

Action/Recommendation

Action: Early Years Partnership Coordinator to send report to funding body, Department of Education and Training.

6.8 Review and Reflect: nominated positions

The guidelines for the Best Start program has recently been updated as this is used to develop the TOR for this Committee, in addition to K Curson leaving Council at the end of today. K Curson asked the Committee to consider the proposal to put a hold on all Committee appointed positions and to extend any nominated positions to February 2023 to allow for the new Coordinator Early Years Partnerships to explore and identify any efficiency that can be made in the facilitation of the Committee.

Motion

The Committee endorsed the proposal to hold on all Committee appointed positions and to extend any nominated positions to February 2023 by consensus.

6.9 Election of Chair and Executive Member**Brendan Ball, Manager Families and Early Years, City of Melton**

Vacant partnership positions of Chair and Executive Member were declared and outlined.

B Ball thanked G Callander and S O'Kelly for their time as Chair and Executive Member for the past 3 years.

Nominations received prior to the meeting were;

- Jennifer Weber (Caroline Chisholm Society)
- Michelle Costa (Principle, Melton West Primary School)

B Ball asked for any further nominations, none were received.

B Ball appointed Jennifer Weber to the role of Chair and Michelle Costa to the role of Executive Member. The committee welcomed the Chair and Executive Member to their new roles.

Motion

The Committee endorsed J Weber to position of Chair and M Costa to position of Executive member by consensus.



MINUTES

9. Other business

B Ball acknowledged this was Karen Curson's final day with Melton City Council, he farewelled and thanked her for her dedication and highlighted her work in strategic planning, the implementation and delivery of best start program and access to early learning program as well as her leadership to the playgroups and supported playgroups teams in her role as Coordinator of Early Years Partnerships. Committee members extended their thanks and farewells.

10. Next Meeting

The next meeting is to be held on 7 April 2022 commencing at 12 noon online via MS Teams.

11. Close of Business

The meeting closed at 11.58am



MINUTES

ARTS AND CULTURE ADVISORY COMMITTEE

held on 2 March at 5.30pm via zoom.

Present:

Cr L Carli	Councillor
Cr B Turner	Councillor
B Carey Grieve	Community Member
G Hogg	Community Member
J Bentley	Community Member
M Naismith	Community Member
J Sciusco	Community Member
M Spencer	Community Member
S Prestney	Manager Libraries and Arts
E White	Coordinator Library Activation and Engagement
A Tansey	Arts Program Support Officer
V Cooper	Arts Activation Officer

Guests: C Excell Engagement and Marketing Administration Officer

Quorum: *A minimum attendance of seven committee members is required for a meeting to proceed.*

Chairperson: Cr L Carli

1. Welcome

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

2. Apologies

Cr A Vandenberg	Councillor
B Nolan	Community Member

3. Declaration of interests and/or conflict of interests

No declaration

4. Confirmation of minutes of previous meeting

Motion/Noted

MINUTES

J Bentley/ B Carey Grieve

That the minutes of the previous Arts and Culture Advisory Committee meeting held 18 November 2021 be confirmed.

5. Business Arisings

No Business Arising

6. General Business**6.1 Introductions of new committee and staff members, M McClelland**

M McClelland and Cr L Carli introduced all new and existing committee members and others in attendance.

6.2 Public Art Plan, E White

E White provided an update on the development of a Public Art Masterplan for council for 2023 – 2028. The purpose of this is to develop guidelines for planning, commissioning, and managing public art. The request for quotes from consultants is now complete, and submissions will be assessed against a matrix in line with Council's procurement processes. There will be several opportunities for community and council consultation, including an opportunity for the consultant to engage with the committee.

The final draft of the plan is set to be released in September, with final approval by general Council in October.

6.3 Exhibitions Program, M McClelland

M McClelland provided an overview of key exhibition program areas planned for 2022.

6.4 CS Window Commission, M McClelland, V Cooper

M McClelland provided an update on the 2022 CS Window Commission. The windows feature *Water is Life* by Kathy Holowko. This commission begins the theme of environment which will appear in a range of programming this year.

V Cooper provided an update on public programming that is aimed to connect visitors to the work. The Arts team has worked with Kathy Holowko to develop an activity sheet for children to help them engage with the artwork.

B Carey Grieve left the meeting at 6.24pm.

6.5 Prismatic Play Installation on CS Lawns, M McClelland

M McClelland provided an update on the Prismatic Play Installation on CS Lawns. The installation by Georgina Humphries was installed from January – February 2022. This was a successful trial of a new site for temporary public art and proved very popular with families.

6.6 CS Lake Project, M McClelland

M McClelland provided an update on the CS Lake Project 'The Stories that Connect Us'. The project, which featured printed illustrated decals that came to life when viewed on a mobile phone, is now complete and has been taken off the paths around the Lake.



MINUTES

6.7 Linear Park Public Art Commission, M McClelland

M McClelland provided an update on the Linear Park Public Art Commission.

Artist Jade Oakley will be running workshops through April/May where community members can join her and collaborate in creating designs for the artworks that will go through the park space. Detailed design specifications are due to be finalised between March and May 2022, sculpture fabrication and production will be completed from June to August 2022, and Installation and launch is due from September to November 2022.

7. Other business

E White provided clarity around the use of the Civic Centre Exhibition space for 2022.

Select images taken from the 150th Anniversary of Melton Virtual Exhibition will be displayed in the Civic Centre Exhibition space from mid-April for the remaining duration of 2022.

Invitation to the launch event will be extended to committee members.

8. Next meeting

The next meeting is to be held on Wednesday 4 May commencing at 5.30pm online.

9. Close of Business

The meeting closed at 6.49pm.



MELTON CITY COUNCIL

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

10 March 2022

MINUTES OF THE POLICY REVIEW PANEL**10 MARCH 2022**

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MINUTES OF THE POLICY REVIEW PANEL

10 MARCH 2022

MELTON CITY COUNCILMINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL
HELD VIA VIDEOCONFERENCE
ON 10 MARCH 2022 AT 10.30AM

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

In Attendance: Mr B Dosser, Manager Legal, Governance and Risk
Ms C Cramer, Manager Community Care
Ms S Prestney, Manager Libraries and Arts
Ms L Shea, Social Connections Team Leader
Ms S Sales, Wellness & Engagement Coordinator
Ms R Hodgson, Governance Coordinator
Ms L Shea, Social Connections Team Leader

1. WELCOME

The Chair, Cr Majdlik, opened the meeting at 10.34 am 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 17 February 2022 and adopted by Council at the Ordinary Meeting held on Monday 7 March be noted.

Motion

Crs Shannon/Deeming.

That the Minutes of the Policy Review Panel held on 17 February 2022 and adopted by Council at the Ordinary Meeting held on Monday 7 March be noted.

CARRIED

MINUTES OF THE POLICY REVIEW PANEL

10 MARCH 2022

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

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6. PRESENTATION OF STAFF REPORTS**6.1 MEN'S SHED POLICY**

At 10.38 am, Ms Cramer, Ms Shea, Ms Sales and Ms Prestney entered the meeting and confirmed they had no General Conflict or Material Conflict in respect of any of the matters they were presenting to the Panel today.

At 10.48 am, Cr Deeming left the meeting.

At 10.49 am, Cr Deeming returned to the meeting.

Responsible Officer: Maurie Heaney - General Manager Community Services
Document Author: Anna Munro - Wellness and Engagement Coordinator
Date Prepared: 01 October 2021

1. Recommendation:

- a) To approve the Men's Shed Policy.

Motion

Crs Carli/Deeming.

That Council approve the amended Men's Shed Policy, provided as Appendix 1 to this report, noting the changes made by the Panel highlighted in yellow.

CARRIED

2. Background**2.1 The Policy**

The existing Men's Shed Policy was first adopted by Council in August 2015 with the aim of defining the purpose of Council's Men's Sheds and clarify Men's Shed Membership criteria.

Over the past six years the policy has successfully provided clear direction, supporting planning and decision-making processes inclusive of Shed access and membership criteria.

The Men's Shed Policy has been reviewed with minor wording and grammatical adjustments, inclusive of the following change:

- Section 7.1 Eligibility - inclusion of the word 'priority' to strengthen the eligibility criteria.

2.2 Sources/benchmarking

N/A

MINUTES OF THE POLICY REVIEW PANEL**10 MARCH 2022**

2.3 Consultation

The current policy has been reviewed by Council officers responsible for the management and delivery of the Men's Sheds to ensure the policy was effective. In addition, Men's Shed Team Leaders and respective Council staff were consulted.

2.4 Communication and Implementation

The Men's Shed Policy will be made available upon request and will be accessible to internal staff on Council's intranet.

2.5 Compliance

The revised Men's Shed Policy is compliant with OH&S legislation and the Equal Opportunity Act 2010 and meets the Department of Families, Fairness and Housing (DFFH) requirements under their Strengthening Men's Shed Funding Program.

2.6 Measures of Success

The measure of success of the policy will be reflected in the ongoing growth of Men's Sheds which is reported through the Councils strategic documents and relevant Action Plans.


LIST OF APPENDICES

1. Men's Shed Policy

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Men's Shed Policy
Appendix 1 Men's Shed Policy

	Men's Shed Policy
Version No.	Version 3.0 – xx xx 2022
Endorsement	General Manager Community Services – November 2021 Policy Review Panel – 10 March 2022
Authorisation	Council – xx April 2022
Review date	xx April 2025
Responsible officer	Manager Community Care
Policy owner	Coordinator Wellness and Engagement

1. Purpose

This policy sets out the principles for the delivery of Melton City Council managed Men's Sheds and to provide eligibility criteria for Men's Shed membership.

2. Scope

This policy applies to individuals and community groups wanting to access Council's Men's Sheds, organisations seeking access on behalf of others and Council Officers who are responsible for the management and delivery of Council's Men's Sheds.

3. Definitions

Word/Term	Definition
Men's Sheds	Refers to the Council managed Melton and Taylors Hill Men's Shed
Shed Members	Men who are registered as a member of a Council Men's Shed including appointed Men's Shed Team Leaders and Support Team Leaders
Men's Shed Membership base	The combined list of Shed Members for Melton and Taylors Hill Men's Sheds who have attended a Men's Shed within a 12-month period
Men's Shed Team Leaders	Shed Members who have been appointed to the position of Men's Shed Team Leader
Support Team Leader	Shed Members who have been appointed to the position of Men's Shed Support Team Leader
Community Project Initiatives	A project or activity that a community group or organisation has requested a Men's Shed deliver
Men's Shed Expression of Interest process	The process in which a prospective Men's Shed Member undertakes to become a registered Men's Shed Member

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Item 6.1 Men's Shed Policy
Appendix 1 Men's Shed Policy

Word/Term	Definition
'Come and Try' arrangement	A step within the Men's Shed Expression of Interest process that requires the prospective Men's Shed Member to attend a Shed for a specific number of times
Gender	A social and cultural concept. It is about social and cultural differences in identity, expression and experience as a man, woman or non-binary person. Non-binary is an umbrella term describing gender identities that are not exclusively male or female.

4. Policy Statement

The health and wellbeing of men living in the Melton municipality is the primary focus of the Melton and Taylors Hill Men's Shed's. They aim to support the following target population groups:

- Men 26 years of age and over
- Male retirees
- Men from CALD backgrounds

Council have provided the Melton and Taylors Hill Men's Sheds specifically for men to gather, share skills and experiences, contribute to their community, establish friendships and local connections, with the primary objective to advance their health and wellbeing.

Council has adopted a community building approach to the delivery of its Men's Sheds by adopting a model that provides for Shed Members to participate in all aspects of development and delivery including planning, decision making and program delivery. This model encapsulates the importance of leadership within the Men's Shed environment which is provided by designated Men's Shed Team Leaders who are responsible for the day to day supervision, along with Support Team Leaders who provide assistance to these Leaders.

5. Men's Shed Key Priorities

Three key priorities determine the direction and focus of Council's Men's Sheds:

- **Skill Development** – Involves the provision of opportunities to develop practical and interpersonal skills and basic theory to enable the undertaking and participation in a range of activities, community projects and leadership opportunities.
- **Men's Health and Wellbeing** – Incorporates the delivery of health and wellbeing initiatives, opportunities and messages that respond to the identified health challenges of men living in the municipality.
- **Social Opportunities** – Facilitates opportunities to socialise, reignite old friendships and develop new friendships through the provision of opportunities that reflect interests of Shed Members while promoting a culture that is inclusive, responsive and non-threatening.

6. Range of Men's Shed Access Opportunities

Individuals, community groups and organisations can access Council's Men's Sheds through:

- Men's Shed Membership
- partnership arrangement involving the delivery of a program, service or event

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Men's Shed Policy
Appendix 1 Men's Shed Policy

- participation in a community based event or initiative delivered by Council's Men's Sheds
- attending a supported program through Council's Home and Community Support Program.

7. Men's Shed Membership**7.1 Eligibility**

Wherever possible, priority will be given to residents that reside in the City of Melton.

Membership for men from outside the municipality will be capped at a maximum of 25% of each Men's Shed Membership base.

The Membership base at each of Council's Men's Sheds will consist of men who are:

- primarily 26 years and over,
- able to participate independently, or with the support of a carer,
- able to understand and abide by Council's OH&S and Risk Management procedures.

Prior to being accepted as a Men's Shed Member, prospective Members must complete the Men's Shed Expression of Interest process and demonstrate an ability to participate in the Men's Shed environment through a 'Come and Try' arrangement.

Men's Shed Team Leaders and Support Team Leaders are identified through the Men's Shed Membership base. Their appointment is based on experience, commitment to promoting a positive and inclusive Shed environment and demonstrated leadership skills.

7.2. Council's Commitment to Men's Shed Members

- Provide a safe, welcoming and discrimination free environment
- Promote safe work practices through induction, competency demonstrations and mentoring
- Provide opportunities for participation, skill development and socialisation
- Deliver leadership development initiatives for Men's Shed Team Leaders
- Provide opportunities for participation in planning and decision-making processes
- Provide infrastructure and equipment that supports the delivery of a safe and effective Men's Shed program

7.3. Men's Shed Members Commitment to Council

- Adhere to Council policies and procedures
- Adopt safe work and non-discriminatory practices
- Respect privacy and confidentiality
- Attend induction and competency demonstration opportunities as required
- Ask for support or assistance when needed
- Provide truthful and accurate information
- Promote a positive Shed environment that encourages mateship and a sense of community spirit

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Men's Shed Policy

Appendix 1 Men's Shed Policy

8. Partnership Arrangement

Community groups and organisations can enter into a partnership arrangement with Council's Men's Sheds through:

- an approved Men's Shed Community Project initiative, or
- a formal Partnership Agreement with Council

Proposed Community Project initiatives are reviewed by a panel consisting of Men's Shed Team Leaders and Council Officers. These initiatives will involve a commitment by the Men's Shed Members to deliver an agreed project for a community group or organisation. Agreed projects will be documented and approved by all parties.

A formal Partnership Agreement applies where a proposal from community groups and organisations falls outside the day to day operations of the Men's Shed. Such agreements will be documented and require approval by the Community Care Manager.

All partnership arrangements will be considered independently based on:

- Outcomes of a Risk Assessment
- Value to the community
- Relevance to the purpose of Council's Men's Sheds and its key priority areas
- Capacity to deliver the project
- Agreement by all parties to enter into a Formal Partnership Arrangement

9. Community Based Events and Initiatives

On occasions events and initiatives that engage the broader community will be delivered by the Men's Sheds at their specific location. The purpose of these opportunities will be to engage with family and friends of Shed Members, the broader community and others from outside the municipality. These opportunities will be promoted accordingly.

10. Supported Programs

The provision of supported programs at the Men's Sheds will be delivered through Council's Home and Community Support Program for eligible residents. These programs may take the form of a Social Support Group or supported interest groups.

11. Responsibility / Accountability

11.1	<p>Social Connections Team Leader</p> <ul style="list-style-type: none"> • Lead the development and management of Council's Men's Shed programs, ensuring the delivery of accessible programs and services respond to community need and promote men's health and wellbeing
11.2	<p>Men's Shed Programs Officer</p> <ul style="list-style-type: none"> • Responsible for ensuring Men's Shed Team Leaders and Tutors are supported and trained accordingly to supervise the day to day Shed operations in accordance with Council policy and procedure
11.3	<p>Men's Shed Team Leaders</p> <ul style="list-style-type: none"> • Responsible for the day to day supervision of the Men's Sheds in accordance with Council policy and procedure and direction/guidance of the Men's Shed Programs Officer and Social Connections Team Leader

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Item 6.1 Men's Shed Policy

Appendix 1 Men's Shed Policy

11.4	Men's Shed Support Team Leaders <ul style="list-style-type: none"> Support the Men's Shed Team Leaders in the delivery of day to day Shed operations
11.5	Men's Shed Members <ul style="list-style-type: none"> Responsible for meeting Shed Members and accountable to Council's policies and procedures
11.6	Community Groups and Organisations <ul style="list-style-type: none"> Responsible for meeting the obligations pertaining to individual partnership arrangements and meeting the requirements of the Men's Shed Expression of Interest process

12. References and links to legislation and other documents

Name
Melton City Council, Men's Shed Operations Manual
Melton City Council, Volunteer Policy and Management Procedure
Melton City Council, CitySafe
Melton City Council, Discrimination, Harassment and Bullying Policy & Procedure
Equal Opportunity Act 2010
Occupational Health and Safety Act 2004 (Vic)
Melton City Council, Council and Wellbeing Plan 2021-2025

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At 10.57 am, Ms Cramer, Ms Shea and Ms Sales departed the meeting.

6.2 ARTS & CULTURE ADVISORY COMMITTEE TERMS OF REFERENCE 2021-23

Responsible Officer: Maurie Heaney - General Manager Community Services

Document Author: Emma White - Coordinator Library Arts & Activation

Date Prepared: 29 November 2021

At 10.59 am, Cr Majdlik departed the meeting and Cr Carli assumed the Chair

At 11.02 am, Cr Majdlik returned to the meeting and assumed the Chair.

At 11.40 am, Cr Majdlik departed the meeting and Cr Carli assumed the Chair

At 11.44 am, Cr Majdlik returned to the meeting and assumed the Chair.

1. Recommendation:

To approve the Arts & Culture Advisory Committee Terms of Reference 2021-23 to proceed to Council for endorsement.

Motion

Crs Carli/Deeming.

That Council approve the revised Arts & Culture Advisory Committee Terms of Reference 2021-23, provided as Appendix 1 to this report, noting the changes made by the Panel, highlighted in yellow.

CARRIED

2. Background**2.1 The Policy**

The Terms of Reference for the Arts and Culture Advisory Committee were last reviewed in October 2018. These terms remain the same with Council officer titles updated to be relevant to current structure titles.

2.2 Sources/benchmarking

The Terms of Reference have remained largely unchanged from the previous edition, which were rewritten with comprehensive referencing and benchmarking undertaken, including those pertaining to the Disability Advisory and Early Years Partnership Committees.

2.3 Consultation

Council's Arts and Culture Advisory Committee were presented with the reviewed Terms of Reference at a meeting on 2 September. The Committee endorsed a motion to recommend the terms to the Policy Review Panel.

Council's Gender Equality Officer has also reviewed the Terms of Reference on the 21 October and provided advice that no further additions or edits were required.

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2.4 Communication and Implementation

The revised Terms of Reference and a call for nominations will be made available on Council's website, the Policy Intranet and communicated through the Imagine Melton Arts and Culture social media presence. The endorsed Terms will be provided to all members of the Arts and Culture Advisory Committee and will guide the process for nomination to the Committee moving forward.

Nomination for membership of the Arts and Culture Advisory Committee shall be called for in local media and by formal notification to local arts networks and agencies (3.2.1).

2.5 Compliance

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

2.6 Measures of Success

Successful implementation will enable the provision of considered advice to Council on the development of arts and cultural engagement in the City of Melton.

LIST OF APPENDICES

1. Arts and Culture Advisory Committee Terms of Reference

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10 MARCH 2022

Item 6.2 Arts & Culture Advisory Committee Terms of Reference 2021-23
Appendix 1 Arts and Culture Advisory Committee Terms of Reference

Terms of Reference

Name	Arts and Culture Advisory Committee
Endorsed by	Policy Review Panel – 10 March 2022
Approved by	Council – 7 April 2022
Next review	April 2024

1. PURPOSE

The Arts and Culture Advisory Committee will provide advice to Council on strategic directions, policy and plans in relation to community participation and engagement in the development of arts and culture in the City of Melton.

The purpose of this document is to set out the terms of reference, composition, and operating arrangements of the Committee.

2. RESPONSIBILITY

The Arts and Culture Advisory Committee has been established to:

- As an overarching principle, to promote arts and culture from artists, both professional and amateur, living in the City of Melton including but not limited to students from the City of Melton and other artists of a range of age demographics and abilities.
- Advise Council on matters relating to the development of sustainable arts engagement and creative capacity building in the City of Melton.
- Participate in policy development through participation in community consultation processes and other relevant Council activities
- Respond to relevant documents including policies, reports, research documents and plans provided by Council officers for comment.
- Receive and comment on Council's progress towards implementing specific strategies to strengthen community engagement with the arts.
- Advocate for arts and cultural development in the City of Melton.

