



MELTON CITY COUNCIL

**Minutes of the Meeting of the Melton City
Council**

7 March 2022

**THESE MINUTES CONTAIN REPORTS DEALT WITH AT A
CLOSED MEETING OF COUNCIL**

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17.2	APPOINTMENT OF COMMUNITY MEMBERS TO HRV/TABCORP PARK COMMUNITY GRANTS ASSESSMENT PANEL	415
	To appoint community members to the HRV/Tabcorp Park Community Grants Assessment Panel.	
17.3	CONTRACT 12/002 PROVISION OF RECYCLING RECEIPT AND PROCESSING SERVICES	Error! Bookmark not defined.
	To seek Council's approval to extend Contract No. 12/002 with Visy Recycling for a period of 24 months, from 1 July 2022 to 30 June 2024.	
17.4	CONTRACT NO. 22 / 029 TAYLORS HILL PAVILION & REFURBISHMENT PROJECT (CONSTRUCT)	437
	To seek Council's endorsement to award Contract No. 22/029 for construction and Refurbishment for the Taylors Hill Recreation Reserve Pavilion.	
17.5	CONTRACT NO. 22/002 ROCKBANK MURRAY ROAD CHILDREN'S AND COMMUNITY CENTRE (CONSTRUCT)	443
	To seek Council's endorsement to award Contract No. 22/002 for the construction services of the Rockbank Murray Road Children's and Community Centre.	
17.6	CONTRACT 22/025 BRIDGE ROAD EXTENSION & SIGNALISED ROAD INTERSECTION UPGRADE	451
	To seek Council's approval for the award of Contract No. C22-025 for Bridge Road Extension & Signalised Intersection Upgrade Project.	
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	To seek Council's approval for the award of Contract No. 21/064 Creamery Road, Toolern Vale Road Reconstruction which includes upgrade of a section of Creamery Road to a sealed rural standard road, construction of a new roundabout at the intersection of Creamery – Mechanics and Burtons Road along with drainage upgrade.	
18.	CLOSE OF BUSINESS	470

MELTON CITY COUNCIL

MINUTES OF THE MEETING OF THE MELTON CITY COUNCIL HELD
VIA VIDEOCONFERENCE ON MONDAY 7 MARCH 2022 AT 7:00PM

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

Ms R Wai	Chief Executive Officer
Mr L Shannon	Acting General Manager Corporate Services
Mr M Heaney	General Manager Community Services
Ms S Romaszko	Acting General Manager Planning and Development
Mr S McManus	Acting Executive Manager Corporate Strategy and Investment
Ms B Dosser	Manager Legal, Governance and Risk
Mr B Baggio	Manager Planning Services
Mr S Rumoro	Manager Finance
Mr J Horne	Manager Environment and Waste
Ms R Hodgson	Governance Coordinator

1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Mayor, Cr Kesic opened the meeting at 7.00pm with the prayer and reconciliation statement.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. CHANGES TO THE ORDER OF BUSINESS

Nil.

4. DEPUTATIONS

Suspension of Standing Orders

Crs Carli/Majdlik.

That standing orders be suspended to enable Councillors to express their gratitude to Mr. Maurie Heaney for his efforts as an employee of Melton City Council and congratulate him on his impending retirement.

CARRIED

Expressions of gratitude to Mr Maurie Heaney, General Manager Community Services, thanking him for his long standing service to the Community, the Mayor and Councillors, and Staff at Melton City Council.

Resumption of Standing Orders

Crs Carli/Majdlik.

That Standing Orders be resumed.

CARRIED

5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR

Cr Shannon declared a Conflict of Interest pursuant to the *Local Government Act 2020* in Item 17.2, 'Appointment of Community Members to HRV/Tabcorp Park Community Grants Assessment Panel'.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 7 February 2022 be confirmed as a true and correct record.

Motion

Crs Ramsey/Carli.

That the Minutes of the Meeting of Council held on 7 February 2022 be confirmed as a true and correct record.

CARRIED

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 February 2022 Summary of Informal Meeting of Councillors
- 10 February 2022 Summary of Informal Meeting of Councillors
- 14 February 2022 Summary of Informal Meeting of Councillors
- 18 February 2022 Summary of Informal Meeting of Councillors
- 28 February 2022 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 7 February, 10 February, 14 February, 18 February and 28 February 2022, provided as **Appendices 1 – 5** to this report, be received and noted.

Motion

Crs Carli/Deeming.

That the Summaries of Informal Meetings of Councillors dated 7 February, 10 February, 14 February, 18 February and 28 February 2022, provided as **Appendices 1 – 5** to this report, be received and noted, with an additional point in the Councillors' Discussion on the Summary for 28 February to include Rubbish Dumping in Taylors Hill, along Hume Drive and Gourlay Road.

CARRIED

LIST OF APPENDICES

1. Record of Informal Meeting of Councillors - 7 February 2022
2. Record of Informal Meeting of Councillors - 10 February 2022
3. Record of Informal Meeting of Councillors - 14 February 2022
4. Record of Informal Meeting of Councillors - 18 February 2022
5. Record of Informal Meeting of Councillors - 28 February 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 February 2022	Time Opened: 6.21 pm
		Time Closed: 6.59pm
Councillors present:	Cr G Kesic (Mayor) Cr S Abboushi Cr M Deeming Cr K Majdlik (left the meeting at 6.55pm, returned to the meeting at 6.57pm) 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 and Risk J Horne Manager Environment and Waste S Finlay Coordinator Planning Services R Hodgson Coordinator Governance	
Guests	Nil	
Apologies	Cr L Carli	
Matters discussed:	1. Council Meeting Agenda 7 Feb 2. Bill regarding hosting of Council Meetings via livestream 3. Mayor and CEO discussion 4. Council Agenda Item Item 12.3 5. Cobblebank Stadium opening	
CONFLICT OF INTEREST DISCLOSURES:		
Were there any conflict of interest disclosures by Councillors?	Yes	
Matter No.	Councillor making disclosure	Councillor left meeting
Council Meeting Agenda Item 12.1	Cr Kesic	No
Council Meeting Agenda Item 17.1	Cr Shannon	Yes 6.37 - 6.39pm
REPORT PRODUCED BY:		
Officer name:	Bradley Dossier	Date: 7/2/2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	MAV Rules Review Workshop		
Meeting Date:	Thursday 10 February 2022	Time Opened:	2.30 pm
		Time Closed:	4.38 pm
Councillors present:	Cr G Kesic (Mayor) (departed 3.15pm) Cr K Majdlik Cr J Shannon (departed 4.00pm)		
Officers present:	B Dosser R Hodgson	Manager Legal, Governance and Risk Governance Coordinator	
Guests	Nil		
Apologies	Cr L Carli (Deputy Mayor) Cr S Ramsey		
Matters discussed:	1. MAV Rules Review Submission		

CONFLICT OF INTEREST DISCLOSURES:

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

Officer name:	Bradley Dosser	Date:	11 February 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 14 February 2022	Time Opened:	6.15 pm
		Time Closed:	9.26 pm
Councillors present:	Cr L Carli (Deputy Mayor) Cr S Abboushi (departed 7.55 pm) Cr M Deeming Cr K Majdlik Cr S Ramsey Cr J Shannon (arrived 6.23 pm) Cr B Turner Cr A Vandenberg (departed 9.02 pm)		
Officers present:	R Wai Chief Executive Officer L Shannon Acting General Manager, Corporate Services (arrived 6.30 pm) S Romaszko Acting General Manager Planning and Development E Rider Acting General Manager Community Services S McManus Acting Executive Manager Property and Projects (departed 6.54 pm, returned 6.55 pm) B Dossier Manager Legal, Governance and Risk D Rudd Manager City Design and Strategy (departed 9.00 pm) M Kelaher Coordinator City Design (departed 7.21pm) R Hodgson Governance Coordinator P Hobbs Advocacy Coordinator (arrived 7.22 pm, departed 8.18pm)		
Guests	<u>Greater Melbourne Cemetery Trust representatives (6.21 pm – 7.21pm):</u> Deb Ganderton, CEO James Reid, Chief Future Built Environment Officer Sarah Patterson, Consultation & Engagement Manager <u>Department of Education & Training (DET) and Ernst & Young (EY) representatives (7.22 pm – 8.18pm):</u> John Cook – Senior Project Officer, Infrastructure Planning (DET) Kim Wilson - Service Support Manager (DET) Matthew Lumb (EY) Daniel Gregg (EY) Kate Conway (EY) Dimity Hanney (EY)		
Apologies	Cr G Kesic (Mayor)		
Matters discussed:	1) Harkness Advisory Groups Briefing by Greater Melbourne Cemetery Trust Representatives (6.21 - 7.21 pm) 2) Department of Education TAFE Business Case (7.22 – 8.22 pm) 3) AusNet update (8.22 – 9.00 pm) 4) Mayor and Chief Executive Weekly Meeting (9.00pm) a) International Women's Day 5) Councillor Discussion: b) Venue for Councillor dinner 21 February 2022		