3. COMPOSITION

3.1 Membership

Membership of the Arts and Culture Advisory Committee will, where possible, be balanced in regard to industry experience, age, gender, ethnicity and disability. Total will be thirteen (13) members. Priority shall be given to residents of the City of Melton for all

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10 MARCH 2022

Item 6.2 Arts & Culture Advisory Committee Terms of Reference 2021-23
Appendix 1 Arts and Culture Advisory Committee Terms of Reference

Community Member positions and representation of each Ward shall also be promoted where possible.

Position	Type of Appointment	Term of Office
Councillor	Appointed	1 year
Councillor	Appointed	1 year
Councillor	Appointed	1 year
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Community member	Elected	2 years
Team Leader Arts Engagement and Development	Ex-officio	Ongoing
Coordinator Library and Arts Activation	Ex-officio	Ongoing
Manager Libraries and Arts	Ex-officio	Ongoing

3.2 Terms and method of Nomination

- 3.2.1 Nomination for applicants for appointment as members of the Arts and Culture Advisory Committee shall be called for in local media and by formal notification to local arts networks and agencies.
- 3.2.2 Community representatives will be appointed for a period of two years. At the end of the two-year term expressions of interest will be sought through the process identified in 3.2.1. Existing members will be eligible to renominate.
- 3.2.3 A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings. Leave may be negotiated and granted (a proxy can be nominated in order to maintain a group's representation if required) in the event that a member needs to arrange a temporary absence. A community representative's request for a temporary leave of absence will be presented to the Arts and Culture Advisory Committee for their consideration.
- 3.2.4 If a vacancy occurs during the two-year term, the Arts and Culture Advisory Committee will recommend whether it should be filled. Nominations will occur as per 3.2.1 with appointments made for the remainder of the two-year term.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Arts & Culture Advisory Committee Terms of Reference 2021-23
Appendix 1 Arts and Culture Advisory Committee Terms of Reference

3.3 Selection of Community Representatives

3.3.1 Community representatives should demonstrate capacity to represent the arts community through their affiliation with local networks and/or professional experience in the arts or community cultural development.

3.3.2 Appointments will be made by Council based on the advice given from the interview panel representing the Arts and Culture Advisory Committee. The panel will be made up of Council Officers which will include a nominated chairperson, expert and independent.

3.3.3 Priority shall be given in respect to all Community Member positions to residents of the City of Melton for and where possible representation of each Ward shall also be promoted.

3.4 Chair

3.4.1 The Chairperson is elected on an annual basis as part of the Councillors' Representation on Committee election process with the elected Councillor being appointed to the role of Arts and Culture Advisory Committee Chairperson.

3.4.2 The key responsibilities of the Chairperson are as follows:

- representing the Committee to the community ensuring the values, purpose and activities of the committee are promoted
- conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming the quorum
- utilising the interests and skills of all members to develop a common view of the Committee's purpose and shared responsibility for leadership.

4. OPERATING PROCEDURES**4.1 Quorum**

A minimum attendance of seven committee members is required for a meeting to proceed, including 2 Councillors.

MINUTES OF THE POLICY REVIEW PANEL

10 MARCH 2022

Item 6.2 Arts & Culture Advisory Committee Terms of Reference 2021-23
Appendix 1 Arts and Culture Advisory Committee Terms of Reference

4.2 Meetings

- Meetings are to be held at a time to suit members.
- There will be a minimum of four meetings per year, with additional sub-committee meetings as agreed by members.
- Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to members in sufficient time to enable consideration prior to meetings.
- Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee and to the next meeting of Council for its consideration also.

4.3 Sub-committees

- A Public Art Review sub-committee may be established from time to time to assess proposals and make recommendations to the Committee. Council's Public Art Policy provides direction for the membership and role of the sub-committee. The Chair and one other Councillor must be members of this sub-committee.
- Accurate minutes will be kept of each meeting of the sub-committee. The minutes of a meeting shall be submitted to sub-committee members for ratification at the next subsequent meeting of the sub-committee and to the next meeting of the Committee for its consideration also.

4.4 Expectations/ Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience arts and cultural development and the principles of community development.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

4.5 Evaluation and Review

The terms of reference will be reviewed by the Committee every two years.
Endorsement of the final terms of reference will be provided by Council.

MINUTES OF THE POLICY REVIEW PANEL10 MARCH 2022

At 11.52 am Ms S Prestney departed from the meeting.

6.3 POLICY REVIEW PROJECT- FIRST QUARTER PROGRESS UPDATE

Responsible Officer: Bradley Dosser - Manager Legal, Governance & Risk

Document Author: Bradley Dosser - Manager Legal, Governance & Risk

Date Prepared: 08 March 2022

1. Recommendation:

- a) That Council note the Policy Review Project update contained in the Report and take no further action.

Motion

Crs Shannon/Deeming.

That Council:

- a) Note the Policy Review Project update contained in the Report; and
b) Remove the Public Art Policy from the Policy Review Project Implementation Plan pending finalisation and approval of the Public Art Masterplan by Council in October 2022.

CARRIED

2. Background

2.1 The Policy

At the 13 October 2021 Policy Review Panel, the Panel made the following recommendation to Council (among others):

1. To approve the updated Policy Review Project implementation table at **Appendix 1**.

Council adopted this recommendation at its meeting held 25 October 2021.

The Implementation Plan is attached at **Appendix 1** for the consideration of the Policy Review Panel.

The Manger Legal, Governance and Risk has now reviewed the Policy Review Project Implementation Plan to provide the Policy Review Panel with an update as to progress made in the first quarter of 2022.

An Exception Report regarding compliance with the Policy Review Project Implementation Plan is contained at **Appendix 2**.

This report identifies a total of 5 policies scheduled to be reviewed by the Policy Review Panel by March 2022 which will not be ready for the Panel's review and Council's subsequent adoption.

MINUTES OF THE POLICY REVIEW PANEL**10 MARCH 2022**

2.2 Sources/benchmarking

This item is not relevant to the review of the Policy Review Project Implementation Plan. It is noted, however, that the priority of policies listed in the Implementation Plan was informed by the requirements of the Local Government Act 2020, the recommendations of Internal Audits and Council's adopted Policy Approval Process Policy.

2.3 Consultation

At the inception of the Policy Review Project in July 2021, all Managers were asked to review the list of Council policies and provide a timeframe for review of policies due for review and renewal based on the close of each quarter.

The proposal originally underpinning the Policy Review Project was that all Council policies at that time due for renewal would be reviewed by 31 July 2022.

The consultation and assumptions identified above formed the basis of the original report relating to the Policy Review Project presented to the Policy Review Panel on 29 July 2021.

2.4 Communication and Implementation

The Policy Review Panel's recommendation and subsequent resolution of Council have been communicated to the Executive and Managers throughout Council intermittently since their adoption.

It is the ultimate responsibility of Executive and Managers to review policies etc. and present Council policies to the Policy Review Panel in accordance with the adopted timeframes and the process set out in the Policy Review Process Policy.

The Governance team has and will continue to monitor the Policy Review Project and prompt Executive and Managers over the next quarter, in advance of 31 July 2022.

The Executive and Managers were addressed and reminded by the Manager Legal, Governance and Risk of the time frames and responsibilities within the Policy Review Project Implementation Plan as recently as 8 March 2022 at a meeting held with the CEO, Executive and Manager Group all in attendance between 4.15 and 5pm and in a follow up email sent that same afternoon.

The details of the 5 policies contained in the Exception Report at Appendix 3 were outlined in this meeting and the subsequent email sent by the Manager Legal, Governance and Risk on 8 March 2022.

The Governance team has not yet been made aware of why each of these 5 policies were not ready in accordance with the Policy Review Project Implementation Plan but will work with the team and Directorates responsible for each to assist where possible in ensuring that these policies are ready for review by the Policy Review Panel as soon as reasonably practicable and where possible before 31 July 2022.

The Governance team has and will continue to update the Policy Register (a current version of which is contained at **Appendix 3**), Intranet and Internet as policies are reviewed and recommended by the Policy Review Panel and subsequently adopted Council as a part of the Policy Review Project.

MINUTES OF THE POLICY REVIEW PANEL**10 MARCH 2022**

2.5 Compliance

All policies reviewed as a part of the Policy Review Project are subject to the terms and conditions of Council's Policy Review Process Policy.

All policies that are reviewed as a part of the Policy Review Project will also be checked for compliance with applicable external legislation including the Local Government Act 2020 (Vic) and the Charter of Human Rights and Responsibilities Act 2006.

All policies will be considered to assess whether a Gender Impact Assessment is required for compliance with the Gender Equality Act 2020.

Finally, policies will be checked for compliance with the Council's Instruments of Delegation.

2.6 Measures of Success

The Policy Review Project will be successful if all Council policies contained within the Implementation Plan approved by the Policy Review Panel on 13 October 2021 and adopted by Council on 25 October 2021 are reviewed and updated for presentation to the Policy Review Panel by 31 July 2022.

LIST OF APPENDICES

1. Policy Review Project Implementation Plan (approved October 2021)
2. Policy Review Project Implementation Plan Exception Report, 1st Quarter 2022
3. Policy Register as at 8 March 2022

MINUTES OF THE POLICY REVIEW PANEL

10 MARCH 2022

Item 6.3 Policy Review Project- First Quarter Progress

Update

Appendix 1 Policy Review Project Implementation Plan (approved October 2021)

POLICY REVIEW PANEL - OCTOBER 2021

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

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Policy Review Project- First Quarter Progress

Update

Appendix 1 Policy Review Project Implementation Plan (approved October 2021)

POLICY REVIEW PANEL - 3 NOVEMBER 2021

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

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Policy Review Project- First Quarter Progress

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Appendix 1 Policy Review Project Implementation Plan (approved October 2021)

POLICY REVIEW PANEL - 30 NOVEMBER 2021

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

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Item 6.3 Policy Review Project- First Quarter Progress

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Appendix 1 Policy Review Project Implementation Plan (approved October 2021)

POLICY REVIEW PANEL - FEBRUARY 2022

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

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Item 6.3 Policy Review Project- First Quarter Progress

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Appendix 1 Policy Review Project Implementation Plan (approved October 2021)

POLICY REVIEW PANEL - MARCH 2022

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

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Policy Review Project- First Quarter Progress

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Appendix 1 Policy Review Project Implementation Plan (approved October 2021)

POLICY REVIEW PANEL - APRIL 2022

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

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Policy Review Project- First Quarter Progress

Update

Appendix 1 Policy Review Project Implementation Plan (approved October 2021)

POLICY REVIEW PANEL - MAY 2022

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

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Policy Review Project- First Quarter Progress

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Appendix 1 Policy Review Project Implementation Plan (approved October 2021)

POLICY REVIEW PANEL - JUNE 2022

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

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Appendix 1 Policy Review Project Implementation Plan (approved October 2021)

POLICY REVIEW PANEL - JULY 2022

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

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Item 6.3 Policy Review Project- First Quarter Progress
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Appendix 2 Policy Review Project Implementation Plan Exception Report, 1st Quarter 2022

Policy Review Project Implementation Plan Exception Report – Quarter 1, 2022

Policy Document	Business Unit Owner	Directorate Responsible	Policy Review Panel Meeting Due For Review
Branding Policy	Engagement & Advocacy	Corporate Services	February 2022
Online Engagement Policy (Note: part of this policy was rolled into the Cr Social Media Policy approved in Dec 2021 but aspects of the old policy remain to be updated)	Engagement & Advocacy	Corporate Services	February 2022
Development and Infrastructure Contributions Policy	Planning Services	Planning and Development	March 2022
Public Art Policy	Library & Arts	Corporate Services	March 2022
Tree Planting and Removal Policy (Note: Policy requires additional discussions at a Manager and GM level regarding processes contained within it before drafting is finalised)	Operations	Planning & Development	March 2022

Prepared by Bradley Dosser
Manager Legal, Governance and Risk
8 March 2022

MINUTES OF THE POLICY REVIEW PANEL

Item 6.3 Policy Review Project- First Quarter Progress

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Appendix 3 Policy Register as at 8 March 2022

10 MARCH 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date (AKA Expiry Date)	Responsible Officer	Policy Owner	Policy Review Panel meeting	On website
Acting in a Higher Position Procedures	Procedure	People and Culture	Corporate Services	Executive	2-08-2011	2-05-2014	Manager Organisational Development	Human Resources Coordinator		No
Advocacy Policy	Policy	Engagement & Advocacy	Corporate Services	Council	30-05-2016	30-05-2020	General Manager Corporate Services	Manager, Economic Development & Advocacy	17-04-2016	Yes
Annualised Salary Procedure	Procedure	People and Culture	Corporate Services	Executive	3-05-2018	3-05-2021	Manager People & Culture	Coordinator Payroll & Systems		No
Arts and Cultural Collection and Civic Memorabilia Procedures	Procedure	Engagement & Advocacy	Corporate Services	Executive	13-03-2012	1-07-2014	Manager Customer Engagement	Arts & Cultural Officer		No
Arts and Cultural Collection and Civic Memorabilia Policy	Policy	Engagement & Advocacy	Corporate Services	Council	3-05-2012	1-07-2014	Manager Customer Engagement	Arts & Cultural Officer	12/04/2012	Yes
Asset Capitalisation Policy	Policy	Finance	Corporate Services	Executive	4-03-2021	30-06-2024	Manager Finance	Coordinator Accounting Services		No
Asset Disposal Policy	Policy	Finance	Corporate Services	Executive	11-06-2020	1-06-2023	Manager Finance	Coordinator Accounting Services		No
Asset Management Policy	Policy	Engineering Services	Planning & Development	Council	7-06-2021	30-06-2025	Manager Engineering Services	Asset Management & GIS Coordinator	18-05-2021	Yes
Asset Valuation & Revaluation Policy	Policy	Finance	Corporate Services	Council	4-03-2021	30-06-2024	Finance Manager	Coordinator Accounting Services		No
Breastfeeding Policy	Policy	People and Culture	Corporate Services	Executive	5-04-2018	30-04-2021	Manager People & Culture	Manager People & Culture		No
Build Over Easements Policy	Policy	Engineering Services	Planning & Development	Council	22-08-2016	30-06-2020	Manager Engineering Services	Design and Traffic Coordinator	30-06-2016	Yes
Building Control Intervention Policy	Policy	Compliance	Planning & Development	Council	22-08-2016	1-03-2020	Manager Compliance	Building Services Coordinator	30-06-2016	Yes
Business Continuity Policy	Policy	Operations	Planning & Development	Executive	12-08-2021	27-04-2024	Manager Operations	Coordinator Emergency Management		No
Caroline Springs Civic Centre and Library Staff Reference Guide	Guideline	Library Services	Community Services	GM-Community Services	15-06-2015		Manager Libraries	Caroline Springs Library Coordinator		No
Cash Handling Policy	Policy	Finance	Corporate Services	Executive	24-04-2019	31-12-2021	Finance Manager	Coordinator Accounting Services		No
Casual Conversion Procedure	Procedure	People and Culture	Corporate Services	Executive	11-01-2018	11-01-2021	Manager People & Culture	Coordinator Payroll & Systems		No
CCTV (Assessment and Installation) Policy	Policy	Community Planning	Community Services	Council	14-09-2020	1-11-2024	Manager Community Planning	Coordinator Social Planning	24-08-2020	Yes
CCTV (Asset and Facility) Procedure	Procedure	Community Planning	Community Services	Council	14-09-2020	1-11-2024	Manager Operations	Property Services Coordinator	24-08-2020	Yes
CEO Employment and Remuneration Policy	Policy	People and Culture	Corporate Services	Council	13-12-2021	1-11-2025	Manager People & Culture	Manager People and Culture	3-11-2021	Yes
Change Management Procedure	Procedure	Information Services	Corporate Services	Executive	06-05-2021	6-05-2024	Manager Information Technology	Coordinator Enterprise Applications		No
Child Safe Policy	Policy	Families and Children	Community Services	Council	07-06-2021	31-03-2026	General Manager Community Services	CEO	18-05-2021	Yes
Child Safe Procedure	Procedure	Families and Children	Community Services	Council	07-06-2021	31-03-2026	General Manager Community Services	CEO	18-05-2021	Yes
Children Unattended Policy	Policy	Libraries and Recreation & Youth	Community Services	Council	23-06-2015	1-07-2018	Manager Libraries and Manager Recreation & Youth	Melton Library Coordinator and Recreation & Youth Coordinator	27-05-2015	Yes
Children Unattended Procedures	Procedure	Libraries and Recreation & Youth	Community Services	Council	23-06-2015	1-07-2018	Manager Libraries and Manager Recreation & Youth	Melton Library Coordinator and Recreation & Youth Coordinator	27-05-2015	Yes
Citizenship Ceremony Dress Code	Code	Legal & Governance	CEO Office	Council	11-11-2019	30-09-2021	Manager Legal & Governance	Governance Coordinator		Yes
Code of Conduct (Child Safe)	Code	Families and Children	Community Services	Council	07-06-2021	31-03-2026	General Manager Community Services	CEO	18-05-2021	Yes
Code of Conduct (Councillor)	Code	Legal & Governance	CEO Office	Council	8-02-2021	1-01-2025	Manager Legal & Governance	Governance Coordinator		Yes
Code of Conduct (Employee)	Code	People and Culture	Corporate Services	Council	22-12-2021	30-06-2019	Manager, People & Culture	Manager, People & Culture		Yes

MINUTES OF THE POLICY REVIEW PANEL

Item 6.3 Policy Review Project- First Quarter Progress

Update

Appendix 3 Policy Register as at 8 March 2022

10 MARCH 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date (AKA Expiry Date)	Responsible Officer	Policy Owner	Policy Review Panel meeting	On website
Community Achievement Awards Policy	Policy	Community Planning	Community Services	Council	25-06-2018	20-03-2020	Manager Community Planning	Coordinator Community Capacity	13-06-2018	Yes
Community Achievement Awards Procedure	Procedure	Community Planning	Community Services	Executive	25-06-2018	20-03-2020	Manager Community Planning	Coordinator Community Capacity	13-06-2018	Yes
Community Bus Service Access Guidelines	Guideline	Community Care	Community Services	GM Community Services	1-07-2021	1-07-2023	Manager Community Care	Coordinator Community Participation		No
Community Bus Service Access Policy	Policy	Community Care	Community Services	Council	7-06-2021	31-05-2023	Manager Community Care	Team Leader Social Connections	12-05-2021	Yes
Community Engagement Guidelines	Guideline	Community Planning	Community Services	Council	24-06-2019	24-06-2023	Manager Community Planning	Coordinator Community Capacity		Yes
Community Engagement Policy	Policy	Community Planning	Community Services	Council	7-06-2021	30-06-2025	Manager Community Planning	Senior Community Engagement Officer	12-05-2021	Yes
Community Events Signage Policy	Policy	Compliance	Planning & Development	Council	30-04-2018	1-07-2020	Manager Compliance	City Amenity & Compliance Coordinator	18-04-2018	Yes
Community Facilities Access Policy	Policy	Community Planning	Community Services	Council	12-09-2016	18-08-2019	Manager Community Planning	Coordinator Neighbourhood Participation	18-08-2016	Yes
Community Facility Provision Policy	Policy	Community Planning	Community Services	Council	10-03-2015	1-07-2016	Manager Community Planning	Community Infrastructure Planner	5-02-2015	Yes
Community Gardens Policy	Policy	Community Planning	Community Services	Council	22-08-2016	1-12-2018	Manager Community Planning	Social Planning and Wellbeing Coordinator	30-06-2016	Yes
Community Grants Program Guidelines	Guideline	Community Planning	Community Services	Executive	15-03-2021	1-12-2022	Manager Community Planning	Coordinator Community Capacity	2-03-2021	Yes
Community Grants Program Policy	Policy	Community Planning	Community Services	Council	15-03-2021	1-12-2022	Manager Community Planning	Coordinator Community Capacity	2-03-2021	Yes
Community Group Capital Works Contribution Flowchart	Guideline	Recreation & Youth	Community Services	Council	06/09/2012	6-09-2015	Manager Leisure and Facilities	Recreation Coordinator	30-08-2012	No
Community Group Capital Works Contribution Policy	Policy	Recreation & Youth	Community Services	Council	06/09/2012	6-09-2015	Manager Leisure and Facilities	Recreation Coordinator	30-08-2012	Yes
Community Infrastructure Guidelines	Guideline	Community Planning	Community Services	Executive	1-04-2019	1-04-2021	Manager Community Planning	Social Planning Officer		No
Community Infrastructure Planning Policy	Policy	Community Planning	Community Services	Council	13-12-2021	1-11-2024	Manager Community Planning	Social Planning Officer	3-11-2021	Yes
Community Request for Council Budget Allocation - Guidelines for Submissions	Guideline	Community Planning	Community Services	Executive	1-08-2018	1-07-2021	Manager Community Planning	Social Planning Officer		No
Community Request for Council Budget Allocation Policy	Policy	Community Planning	Community Services	Council	30-04-2018	1-07-2021	Manager Community Planning	Social Planning Officer	18-04-2018	Yes
Complaints Management Policy and Procedure	Policy	Engagement & Advocacy	Corporate Services	Council	13-12-2021	1-12-2025	Manager, Engagement & Advocacy	Coordinator Customer Service	30-11-2021	Yes
Conference and External Training Expense Policy (Staff)	Policy	Engagement & Advocacy	CEO Office	Executive	25-11-2021	1-12-2025	CEO	Manager Legal & Governance		No
Confidentiality Policy	Policy	Legal & Governance	CEO Office	Council	6-02-2017	8-09-2018	Manager Legal & Governance	Manager Legal & Governance	15-12-2016	Yes
Corporate Performance Reporting Policy	Policy	Community Planning	Community Services	Executive	18-04-2019	1-04-2022	Manager Community Planning	Corporate Policy & Planning Coordinator		No
Corporate Stationary Purchasing Procedure	Procedure	Finance	Corporate Services	Executive	25-02-2015	25-02-2018	Manager Finance	Procurement Coordinator		No
Corporate Style Guide	Guideline	Engagement & Advocacy	Corporate Services	Executive			Communications Coordinator	Communications Officer		No
Corporate Wardrobe and Dress Code	Policy	Finance	Corporate Services	Executive	15-01-2014	14-01-2017	Manager Finance	Senior Administration Officer / Manager Organisational Development		No
Council and Community Alcohol (Liquor) Policy	Policy	Community Planning	Community Services	Council	18-12-2017	1-12-2021	Manager Community Planning	Social Planning and Wellbeing Coordinator / Statutory Planning Coordinator		Yes

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Council Contribution to Fencing Costs Policy	Policy	Operations	Planning & Development	Council	29-03-2010	30-11-2013	General Manager Planning & Development	Civil Contracts Manager	18-03-2010	Yes
Council Housing Policy	Policy	Families and Children	Community Services	Executive	9-08-2018	9-08-2021	Manager Families and Children	Team Leader Housing Services		No
Council Housing Procedure	Procedure	Families and Children	Community Services	Executive	9-08-2018	9-08-2021	Manager Families and Children	Team Leader Housing Services		No
Councillor Gift Policy	Policy	Legal & Governance	CEO Office	Council	15/03/2021	28-02-2025	Manager Legal & Governance	Governance Coordinator	2-03-2021	Yes
Councillor Social Media Policy	Policy	Engagement & Advocacy	Corporate Services	Council	20/12/21	1-12-2025	Manager Engagement & Advocacy	Communications Coordinator	16-12-2021	Yes
Councillor Speaking Opportunity Protocol	Policy	Corporate Services	CEO Office	Council	9-12-2019	30-09-2021	Manager Legal & Governance	Governance Coordinator	27-11-2019	Yes
Councillors and Delegated Committee Members Resources and Expenses Policy	Policy	Legal & Governance	CEO Office	Council	31-08-2020	31-08-2022	CEO	Manager Legal & Governance	24-08-2020	Yes
Councillors as Candidates in a State or Federal Election Policy	Policy	Legal & Governance	CEO Office	Council	20-12-2021	19-12-2024	Manager Legal & Governance	Governance Coordinator	16-12-2021	Yes
Covid-19 Vaccination Policy	Policy	People and Culture	Corporate Services	CEO	21/12/2021	N/A	General Manager Corporate Services	Manager People and Culture		No
COVID-19 Financial Assistance (Rates & Charges) Policy	Policy	Finance	Corporate Services	Council	11-05-2020	30-04-2021	Manager Finance	Revenue Coordinator	22-04-2020	Yes
Credit Card Policy and Procedure (Councillors)	Policy	Legal & Governance	CEO Office	Council	14-10-2019	30-09-2021	Manager Legal & Governance	Procurement Coordinator	2-10-2019	Yes
Credit Card Policy and Procedure (Staff)	Policy	Finance	Corporate Services	Executive	4-02-2021	31-12-2021	Manager Finance	Procurement & Purchasing Coordinator		No
Crossover Policy	Policy	Engineering Services	Planning & Development	Council	6-02-2017	1-12-2019	Manager Engineering Services	Design and Traffic Coordinator	15-12-2016	Yes
Customer Service Charter	Guideline	Engagement & Advocacy	Corporate Services	Executive			Manager Engagement & Advocacy	Customer Service Coordinator		No
Debt Collection Policy	Policy	Finance	Corporate Services	Council	25-10-2021	31-12-2024	Manager Finance	Revenue Coordinator	13-10-2021	Yes
Defence Leave Policy	Policy	People and Culture	Corporate Services	Executive	6-03-2017	6-03-2020	Manager People & Culture	Coordinator Payroll & Systems		No
Defence Leave Procedure	Procedure	People and Culture	Corporate Services	Executive	6-03-2017	6-03-2020	Manager People & Culture	Coordinator Payroll & Systems		No
Development Contributions Policy	Policy	Planning Services	Planning & Development	Council	17-12-2013	17-12-2017	Planning and Environment Services Manager	Major Developments Coordinator	2-12-2013	Yes
Disciplinary Policy	Policy	People and Culture	Corporate Services	Executive	17-08-2017	1-06-2020	Manager People & Culture	Manager People and Culture		No
Disciplinary Procedures	Procedure	People and Culture	Corporate Services	Executive	17-08-2017	1-06-2020	Manager People & Culture	Manager People and Culture		No
Discrimination, Harassment & Bullying Policy	Policy	People and Culture	Corporate Services	Executive	31-08-2017	1-06-2020	Manager People & Culture	Manager People and Culture		No
Discrimination, Harassment & Bullying Procedures	Procedure	People and Culture	Corporate Services	Executive	31-08-2017	1-06-2020	Manager People & Culture	Manager People and Culture		No
Dog Attack Policy	Policy	Compliance	Planning & Development	Council	30-04-2018	1-07-2019	Manager Compliance	City Amenity & Compliance Coordinator	18-04-2018	Yes
Donation Fund Policy	Policy	Community Planning	Community Services	Council	23-06-2013	23-06-2015	Manager Community Planning	Coordinator Community Development	4-06-2013	Yes
Edible Community Gardens Policy	Policy	Community Planning	Community Services	Council	26-05-2015	1-12-2017	Manager Community Planning	Social Planning and Wellbeing Coordinator	4-05-2015	Yes
Election Period Policy	Policy	Legal & Governance	CEO Office	Council	31-08-2020	31-07-2023	Manager Legal & Governance	Governance Coordinator	24-08-2020	Yes
Electronic Recording of Meetings Policy	Policy	Legal & Governance	CEO Office	Council	26-05-2015	1-04-2018	CEO	Legal Officer	4-05-2015	Yes
Employee Assistance Program Policy	Policy	People and Culture	Corporate Services	Executive	14-06-2013	13-06-2016	Manager Organisational Development	Injury Management Officer		No
Employee Assistance Program Procedures	Procedure	People and Culture	Corporate Services	Executive	14-06-2013	13-06-2016	Manager Organisational Development	Injury Management Officer		No

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Environmental Enhancement Policy	Policy	City Design, Strategy and Environment	Planning & Development	Council	26-08-2014	26-08-2018	Planning and Environment Services Manager	Coordinator Environmental Services	16-07-2014	Yes
Events - Externally Managed Events Procedure	Procedure	Engagement & Advocacy	Corporate Services	Executive	5-04-2018	1-07-2020	Manager Engagement & Advocacy	Senior Events Officer	15-08-2017	No
Events - Internally Managed Events Procedure	Procedure	Engagement & Advocacy	Corporate Services	Executive	5-04-2018	1-07-2020	Manager Engagement & Advocacy	Senior Events Officer	5-08-2017	No
Events Policy	Policy	Engagement & Advocacy	Corporate Services	Council	13-12-2021	1-10-2024	Manager Engagement & Advocacy	Events Coordinator	3-11-2021	Yes
External Secondment Guidelines	Guideline	People and Culture	Corporate Services	Executive	16-04-2020	16-04-2023	Manager People & Culture	Learning and Development Coordinator		No
Family Room Policy & Procedure	Policy	People and Culture	Corporate Services	Executive	5-04-2018	5-04-2021	Manager People & Culture	Manager People and Culture		No
Family Violence Policy (Staff)	Policy	People and Culture	Corporate Services	Executive	17-08-2017	1-06-2020	Manager People & Culture	Manager People and Culture		No
Family Violence Procedure (Staff)	Procedure	People and Culture	Corporate Services	Executive	17-08-2017	1-06-2020	Manager People & Culture	Manager People and Culture		No
Fees & Charges Policy	Policy	Finance	Corporate Services	Council	13-12-2021	30-06-2024	Finance Manager	Coordinator Accounting Services	30-11-2021	Yes
Fees & Charges Procedure and Guidelines	Procedure	Finance	Corporate Services	Council	23-06-2015	30-06-2018	Finance Manager	Coordinator Management Accounting	27-05-2015	Yes
Financial Assistance (Rates & Charges) Policy	Policy	Finance	Corporate Services	Council	25-10-2021	31-12-2024	Manager Finance	Revenue Coordinator	13-10-2021	Yes
Financial Reserves Policy	Policy	Finance	Corporate Services	Council	13-12-2021	30-06-2024	Manager Finance	Coordinator Accounting Services	30-11-2021	Yes
Fireworks Policy	Policy	Engagement & Advocacy	Corporate Services	Council	29-04-2019	1-07-2020	Manager Engagement & Advocacy	Coordinator Events	17-04-2019	Yes
Flexible Work Arrangements Policy	Policy	People and Culture	Corporate Services	Executive	25-03-2021	25-03-2024	Manager People & Culture	Manager People & Culture		No
Flexible Work Arrangements Procedure	Procedure	People and Culture	Corporate Services	Executive	25-03-2021	25-03-2024	Manager People & Culture	Manager People & Culture		No
Fraud & Corruption Control Policy	Policy	Risk & Performance	Corporate Services	Council	6-02-2017	1-12-2019	Manager Risk & Performance	Manager Risk & Performance	15-12-2016	Yes
Fraud & Corruption Control Procedure	Procedure	Risk & Performance	Corporate Services	Council	6-02-2017	1-12-2019	Manager Risk & Performance	Manager Risk & Performance	15-12-2016	Yes
Freedom of Information Procedure	Procedure	Legal & Governance	CEO Office	Executive	8-09-2017	1-09-2019	CEO	Manager Legal & Governance		No
Furniture Plant and Equipment Disposal Procedures	Procedure	Finance	Corporate Services	Executive	25-02-2016	30-06-2018	Manager Finance	Coordinator Accounting Services		No
Gambling Harm Prevention and Reduction Policy	Policy	Community Planning	Community Services	Council	11-11-2019	1-07-2024	Manager Community Planning	General Manager Community Services		Yes
Gifts (Including Benefits & Hospitality) Procedure	Procedure	Legal & Governance	CEO Office	Executive	8-09-2016	8-09-2018	Manager Legal & Governance	Governance Coordinator		No
Gifts and Merchandise Policy	Policy	Communications	Corporate Services	Council	26-05-2015	30-03-2017	Manager Customer Engagement	Communications Coordinator	4-05-2015	Yes
Gifts and Merchandise Procedure	Procedure	Communications	Corporate Services	Council	26-05-2015	1-04-2017	Manager Customer Engagement	Communications Coordinator	4-05-2015	Yes
Governance Charter	Charter	Legal & Governance	CEO Office	Executive	18-09-2017	30-06-2020	Governance Coordinator	Manager Legal & Governance	24-08-2017	No
Governance Rules	Policy	Legal & Governance	CEO Office	Council	31-08-2020		Manager Legal & Governance	Governance Coordinator	24-08-2020	Yes
Graffiti Management Policy	Policy	Operations	Planning & Development	Council	24-07-2017	1-04-2019	Manager Operations	Waste Services Coordinator	26-06-2017	Yes
Grant Seeking Procedure	Procedure	Community Planning	Community Services	Executive	21-11-2014	30-06-2016	Manager Community Planning	Coordinator Social Planning and Wellbeing		No
Healthy Food and Drink Policy	Policy	Community Planning	Community Services	Council	29-04-2019	1-07-2021	Manager Community Planning	Coordinator Social Planning and Wellbeing	17-04-2019	Yes
Highway Advertising Signage Policy for Residential Subdivisions	Policy	Planning Services	Planning & Development	Council	21-10-2014	21-10-2016	Planning and Environment Services Manager	Coordinator Major Developments	30-09-2014	Yes
Hospitality and Entertainment Policy (Staff)	Policy	Finance	Corporate Services	Executive	11-11-2021	31-08-2022	General Manager Corporate Services	Manager Finance		No

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Illness and Injury Management Policy	Policy	People and Culture	Corporate Services	Executive	3-06-2021	15-08-2022	Manager Risk & Performance	Injury Management & OHS Officer		No
Induction Policy	Policy	People and Culture	Corporate Services	Executive	10-12-2015	16-12-2018	Manager People & Culture	Learning & Development Coordinator		No
Induction Procedure	Procedure	People and Culture	Corporate Services	Executive	16-12-2015	16-12-2018	Manager People & Culture	Learning & Development Coordinator		No
Information Management Policy	Policy	Information Services	Corporate Services	Executive	30-11-2017	30-11-2020	Manager Information Services	Information Management Coordinator		No
Information Security Awareness and Training Procedure	Procedure	Information Services	Corporate Services	Executive	6/5/21	6-05-2024	Manager Information Technology	Information Security Officer		No
Information Security Policy	Policy	Information Services	Corporate Services	Executive	6/5/21	6-05-2024	Manager Information Technology	Information Security Officer		No
Information Sharing Schemes Policy	Policy	Families and Children	Community Services	GM Community Services	1-06-2020	1-06-2021	Manager Families and Children	Manager Families and Children		No
Information Sharing Schemes Procedure	Procedure	Families and Children	Community Services	GM Community Services	1-06-2020	1-06-2021	Manager Families and Children	Manager Families and Children		No
Information Technology Change Management Policy	Policy	Information Services	Corporate Services	Executive	12-11-2014	12-11-2018	Manager Information Services	IT Operations Coordinator		No
Information Technology Mobile Device Policy	Policy	Information Services	Corporate Services	Executive	30-07-2013	30-07-2016	Manager Information Services	IT Operations Coordinator		No
Information Technology User Account Password Procedure	Procedure	Information Services	Corporate Services	Executive	29-06-2017	29-06-2020	IT Service Desk Management Coordinator	Manager Information Services		No
Infringements Review Guidelines	Guideline	Legal & Governance	CEO Office	Executive	24-09-2020	24-09-2022	Manager Legal & Governance	Senior Administration Officer		No
Infringements Review Procedure	Procedure	Legal & Governance	CEO Office	Executive	24-09-2020	24-09-2022	Manager Legal & Governance	Senior Administration Officer		No
Intellectual Property Policy	Policy	Legal & Governance	CEO Office	Executive	6-10-2016	7-10-2018	Legal Officer	Manager Legal & Governance		No
Internal Audit Procedure	Procedure	Legal & Governance	CEO Office	Executive	11-02-2016	8-02-2020	Manager Legal Services	Senior Administration Officer		No
Internet, Intranet & Email Usage Policy	Policy	Information Services	Corporate Services	Executive	14-06-2013	14-06-2016	Manager Information Services	IT Operations Coordinator		No
Investment Policy Statement	Policy	Finance	Corporate Services	Council	14-09-2020	1-10-2021	Manager Finance	Manager Finance	24-08-2020	Yes
IT Disaster Recovery Planning Policy	Policy	Information Services	Corporate Services	Executive	19-09-2014	19-06-2017	Manager Information Services	IT Operations Coordinator		No
IT Physical Security Procedure	Procedure	Information Services	Corporate Services	Executive	6/5/21	6-05-2024	Manager Information Technology	Coordinator Infrastructure		No
Job Swap Guidelines	Guideline	People and Culture	Corporate Services	Executive	14-09-2020	14-09-2020	Manager People & Culture	People & Culture Coordinator		No
Kindergarten Central Registration Policy	Policy	Families and Children	Community Services	Council	14-09-2020	1-09-2021	Manager Families and Children	Early Childhood Coordinator	28-08-2020	Yes
Kindergarten Central Registration Procedure	Procedure	Families and Children	Community Services	GM Community Services	1-03-2021	1-03-2022	Manager Families and Children	Early Childhood Coordinator		No
Language Services Policy	Policy	Community Planning	Community Services	Executive	1-05-2017	1-05-2020	Manager Community Planning	Intercultural Development Officer		No
Language Services Procedure	Procedure	Community Planning	Community Services	Executive	1-05-2017	1-05-2020	Manager Community Planning	Intercultural Development Officer		Yes
Learning and Development Policy	Policy	People and Culture	Corporate Services	Executive	10-07-2013	9-07-2016	Manager Organisational Development	Learning & Development Coordinator		No
Learning and Development Procedure	Procedure	People and Culture	Corporate Services	Executive	10-07-2013	9-07-2016	Manager Organisational Development	Learning & Development Coordinator		No
Lease and Licence Policy	Policy	Legal & Governance	CEO Office	Executive	16-07-2019	1-01-2021	Property Officer	Legal Officer		Yes
Lease and Licence Procedure	Procedure	Legal & Governance	CEO Office	Executive	16-07-2019	1-01-2021	Property Officer	Legal Officer		No
Leave Without Pay Policy	Policy	People and Culture	Corporate Services	Executive	6-03-2017	6-03-2020	Manager People & Culture	Coordinator Payroll & Systems		No
Leave Without Pay Procedure	Procedure	People and Culture	Corporate Services	Executive	6-03-2017	6-03-2020	Manager People & Culture	Coordinator Payroll & Systems		No

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Legal Services Procedure	Procedure	Legal & Governance	CEO Office	Executive	12-07-2018	12-07-2020	Manager Legal & Governance	CEO		No
Live Streaming and Publishing of Council Meetings Policy	Policy	Legal & Governance	CEO Office	Council	14/9/2020	30-08-2021	Manager Legal & Governance	Governance Coordinator	24-08-2020	Yes
Media Policy	Policy	Engagement & Advocacy	Corporate Services	Council	13-12-2021	12-12-2025	Manager, Engagement & Advocacy	Communications Coordinator	30-11-2021	Yes
Men's Shed Policy	Policy	Community Care	Community Services	Council	25-06-2018	1-06-2021	Manager Community Care	Coordinator Community Participation	13-06-2018	Yes
Mobile Food Vehicle Policy	Policy	Engagement & Advocacy	Corporate Services	Council	28-06-2021	31-12-2022	Manager Engagement & Advocacy	Manager Community Safety	23-06-2021	Yes
Motor Vehicle Policy	Policy	Legal & Governance	CEO Office	Executive	5-09-2019	31-08-2021	Manager Legal & Governance	Procurement Coordinator		No
Motor Vehicle Procedure	Procedure	Legal & Governance	CEO Office	Executive	5-09-2019	31-08-2021	Manager Legal & Governance	Procurement Coordinator		No
Multi-faith Prayer/Quiet Room Guidelines	Guideline	Community Planning	Community Services	Executive	1-01-2018	???	Manager Community Planning	Intercultural Project Officer		No
Naming of Council Facilities Policy	Policy	Legal & Governance	CEO Office	Executive	14-12-2009	14-12-2011	Manager Leisure & Library Services	Open Space Planning Coordinator		No
Neat Casual Friday Guidelines	Guideline	People and Culture	Corporate Services	Executive	27-10-2016	27-10-2019	Manager People & Culture	People & Culture Coordinator		No
Negotiating with Developers in Growth Areas Policy	Policy	Planning Services	Planning & Development	Council	16-12-2014	16-12-2016	Manager Planning Services	Major Developments Coordinator		Yes
Non-Standard Lighting Fittings - Subdivision Approvals Policy	Policy	Engineering Services	Planning & Development	Council	24-06-2019	30-06-2023	Manager Engineering Services	Infrastructure Planning Coordinator		Yes
Occupational Health and Safety Policy	Policy	People and Culture	Corporate Services	Executive	18-11-2021	1-10-2024	General Manager Corporate Services	Manager People and Culture		No
OD / HR Records Policy	Policy	People and Culture	Corporate Services	Executive	15-01-2014	14-01-2017	Manager Organisational Development	Human Resources Coordinator		No
Online Engagement Policy	Policy	Engagement & Advocacy	Corporate Services	Council	26-05-2015	1-03-2017	Manager Customer Engagement	Communications Coordinator		Yes
Organisational Support Officers Booking Procedure	Procedure	People and Culture	Corporate Services	Executive	15-10-2015	15-10-2017	Manager People & Culture	HR Recruitment Officer		No
Performance Development Policy	Policy	People and Culture	Corporate Services	Executive	4-05-2017	4-05-2020	Manager People & Culture	People & Culture Coordinator		No
Performance Development Procedure	Procedure	People and Culture	Corporate Services	Executive	4-05-2017	4-05-2020	Manager People & Culture	People & Culture Coordinator		No
Personal Training – Use of Public Open Spaces Policy	Policy	Recreation & Youth	Community Services	Council	28-06-2010	30-06-2014	Manager Leisure & Library Services	Coordinator Recreation		Yes
Photography and Images Policy	Policy	Engagement & Advocacy	Corporate Services	Council	26-05-2015	1-03-2017	Manager Customer Engagement	Communications Coordinator		Yes
Photography Kit	Guideline	Engagement & Advocacy	Corporate Services	Executive			Manager Customer Engagement	Communications Officer		No
Planning Enforcement / Investigations Procedures Manual	Procedure	Compliance	Planning & Development	General Manager- Planning & Development			Manager-Compliance	Planning-Enforcement Officer		No
Policy Approval Process Policy	Policy	Legal & Governance	CEO Office	Council	7-06-2021	30-06-2022	Manager Legal & Governance	Governance Coordinator	12-05-2021	Yes
Policy Development, Implementation and Review Guidelines	Guideline	Legal & Governance	CEO Office	Executive	15-11-2018	30-06-2020	Manager Legal & Governance	Governance Coordinator		No
Political & Electoral Signage Policy	Policy	Compliance	Planning & Development	Council	30-04-2018	1-07-2020	Manager Compliance	City Amenity & Compliance Coordinator	18-04-2018	Yes
PoolCar Campus Administrator Guide	Guideline	Legal & Governance	CEO Office	Executive	22-04-2014	22-04-2016	Manager Legal & Governance	Procurement Coordinator		No
PoolCar General User Guide	Guideline	Legal & Governance	CEO Office	Executive	22-04-2014	22-04-2016	Manager Legal & Governance	Procurement Coordinator		No
Position Description Evaluation Procedure	Procedure	People and Culture	CEO Office	Executive	13-02-2017	13-02-2020	Manager People & Culture	Coordinator Payroll & Systems		No