- c) Policy Review Panel Agenda
- d) Brigitte's Dog School
- e) Cr Shannon advised apology for Council Meeting Monday 28 February 2022
- f) Cr Majdlik thanked S Romaszko and her team for swift response on follow up of health permit issue in Caroline Springs last week.

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?

No

REPORT PRODUCED BY:

Officer name:

Renee Hodgson

Date:

14 February 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Friday 18 February 2022	Time Opened:	6.30 pm
		Time Closed:	7.10pm
Councillors present:	Cr G Kesic (Mayor) Cr Carli (Deputy Mayor) Cr S Abboushi (arrived 6.33pm) Cr M Deeming Cr K Majdlik Cr S Ramsey Cr J Shannon (arrived 6.35pm) Cr A Vandenberg		
Officers present:	R Wai	Chief Executive Officer	
	B Dosser	Manager Legal, Governance and Risk	
Guests	Nil		
Apologies	Cr Turner		
Matters discussed:	The matter discussed is considered confidential information in accordance with section 3(1)(e) of the <i>Local Government Act 2020</i> , as it relates to legal privileged information, being information to which legal professional privilege or client legal privilege applies.		

CONFLICT OF INTEREST DISCLOSURES:

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

Officer name:	Bradley Dosser	Date:	18/2/2022
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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 February 2022	Time Opened:	6.15 pm																														
		Time Closed:	8.50 pm																														
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr M Deeming (left at 7.57pm) Cr K Majdlik Cr S Ramsey Cr B Turner Cr A Vandenberg																																
Officers present:	<table border="0"> <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>M Heaney</td><td>General Manager Community Services</td></tr> <tr><td>S McManus</td><td>Acting Executive Manager Corporate Strategy & Investment</td></tr> <tr><td>B Baggio</td><td>Manager Planning Services</td></tr> <tr><td>D Caligari</td><td>Manager Capital Projects</td></tr> <tr><td>B Dosser</td><td>Manager Legal, Governance & Risk</td></tr> <tr><td>J Home</td><td>Manager Environment and Waste</td></tr> <tr><td>E Rider</td><td>Manager Community Planning</td></tr> <tr><td>S Rumoro</td><td>Manager Finance</td></tr> <tr><td>N Farooq</td><td>Coordinator Capital Projects</td></tr> <tr><td>S Taylor</td><td>Coordinator Waste Graffiti & Clean Ops</td></tr> <tr><td>J White</td><td>Capital Projects Officer</td></tr> <tr><td>S Withers</td><td>Project Officer-Capital Projects</td></tr> </table>			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 Baggio	Manager Planning Services	D Caligari	Manager Capital Projects	B Dosser	Manager Legal, Governance & Risk	J Home	Manager Environment and Waste	E Rider	Manager Community Planning	S Rumoro	Manager Finance	N Farooq	Coordinator Capital Projects	S Taylor	Coordinator Waste Graffiti & Clean Ops	J White	Capital Projects Officer	S Withers	Project Officer-Capital Projects
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S Rumoro	Manager Finance																																
N Farooq	Coordinator Capital Projects																																
S Taylor	Coordinator Waste Graffiti & Clean Ops																																
J White	Capital Projects Officer																																
S Withers	Project Officer-Capital Projects																																
Guests	Nil																																
Apologies	Cr J Shannon																																
Matters discussed:	<ol style="list-style-type: none"> 1. Confidential Briefing of Councillors- CEO and Manager of Legal, Governance and Risk (6.15- 6.33pm). 2. Council Agenda- 7.3.22 (6.34 – 8.39pm) 3. Councillor Discussion <ol style="list-style-type: none"> a) Mayor and CEO on Tuesday (8.39 – 8.50pm) b) Rubbish dumping in Taylors Hill, along Hume Drive and Goulet Road 																																

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?

No

REPORT PRODUCED BY:

Officer name:

Bradley Dosser

Date:

Monday 28 February 2022

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- The Hon Ben Carroll MP – Minister for Public Transport, Minister for Roads and Road Safety

RECOMMENDATION:

That Council receive and note the following Parliamentarian and Departmental letters, received by the Mayor, provided as **Appendix 1** to this report:

- 1) The Hon Ben Carroll MP, Minister for Public Transport, Minister for Roads and Road Safety - letter dated 7 December 2021.

Motion

Crs Turner/Majdlik.

That Council receive and note the following Parliamentarian and Departmental letters, received by the Mayor, provided as **Appendix 1** to this report:

- 1) The Hon Ben Carroll MP, Minister for Public Transport, Minister for Roads and Road Safety - letter dated 7 December 2021.

CARRIED

LIST OF APPENDICES

1. The Hon Ben Carroll MP - Minister for Public Transport, Minister for Roads and Road Safety



The Hon Ben Carroll MP

Minister for Public Transport
Minister for Roads and Road Safety

1 Spring Street
Melbourne Victoria 3000
Telephone: +61 3 9095 4301
DX210292

Ref: CMIN-1-21-10960

Cr Kathy Majdlik
Mayor
Melton City Council
PO Box 21
MELTON VIC 3023
kathy.majdlik@melton.vic.gov.au

Dear Mayor

I refer to your letter of 12 October 2021 to the Hon Jacinta Allan MP, Minister for Transport Infrastructure, about facilities at Rockbank station. Your letter has been referred to me as the Minister for Public Transport.

I acknowledge Melton City Council's request for the installation of toilets and shelters on both platforms at Rockbank station.

The Andrews Labor Government is undertaking the biggest revival of the regional rail network. Together with the Federal Government, we are investing over \$4 billion in the Regional Rail Revival program, which is upgrading every regional passenger rail line in Victoria and creating 1,000 jobs.

The Ballarat Line Upgrade has enabled 135 extra services along the Ballarat Line, including trains every 20 minutes during peaks and 40 minutes between peaks, to service the growing communities in the region. The project has delivered the critical infrastructure needed for the new services, including track duplication, passing loops, signalling upgrades, new platforms and additional track at key stations. As part of this upgrade, significant improvements were made to the Rockbank station, including new platforms, a pedestrian overpass, a car park with 350 spaces, improved shelters and better lighting and CCTV.

As the station is unstaffed, providing access to toilets introduces risks for passenger safety and security, facility cleanliness, and vandalism. Therefore, there currently are no plans to install toilets at this station.

As Rockbank station is within a key growth area, I have asked the Department of Transport to identify possible improvements in line with anticipated patronage growth.

I trust this information is of use. Thank you for raising this matter.

Yours sincerely



The Hon Ben Carroll MP

Minister for Public Transport

Minister for Roads and Road Safety

Date: 7/12/2021

9. PETITIONS AND JOINT LETTERS

Nil.

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

Nil.