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Preventing Violence Against Women and Their Children in Our City	Policy	Community Planning	Community Services	Council	17-12-2013	17-12-2016	Manager Community Planning	Community Health and Wellbeing Planner		Yes
Privacy Policy	Policy	Legal & Governance	CEO Office	Council	30-08-2021	1-07-2023	CEO	Manager Legal & Governance	29-07-2021	Yes
Procurement Policy	Policy	Finance	Corporate Services	Council	25-10-2021	1-10-2025	Procurement Coordinator	Manager Finance	13-10-2021	Yes
Procurement Procedures Manual	Procedure	Finance	Corporate Services	Executive	7-10-2021	1-10-2025	Procurement Coordinator	Manager Finance	13-10-2021	Yes
Project Approval Policy	Policy	Capital Projects	Planning & Development	Executive	23-06-2015	11-12-2016	Manager Capital Projects	Enterprise Project Management Coordinator		No
Project Management Policy	Policy	Capital Projects	Planning & Development	Executive	23-06-2015	11-12-2016	Manager Capital Projects	Enterprise Project Management Coordinator		No
Public Access Internet Computer Standardisation Policy	Policy	Engagement & Advocacy	Corporate Services	Council	21-10-2014	21-10-2018	Manager Customer Engagement	Manager Customer Engagement		Yes
Public Art Policy	Policy	Library Services	Corporate Services	Council	25-06-2018	1-06-2021	Manager Libraries	Arts Engagement & Development Officer		Yes
Public Interest Disclosure Procedure	Procedure	Legal & Governance	CEO Office	Executive	28-05-2020	28-05-2023	Public Interest Disclosure Coordinator (Manager Legal & Governance)	CEO		No
Public Internet Policy	Policy	Engagement & Advocacy	Corporate Services	Council	18-09-2017	21-10-2018	Manager Engagement & Advocacy	Manager Engagement & Advocacy	24-08-2017	Yes
Public Transparency Policy	Policy	Legal & Governance	CEO Office	Council	31-08-2020	30-06-2022	Chief Executive Officer	Manager Legal & Governance	24-08-2020	Yes
Purchase of Outgoing Mayoral Gifts Policy	Policy	Legal & Governance	CEO Office	Council	9-12-2019	30-09-2021	Chief Executive Officer	Manager Legal & Governance	27-11-2019	Yes
Purchased Leave Policy	Policy	People and Culture	Corporate Services	Executive	1-05-2017	1-05-2020	Manager People & Culture	Coordinator Payroll & Systems		No
R (Enterprise) Risk Management Framework	Policy	Risk & Performance	Corporate Services	Executive	8-03-2018	8-03-2021	Manager Risk & Performance	Manager Risk & Performance		No
R (Enterprise) Risk Management Policy	Policy	Risk & Performance	Corporate Services	Executive	8-03-2018	8-03-2021	Manager Risk & Performance	Manager Risk & Performance		No
Recognition of Length of Service Procedure	Procedure	People and Culture	Corporate Services	Executive	30-07-2014	30-07-2017	Manager Organisational Development	Learning & Development Coordinator		No
Recognition of Prior Service for Long Service Leave Procedure	Procedure	People and Culture	Corporate Services	Executive	1-02-2018	1-02-2021	Manager People & Culture	Coordinator Payroll & Systems		No
Records Management Procedure	Procedure	Information Services	Corporate Services	Executive	6/5/21	6-05-2024	Manager Information Technology	Coordinator Information Management		No
Recruitment & Selection Policy and Procedure	Policy	People and Culture	Corporate Services	Executive	10-12-2020	20-12-2023	Manager People & Culture	Recruitment Officer		No
Resignation & Retirement of Service Procedure	Procedure	People and Culture	Corporate Services	Executive	6-03-2017	6-03-2020	Manager People & Culture	Coordinator Payroll & Systems		No
Resignation and Retirement Celebration Policy	Policy	People and Culture	Corporate Services	Executive	18-12-2013	17-12-2013	People and Culture Manager	Learning and Development Coordinator		No
Responding to Family Violence Policy	Policy	Families and Children	Community Services	GM Community Services	1-06-2020	1-06-2021	Manager Families and Children	Manager Families and Children		No
Responding to Family Violence Procedure	Procedure	Families and Children	Community Services	GM Community Services	1-06-2020	1-06-2021	Manager Families and Children	Manager Families and Children		No
Reward and Recognition Policy	Policy	People and Culture	Corporate Services	Executive	2-11-2017	2-11-2020	Manager People & Culture	People & Culture Coordinator		No
Reward and Recognition Procedure	Procedure	People and Culture	Corporate Services	Executive	2-11-2017	2-11-2020	Manager People & Culture	People & Culture Coordinator		No
Salary Sacrificing Policy	Policy	People and Culture	Corporate Services	Executive	6-03-2012	5-03-2015	Manager Organisational Development	Human Resources Coordinator		No
Salary Sacrificing Procedure	Procedure	People and Culture	Corporate Services	Executive	6-03-2012	5-03-2015	Manager Organisational Development	Human Resources Coordinator		No
Secondment Policy & Procedure	Policy	People and Culture	Corporate Services	Executive	16-04-2020	16-04-2023	Manager People & Culture	People & Culture Coordinator		No

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Appendix 3 Policy Register as at 8 March 2022

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Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date (AKA Expiry Date)	Responsible Officer	Policy Owner	Policy Review Panel meeting	On website
Smoke-free Workplace Policy	Policy	Risk & Performance	Corporate Services	Executive	03-09-2020	22-06-2023	Manager Risk & Performance	General Manager Corporate Services		No
Social Media Policy (Employee)	Policy	Communications	Corporate Services	Council	16-12-2021	20-12-2025	Manager, Engagement & Advocacy	Communications Coordinator	13-10-2021	No
Social Media Procedure	Procedure	Engagement & Advocacy	Corporate Services	Executive	16/12/2021	20-12-2025	Manager, Engagement & Advocacy	Communications Coordinator		No
Social Media Guidelines	Guideline	engagement & Advocacy	Corporate Services	Executive	16/12/2021	20-12-2025	Manager, Engagement & Advocacy	Communications Coordinator		No
Social Procurement Framework	Framework	Legal & Governance	CEO Office	Executive	05-10-2017	5-10-2019	Manager Legal & Governance	Procurement Coordinator		No
Study Assistance Policy & Procedure	Policy	People and Culture	Corporate Services	Executive	26-05-2021	26-05-2024	Manager People & Culture	People & Culture Coordinator		No
Technology Acceptable Use Procedure	Procedure	Information Services	Corporate Services	Executive	6/5/21	6-05-2024	Manager Information Technology	Coordinator IT Service Desk		No
Timesheet Procedures	Procedure	People and Culture	Corporate Services	Executive	05-04-2018	5-04-2021	Manager People & Culture	Coordinator Payroll & Systems		No
Traffic Calming Policy	Policy	Engineering Services	Planning & Development	Council	9-12-2019	30-06-2025	Manager Engineering Services	Traffic & Transport Coordinator	27-11-2019	Yes
Transition to Retirement Policy and Procedure	Policy	People and Culture	Corporate Services	Executive	11-01-2018	11-01-2021	Manager People & Culture	Coordinator Payroll & Systems		No
Tree Planting and Removal Policy	Policy	Operations	Planning & Development	Council	18-11-2014	21-08-2018	Manager Operations	Parks Coordinator		Yes
Uninsightly or Fire/Storm Damaged Buildings Policy	Policy	Compliance	Planning & Development	Council	28-05-2013	1-06-2017	Manager Compliance	Building Services Coordinator		Yes
Version Control Procedures	Procedure	Legal & Governance	CEO Office	Executive	15-11-2018	30-06-2020	Manager Legal & Governance	Governance Coordinator		No
Volunteer Management Procedure	Procedure	Community Care	Community Services	Executive	1-06-2018	1-06-2021	Manager Community Care	Manager Community Care		No
Volunteer Policy	Policy	Community Care	Community Services	Council	25-06-2018	1-06-2021	Manager Community Care	Manager Community Care	13-06-2018	Yes
Work Experience & Practical Placement Policy and Procedure	Policy	People and Culture	Corporate Services	Executive	14-05-2020	14-05-2023	Manager People & Culture	People & Culture Coordinator		No
Working from Home Policy and Procedure	Policy	People and Culture	Corporate Services	Executive	26-02-2014	25-02-2017	Manager Organisational Development	Manager Organisational Development		No
Working with Children Check Policy	Policy	People and Culture	Corporate Services	Executive	11-01-2018	11-01-2021	Manager People & Culture	Senior People & Culture Officer		No
Working with Children Check Procedure	Procedure	People and Culture	Corporate Services	Executive	11-01-2018	11-01-2021	Manager People & Culture	Senior People & Culture Officer		No
Workplace Health and Wellbeing Policy	Policy	Risk & Performance	Corporate Services	Executive	31-05-2018	5-12-2020	Manager Risk & Performance	OHS & Risk Officer		No
Writing Policy and Procedure Guidelines	Guideline	Legal & Governance	CEO Office	Executive	15-11-2018	30-06-2020	Manager Legal & Governance	Governance Coordinator		No
Writing Style Guide	Guideline	Engagement & Advocacy	Corporate Services	Executive			Manager Customer Engagement	Communications Officer		No

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Strategy, Plan or Terms of Reference Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation / Commencement Date	Review Date (AKA Expiry Date)	PRP meeting
(Enterprise) Risk Management Strategy 2018-2021	Strategy	Risk & Performance	Corporate Services	Council	01-07-2018	30-06-2021	
Arts and Cultural Strategy 2011-2015	Strategy	Libraries	Community Services	Council	01-07-2011	30-06-2015	
Arts and Culture Advisory Committee – Terms of Reference	TOR	Libraries	Community Services	Council	09-12-2019	01-10-2020	24-10-2018
Asset Management Plan 2014-2018	Plan	Engineering Services	Planning & Development	Council	01-07-2014	30-06-2018	
Asset Management Strategy 2014-2018	Strategy	Engineering Services	Planning & Development	Council	01-07-2014	30-06-2018	
Audit and Risk Committee Charter	TOR	Legal & Governance	CEO Office	Council	31-08-2020	31-08-2023	
Caroline Springs Leisure Centre Users Forum – Terms of Reference	TOR	Recreation & Youth	Community Services	Council	30-10-2013		
Chief Executive Office Review Advisory Committee - Terms of Reference	TOR	Legal & Governance	CEO Office	Council	11-11-2019	30-09-2021	
Community Achievement Awards Assessment Panel – Terms of Reference	TOR	Community Planning	Community Services	Council	30-08-2021	31-08-2023	29-07-2021
Community Grants Program – HRV Grants Assessment Panel	TOR	Community Planning	Community Services	Council	15-03-2021	31-01-2023	02-03-2021
Community Grants Program – The Club Caroline Springs Grants Assessment Panel	TOR	Community Planning	Community Services	Council	15-03-2021	31-01-2023	02-03-2021
Community Grants Program Bi-monthly Grants Assessment Panel – Terms of Reference	TOR	Community Planning	Community Services	Council	15-03-2021	31-01-2023	02-03-2021
Community Grants Program Semi-Annual Grants Assessment Panel – Terms of Reference	TOR	Community Planning	Community Services	Council	15-03-2021	31-01-2023	02-03-2021
Community Learning Advisory Committee – Terms of Reference	TOR	Community Planning	Community Services	Council	13-12-2021	01-11-2024	30-11-2021
Community Learning Plan 2015-2018	Plan	Community Planning	Community Services	Council	01-07-2015	30-06-2018	
Community Safety Committee – Terms of Reference	TOR	Community Planning	Community Services	Council	12-10-2015		
Council and Wellbeing Plan 2017-2021	Plan	Risk & Performance	Corporate Services	Council	01-07-2017	30-06-2021	
Council Plan 2013-2017	Plan	Risk & Performance	Corporate Services	Council	01-07-2013	30-06-2017	
Council Representation Nominations Advisory Committee (CRNAC) – Terms of Reference	TOR	Legal & Governance	CEO Office	Council	12-10-2017		
Creative Melton 2030 - 2019-2021 Action Plan	Plan	Community Services	Library Services	Council	09-12-2019		
Creative Melton 2030 - a Vision for Libraries and Arts	Plan	Community Services	Library Services	Council	09-12-2019		
Culturally and Linguistically Diverse Advisory Committee (CALDAC) – Terms of Reference	TOR	Community Planning	Community Services	Council	23-06-2015		
Disability Advisory Committee – Terms of Reference	TOR	Community Care	Community Services	Council	02-03-2020	01-06-2022	24-02-2020
Domestic Animal Management Plan 2012-2016	Plan	Compliance	Planning & Development	Council	01-07-2012	30-06-2016	
Early Years Partnership Committee Agreement – Terms of Reference	TOR	Families and Early Years	Community Services	Council	14-09-2020	01-02-2021	24-08-2020
Economic Development and Tourism Plan - 4 Year Action Plan 2014-2017	Plan	Engagement & Advocacy	Corporate Services	Council	01-07-2014	30-06-2017	
Economic Development and Tourism Plan - Background Report	Plan	Engagement & Advocacy	Corporate Services	Council	01-08-2013		

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Strategy, Plan or Terms of Reference Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation / Commencement Date	Review Date (AKA Expiry Date)	PRP meeting
Economic Development and Tourism Plan 2014-2030	Plan	Engagement & Advocacy	Corporate Services	Council	01-07-2014	30-06-2030	
Environment Plan 2017-2027	Plan	City Design, Strategy & Environment	Planning & Development	Council	01-07-2017	30-06-2027	
Events Strategy 2011-2015	Strategy	Engagement & Advocacy	Corporate Services	Council	01-07-2011	30-06-2015	
Green House Action Plan 2011-2015	Plan	City Design, Strategy & Environment	Planning & Development	Council	01-07-2011	30-06-2015	
Heritage Advisory Committee - Terms of Reference	TOR	City Design, Strategy & Environment	Planning & Development	Council	05-06-2013		
Heritage Strategy 2013-2017	Strategy	City Design, Strategy & Environment	Planning & Development	Council	01-07-2013	30-06-2017	
Housing Diversity Strategy	Strategy	City Design, Strategy & Environment	Planning & Development	Council	01-03-2014		
Intercultural Advisory Committee - Terms of Reference	TOR	Community Planning	Community Services	Council	08-02-2021	31-12-2022	29-01-2021
Intercultural Plan 2017-2021	Plan	Community Planning	Community Services	Council	01-07-2017	30-06-2021	
Interfaith Strategy 2018-2021	Strategy	Community Planning	Community Services	Council	01-07-2018	30-06-2021	
Mayoral Charity Fund Special Committee – Terms of Reference	TOR	Legal & Governance	CEO Office	Council	01-02-2016		
Melton Waves Reference Group – Terms of Reference	TOR	Recreation & Youth	Community Services	Council	30-06-2009		
Melton Weir Development Group – Terms of Reference	TOR	Recreation & Youth	Community Services	Council	01-02-2013		
Melton: A City for All People 2017-2021	Strategy	Community Planning	Community Services	Council	01-07-2017	30-06-2021	
Military Commemoration Investment Advisory Committee Terms of Reference	TOR	Engagement & Advocacy	Corporate Services	Council	06-03-2017		30-06-2016
Municipal Early Years Plan 2014-2017	Plan	Families and Early Years	Community Services	Council	01-07-2014	30-06-2017	
Municipal Public Health and Wellbeing Plan 2013-2017	Plan	Community Planning	Community Services	Council	01-07-2013	30-06-2017	
Policy Review Panel – Terms of Reference	TOR	Legal & Governance	CEO Office	Council	30-04-2018		18-04-2018
Preventing Family Violence Advisory Committee – Terms of Reference	TOR	Community Planning	Community Services	Council	08-02-2021	01-01-2023	29-01-2021
Preventing Violence Against Women and their Children Action Plan	Plan	Community Planning	Community Services	Council	01-07-2013	30-06-2016	
Public Hospital for Melton Advisory Committee – Terms of Reference	TOR	Engagement & Advocacy	Corporate Services	Council	2/12/2013 (Draft)		
Reconciliation Advisory Committee – Terms of Reference	TOR	Community Planning	Community Services	Council	13-12-2021	01-11-2023	03-11-2021
Recreation and Leisure Advisory Committee - Terms of Reference	TOR	Recreation & Youth	Community Services	Council	07-06-2021	31-05-2023	18-05-2021
Retail and Activity Centres Strategy	Strategy	Engagement & Advocacy	Corporate Services	Council	01-03-2014		
Risk Management Committee Terms of Reference	TOR	Legal & Governance	CEO Office	Executive	02-09-2021	Nov-23	
Road Management Plan 2016	Plan	Engineering Services	Planning & Development	Council	01-07-2016		
RoadZero Steering Committee – Terms of Reference	TOR	Community Planning	Community Services	Council	03-06-2016		

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Strategy, Plan or Terms of Reference Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation / Commencement Date	Review Date (AKA Expiry Date)	PRP meeting
Road2Zero Strategy 2009-2018	Strategy	Community Planning	Community Services	Council	01-07-2009	30-06-2018	
Safe City Advisory Committee	TOR	Community Planning	Community Services	Council	08-02-2021	01-01-2023	29-01-2021
Safe City Proud Communities Plan 2020-2024	Plan	Community Planning	Community Services	Council	20-07-2020		
Safe City Plan 2015-17	Plan	Community Planning	Community Services	Council	01-07-2015	30-06-2017	
Section 223 Submissions Advisory Committee - Terms of Reference	TOR	Legal & Governance	CEO Office	Council	to be developed		
The Willows Historical Park Advisory Committee - Terms of Reference	TOR	Recreation & Youth	Community Services	Council	to be developed		
Transport Community Reference Group – Terms of Reference	TOR	City Design, Strategy & Environment	Planning & Development	Council	24-07-2017	01-07-2020	26-06-2017
Waste Management Strategy 2011-2016 - "It Starts With Zero"	Strategy	Operations	Planning & Development	Council	01-07-2011	30-06-2016	
Youth Council	TOR	Recreation & Youth	Community Services	Council	01-05-2015		

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7. GENERAL BUSINESS

8. NEXT MEETING

Thursday 14 April 10.30 am – 12.30 pm.

9. CLOSE OF BUSINESS

The meeting closed at 12.13pm.

Confirmed

Dated this

.....CHAIRPERSON

12.2 HERITAGE ADVISORY COMMITTEE - APPOINTMENT OF COMMUNITY MEMBERS

Author: Tunc Ozlatif - Strategic Planner
Presenter: Luke Shannon - Acting General Manager Corporate Services

PURPOSE OF REPORT

To consider the appointment of two community representatives to the Heritage Advisory Committee.

RECOMMENDATION:

That Council approve the appointment of the following community representatives to the Heritage Advisory Committee:

- Alan Perry
 - Frank Sultana
-

REPORT

1. Executive Summary

The City of Melton Heritage Advisory Committee (The Committee) promotes local heritage initiatives, assesses applications for the City of Melton Heritage Assistance Fund and drives programs that encourage an appreciation of heritage in the City of Melton.

Two community representative positions on the Committee become vacant at the end of February 2022. Two community representatives' positions were advertised from 8 February – 8 March 2022 and two applications were received.

The applications were assessed on 9 March 2022 by three independent staff members who do not have a conflict of interest with any of the applicants.

Based on the assessment of the applications, it is recommended that Council approve the appointment of the following community representatives to the Committee:

- Alan Perry
- Frank Sultana

2. Background/Issues

The City of Melton Heritage Advisory Committee promotes local heritage initiatives, considers applications for the City of Melton Heritage Assistance Fund, and drives programs that encourage an appreciation of heritage in the City of Melton.