11. PUBLIC QUESTION TIME

Name	Question asked of Council
Matthew Roberts	<p>On 21 November 2021, Council passed a motion to a community awareness campaign about the Victorian Government's Sex Work Decriminalisation Bill 2021. On 10 February 2022, this bill passed parliament and will become law. On 14 February 2022 the Department of Justice and Community Safety revealed the details of amendments to the Victoria Planning Provisions in relation to sex work.</p> <p>Now that all sex industry reforms have been announced and confirmed by the Victorian Government, will Council put forward a corrective motion and terminate its plans to contact every local state member about this issue?</p>
Matthew Roberts	<p>Council motion 786 relates to developing a Community Awareness Campaign in response to the Victorian Government's Sex Work Decriminalisation Bill 2021. Did Council consult with any sex workers, or sex worker groups prior to passing Motion 786 and its response on 22 November 2021?</p>
Shaun McKerral	<p>Can council advise what the next steps will be to support residents impacted by the proposed solar farm off Holden Road in Toolern Vale & if Council will continue to oppose this development given the location in a green wedge & proximity to historical/tourist sensitive areas & existing farms/small business.</p>

12. PRESENTATION OF STAFF REPORTS

Procedural Motion

Crs Majdlik/Carli.

That the recommendations as printed in Items 12.1 and 12.3 be adopted en bloc.

CARRIED

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 Minutes:

- 1) Melton Transport Community Reference Group, Wednesday 8 December 2021.
- 2) Policy Review Panel Advisory Committee, Thursday 17 February 2022.

Motion

Crs Majdlik/Carli.

That Council receive the minutes of the following Advisory Committee meetings, provided as appendices to this report, and adopt the recommendations arising within the Minutes:

- 1) Melton Transport Community Reference Group, Wednesday 8 December 2021.
- 2) Policy Review Panel Advisory Committee, Thursday 17 February 2022.

CARRIED

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
8 December 2021	Melton Transport Community Reference Group	Appendix 1
17 February 2022	Policy Review Panel Advisory Committee	Appendix 2

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. Melton Transport Community Reference Group Meeting Minutes - 8 December 2021
2. Policy Review Panel Meeting Minutes - 17 February 2022



MINUTES

Melton Transport Community Reference Group (MTCRG)

Held on 8 December 2021 at 6:30 pm on MS Teams

Present:

Councillors

Bob Turner, Councillor
Lara Carli, Councillor (Deputy Mayor)
Steven Abboushi, Councillor

Council Staff

Matthew Milbourne, Coordinator Toolern Review
Kerry Walton, Acting-Manager Engineering Services
Darren Rudd, Manager City Design and Strategy
Pauline Hobbs, Advocacy Officer
Bhavin Mehta, Principal Planning Engineer

Community Representatives

Lawrence Geyer
Alan Perry
Tania White

Chairperson: Cr. Lara Carli

Minute Taker: Matthew Milbourne

1. Welcome

2. Apologies

Sean McManus, Manager Engagement and Advocacy
Dominic Peverett, Community Representative

Non-Attendance

John Faure, Community Representative
Robyne Jansen, Community Representative
Tim Roberts, Community Representative
Lakhwinder Sidhu, Community Representative
Naz Tamburro, Community Representative
Arnab Tarafder, Community Representative

3. Declaration of interests and/or conflict of interests

There were no declarations of interest, or declarations of a conflict of interest.

4. General Business

4.1 Welcome Cr Abboushi – Cr Lara Carli

Cr Abboushi has replaced Cr Kesic on the Transport Community Reference Group.

4.2 Flexi Bus Announcement – Bhavin Mehta

Bhavin provided information on the new Flexi Bus service that is being implemented in Weir Views, Cobblebank, Strathulloh and Thornhill Park.

The new bus service will enable residents to book a bus service that can take them to Cobblebank Station, Melton Bus Interchange, Melton Station, Woodgrove Shopping Centre, and stops near Al Iman College / Staughton College / Melton South Primary School / St Anthony's Catholic Primary School.



4.3 Melton Community Map Update – Bhavin Mehta

Bhavin provided information on the Melton Community Map Upgrade project, which will improve information to the community on the location of walking and cycling infrastructure, and the location of amenities and facilities such as public transport, sports facilities, public toilets, playgrounds, local parks, bicycle parking facilities, and park furniture (such as picnic tables and BBQs).

Engineering will release the maps on Council's website in early 2022.

[Darren Rudd left the meeting at 6.50 pm]

4.4 Roads Campaign Update – Pauline Hobbs

Pauline provided an update on the roads campaign for the Federal and State Government elections in 2022 – *Fix Our Roads - Now is the Time*

We would like the community to share their stories – what are their experiences on using the road network. We request you provide us with your story and mobilise your neighbours / family / friends to share their stories (social media opportunities / local paper / talk back radio). There will be photo opportunities in the new year for the community representatives.



MINUTES

Promote the roads campaign through the Venture Melton network.

Explore using the mobile billboards and posters in bus shelters.

Explore promotion in all Council buildings such as our community centres.

4.5 Melton Bus Routes 2050 – Matthew Milbourne

Matthew provided a presentation (**Appendix 1**) on Melton's planning work for future bus routes.

We need to advocate for buses to be provided to new estates from day one.

We need to advocate for improved funding for buses.

We have extremely disadvantaged people in our community who can't get a job because they can't access public transport and can't afford a car. Improving bus networks will improve the health and wellbeing of our community by providing employment opportunity.

4.6 Next Meeting

To be confirmed

The first meeting will be held in February 2022

5. Close of Business

The meeting closed at 8.00 pm.

Melton Bus Plan 2050

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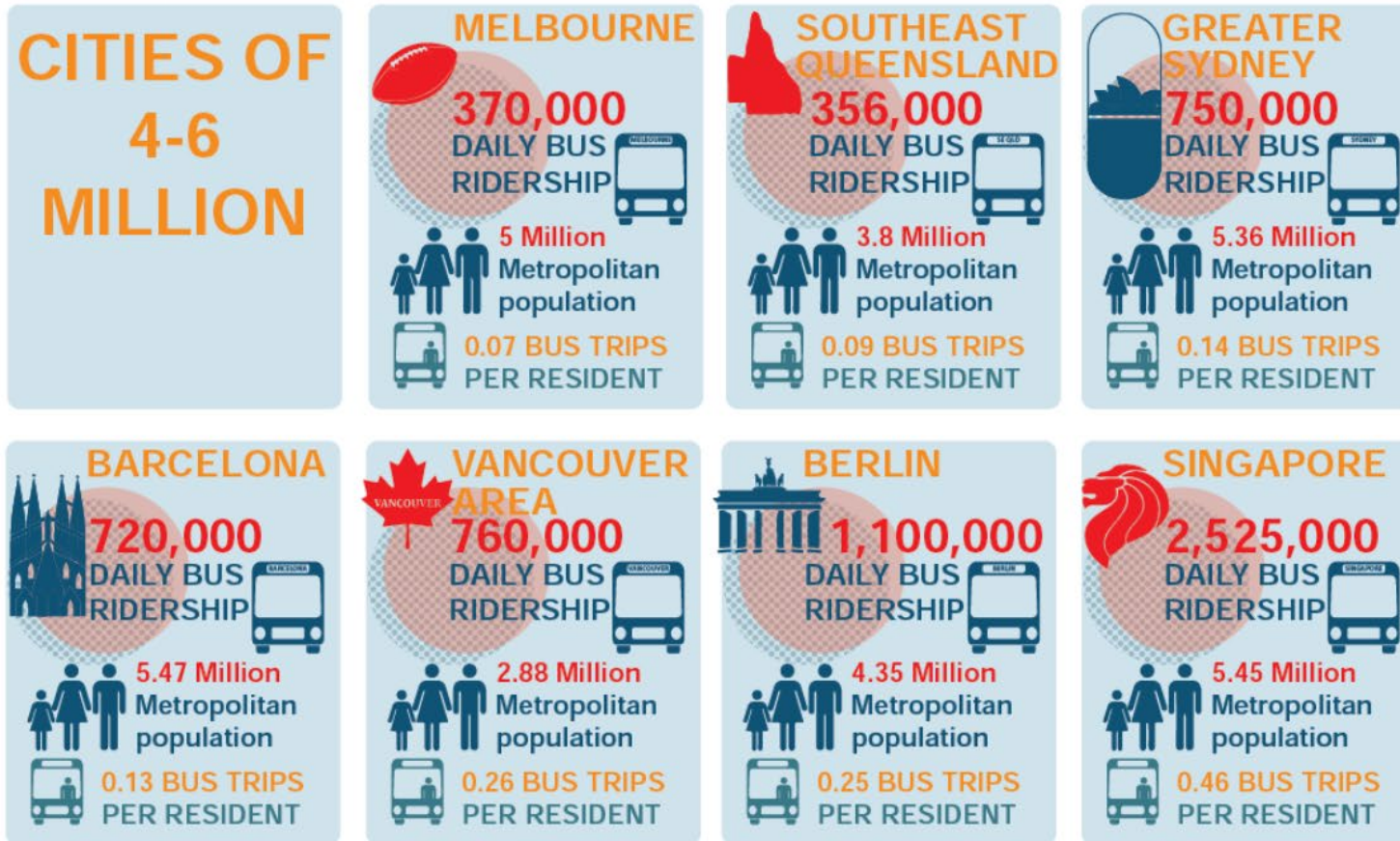