Under the Terms of Reference, the Committee has the following responsibilities:

- Consider applications to the City of Melton Heritage Assistance Fund and make recommendations on applications to Council.

- Act as a promotion and coordinating body for heritage in the community, including providing advice on marketing and promotion of the values or heritage and heritage related tourism in the City of Melton.
- Provide advice to Council on the documentation, interpretation, management and conservation of history and heritage in the City of Melton.
- Make recommendations to Council about further work required to document and protect Melton's heritage.
- Provide recommendations for the nomination of places to local, state, or national heritage registers.
- Advocate in a professional manner on behalf of the community and celebrate the community history and heritage within the City of Melton.
- Assist Council in sourcing external funding or sponsorship opportunities to further heritage conservation, promotion, management, and education.

Current Community Representative Members

Members (Community Representative)	Tenure
Alan Perry	Concluded February 2022
Carolyn MacGavin	Concluded February 2022
Deborah Slattery	Concluding December 2023
Anne Woof	Concluding December 2023
Imran Mushtaq	Concluding December 2023
Benjamin Petkov	Concluding December 2023

Applications

Two community representative positions were advertised from 8 February – 8 March 2022 and two applications were received.

The applications were assessed on 9 March 2022 by three independent staff members who do not have a conflict of interest with the applicants.

The assessment concluded the applicants to be suitable candidates to fill the vacant positions based on their applications submitted.

It is therefore recommended that Council approve the appointment of the following community representatives to the Heritage Advisory Committee:

- Alan Perry
- Frank Sultana

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

There are no financial considerations associated with the Committee position.

5. Consultation/Public Submissions

Two vacancies were advertised from 8 February to 8 March 2022 including advertisements published in the *Melton and Moorabool* and *Brimbank and North West Star Weekly* newspapers on Tuesday 8 February 2022 and on Council's website.

6. Risk Analysis

It is considered that the Heritage Advisory Committee is of limited risk to Council as the Committee has an advisory capacity only and therefore can make recommendations that Council can choose not to adopt.

7. Options

Council can choose to either:

- 1) Approve the appointment of Alan Perry and Frank Sultana as community representatives to the Heritage Advisory Committee.
- 2) Not appoint Alan Perry or Frank Sultana as community representatives to the Heritage Advisory Committee which would result in vacant positions.

LIST OF APPENDICES

Nil

12.3 FINE FREE LIBRARIES

Author: Susie Prestney - Manager Libraries & Arts
Presenter: Troy Scoble – Acting General Manager Community Services

PURPOSE OF REPORT

To seek Council approval to endorse the removal of library overdue fines.

RECOMMENDATION:

That Council approve the removal of library overdue fines as part of Melton City Council's commitment to positive customer engagement, commencing 1 July 2022.

REPORT

1. Executive Summary

Melton City Council Libraries have always had a fine system in place for overdue items. Overdue fines are currently charged at 20c per item per day, capped at \$2 per item. Once overdue fees reach \$15, a customer's membership is blocked, meaning that they cannot borrow from the collection or access computers or Wi-Fi.

Fines remain unpopular with customers, within Melton and across public libraries, and it cannot be clearly evidenced that the process of gathering fines actually encourages library users to comply with borrowing term and conditions.

Fines contradict the core purpose of public libraries – providing free and universal access to information. Removing overdue fines will reduce barriers to participation for some of the more vulnerable members of our community.

At Melton City Council it now costs more to administer the processes for collection of overdue fines than is actually received in revenue. Revenue from fines continues to reduce year on year as customers increase their use of technology – either to manage reminders on overdue items or by transitioning to electronic collections which are automatically returned on the due date.

Costs required to manage the process would be better allocated towards delivering services such as storytimes, digital assistance and enhancing the quality of our service through positive customer engagement.

This report provided Council the background on the fine collection system currently in place.

2. Background/Issues

Melton City Council Libraries have always had a fine system in place for overdue items. Overdue fines are currently charged at 20c per item per day, capped at \$2 per item. Once overdue fees reach \$15, a customer's membership is blocked, meaning that they cannot borrow from the collection or access computers or Wi-Fi.

To reduce the impact of overdue fines on our customers, library staff are encouraged to exercise discretion, particularly when there is obvious hardship. During Covid-enforced closure of libraries in 2020 and 2021, overdue fines were waived because community members were unable to travel to a library to return items. Periods of reprieve were also granted in the initial stages of re-opening to encourage people to re-engage with our libraries.

A Food for Fines initiative was proposed by Cr Abboushi, July 2019 (NoM 637). Plans were set to roll this out April 2020 but were unfortunately stymied by Covid lockdowns. Food insecurity in the City of Melton due to the pandemic subsequently put this initiative at odds with community's lived experience.

Whilst each individual fine may be initially low, the cumulative effect can lead to a significant amount that in some cases ends up being greater than the value of the items borrowed. For those in the community on low or fixed incomes, even modest fines can prevent continued engagement with the service.

A number of initiatives have been implemented over time to encourage users to limit the fines being accrued including SMS and email advance notifications. These initiatives in addition to the uptake of eCollections, which do not accrue overdue charges, have resulted in a steady decline in revenue from overdue fines over the past five years.

Currently, more than 50% of library services across Victoria have abolished overdue fine system, and a further 25% have a fines amnesty due to the pandemic. The City of Port Phillip Library service has not charged overdue fines for nearly 10 years. Neighbouring Councils Brimbank, Hume, Hobsons Bay, Maribyrnong and Wyndham have all abolished overdue fines. This is consistent with the national and international trend to ensure equitable access to public library services and collections.

Libraries are increasingly removing overdue fines because:

- they undermine the core principle of public libraries - the provision of free and universal access to information
- vulnerable community members who can least afford to pay overdue fines are also those who lack alternate access to the library's offering, and who can benefit from access most
- there is no evidence that overdue fines encourage meaningful compliance
- the cost (staff time) to collect overdue fines is higher than the revenue received

Trials in other library services have shown that there is a higher return rate of long overdue items (defined as greater than four weeks overdue) being returned whereas the threat of large fines operates as a deterrent.

It should also be noted that anecdotal evidence has suggested from other library services that have abolished their fine systems, that a greater number of collection items are returned than when there was a fine system.

Officers support the removal of an overdue fine system as a tool to continue to increase engagements with our community in the library service.

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

6.1 An organisation that demonstrates excellence in customer and community service.

4. Financial Considerations

Library infringements revenue has steadily declined since 2017 as the library service has proactively introduced measures to support the community. Staff spend on average 2-5 minutes administering the collection of 1 overdue fine. On an average year (pre-Covid) staff would administer approximately 6 fines per hour. Per year, this totals:

- 182 hours of staff time
- \$7,000 in salaries (averaged at &38.50 an hour)

Year	Income
2017/18	\$35,000.00
2018/19	\$29,000.00
2019/20	\$11,000.00
2020/21	\$2,000.00

The implementation of pre-emptive systems and introduction of new technology have reduced library infringements income. These include:

- 2 x automatic renewal of items not requested by other library users
- SMS and email reminder notices to remind patrons of upcoming due dates
- Melton City Libraries' App, which enables users to keep track of their borrowings
- Concerted marketing of, and increased uptake of our electronic collections (by 31% in 2020/21), which are automatically returned by the due date, thus not accruing overdue charges.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

If Council proceeds with the recommendation to remove overdue library fines, responsible library membership will continue to be incentivised through exiting mechanisms restricting membership, and library users will continue to be charged on a cost recovery basis for lost or damaged items. Advance reminder notices would continue to be issued.

There are no Policy implications relating to this report. While overdue fines have been in place for many years there is no underpinning policy, the amount charged is reviewed annually as part of the budget process.

However, should Council proceed with the recommendation, library overdue fines will need to be removed from the Schedule of Fees and Charges for the 2022/23 budget, and ongoing.

Measures of success of this initiative will include:

- Continued excellence in community satisfaction with library services (household survey results)
- Active membership increases as people return to our services
- Increase in collection usage

7. Options

Council has the option to:

- 1) Note the report as per the recommendation.
- 2) Request further information/clarification if deemed necessary.

LIST OF APPENDICES

Nil

12.4 PLANNING APPLICATION PA 2021/7572 - USE OF AN EXISTING BUILDING FOR A RESTRICTED PLACE OF ASSEMBLY WITH ASSOCIATED CAR PARKING AT 122 BROOKLYN ROAD, BROOKFIELD

Author: Cam Luong - Senior Development Planner
Presenter: Bob Baggio - Manager Planning Services

PURPOSE OF REPORT

To consider and determine the planning application.

RECOMMENDATION:

That Council issue a Notice of Decision to Grant a Permit subject to the conditions outlined in **Appendix 6** of this report.

REPORT

1. Background

Executive Summary

Applicant:	Dr M Imteaz
Proposal:	Use of an existing building for the purpose of a Restricted Place of Assembly with associated car parking
Existing Land Use:	Existing Single Storey dwelling
Zone:	General Residential
Overlays:	None
Number of Objections:	22 objections and 174 submissions in support of the application
Key Planning Issues:	Adequacy of on-site car parking Adverse amenity impacts Traffic congestion along Brooklyn Road
Recommendation:	Approve application

The Land and Surrounding Area

The subject site has an area of 2,100m² and is located on the northern side of Brooklyn Road, Brookfield. Other features of the site are as follows:

- The site is rectangular in shape
- It contains an existing single storey dwelling located near the front of the site.

The subject site is located approximately 800m from the Melton Train Station and Melton Station Square Shopping Centre. It also adjoins a linear open space reserve (Arnolds Creek) to the west, a childcare centre to the east, and a retirement village (Ingenia Gardens Melton) to the north. A Gym (Genesis Health and Fitness) is located on the property further east, and a school (Melton Christian College) and a church (Melton Christian Fellowship Church) are located to the west side of the linear open space reserve.

Refer to **Appendix 1** for a locality plan

The Application

The application proposes the use of the existing building for a Restricted Place of Assembly with associated car parking.

The proposed use is summarised as follows:

- The applicant seeks to have unrestricted hours of operation, as they wish to run a variety of programs for their community members, including:
 - Prayer on Friday (12:30pm-2:30pm) with up to 50 people
 - Weekend School on Saturday and Sunday (10:00am-12noon) with up to 40 students
 - COVID food bank support activities, health awareness program, and restrictions awareness program
 - Women's support and young mothers' groups
 - Counselling for families who's loved ones have passed away overseas
 - Youth activities to be programmed as per the desire of the organisers of these activities
 - An informal migrant resource centre for the community
 - Language classes for those with limited English skills
 - Other appropriate activity or programmes that is sought to be run by the community in support of its members.
- The applicant has only nominated hours of operation for the place of worship and weekend school components of the proposal. They argue that there should be no restriction on hours or days of operation for the other uses, given the zoning of the land and separation from sensitive uses.
- A total of 20 car parking spaces will be provided at the front of the site.
- There is also capacity at the rear of the existing building to provide for overflow car parking (13 additional spaces).

Refer to **Appendix 2** for plans of the proposal

Planning Controls

Zone	Clause 32.08 – General Residential Zone	A permit required for use and development of the land for a Restricted Place of Assembly
Particular Provisions	Clause 52.06 – Car Parking	0.3 car spaces are required per patron Up to 50 patrons will be attendance at any given time, therefore a minimum of 15 spaces are required The application makes provision for 20 car parking spaces.

A full assessment of the proposal against the relevant State and Local planning policies is included in **Appendix 3**.

Is the land affected by a Restrictive Covenant?

The land is not affected by a Restrictive Covenant.

Is the land of Cultural Heritage Sensitivity?

The land is considered to be of cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2007*; however, as the land has been subject to significant ground disturbance the proposal does not require a cultural heritage management plan.

2. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way.

3.1 A City that strategically plans for growth and development.

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions**Public notification of the application**

The application was subject to notification. The notification was satisfactorily completed, and 22 objections were received. 174 submissions were also received in support of the application.

The grounds of objection may be summarised as follows:

- Noise (vehicles, music, and speakers) and amenity issues
- Proximity of overflow car park to the adjoining retirement village
- Increased traffic and congestion along Brooklyn Road (including intersection at Coburns Road).

A response to the objections is provided in **Appendix 4**.

Referral of the application

The application was referred to a number of Council Departments for comment and advice. A complete list of responses is included in **Appendix 5**.

5. Issues**Planning Assessment*****Is this non-residential use appropriately located?***

The subject land is located off Brooklyn Road, which is a major east-west collector road. Brooklyn Road provides a direct connection to the Melton Train Station and Melton Station Square Shopping Centre that is approximately 800 metres to the east of the subject land. The subject site is located along a section of Brooklyn Road that has a number of non-residential uses including a gym, a childcare centre, a school, and a place of worship. The subject site is considered to be an appropriate location for the proposed use, subject to conditions.

The applicant's request to have unrestricted hours is not considered to be an appropriate planning outcome. The subject site is not located in a commercial nor industrial area. The land also adjoins a retirement village to the north, and the occupants of the retirement village have objected to the proposal based on adverse amenity (noise) impacts. As such, it would be prudent to restrict the hours of operation for the use.

The hours of operations should be from 8:30AM - 7:30PM (seven days a week) and this would allow sufficient timeframe for the planned activities (prayer, weekend school) and provide an appropriate timeframe to allow for other activities mentioned by the applicant as part of their proposal, whilst ensuring that neighbouring residents are not significantly impacted by the proposal.

A general concern in relation to Places of Assembly is that the number of persons attending the premises during days that are of cultural significance would exceed the number of patrons allowed for in the permit. The proposed use in this case would be undertaken within the existing single-storey dwelling (building area of approximately 245 square metres), which would be modified internally to suit the needs of the community organisation. Due to the small size of the existing building it is considered that the number of congregants/members that can visit the premise at any given time would be quite limited. A condition would be placed on the planning permit to restrict the number of people that can attend premises (up to 50 persons), and that all activities must be conducted within the building.

In terms of other non-residential uses along Brooklyn Road, the following planning permits have recently (within last 5 years) been issued at the direction of VCAT:

- PA2019/6856 - The use and development of the land for a medical centre with ancillary dispensary and associated car parking and landscaping; and the construction of a dwelling at 129 Brooklyn Road, Brookfield.
- PA2017/5599 - Use of the land for a childcare centre, to construct a building and construct or carry out works and display of business identification signage at 143 Brooklyn Road, Brookfield.

Traffic

The applicant has provided Council with a Traffic Report (prepared by OneMileGrid, dated 21 October 2021). The Traffic Report includes traffic counts along Brooklyn Road taken on 19 September 2019. One of the objectors has raised concerns in relation to the date of the traffic counts, however, the Traffic Engineer (at OneMileGrid) has indicated that traffic counts taken in October 2021 would have been significantly less due to the impacts of Covid related restrictions. Council's Traffic Engineers have reviewed the Traffic Report and have not raised any concerns in relation to the date of the traffic counts, nor the increased traffic generated by the proposed use.

Amenity (Noise)

The number of car parking spaces provided at the front of the building already satisfactorily complies with the car parking requirements in Clause 52.06 of the Planning Scheme. The car parking area at the rear of the subject land is an overflow car parking area.

The noise generated by the parking of vehicles, and by congregants in the car parking area can be addressed through the general amenity condition. The issue of noise can be further alleviated by increasing the setback of the car parking spaces from the northern property boundary. A condition can be placed on the permit that requires the rear car parking spaces to be setback at least 5 metres from the rear property boundary, and appropriate landscaping is to be provided within the setback.

The inclusion of an acoustic wall/fence as indicated by the objectors is not warranted in this situation, as activities would be undertaken within the existing building. A condition could be placed on the planning permit to ensure that noise levels emanating from the premises must not exceed those required under State Environment Protection Policy (Control of Music Noise from Public Premises), No. N-2.

6. Options

Council can either support the application by issuing a Notice of Decision to Grant a Permit or not support the proposal by issuing a Notice of Refusal.

7. Conclusion

The application has been assessed against the State Planning Policy Framework, Local Planning Policy Framework, Zone/Overlay provisions and Clause 65 of the Melton Planning Scheme.

It is considered that the proposal generally complies with the relevant requirements of the Planning Scheme.

Therefore, it is recommended that the application be approved as outlined in **Appendix 6**.

LIST OF APPENDICES

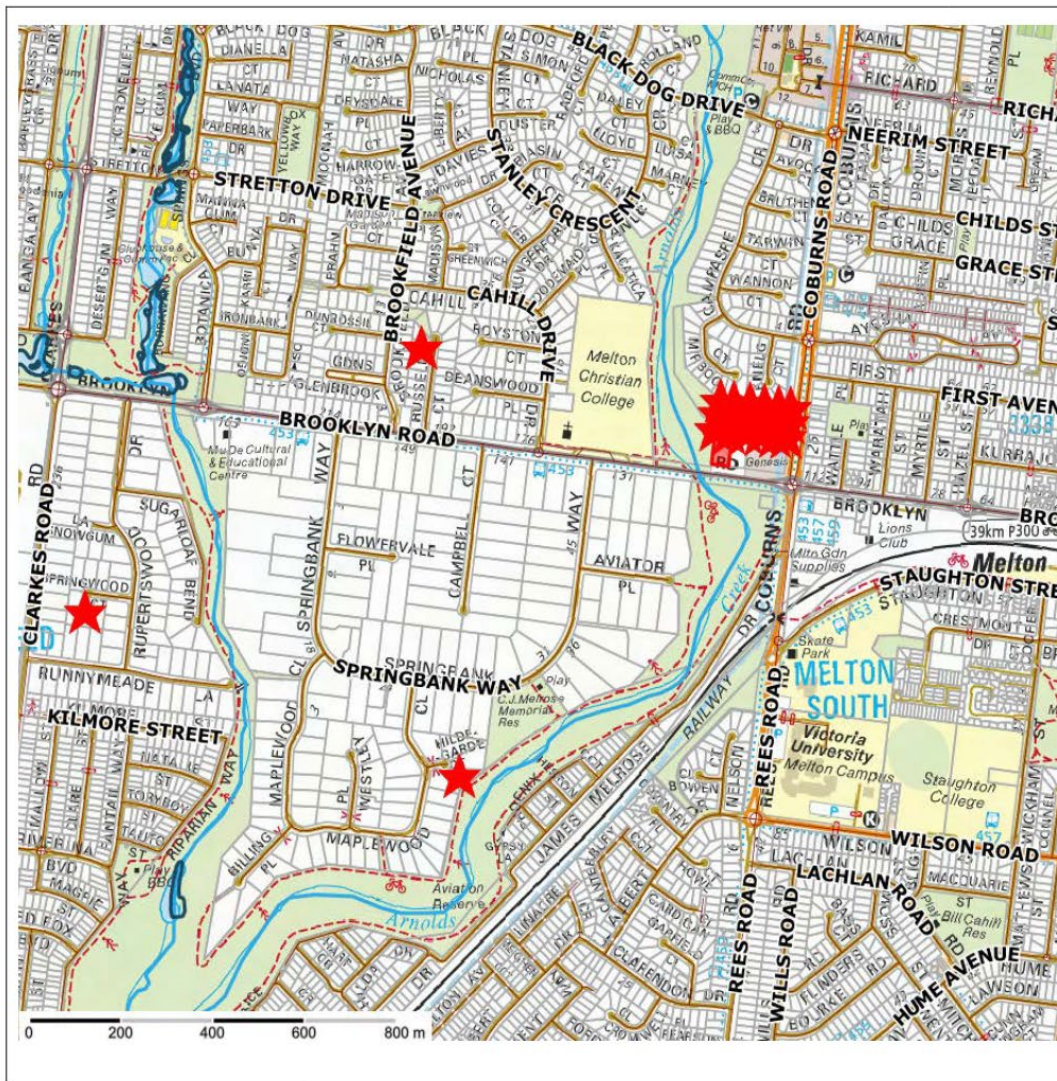
1. Appendix 1 - Locality Plan
2. Appendix 2 - Plans of Proposal
3. Appendix 3 - Assessment against State and Local Planning Policies
4. Appendix 4 - Response to objections
5. Appendix 5 - Referral Comments
6. Appendix 6 - Conditions

No: PA2021/7572/1

Address: 122 Brooklyn Road, BROOKFIELD

Proposal: Change of Use of an existing dwelling for the purpose of a Restricted Place of Assembly with associated car parking.

Ward: COBURN



 Subject Site

 Objections

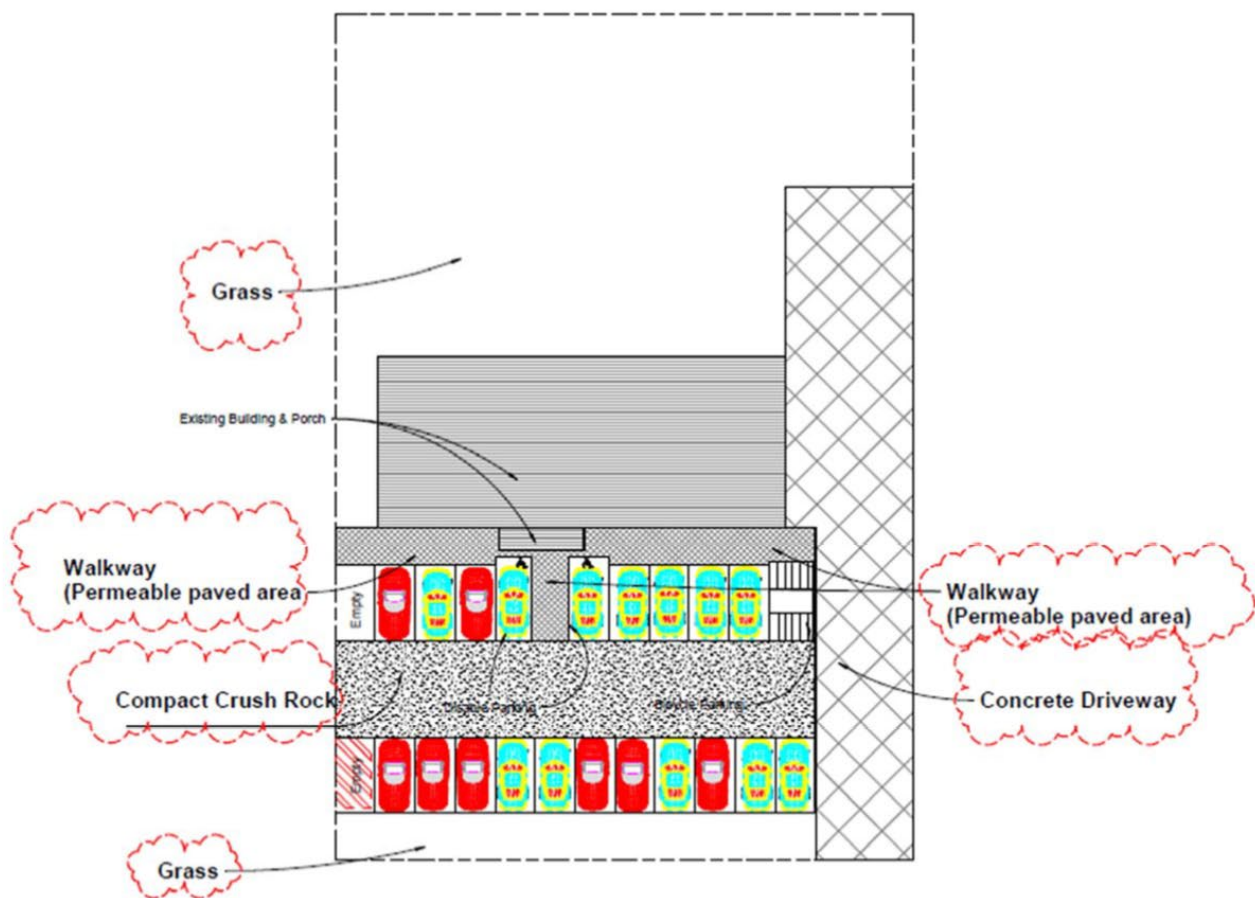
10/02/2022

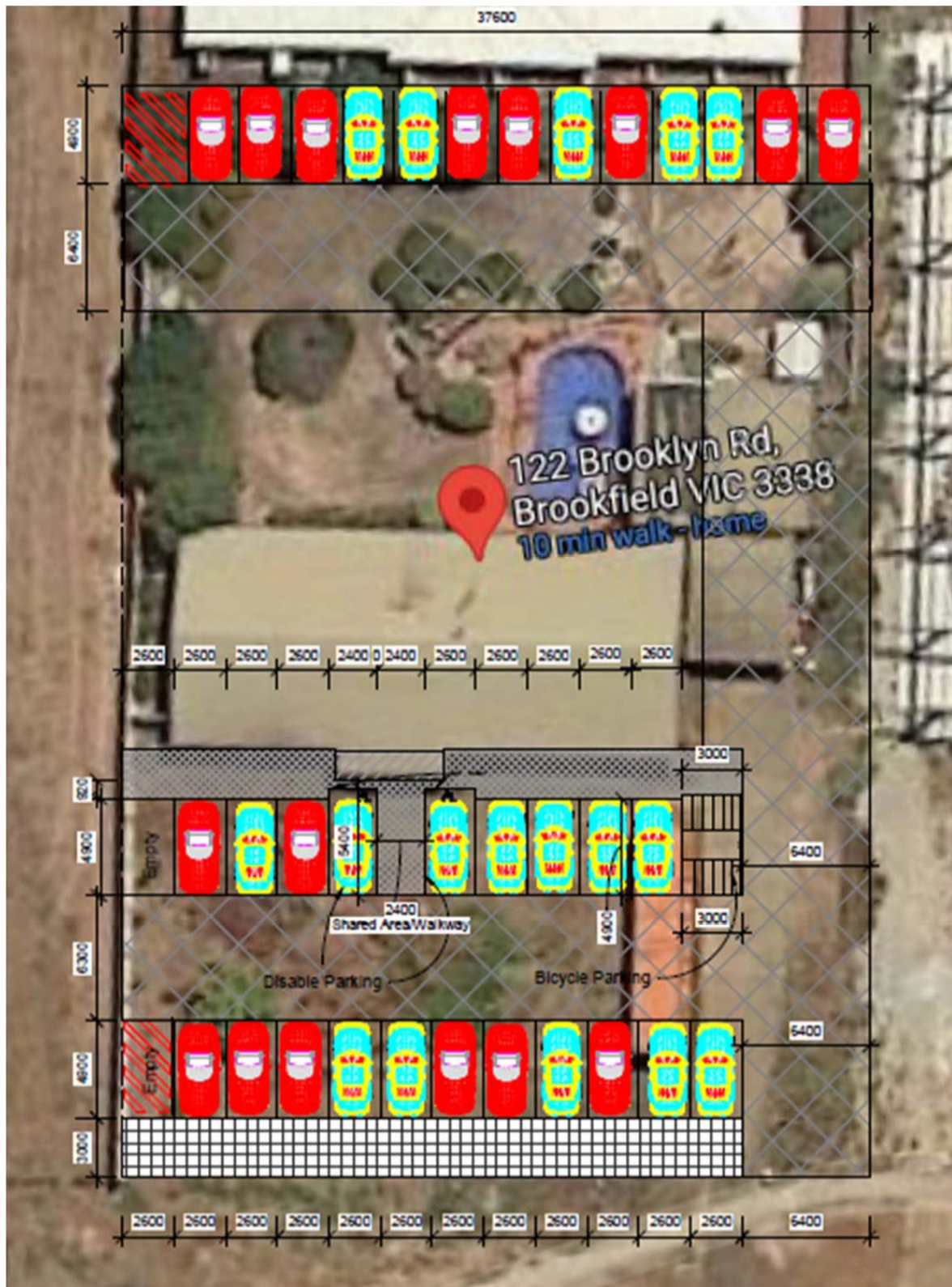


No:	PA2021/7572/1
Address:	122 Brooklyn Road, BROOKFIELD
Proposal:	Change of Use of an existing dwelling for the purpose of a Restricted Place of Assembly with associated car parking.
Ward:	COBURN

		
 Subject Site	10/02/2022	







Appendix 3 – Assessment against relevant Planning Scheme controls

Planning Scheme Reference	Assessment
State Planning Policy Framework	
There are no specific policies related to the assessment of this application.	
Local Planning Policy Framework	
Clause 21.08 (Housing)	The purpose of the local policy is to provide local to support Clause 16 (Housing) of the State Planning Policy Framework. There are no specific policies in relation to the assessment of this application, however, it indicates that further strategic work to be undertaken includes: <i>“Developing a policy for non-residential uses within residential areas to protect residential amenity from incompatible non-residential uses”.</i> The above policy has not been prepared.
Zone	
Clause 32.09 (General Residential Zone)	The relevant purpose of this clause is: <ul style="list-style-type: none"> • To implement the Municipal Planning Strategy and the Planning Policy Framework. • To encourage development that respects the neighbourhood character of the area. • To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport. • To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations. The subject site is considered to be an appropriate location for the proposed use, given, that land has direct access to Brooklyn Road (collector road), and is located approximately 800 metres from the Melton Train Station. The subject site is also located in close proximity to other non-residential uses (gym, childcare centre, school, and place of worship). The proposal would also have a limited impact on the amenity of adjoining residential uses (retirement village).
Particular Provisions	
Clause 52.06 (Car parking)	The purpose of this clause: <ul style="list-style-type: none"> • To ensure that car parking is provided in accordance with the State Planning Policy Framework and Local Planning Policy Framework. • To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality. • To support sustainable transport alternatives to the motor car.

	<ul style="list-style-type: none"> • To promote the efficient use of car parking spaces through the consolidation of car parking facilities. • To ensure that car parking does not adversely affect the amenity of the locality. • To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use. <p>The provision requires 0.3 car parking spaces to be provided for each patron. A total of 20 car parking spaces (including 2 disable car parking spaces) would be provided on the subject land. The proposal fully satisfies the car parking requirements outlined in Clause 52.07.</p>
<p>Clause 52.34 (Bicycle Facilities)</p>	<p>The purpose of this clause is:</p> <ul style="list-style-type: none"> • To encourage cycling as a mode of transport. • To provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities. <p>A total of 12 bicycle parking spaces have been provided. The proposal meets the bicycle facilities requirements outlined in Clause 52.34.</p>

Appendix 4 – Response to Objections

<i>Issue</i>	<i>Comment</i>
Noise (vehicles, music, and speakers) and amenity issues.	<p>A total of 20 car parking spaces would be provided at the front of the building, and an additional 13 overflow car parking spaces will be provided at the rear of the building. Noise from vehicles, and patrons in the rear car parking area is unlikely to be an issue.</p> <p>A condition would be placed on the planning permit to ensure that music emanating from the subject land does not exceed relevant requirements.</p> <p>A general amenity condition would also be placed on the planning to ensure noise does not adversely impact on the amenity of the area.</p>
The objector (resident of retirement village) would like an acoustic wall.	An acoustic wall is not warrant in this situation, since the activities are taking place within a building. A general condition in relation to noise will also be included as a condition permit.
Increased traffic and congestion along Brooklyn Road (including intersection at Coburns Road).	<p>The applicant has provided a Traffic Report (prepared by OneMileGrid, 21 October 2021) to justify the proposal. The Traffic Report concludes that the proposal would have impact on the surrounding road network when compared to the existing operation.</p> <p>Council's Traffic Engineers have reviewed the Traffic Report and have not raised any concerns.</p>

Appendix 5 – Referral Comments

<i>Type of Referral</i>	<i>Responses</i>
Internal	
Engineering Services (Traffic and Design)	Traffic Dept has reviewed the Traffic Assessment Report submitted by the applicant and is satisfied with the proposal.
Engineering Services (Infrastructure Planning)	No objections, subject to conditions being placed on the planning permit.

Appendix 6 - Conditions

1. Before the use commences, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - (a) The on-site detention system and drainage plans.
 - (b) The internal layout of the main building.
 - (c) The car parking spaces and accessways must be setback at least 5 metres from the northern property boundary. The setback is to be used for landscape purposes.
 - (d) Details of surface finishes of pathways and driveways.
 - (e) The side entry drainage pit located within the proposed vehicle crossing to be modified to be a grated entry pit in accordance with Melton City Council's Engineering Standard Drawings.
 - (f) Detailed car park layout plan including access with correct dimensions as per the Traffic Report.
 - (g) All existing infrastructure within the road reserve along the site frontage must be clearly shown.
 - (h) The vehicle crossing in Brooklyn Road must be to Melton Industrial standards. The vehicle crossing must match the existing vehicle crossings in the surrounding streets and clearance to street furniture/infrastructure must be clearly shown.
 - (i) Change of linemarking along the Brooklyn road to suit with new access arrangement as per the Traffic Assessment Report prepared by Onemilegrid Traffic engineering.
2. Before the use commences, a landscape plan prepared by a person suitably qualified or experienced in landscape design must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - (a) Location and identification of all proposed plants
 - (b) Planting within the front and rear landscape setbacks.
 - (c) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - (d) Details of surface finishes of pathways and driveways.All species selected must be to the satisfaction of the Responsible Authority.
3. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
4. The use of the land for a restricted place of assembly only occur between the hours of:
 - 8:30AM - 7:30PMThese hours must not be varied, changed or extended without the written consent of the Responsible Authority.
5. Not more than 50 persons may be present on the premises at any one time without the further written consent of the Responsible Authority.
6. All activities must be conducted within the building.

7. Before the use commences, detailed engineering plans and relevant design calculations for the proposed development must be submitted to the Responsible Authority. The engineering plans shall, as a minimum, comprise of the layout plan, the drainage plans, signage and line marking plans, pavement design plans and, where applicable, internal roads, change of linemarking to Brooklyn Road, and carpark lighting plans. All works within the site shall remain the property of the lot owner, except where it is located in an easement, and be maintained by the lot owner to the satisfaction of the Responsible Authority.
8. The maximum storm water discharge rate from the proposed development is 19.0 litres per second. An on-site stormwater detention system will need to be installed in accordance with plans and specifications to be submitted to Council's Engineering Services Unit Att: Infrastructure Planning Coordinator for approval. The following design parameters for the on-site detention system must be used:
 - Time of Concentration for the catchment: $T_c = 7.25$ min
 - Travel time from the discharge point to the catchment outlet: $T_{so} = 1.25$ min
 - Weighted coefficient of runoff at the initial subdivision: $C_w = 0.45$All on-site stormwater must be collected from the hard surface areas and must not be allowed to flow uncontrolled into adjoining properties. The on-site drainage system must prevent discharge from the driveway onto the footpath.
9. All drainage works must be designed and constructed to meet the following current best practice performance objectives for stormwater quality as contained in the Urban Stormwater – Best Practice Environment Management Guidelines (1999):
 - 80% retention of the typical annual load of total suspended solids
 - 45% retention of the typical annual load of total phosphorus; and
 - 45% retention of the typical annual load of total nitrogen
 - 70% retention of the typical annual load of gross pollutantsThe amount of hydrocarbon and other oil-based contaminants discharged to Council drains must not exceed 5 parts per million.
10. Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to a legal point of discharge to the satisfaction of the Responsible Authority.
11. Before the use commences, a Waste Management Plan must be submitted to and approved by the Responsible Authority. Private waste collection must be arranged as part of the Waste Management Plan. When approved, the plans will be endorsed and will then form part of the permit.
12. A minimum of 2 car spaces must be provided for the exclusive use of disabled persons. The car spaces must be provided as close as practicable to a suitable entrance of the building and must be clearly marked with a sign to indicate that the spaces must only be utilised by disabled persons. The dimensions of the disabled car spaces must be in accordance with the current Australian standards, AS 2890.6.
13. Protective kerbs of a minimum height of 150mm must be provided to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
14. All pedestrian access to buildings shall be designed and constructed to comply with the Disability Discrimination Act.

15. Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of Music Noise from Public Premises), No. N-2.
16. Vehicles under the care, management or control of the operator of the use, including staff and patrons vehicles must not be parked in any nearby road.
17. The following must be undertaken to the requirements and satisfaction of the Responsible Authority prior to the use of the building hereby permitted:
 - (a) The works shown on the approved engineering plan and ancillary works must be carried out and completed to the satisfaction of the Responsible Authority.
 - (b) The landscaping works as described on the endorsed plan are completed and thereafter maintained.
 - (c) The area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
 - i) Constructed.
 - ii) Properly formed to such levels that they can be used in accordance with the plans.
 - iii) Sealed with a concrete or asphalt surface.
 - iv) Drained.
 - v) Linemarked to indicate each car space and all access lanes.
 - vi) Clearly marked to show the direction of traffic along access lanes and driveways
to the satisfaction of the Responsible Authority.
 - (d) Car spaces, access lanes and driveways must be kept available for these purposes at all times.
 - (e) The vehicle crossing must be constructed to industrial standard in accordance with Council's Standard Drawings. Before the commencement of works, a vehicle crossing permit must be obtained from Council.
 - (f) Drainage from the buildings must be directed to the approved legal point of discharge.
 - (g) All existing works affected by the development shall be reinstated at no cost and to the satisfaction of the Responsible Authority.
18. All works associated with the development that is retained as the responsibility of the owner of the site to upkeep must be maintained in perpetuity to a standard that is to the satisfaction of the Responsible Authority. Otherwise rectification works at the direction of and to the satisfaction of the Responsible Authority must be undertaken within a timeframe as directed by the Responsible Authority.
19. The use and development must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected, through the:
 - (a) Transport of materials, goods or commodities to or from the land.
 - (b) Inappropriate storage of any works or construction materials.
 - (c) Hours of construction activity.
 - (d) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
 - (e) Presence of vermin.
 - (f) In any way as determined by the Responsible Authority.
20. This permit will expire if one of the following circumstances applies:
 - The development is not commenced within two years of the date of this permit.
 - The development is not completed within four years of the date of this permit.
 - The use does not start within four years of the date of this permit.

- The use is discontinued for a period of two years.

NOTES:

- The building must comply with the Building Regulations and the Building Code of Australia.
- All vehicle pathways contained within the allotment, other than stated in this permit, shall remain the property of the landowners and shall not be taken over by Council for future maintenance.

12.5 PLANNING APPLICATION PA 2021/7737/1 - TWO LOT SUBDIVISION AT 18 LATROBE TERRACE, TAYLORS HILL

Author: Jake Cleve - Development Planner
Presenter: Bob Baggio - Manager Planning Services

PURPOSE OF REPORT

To consider and determine the above planning application.

RECOMMENDATION:

That Council issue a Notice of Decision to Refuse to Grant a Permit subject to the grounds outlined in **Appendix 6** of this report.

REPORT

1. Background

Executive Summary

Applicant:	Urban Design and Management Pty Ltd
Proposal:	Two lot subdivision
Existing Land Use:	Vacant lot
Zone:	General Residential Zone – Schedule 1
Overlays:	NIL
Number of Objections:	14
Key Planning Issues:	Consistency with Planning Policy Framework and Local Planning Policy Framework Respect for Neighbourhood Character Complement the preferred Neighbourhood Character as per Councils Housing Assessment Character and Design Guidelines Consistency with Clause 56 – Residential Subdivision
Recommendation:	Refuse application

The Land and Surrounding Area

The subject site is known as Lot 167 on Plan of Subdivision PS430265N. The site has an area of 776m² and is located on the western side of Latrobe Terrace in Taylors Hill. Other features of the site are as follows:

- The site is irregular in shape
- A 19.03 metre eastern boundary (frontage), 37 metre southern boundary, 24 metre western boundary (rear), and 35.53 metre northern boundary

- The site is currently vacant
- An existing 2 metre by 2 metre drainage and sewage easement is located in the south-west corner
- Closely located to both Calder Park and Hume Drive.

The surrounding area can be characterised as being predominately a well-established residential area that consists of large lots occupied by both single and double storey detached dwellings and associated outbuildings. The adjoining lots as well as those within the surrounding area can be categorised as being single or double storey detached dwellings with brick veneer, concrete or Colourbond roofing and double garages located on the property boundary.

Land within 1km north-west of the subject site as well as land to the south of Hume Drive has greater diversity in lot sizes and housing typology. Lots within these areas range between lots less than 300sqm to 500sqm and are occupied by single and double storey as well as detached and attached dwellings. Within 1km of the site there is also a number of schools, recreational facilities, and the Taylors Hill Village Shopping Centre.

Refer to **Appendix 1** for a locality plan

The Application

The application proposes a two-lot subdivision

The proposal can be summarised as follows:

- Two 388m² lots
- Lot 1 has a 9.52 metre frontage and Lot 2 a 9.5 metre frontage to Latrobe Terrace
- A 2 metre wide by 2 metre long drainage and sewage easement in the south-west corner of Lot 2
- Vehicle access to be provided to each lot in the form of an existing vehicle crossover at the north-east end of Lot 1 and south-west end of Lot 2
- Each lot will contain a building envelope with a front setback of 5.5 metres, a side boundary setback of 1.2 metres (except for a section of 10 metres on the boundary) and a rear boundary setback of 4.5 metres.

Refer to **Appendix 2** for plans of the proposal

Planning Controls

Zone	Clause 32.08 – General Residential Zone	A permit is required to subdivide land
Overlays	NIL	Not Applicable
Particular Provisions	NIL	Not Applicable

A full assessment of the proposal against the relevant State and Local planning policies is included in **Appendix 3**.

Clause 56 – Residential Subdivision

Under the requirements of the zone, the subdivision of land into two lots must meet the requirements of Clause 56.03-5, Clause 56.04-2, Clause 56.04-3, Clause 56.04-5, Clause 56.06-8 to 56.09-2 of the Planning Scheme. The zone requires that a subdivision:

- must meet all of the objectives
- should meet all the standards.

If the Council however is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

House Rules - Housing Character Assessment & Design Guidelines

The *Housing Character Assessment & Design Guidelines* as adopted at the Ordinary Meeting of Council on 13 October 2015. The site is located within the (Compact Suburban 1 (CS1) character area). The essential components of the CS1 which need to be maintained into the future are:

- Majority of the front setback used as permeable garden landscape
- Absence of front fencing
- Limited visual separation between dwellings.