Bus Patronage in Melbourne is low

- Melbourne has a current population of 5 million
- 370,000 people use a bus each day
- 1.5% of trips made daily in Melbourne are made by bus
- 1.5% of trips in the western suburbs of Melbourne are made by bus
- Only 1% of trips made in the City of Melton are made by bus

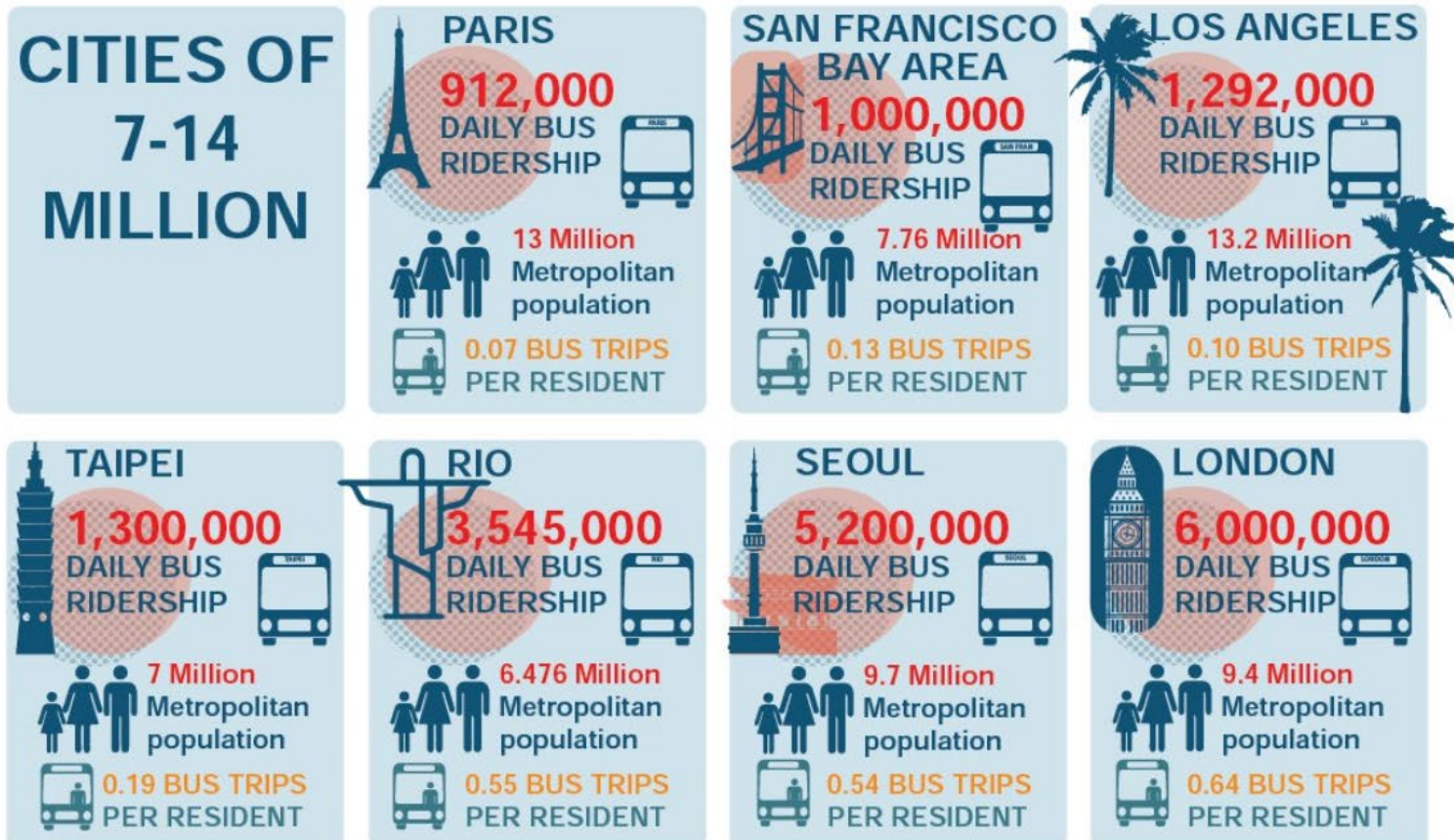
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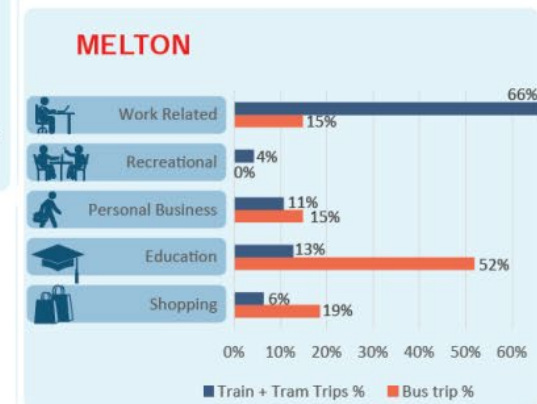
Bus trip purpose

Most bus only trips in Melton are for:

- Education purposes (52%)
- Shopping purposes (19%)
- Work purposes (15%)
- Personal business purposes (11%)

Most train trips in Melton are for:

- Work purposes (66%)
- Education purposes (13%)
- Personal business purposes (11%)
- Shopping purposes (6%)



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How to improve bus patronage

Buses need to perform better for the people who currently use them:

- Provide service and route enhancements
- Continue to provide services to schools, shops, business areas and train stations

Buses need to diversify its patronage base:

- Improve the network
- Improve service levels

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Introduce a hierarchy of bus services

Type of Routes	Description	Characteristics
Local / Neighbourhood Buses	Connect people to their closest train station, schools, local and major town centres	<ul style="list-style-type: none"> • Bus stops close to each other • Meandering routes • Less frequent
Trunk Buses	Connect major town centres and employment areas to each other and to the Cobblebank Metropolitan Activity Centre	<ul style="list-style-type: none"> • Bus stops further apart • Run on main roads • Frequent services
Shuttle Buses	Connect people to major employment areas in the City of Melton. Run from train stations	<ul style="list-style-type: none"> • Bus stops further apart • Run on main roads • Turn up and go service
Bus Rapid Transit	Connect our communities to major employment areas in the west (Werribee NEIC / Sunshine NEIC / Watergardens)	<ul style="list-style-type: none"> • Bus stops further apart • Run on main roads • Turn up and go service

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Making the connections

	Cobblebank	Woodgrove	High Street	Rockbank	Aintree	Fraser Rise	Mt Atkinson	Caroline Springs	Watergardens	Sunshine	Werribee	Bacchus Marsh
Cobblebank		B	B	T	B	B	T	B	B	T	B	T
Woodgrove			B	B	B	B	B	B	B	B	B	B
High Street				B	B	B	B	B	B	B	B	B
Rockbank					B	B	T	B	B	T	B	T
Aintree						B	B	B	B	B	B	B
Fraser Rise							B	B	B	B	B	B
Mt Atkinson								B	B	T	B	T
Caroline Springs									B	B	B	B
Watergardens										B	B	B
Sunshine											T	T
Werribee												B
Bacchus Marsh												