The preferred Character Statement requires that as change occurs, space will be provided for more tree planting, so these areas can become greener and leafier, by:

- Retaining sufficient space to grow a canopy tree in the front setback
- Minimising interruption of nature strips by driveways, so that regularly spaced street tree avenues can be planted or retained.

Redevelopment of dwellings will occur in ways that maintain some characteristics of typical Compact Suburban style dwellings in the area, such as:

- Garages and carports occupy a minor proportion of the dwelling frontage,
- The visual dominance of the roof structure.

Is the land affected by a Restrictive Covenant?

The land is affected by a Restrictive Covenant; however, the proposal does not breach any conditions of the Covenant.

This restrictive covenant was amended through the Supreme Court to allow for two dwellings to be built on the subject land to replace a previous restriction which allowed for only one dwelling to be built on the land. This variation to the covenant allows for the development of two dwellings on the subject site subject to various additional restrictions including side by side typology, double car garages, limit of 4 bedrooms, and various overlooking standards similar to that of ResCode.

Is the land of Cultural Heritage Sensitivity?

The land is not considered to be of cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2007*.

2. 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: A City where growth and development occur in a strategic, fair and sustainable way
 - 3.1 *A City of 20-minute neighbourhoods*

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application

The application was subject to notification. The notification was satisfactorily completed and 14 objections and 11 submission in support of the proposal were received.

The grounds of objection may be summarised as follows:

- The proposal is not consistent with the neighbourhood character of the area
- Future development will create traffic congestion in the street
- The proposal will impact solar access to properties in Latrobe Terrace and Treasury Place
- Privacy and noise impacts to surrounding properties
- Impact on the storm water drainage system in the area
- Increased pressure on local amenities and services
- The smaller lots proposed are unattractive, and result in a reduction of trees and green open space in the area
- A central crossover will result in the loss of a street tree
- No planning permit will be required for future development of the subdivided lots due to their size
- Breach of the Restrictive Covenant
- The area is not nominated for medium density housing in the Taylors Hill masterplan
- Council recently refused two dwellings on a lot at 14 Southbank Walk, Taylors Hill
- The proposal will set a precedent for further development within the area
- Loss of property values.

A response to the objections is provided in **Appendix 4**.

Referral of the application

The application was referred to a Council's Infrastructure Planning Department for comment and advice. A complete list of responses is included in **Appendix 5**.

5. Issues

Planning Assessment

A recommendation to refuse the proposal is based on an assessment against the relevant requirements of the Melton Planning Scheme, Council's Housing Character Assessment and Design Guidelines, and consideration of written objections.

The proposed subdivision and building envelopes on each lot are deemed inconsistent with the relevant state and local planning policies, the objectives and standards of Clause 56, and the existing subdivision pattern of the area which is characterised by single dwellings on larger allotments with generous front, rear and side setbacks and separation between dwellings

The proposed building envelopes on each lot will allow a 10 metre wall on each side boundary and zero boundary setback along the common boundary of each lot. This will facilitate a future boundary to boundary development on the land which is inconsistent with the existing and preferred neighbourhood and streetscape character of the area.

Council's Housing Character Assessment and Design Guidelines indicates that dwellings should have setbacks similar to those in the streetscape. As the streetscape of the subject site and surrounding area does not feature boundary to boundary development and garage walls on boundaries limited to 6 metres in length the proposal is not consistent with the established character of the area.

Although the restrictive covenant has previously been amended by the Supreme Court to enable the land to be subdivided and developed, this does not remove the need for Council to determine whether the future subdivision and subsequent development is appropriate from a planning perspective.

The grounds of objection are acknowledged and substantiated in relation to the proposal being inconsistent with the existing neighbourhood character of the area. However, the remaining grounds of objection cannot be substantiated as they relate to the future development of each lot which does not form part of this application or raise issues that are not considered to be relevant planning considerations.

6. Options

Council can either support the application by issuing a Notice of Decision to Grant a Permit or not support the proposal by issuing a Notice of Refusal.

7. Conclusion

The application has been assessed against the State Planning Policy Framework, Local Planning Policy Framework, Zone/Overlay provisions and Clause 65 of the Melton Planning Scheme.

It is considered that the proposal generally does not comply with the relevant requirements of the Planning Scheme.

Therefore, it is recommended that the application be refused as outlined in **Appendix 6**.

LIST OF APPENDICES

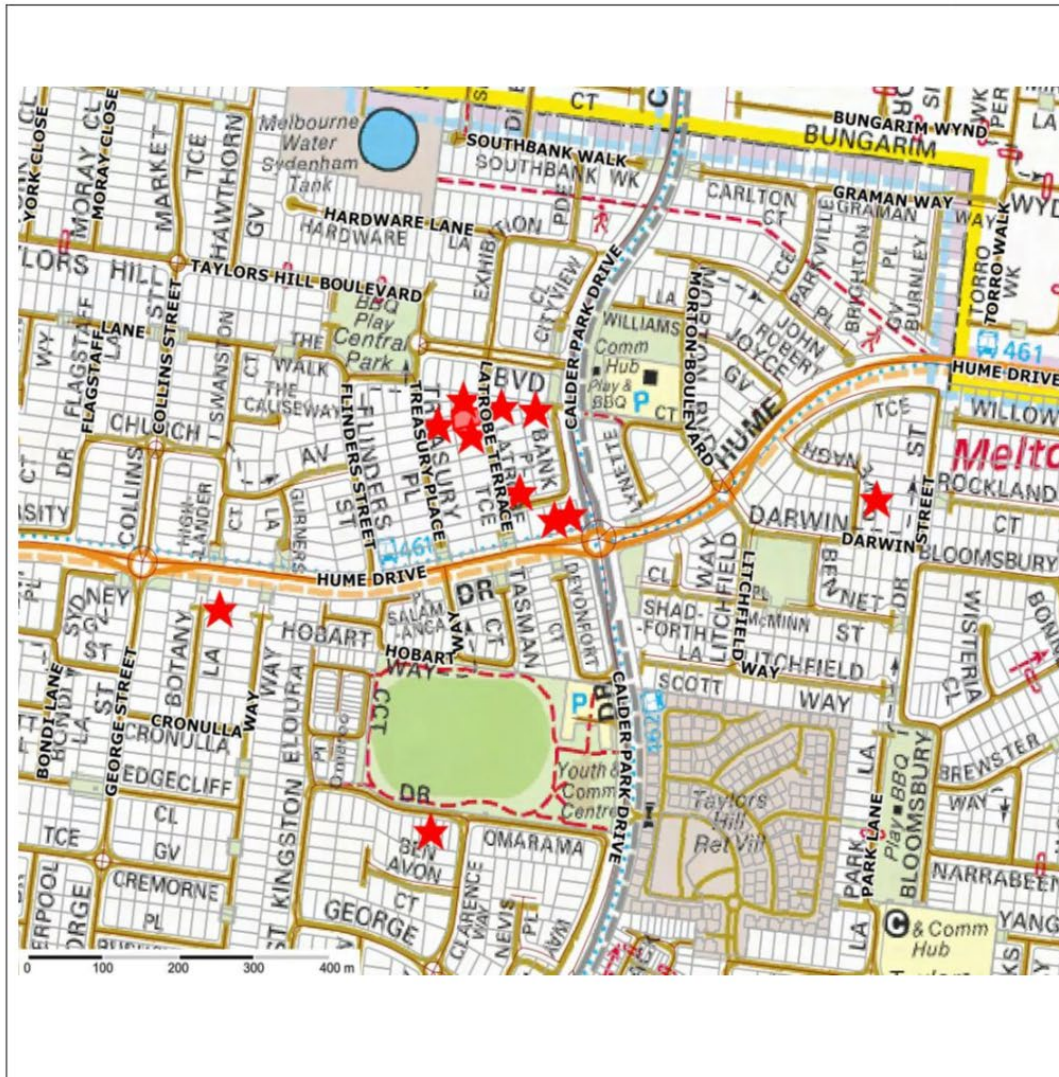
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3. Appendix 3 - Assessment Against Planning Scheme - Planning Application PA2021/7737/1
4. Appendix 4 - Response to Objections - Planning Application PA2021/7737/1
5. Appendix 5 - Referral Comments - Planning Application PA2021/7737/1
6. Appendix 6 - Notice of Decision to Refuse a Permit - Planning Application PA2021/7737/1

No: PA2021/7737/1

Address: 18 Latrobe Terrace, TAYLORS HILL

Proposal: Two lot subdivision.

Ward: WATTS







	Subject Site
	Objections + 1 outside map

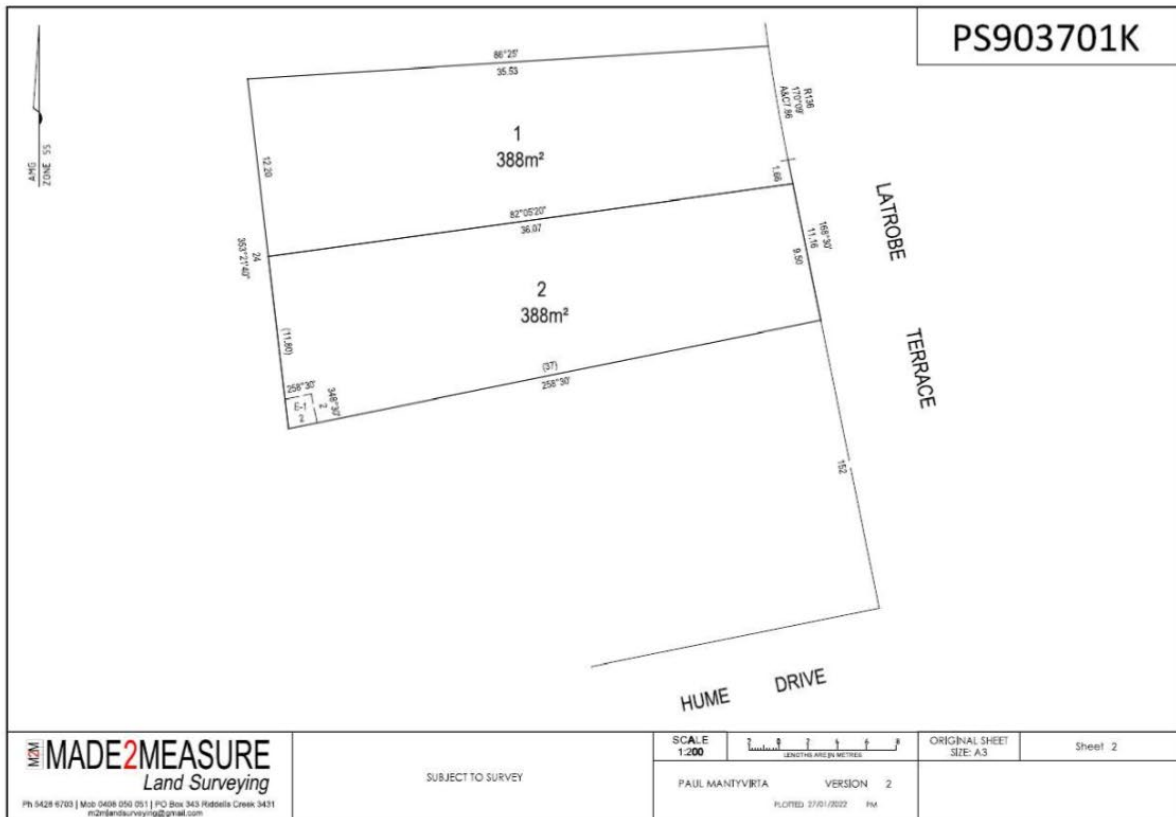
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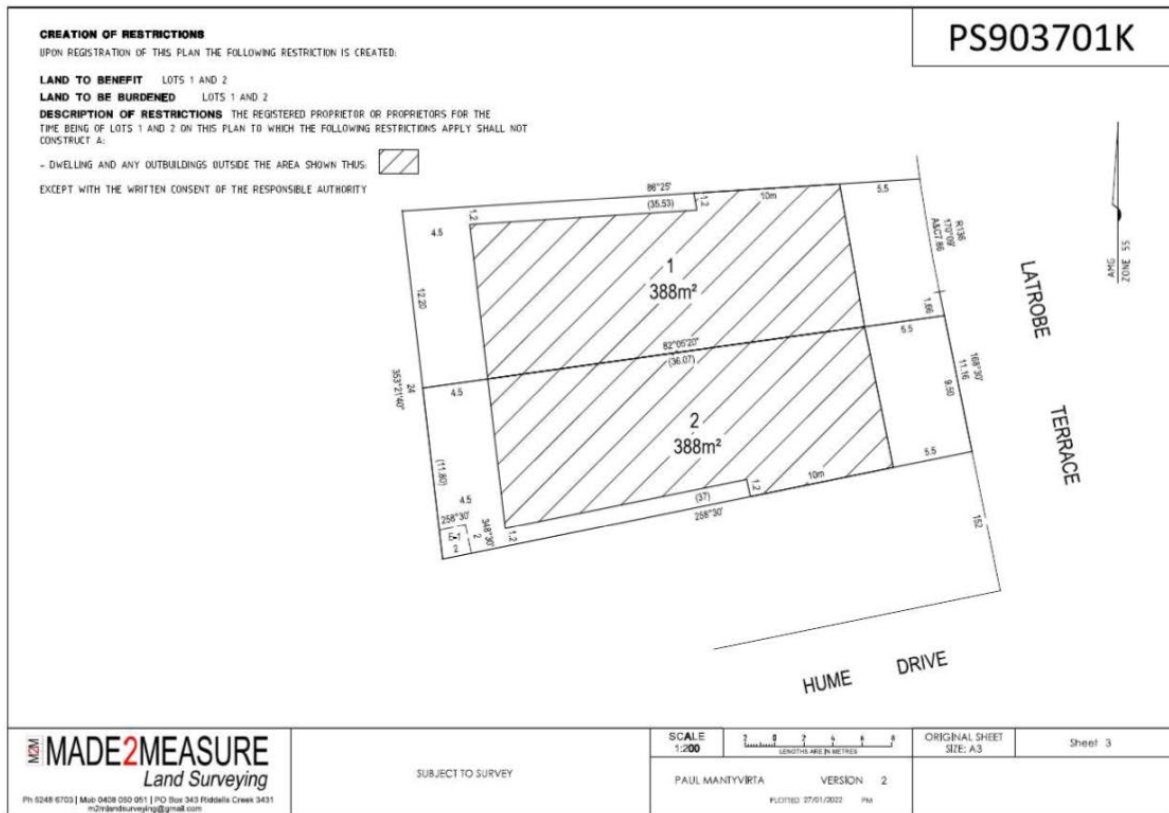


No:	PA2021/7737/1
Address:	18 Latrobe Terrace, TAYLORS HILL
Proposal:	Two lot subdivision.
Ward:	WATTS

		
	Subject Site	8/03/2022
		

PLAN OF SUBDIVISION			EDITION 1	PS903701K
Location of Land Parish: MARIBYRNONG Township: -- Section: 8 Crown Allotment: 18 (PART) Crown Portion: -- Title Reference: VOL 10562 FOL 581 Last Plan Reference: PS430265N (LOT 167) Postal Address: 18 LATROBE TERRACE (at time of subdivision) TAYLORS HILL 3037 MGA94 Co-ordinates: E 301 950 Zone: 55 (of approx. centre of land in plan) N 5 824 060 GDA 94			Council Name: MELTON CITY COUNCIL Ref:	
Vesting of Roads and/or Reserves			Notations	
Identifier	Council/Body/Person			
NIL	NIL			
Notations				
Depth Limitation 15.24m Below the surface applies to land in this plan. Survey This plan is based on survey Staging This is not a staged plan of subdivision Planning Permit No. -- This survey has been connected to permanent mark(s) -- In Proclaimed Survey Area No. -- Subject to survey				
Easement Information				
Legend: E - Encumbering Easement or Condition in Crown Grant in the Nature of an Easement or other Encumbrance A - Appurtenant Easement				
SECTION 12(2) OF THE SUBDIVISION ACT 1988 (AS AMENDED) APPLIES TO ALL THE LAND IN THIS PLAN				
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
E-1	DRAINAGE	2	PS430265N	LAND IN PS430265N AND MELTON SHIRE COUNCIL
E-1	SEWERAGE	2	PS430265N	CITY WEST WATER LIMITED
 Ph 5428 6703 Mob 0408 050 051 PO Box 343 Riddells Creek 3431 m2mlandsurveying@gmail.com			SURVEYORS FILE REF: M2M1898 PAUL MANTYVIRTA VERSION 2 PLOTTED 27/01/2022 PM	ORIGINAL SHEET SIZE: A3 Sheet 1 of 3 Sheets





Appendix 3 – Assessment against relevant Planning Scheme controls

<i>Planning Scheme Reference</i>	<i>Assessment</i>
State Planning Policy Framework	
Clause 11.01-1S – Settlement	The proposal is consistent with the objective of this clause. This is because it supports the strategy to promote opportunities for infill redevelopment in established urban areas
Clause 11.02-1S – Supply of Urban Land	The proposal is inconsistent with the objective of this clause. This is because the proposals building envelopes are not consistent with or respects the existing and preferred neighbourhood character of the area as described in Council's Housing Diversity Policy (Clause 22.12) and Council's Housing and Character Assessment Design Guidelines.
Clause 15.01-3S – Subdivision Design	The proposed subdivision is not consistent with the objective of this clause. Although it will result in a better range of lot sizes to suit varying dwellings, households and the needs of the community in an area with access to public transport and in an area with relatively low diversity in housing. The proposed design of this subdivision specifically its building envelopes will not deliver an outcome that achieves a safe and attractive neighbourhood.
Clause 15.01-5S – Neighborhood Character	The proposal is inconsistent with the objective of this clause. The proposed subdivision does not consider the impact that future development influence by the proposed building envelopes will have on the existing and preferred neighbourhood character of the area as identified by Council's Housing Character Assessment and Design Guidelines
Clause 15.02-1S – Urban Design	The proposal is inconsistent with the objective of this clause. The building envelope which allows extensive walls on boundary and two storey typology jeopardises the energy efficiency of 17 Latrobe Terrace due to potential impacts on the solar access to the scheduled private open space and habitable room windows as it is located to the south of the proposal.
Clause 16.01-1S – Housing supply	This proposal is considered inconsistent with the objective of this clause. The proposed building envelopes of this subdivision are likely to result in housing outcomes that will not be well designed or provide a high level of internal amenity to future residents or external amenity to the surrounding area.
Local Planning Policy Framework	

Clause 21.02-2 – Established Areas	This proposal is considered to be inconsistent with the majority of objectives under this clause. The proposal is consistent with Objective 1 which seeks to improve affordability and accessibility to housing in the established Taylors Hill area. However, the proposal is inconsistent with Objective 2 as it does not identify and then protect the preferred neighbourhood character of the area as described under Councils Housing Character Assessment and Design Guidelines 2015. The proposed building envelopes which seek boundary to boundary development is not considered consistent with the existing and preferred character of the streetscape which features detached dwellings with generous visual separation between dwellings. The proposed subdivision would result in lots greater than 300 square metres in area that would not require a planning permit for a single dwelling (including double storey). The proposed subdivision layout would enable development of a dwelling on each lot with a double garage (in accordance with the restrictive covenant) that would dominate the streetscape and be inconsistent with the existing neighbourhood and streetscape character of the area.
Clause 21.07-1 – Local character and sense of place	This proposal is considered inconsistent with this Clause for reasons previously outlined above as the proposal will not respect or complement the existing and preferred neighbourhood character of the area.
Clause 21.08-1 – Housing	This proposal is considered inconsistent with this clause. Although being consistent with the objectives outlined under this clause as it will increase the diversity of housing in the area and as well promote more affordable housing to all income levels. The proposal does not respond to a key issue outlined in this clause that new developments (including subdivisions) respond positively to the neighbourhood character of the area. For reason previously mentioned it is argued that this proposal will not produce development outcomes that will make a positive contribution to the neighbourhood character of area.
Clause 22.12 – Housing Diversity Policy	This proposal is considered inconsistent with the relevant objectives of this policy. The proposed subdivision layout fails to respect and compliment the established and preferred neighbourhood character of the area as described in Council's Housing and Character Assessment Guidelines (2015) which encourages visual separation between dwellings,

	front setbacks retained as garden landscape, and frontages not dominated by carparking.
Zone	
Clause 32.08 – General Residential Zone Schedule 1	The proposal is inconsistent with the purpose of the General Residential Zone. Although the subdivision encourages diversity in housing type and choice in proximity to services and transport, the proposed subdivision is inconsistent with the neighbourhood character of the area in relation the existing subdivision pattern of the area
Other	
Clause 56 – Residential Subdivision	The proposal is considered to be generally consistent with the applicable standards of Clause 56. However, the proposal fails to comply with Standard C6 in relation to neighborhood character as outlined above. The proposed building envelopes of the subdivision will result in the future boundary to boundary development on the subject land that is not consistent with the existing and preferred neighbourhood character of the area.