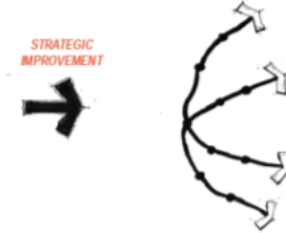
B = linked by the bus network

T = linked by a train service

FOUR INDIVIDUAL ROUTES TERMINATING



TWO ROUTES THROUGH-RUNNING WITH INTERCHANGE



STRATEGIC IMPROVEMENT

RADIAL ROUTES

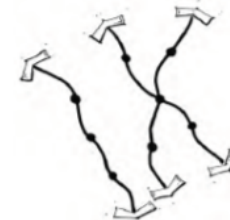


DEVELOP A NETWORK



STRATEGIC IMPROVEMENT

ROUTES POORLY CONNECTED



INTEGRATED ROUTES FORM A NETWORK



STRATEGIC IMPROVEMENT

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Examples of Bus Rapid Transit and Shuttle Bus Routes

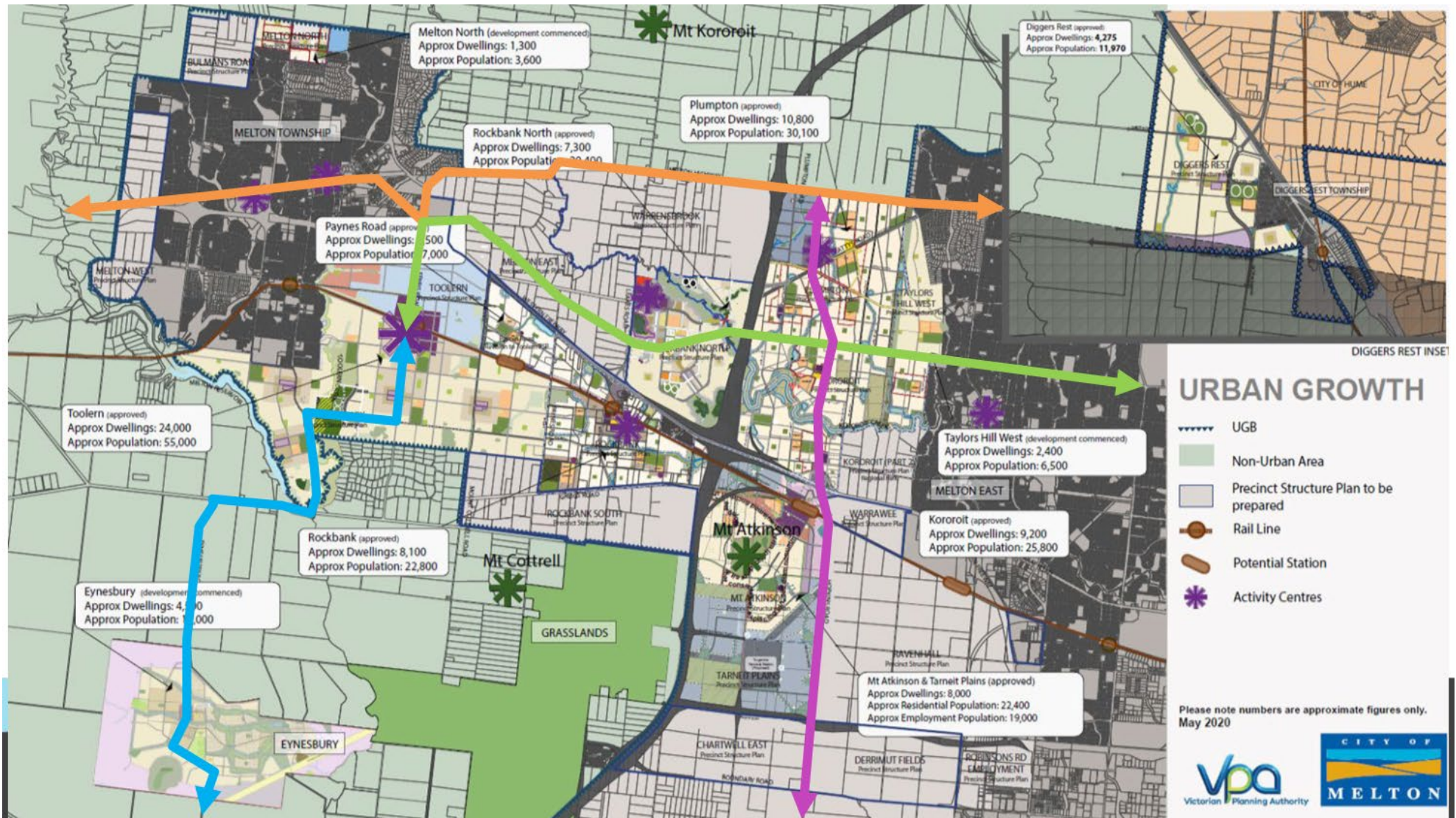
- Connecting people in the City of Melton to major employment areas
- Travels on main roads – fast and frequent
- Turn up and go service
- Limited bus stops – major intersections and destinations

Possible routes:

- Bacchus Marsh Town Centre – Melton Township – Watergardens
- Cobblebank Town Centre – Eynesbury – Riverdale – Werribee Town Centre
- Cobblebank – Caroline Springs Town Centre – Watergardens
- Fraser Rise Town Centre – Mt Atkinson – Werribee Town Centre

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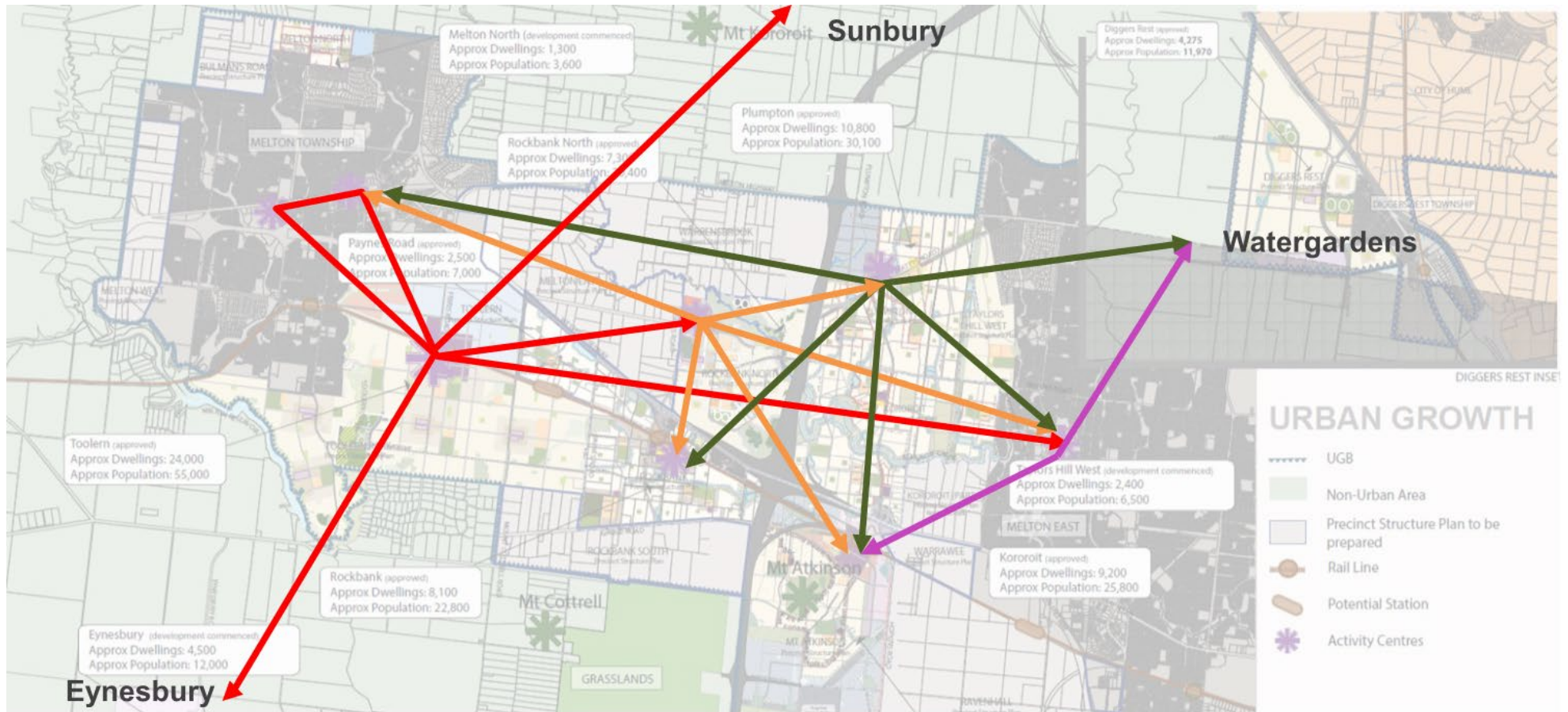


Examples of Trunk Buses

- Frequent bus routes that connect town centres to each other
- Travels on main roads – fast and frequent
- Turn up and go service
- Limited bus stops – major intersections and destinations

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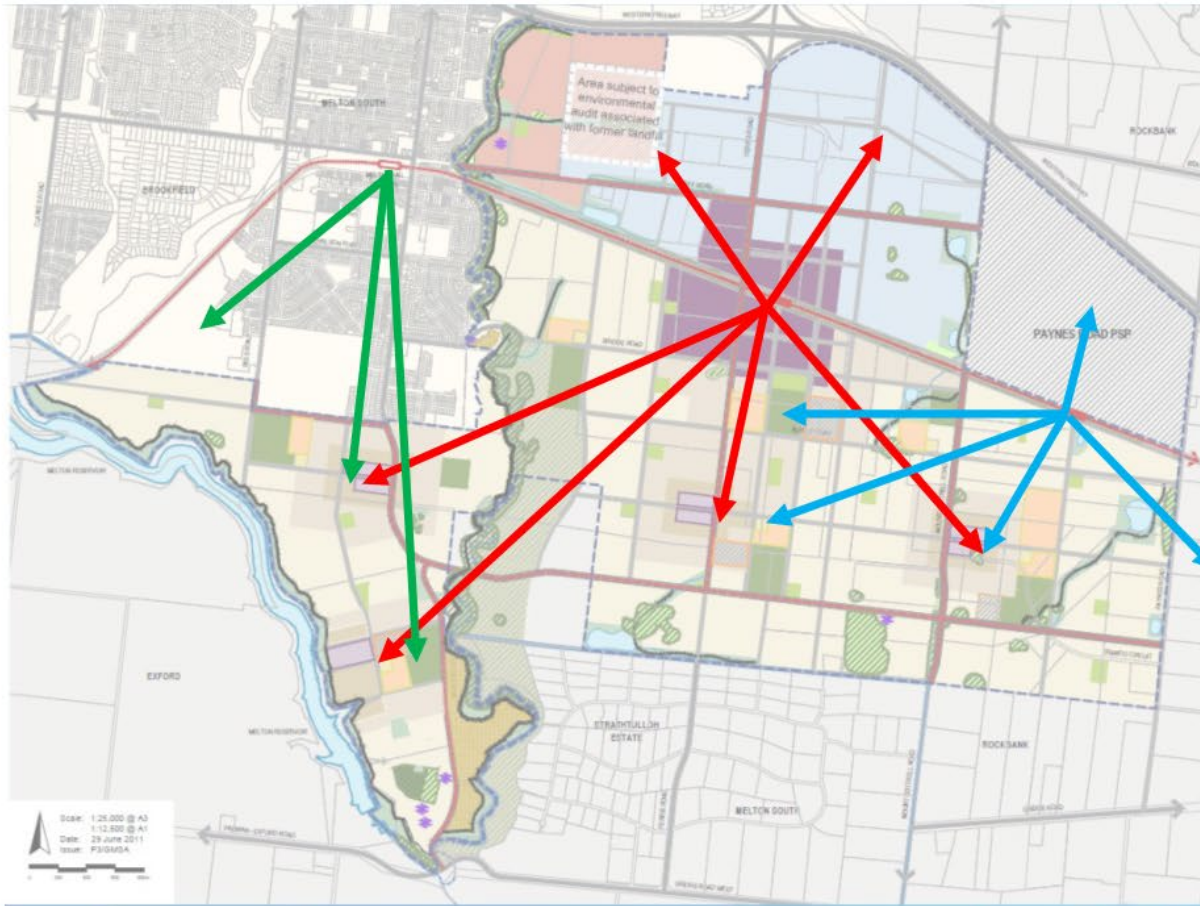


Examples of Local Bus Routes

- Connects people to their nearest local school, local town centre, major town centre and train station
- Takes less direct routes
- Bus stops spaced more closely
- Bus service less frequent

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MELTON CITY COUNCIL

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

17 February 2022

MINUTES OF THE POLICY REVIEW PANEL

17 FEBRUARY 2022

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MINUTES OF THE POLICY REVIEW PANEL

17 FEBRUARY 2022

MELTON CITY COUNCILMINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL
HELD VIA VIDEOCONFERENCE
ON 17 FEBRUARY 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 E Haley, Manager Engagement and Advocacy
Mr A Tan, Housing Services Coordinator
Mr M Welsh, Coordinator Early Childhood
Ms R Hodgson, Governance Coordinator
Ms N Migani-Roberts, Advocacy and Inclusion Officer

1. WELCOME

The Chair, Cr Majdlik, opened the meeting at 10.43am 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 16 December 2021 and adopted by Council at the Unscheduled Meeting held on 20 December 2021 be noted.

Motion

Crs Carli/Shannon.

That the Minutes of the Policy Review Panel held on 16 December 2021 and adopted by Council at the Unscheduled Meeting held on 20 December 2021 be noted.

CARRIED

MINUTES OF THE POLICY REVIEW PANEL

17 FEBRUARY 2022

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL

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6. PRESENTATION OF STAFF REPORTS**6.1 KINDERGARTEN CENTRAL REGISTRATION POLICY & PROCEDURE**

Mr Welsh entered the meeting and confirmed he had no General Conflict or Material Conflict in respect of any of the matters he was presenting on to the Panel today.

Responsible Officer: Elyse Rider - Manager Community Planning
Document Author: Matthew Welsh - Acting Early Childhood Coordinator
Date Prepared: 10 February 2022

1. Recommendation:

That Council approve the amended Kindergarten Central Registration Policy and Procedure.

Motion

Crs Carli/Shannon.

That Council approve the amended Kindergarten Central Registration Policy and Procedure, provided as **Appendices 1 and 2** to this report, respectively, noting the changes made by the Panel highlighted in yellow.

CARRIED

2. Background**2.1 The Policy**

Melton City council currently operates the central kindergarten registrations for both Three and Four-Year-old children within 24 Council operated facilities across the municipality, in collaboration with eight (8) providers.

The proposed Policy and Procedure updates the previous Kindergarten Central Enrolment Policy and Procedure, incorporating minor changes required by State Government in the Kindergarten priority access guidelines and access to Early Start Kindergarten criteria.

The Panel should note that requested minor changes are in line with State Government funding requirements to ensure access to kindergarten for vulnerable members of our community as well as consistency in children attending across the 3 and 4-year-old programs.

2.2 Sources/benchmarking

Policy development and subsequent procedures are based on the requirements of the:

- State Government funding requirements
- Department of Education and Training (DET) Priority of Access guidelines.