Appendix 4 – Response to Objections

Objection	Comment
The proposal is not consistent with the neighborhood character of the area in relation to the proposed boundary to boundary building envelopes, 10-meter walls on boundary, 1.2 meters side setbacks, site coverage and potential townhouse developments resulting from this subdivision.	The proposal fails to respect the established neighborhoods character of the area and as well the preferred neighborhood character outlined for Compact Suburban 1 (CS1) of Council's Housing Character Assessment and Design guidelines in relation to boundary to boundary building envelope and proposed length of walls on boundaries and the subdivision pattern of the area. However, the proposed side boundary setbacks shown on the building envelope for each lot are consistent with the requirements of Council's Housing and Character Assessment Guidelines for the Compact Suburban 1 Character area.
The proposal will create traffic congestions due to the parking of vehicles as Latrobe Terrace is narrow and a no through road.	As outlined under the restrictive covenant registered on Title for the land, any dwellings built on this lot are required to each provide a double car garage as well as an additional off-street car space in a tandem arrangement. This exceeds any requirement for a dwelling under Clause 52.06 of the scheme. The application was referred to Council's Engineering (Infrastructure Planning and Traffic and Transport) Department who did not raise any traffic or car parking concerns in relation to the proposed subdivision.
The proposal will impact solar access to 17 and 19 Latrobe Terrace and 4 Treasury Place which will impact habitable room windows, private open space and established vegetation.	The application proposes the subdivision of land and no plans have been submitted as part of this proposal for the development of each lot. Therefore, these concerns are not relevant to the consideration of this proposal
The proposal will impact the privacy of surrounding properties and increase noise in the area	The application proposes the subdivision of land and no plans have been submitted as part of this proposal for the development of each lot. Therefore, these concerns are not relevant to the consideration of this proposal
The proposal will result in health problems due to the loss of the established neighborhood character.	This is not a relevant planning consideration and no evidence has been provided to substantiate this ground of objection.
The proposal will impact the storm water drainage system in the area.	The proposal was referred to Council's Infrastructure Planning department and no objection or concerns were raised that existing storm water services would not be

	able to cope with the additional load opposed by two lots compared to one.
The proposal will place pressure on local amenities and services	The proposal for a two-lot subdivision which supports the development of two dwellings on the lot instead of one is unlikely to cause any material detriment and result in any unreasonable extra demand on local amenities and services.
The smaller lots proposed are unattractive, will impact wildlife, result in a reduction of trees and green open space which will result in an increase heating of the neighborhood	The proposed subdivision will not result in the loss of any vegetation and has the potential to create additional vegetation and will not have a drastic impact on the exacerbation of the heating of the neighborhood. The proposed building envelopes do have the potential to result in smaller lot developments that are not consistent with the neighborhood character of the area. The impact on wildlife is not a relevant planning consideration for this application in an established residential area.
A central crossover will result in the loss of a street tree	The proposal will utilise the two existing crossovers located at each end of the subject site's frontage. As such the existing central street tree will not be impacted
The proposed subdivision will result in two lots greater than 300 square metres and as a result no Planning Permit will be required and developments plans will not be subject to review and notice by Councils and ensured compliance with the restrictive covenant.	The proposed subdivision if approved would create two lots that are greater than 300 square metres in area and would not be required to obtain a Planning Permit for the development of a dwelling on each lot. The development of a dwelling on each lot will need to comply with the restrictive covenant registered on Title for each lot and the relevant requirements outlined under the Victorian Building Regulations.
The proposal is in breach of the restrictive covenant which only allows one dwelling to be built on the lot.	This proposal is not in breach of the restrictive covenant as the former restrictive covenant applying to the land which only allowed for the development of one dwelling on a lot was varied in the Supreme Court to allow for two dwellings to be built on the lot.
The area is not a part of the Taylors Hill masterplan for medium density housing	This is not a relevant consideration of this application as the purpose of the General Residential Zones is to encourage development and increase diversity of housing as long as it respects the preferred character of the area.
Council recently refuse an application for two dwellings on a lot at 14 Southbank Walk (PA2018/6317/1)	This is not a relevant consideration for this application as the proposal was to remove a restriction on the restrictive covenant that only allowed for only one dwelling to be

	built on the lot and no associated subdivision or development permit was applied for. Additionally, this application was withdrawn and not refused by Council.
The proposal if approved will set a precedent for further development within the area	There is no evidence to support this claim and each application is required to be considered on its individual merits.
The proposal will impact the property prices of surrounding lots.	This is not a relevant planning consideration and no evidence has been provided to substantiate this ground of objection.

Appendix 5 – Referral Comments

<i>Type of Referral</i>	<i>Responses</i>
Internal	
Infrastructure Planning	No objection – subject to conditions
External	
NIL	NIL

Appendix 6 – Notice of Refusal to Grant a Permit

A Notice of Refusal to Grant a Planning Permit is recommended to be issued on the following grounds:

1. The proposal is inconsistent with the relevant state and local planning policies outlined under the Planning Policy Framework and Local Planning Policy Framework in relation to housing and neighbourhood character.
2. The proposal is inconsistent with the purpose of the General Residential Zone (Schedule 1) by failing to respect the neighbourhood character of the area.
3. The proposal fails to satisfy the objectives and standards of Clause 56 of the Melton Planning Scheme in relation to neighbourhood character.
4. The proposed subdivision in terms of its proposed boundary to boundary building envelopes and 10 metres walls on boundary are inconsistent with and fails to respect or complement the existing and preferred neighbourhood character of the area as outlined under Council's Housing Assessment Character and Design Guidelines 2015.
5. The proposed subdivision is considered premature in lieu of the registered Restrictive Covenant and subdivision proposal should follow an approved development Planning Permit for the site.

12.6 TAYLORS ROAD REPORT - RESPONSE TO COUNCILLOR REQUEST FOR UPDATE

Author: Daniel Anskaitis - Traffic and Transport Engineer
Presenter: Luke Shannon - Acting General Manager Corporate Services

PURPOSE OF REPORT

To respond to Notice of Motion 798 (Cr Abboushi) regarding the status of road improvement works at Taylors Road.

RECOMMENDATION:

That Council note the report.

REPORT

1. Executive Summary

At the Ordinary meeting of Council held on 7th March 2022 Council considered Notice of Motion 798 (Cr Abboushi) and resolved:

'That officers prepare a report to Council to provide an update on infrastructure improvements along the Taylors Road corridor, including interim and ultimate upgrades and their associated timing.'

In 2021 Council undertook a Road Safety Audit and a Public Lighting Audit of Taylors Road. Following these Audits a range of improvement works have been undertaken as detailed in this report. Further works at the intersection are to take place at the intersection of City Vista Court consisting of a temporary roundabout.

Furthermore Council has committed in its Capital Works Program to undertake major works along the corridor, including the duplication of a section of road, and construction of traffic signals at four key intersections, with a further intersection to be signalised through works undertaken by a developer as part of their subdivision. The planning for all of these works is well advanced. The works will be completed over a staggered period of time, with all works expected to be complete by 2024.

2. Background/Issues

This report responds to Notice of Motion 798 which was considered by Council at the Ordinary Meeting of Council held on 7 March 2022. Council resolved:

'That officers prepare a report to Council to provide an update on infrastructure improvements along the Taylors Road corridor, including interim and ultimate upgrades and their associated timing.'

By way of background Council received a report at the Ordinary Meeting of Council held on 27 September 2021 which responded to Notice of Motion 767 regarding a review of street lighting along Taylors Road. Council resolved:

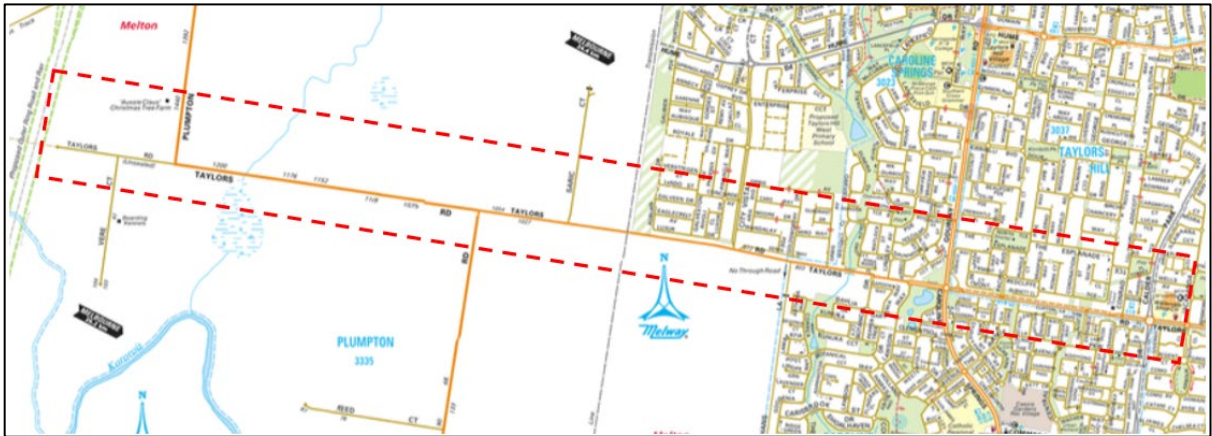
'That Council note that interim lighting improvements to two key intersections and associated safety measures including linemarking, signage and delineation are scheduled to occur.'

In response to Notice of Motion 798 the following update on both completed and scheduled works along the Taylors Road corridor is provided.

Taylors Road

Taylors Road is a major local road that runs in an east / west direction from Leakes Road in the west to Sunshine Avenue in the east where it then continues as Green Gully Road. The area reviewed for this report is confined to the area between Plumpton Road and Calder Park Drive and is shown in Figure 1 below.

Figure 1 – Taylors Road: Plumpton Road to City Vista Court

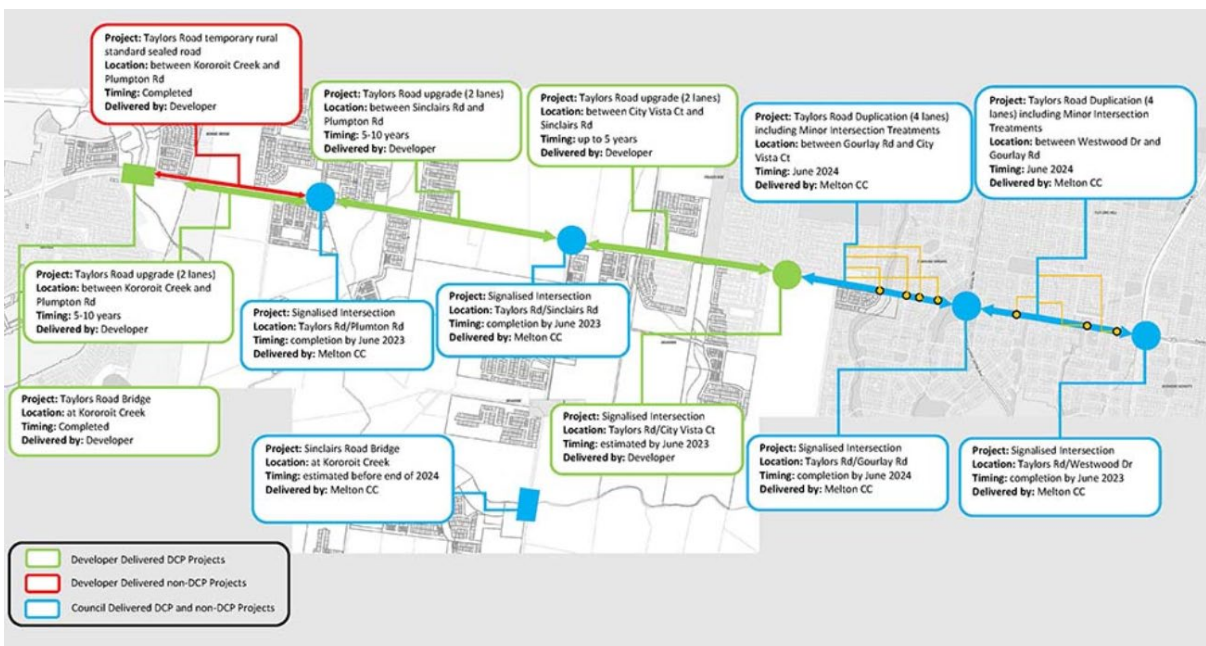


This section of Taylors Road is relatively straight and flat, operating predominantly with a single traffic lane in each direction and posted speed limit of 60km/h for most of this length.

Many intersections along Taylors Road provide turning lanes, and varying conditions along Taylors Road as it transitions from a rural standard road in the west, to an urban road in the east. The change in road conditions reflect the change in Taylors Road from its historic use as a rural road to its current and future function as a major road within the municipality.

Taylors Road Upgrade Plan:

The entire length of Taylors Road is expected to be upgraded within the next 10 years with number of projects expected to be completed within the next 18-24 months. The expected time frame for delivery of these projects is outlined in the Taylors Road Upgrade Plan.



Taylor's Road Intersection Upgrades

It is noted that there are five major intersections along Taylor's Road expected to be upgraded by June 2024:

- Taylor's Rd / Plumpton Rd (June 2023)
- Taylor's Rd / Sinclairs Rd (June 2023)
- Taylor's Rd / Gourlay Road (June 2024)
- Taylor's Rd / Westwood Drive (June 2023)
- Taylor's Rd / City Vista Court (June 2023)

Four of the five projects are to be delivered by Council and are expected to run on schedule as outlined above and within the Taylor's Road Corridor Plan. The fifth intersection (Taylor's Road / City Vista Court) is to be delivered by private developer as part of their subdivisional works on the south side of this intersection.

Taylor's Road / City Vista Court Intersection – interim works

There is an identified need to improve conditions at the intersection of City Vista Court / Taylor's Road prior to the Taylor's Road Corridor Plan. In response to this it is intended for Council to deliver an interim roundabout over the 2022 Easter school holidays. This interim roundabout is expected to alleviate conditions turning in and out of City Vista Court until the ultimate signalisation project is completed, expected to be in mid 2023.

Road Safety Audit (July 2021) & Public Lighting Audit (August 2021)

A Road Safety Audit and Lighting assessment were undertaken by an independent Road Safety Auditor as a proactive measure to review the existing road environment for both day and night-time conditions along Taylor's Road between Leakes Road and Caroline Springs Boulevard.

Based on the Road Safety Audit and lighting assessment, Council adopted the changes outlined in the table below

Lighting and Road Safety Audit Improvements

Proposal	Description	Outcome
Resurface – Gourlay Road to Orbis Avenue	Delivered as part of the 2021/22 asphalt renewal program	Scheduled to be completed by May 2022
Linemarking	Between Gourlay Road to Botanic Drive	To occur as part of the above works
Speed reduction	From 80km/h to 60km/h, west of Plumpton Road	Application submitted to Department of Transport – currently awaiting approval
Road surface cleaning	Cleaning of road surface between Plumpton and Sinclairs Road	Completed
Cycling Sign	Re-orientate sign	Completed
Line marking improvements	Plumpton Road	Completed

Linemarking improvements	Sinclairs Road	Completed
Temporary fencing to be relocated	Temporary fencing too close to road reserve	Completed
Remove 'left lane ends' sign	Sign to be removed	Completed
Install Pedestrian Crossing Sign	Missing sign at Taylors / Leakes Road	Completed
Form lane sign	Install form lane signs on both sides of the road	Completed
Keep Left	Install keep left sign on approach to Aintree Boulevard	Completed
Bi-directional hazard sign	Missing from departure of roundabout	Completed
Merge sign missing	Replace merge sign near Taylors/Gourlay Rd	Completed
Changes to line marking	At right turn bar treatment near Krateron Street	Completed
Keep left sign	Add keep left sign at Elm Drive	Completed
Tree obstruction	Maintenance on trees near Lindley Avenue	Completed
Keep Left Sign	Keep left at Merinda Blvd needs to be fixed	Completed
Keep Left Sign	Keep Left sign at Aniseed Avenue to be added	Completed
Remove keep left	Remove keep left at Commonwealth drive	Completed
Damaged Keep left sign	Fix keep left at pedestrian refuge on Leakes Road	Completed
Streetlights not working	Fix non-working streetlights	Completed
Reflector replacement	Fix deteriorated reflectors	Completed
Lighting Bulb Upgrades	City Vista, Plumpton, and Taylors Road to be lit with 105w bulbs	Completed

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

3.3 A City with accessible infrastructure that meets the needs of all.

4. Financial Considerations

No Council related financial considerations are involved with this report.

5. Consultation/Public Submissions

No Consultation/Public Submissions are involved in with this report.

6. Risk Analysis

There are no risks identified with the options of this report.

7. Options

This report provides an update on the status of improvements for Taylors Road and as such there are no associated options for consideration.

8. Conclusion

It is recognised that Taylors Road it a key east west road in the municipality and is carrying an increasing volume of traffic.

Various improvement works have recently occurred along the road, including improved lighting, signage and linemarking. An interim roundabout is scheduled to occur at a key intersection in the coming month. Road duplication works and the construction of signals at five key intersection are in Council's existing capital program, and when complete will provide for significant enhancements along Taylors Road.

LIST OF APPENDICES

Nil

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

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

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

14. NOTICES OF MOTION

14.1 NOTICE OF MOTION 803 (CR MAJDLIK)

Councillor: Kathy Majdlik

I hereby give notice of my intention to move the following motion at the meeting of Council to be held on Monday 4 April 2022.

MOTION:

That Council write a letter of appreciation under seal, thanking Mr Maurice Heaney, General Manager Community Services, for the 33 years of exceptional service at Melton City Council, signed by the Mayor and Councillors.

OFFICER'S COMMENTS:

Officers will prepare the Letter of Appreciation under seal subject to the decision of Council.

.....
Cr Majdlik

14.2 NOTICE OF MOTION 804 (CR MAJDLIK)

Councillor: Kathy Majdlik

I hereby give notice of my intention to move the following motion at the meeting of Council to be held on Monday 4 April 2022.

MOTION:

That Council officers provide a report to consider reducing the speed limit on Caroline Springs Blvd, from the roundabout located between 'The Crossing' heading north up to College Street (on both sides of the road) due to the increase of pedestrian activity and outdoor dining.

OFFICER'S COMMENTS:

Council officers are currently requesting the Authorisation from Department of Transport to implement a permanent 40km speed limit however a temporary 40km/h speed limit is in place to support the outdoor dining and high pedestrian activity between Lake Street and College Street.

.....
Cr Majdlik

14.3 NOTICE OF MOTION 805 (CR ABBOUSHI)

Councillor: Steven Abboushi

I hereby give notice of my intention to move the following motion at the meeting of Council to be held on Monday 4 April 2022.

MOTION:

That Council:

- 1) Review current local vocational and job-readiness training and support opportunities in the context of economic pandemic recovery and community needs.
- 2) Seek additional funding for new and existing vocational and job-readiness programs through available government or private sector grants.
- 3) Seek officer advice on the provision of \$20K toward vocational and job-readiness training initiatives either within existing approved budget or in 2022/23 Council Budget deliberations.

PREAMBLE:

The Melton City community is recovering from significant social and economic impacts of the pandemic. Council has an important role in supporting local people to achieve, regain and retain employment, and contribute to a thriving and resilient future economy. Vocational and practical job-readiness training supports recovery at the local level and has a positive impact on the lives and livelihoods of community members.

OFFICER’S COMMENTS:

Subject to the decision of Council, officers will prepare a report for a future briefing of councillors to respond to Notice of Motion 805.

.....
Cr Abboushi

14.4 NOTICE OF MOTION 806 (CR TURNER)

Councillor: Bob Turner

I hereby give notice of my intention to move the following motion at the meeting of Council to be held on Monday 4 April 2022.

MOTION:

That Council write to The Honourable Martin Foley MP, Minister for Health, and Mr Steve McGhie, Member for Melton and the Parliamentary Secretary for Health in respect to the City of Melton's urgent need for additional local Doctors.

PREAMBLE

Wait times for local Doctor's existing patients in the City of Melton is in excess of 3 plus weeks in many Doctors' surgeries. This situation needs a thorough investigation and Government support to solve this local crisis which has existed in the City of Melton for some years, but it has gotten out of hand in the last 2 years. There are some serious problems being created for our community as this situation worsens and we deserve better.

OFFICER'S COMMENTS:

A shortage of local GP services in the City of Melton is evidenced by data. Anecdotally longer GP wait times are related to lower service levels at GP clinics, particularly high demand clinics.

.....

Cr Turner

14.5 NOTICE OF MOTION 807 (CR VANDENBERG)

Councillor: Ashleigh Vandenberg

I hereby give notice of my intention to move the following motion at the meeting of Council to be held on Monday 4 April 2022.

MOTION:

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 a GPT's and litter traps.

OFFICER'S COMMENTS:

Council Officers will prepare a Council Report for the 2 May Council meeting addressing the points raised.

.....
Cr Vandenberg

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE

16. URGENT BUSINESS

17. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

17.1 Melton Weir Development Committee Community Membership

- (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.

17.2 2021 Young Communities Grants assessment outcome

- (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.

17.3 Contract 21/065 - Melton City Council Unsealed Carpark Package

- (g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
 - (i) relates to trade secrets; or
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

18. CLOSE OF BUSINESS