MINUTES OF THE POLICY REVIEW PANEL**17 FEBRUARY 2022**

The Policy supports the Central Registration Enrolment Scheme (CRES) model, a Local Government-led program that aims to minimise the barriers to getting Victoria's children into kindergarten with the provision of a best practice model of managing centralised kindergarten registration.

As the Kindergarten Central Registration Policy and Procedure is based on the requirement of State Government guidelines, a Gender Impact Assessment was not required.

2.3 Consultation

The amendments have been developed in line with the State Government's updated priority of access requirements.

2.4 Communication and Implementation

The Policy will be implemented by the Kindergarten registration officers in conjunction with the Children Services Program Team Leader, Coordinator Early Childhood, and Manager Families and Children's Services.

The Policy and Procedure will replace the current versions on Melton City Council website.

2.5 Compliance

The policy considers the Local Government Act 2020 including the overarching Governance Principles and the Five Supporting Principles. This supports Council to develop an integrated, longer-term and transparent approach to planning with responsible use of resources to ensure financial, social and environmental sustainability.

It is also compliant with DET funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services and maintaining confidentiality, inclusion and accessibility.

The Policy enables compliance with the Early Years Compact Agreement and commitments in relation to prioritising the safety, development, and wellbeing of children, especially those experiencing vulnerability and disadvantage.

2.6 Measures of Success

The Policy and Procedure will be reviewed annually alongside of continuous improvement strategies as per a DET/MAV approved and required processes.

LIST OF APPENDICES

1. Kindergarten Central Registration Policy
2. Kindergarten Central Registration Procedure

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Kindergarten Central Registration Policy & Procedure
Appendix 1 Kindergarten Central Registration Policy

	Kindergarten Central Registration Policy
Version No.	V2.1- February 2022
Endorsement	Executive – 15 February 2022 Policy Review Panel – 17 February 2022
Authorisation	Council – 7 March 2022
Review Date	March 2023
Responsible Officer	Manager Families and Children
Policy Owner	Early Childhood Coordinator

1. Purpose

This policy outlines the allocation of kindergarten places by Melton City Council's Kindergarten Central Registration Enrolment Scheme (CRES).

2. Scope

This policy applies to parents/guardians wishing to access a three or four year old kindergarten place, Kindergarten Providers, Council officers and agencies involved in the placement of children into three or four year old kindergarten as part of Council's CRES.

Melton City Council CRES does not include funded kindergarten programs provided in Long Day Care centres.

3. Background

A CRES is a local government-led program that aims to minimise the barriers to getting Victoria's children into kindergarten with the provision of a best practice model of Central Kindergarten Registration. The CRES takes a holistic view of a child's journey from birth to their first day at kindergarten. It is a collaborative model that coordinates councils, service providers, MCH staff, support services and other stakeholders to support families and carers.

Melton City Council has implemented the CRES to support Best Practice recommendations endorsed by DET and MAV. The CRES will support:

- transparently, fairly and equitably allocate kindergarten places in line with the Department's (DET) Priority of Access guidelines
- proactively identify and enrol vulnerable children in quality kindergarten programs
- minimise administrative burden on service providers
- responding to the needs of the community in early year's services provision.

In partnership with Kindergarten Service Providers, Melton City Council Kindergarten CRES operates central registration, and allocation of kindergarten places for both three and four year old children within twenty two kindergartens across the municipality.

Once a child has been allocated a place, Kindergarten Service Providers are responsible for the kindergarten enrolments within their service.

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Item 6.1 Kindergarten Central Registration Policy & Procedure

Appendix 1 Kindergarten Central Registration Policy

4. Definitions

Word/Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a three or four year old Kindergarten program within the Council KCES Kindergartens.
Applicant	A child whose parent/guardian has lodged a completed kindergarten registration.
CRES- Central Registration Enrolment Scheme	The CRES model is designed to reduce challenges for Central enrolment schemes and achieve consistency of kindergarten registration across Victoria. The model has been co-designed by stakeholders across Victoria, the Department of Education and Training (DET) and the Municipal Association of Victoria (MAV).
Deferrals – Four Year Old	Children of City of Melton residents who attended kindergarten in Term 1, but withdrew their place and deferred to the following year with DET approval. Children, who have deferred from a four year old kindergarten place and are considered by DET not to have accessed a year of funded kindergarten, are therefore eligible for kindergarten funding in the following year.
DET	State Government Department of Education and Training.
Eligible Child	A child who is eligible to be allocated a place in a CRES Melton City Council kindergarten.
Early Start Kindergarten (ESK)	Early Start Kindergarten provides free or low cost kindergarten to eligible three year old children who identify as Aboriginal or Torres Strait Islander or Refugee or Asylum Seeker or are known to Child Protection . Early Start Kindergarten will continue to provide 15 hours a week of subsidised Kindergarten till 2029 when three-year-old children across the state will have access to 15 hours of subsidised Kindergarten.
Early Years Compact Agreement	A ten year agreement between Department of Health Human Services Department of Education and Training and local government with the goal to support vulnerable children including to increase the participation of children in out of home care and children known to child protection in early years services Goals: <ul style="list-style-type: none"> • Vulnerability, location and disadvantage do not determine outcomes for children • Families are well supported by high quality, inclusive services for children and families in the early years. • families can access help when and where they need it • Stronger place-based governance and planning.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Kindergarten Central Registration Policy & Procedure

Appendix 1 Kindergarten Central Registration Policy

Word/Term	Definition
Funded Kindergarten Place	After enrolment, children receive a funded DET kindergarten place when they attend kindergarten in the year before school From 2022, funded kindergarten places will be available for the two years prior to a child starting school Children are eligible for only one year of each three and four year old kindergarten place
Families who reside outside the municipality	Families are considered to live outside the municipality boundaries if they move out of the municipality prior to the commencement of the Kindergarten year.
The Kindergarten Guide	The Kindergarten Guide is developed by DET and is updated from time to time to guide Kindergarten Providers on operations including the eligibility criteria for funding and priority of access criteria.
Kindergarten Fee Subsidy (KFS)	The kindergarten fee subsidy is a government subsidy that enables eligible children to attend a funded kindergarten program (sessional Kindergarten or Long Day Care) at a minimal cost in the year prior to commencing school.
Kindergarten Registration	Information provided to Melton City Council by Parent/carers, advising of the request for a three and/or four year old child to be allocated a kindergarten place. This information is used by Melton City Council to allocate the child a kindergarten place and provided to the Kindergarten Service Provider to process enrolment
Kindergarten Enrolment	Completed by a Kindergarten Service Provider to enrol a child within their service
Kindergarten Provider	The service which operates the Kindergarten program that is participating in CRES
Kindergarten Priority of Access Criterion	In line with the Victorian Government Kindergarten Guide and the DET Priority of Access Guidelines, Priority of access criteria is implemented to support fair and equitable access to kindergarten
Registration Fee	A non-refundable fee payable when lodging a registration for kindergarten that contributes to the cost of Council administering the KCES.
MAV- Municipal Association Victoria	The legislated peak body for local government in Victoria

5. Policy Statement

Melton City Council is committed to:

- meeting the needs of the local community
- equal access for all children based on the priorities set out in this policy
- compliance with the *Local Government Act 2020, Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*
- compliance with DET funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services
- maintaining confidentiality in relation to all information provided on Kindergarten application forms
- being inclusive of all people, acknowledging the contribution of people and communities from diverse backgrounds, within the municipality

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- striving for Gender Equity as per the Equality and Respect 2030 Strategy.

Melton City Council is committed to the shared goals of the Early Years Compact and is committed to providing an inclusive and accessible kindergarten registration service to support **all** children's access to kindergarten.

The CRES model aims to:

- assist vulnerable families / carers who are at risk of not enrolling their child in kindergarten
- inform infrastructure, early years planning and investment: for evaluation and future planning, during which Council can gather data on current and projected demand for early years services
- ease of access for families: a CRES enables families / carers to register for enrolment at the number of kindergartens with a single registration form
- fair allocation of kindergarten places: CRES ensures the Victorian Priority of Access criteria are applied so that children experiencing vulnerability or disadvantage have priority access to kindergarten. Additionally, children can also be prioritised based on locally agreed criteria
- increase uptake of kindergarten: the CRES seeks to find and register as many kindergarten-aged children as possible through a network of stakeholder relationships
- continue to ease the burden on individual kindergartens so that they can run most effectively, and the value of council-owned facilities is maximised.

Central Kindergarten registration procedures, systems and software will align with the CRES Best Practice model.

6. Eligibility Criteria

In accordance with State Government funding agreements, the following children are eligible to attend kindergarten:

- Children who are three years of age or older by 30 April in the year they are to attend three year old Kindergarten.
- Children who are four years of age or older by 30 April in the year they are to attend four year old Kindergarten.
- Families of children born between January and April can decide whether to enrol their children in the year they turn three, or the following year. These decisions will be up to the individual families and factors that might be taken into consideration include the individual child's developmental and learning levels, family circumstances and potential school starting ages.

Early Start Kindergarten provides free or low cost kindergarten to eligible three year old children where programs are offered by a qualified Kindergarten teacher. Eligible children are those identified as Aboriginal and/ or Torres Strait Islander decent or a refugee and/or asylum seeker or **known to Child Protection**. Children eligible for ESK funding continue to have access to 15 hours of kindergarten per week.

Refer to the Melton City Council website for more information on eligibility criteria and language services available to families who require assistance, such as an interpreting service.

7. Allocation Priorities

The DET Priority of Access Guidelines state that in instances where more eligible children apply for a place at a kindergarten service than there are places, available children must be prioritised via:

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- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
- Children with additional needs defined as children who:
 - Require additional assistance in order to fully participate in the kindergarten program
 - Require a combination of services which are individually planned
 - Have an identified specific developmental delay

Any parent or child with an experience of displacement (a refugee experience or experience similar to a refugee) will be considered by exemption for ESK.

In line with the Victorian Government Kindergarten Guide and the DET Priority of Access Guidelines, locally agreed criteria may be implemented to prioritise and determine the order of offers made. To support fair and equitable access to kindergarten, children of City of Melton residents will also be considered for priority of access should they have the following risk factors of vulnerability:

- A parent or child has a life threatening or debilitating illness or disease
- A parent who has a disability, diagnosed mental illness or drug and/or alcohol dependency
- Court orders that limit choices for Kindergarten
- Risk of family violence
- Risk of homelessness
- Eligibility for Early Start Kindergarten.

Children of City of Melton residents will also be prioritised if they have:

- attended Kindergarten in Term 1 but withdrew
- are eligible for a second year of funded **four year old** Kindergarten
- previously attended or had a sibling attend the Kindergarten of preference, in a three or four year old program, in the year of enrolling the current child or the previous year
- Attended the three-year-old Kindergarten they are wanting to enrol for four year old for the first 2 terms of three year old Kindergarten
- two children from the same family enrolling for kindergarten in the same year.

Note: Once 1st and 2nd round allocations have been finalised, children will be prioritised according to the number of criteria met.

- In mixed-age groups, the Priority of Access guidelines will equally prioritise three and four year old children considered vulnerable under the policy.
- Where programs for three and four year old's are provided separately, the Priority of Access criteria should be applied separately for each age cohort.

In the situation that three and four year old registration has been completed on the same registration form, Priority of Access must be considered separately for each year at the point of allocation.

7.1. Families who reside outside the municipality

- Kindergarten applications from families who reside outside the municipality are required to have General Manager final approval and acceptance based on recommendations from Officers/Manager.

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Appendix 1 Kindergarten Central Registration Policy

- Applications from residents residing outside the municipality will not be assessed until November of the year of application and will be determined on the Kindergarten vacancies at that time.
- Families are considered to live outside of the municipal boundaries if they move out of the municipality prior to the commencement of the Kindergarten year.

Note: Children in Out of Home Care may be an exception to the above and will be considered on a case by case basis according to the best interest of the child in consideration of the Early Years Compact Agreement

7.2. Second year of funded 4 year old Kindergarten

DET provides funding to support children to access a Kindergarten program in the two years before they start school.

As per The Kindergarten Guide a child is eligible to receive a second year of four year old funded Kindergarten if:

- the child is observed by the Early Childhood teacher as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework
- there is evidence to suggest that the child will achieve better outcomes if they attend a second year of funded Kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

7.3. Deferrals

- In accordance with The Kindergarten Guide and its successor agreements, an enrolment may be deferred within Term 1, provided the registration has not been recorded by the Kindergarten teacher on the DET Kindergarten Information Management System.
- Families wishing to defer their enrolment should speak with Kindergarten staff as soon as possible to discuss their child's readiness for Kindergarten.
- Families, in consultation with the Kindergarten teacher, are required to complete a Deferral form whereby their enrolment will be re-offered the following year.

Note: Families wishing to defer who do not attend the Kindergarten program will not be entitled to a Deferral. The child will need to be re-enrolled following the standard enrolment process.

8. Registration**8.1. Registration Forms**

- Registration forms must be completed and accompanied by the registration administration fee (non-refundable) with supporting documentation as outlined in the Kindergarten information booklet.
- Registrations for both three and four year old kindergarten may be completed separately or within the same form.
- Kindergarten referral and expression of interest forms are for the purpose of identifying kindergarten eligible children. Information contained in the forms will be used to support kindergarten engagement but does not constitute a kindergarten registration or allocation.

7.2. Fee Waiver

- A fee waiver will automatically apply to families eligible for Kindergarten Fee Subsidy and Early Start Kinder.
- A fee waiver due to financial hardship may be applied.

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7.3. Closing Dates

- The closing date for the first and second round allocation of places will be listed on the registration form.
- Registration forms may be submitted for the remainder of the year, but will not be included in the first and second round of allocations unless they are received by the required date.

7.4. Changing Preferences

- A change of preference must be lodged with the Kindergarten Registration Officer. Once received, this change of preference will be treated as a new registration and processed in the next allocation round. Fees are applicable.

7.5. Allocation of Places

Places will be allocated to eligible children, including those who are on the preference list, in accordance with the preference listed on the application form and in line with the KCES Allocation Priorities of this policy.

7.6. Reserving Places

Two places per Kindergarten will be reserved for high priority children. DET defines High Priority children to be:

- Children at risk of abuse or neglect, including children in Out-of-Home Care, Aboriginal and/or Torres Strait Islander children, or Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
- Children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or developmental delay

These places will be reserved until 30 October. Any remaining reserved places not filled by 30 October will be made available to preference list families and subsequent allocation rounds.

7.7. Managing Preference Lists

Children on preference lists will be allocated places once vacancies arise at individual Kindergartens. Places are allocated in order of the computer generated preference list and in line with the Allocation Priorities of this policy.

7.8. Offers

Families will be notified of a Kindergarten place after the close of first round allocations.

- If vacancies are not available at a preferred Kindergarten, Applicants will be placed on a preference list in accordance with the Allocation Priorities outlines in this Policy.
- Second round offers will be administered approximately four weeks after the first round of offers.
- Offers after this time will be administered weekly.

7.9. Acceptance of place

- Following the offer of a place by Council, the parent/guardian must notify their acceptance to Council by the date listed on the letter. Families who do not notify by the date advised will forfeit their place.
- Parents/guardians who do not receive an offer to a Kindergarten of their choice will be notified that they are awaiting allocation via a preference list.

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- Parents/ guardians who choose to wait for the Kindergarten of preference and not take up a second or third preference offer will be placed on a preference list.

8. Kindergartens located on school sites

Enrolling your child into a City of Melton Kindergarten on a school site does not confirm your child's entry into the school the following year.

For further information in relation to school zoning boundaries go to www.findmyschool.vic.gov.au. For school enrolment processes, contact your local primary school.

9. Privacy

Access to completed application forms will be restricted to the Kindergarten Registration Officers, and other relevant Council Officers, in accordance with Council's Information Privacy Policy. Sharing of information will only occur with the consent of enrolling parent or if required by law.

10. Responsibility and Accountability

10.1 Kindergarten Registration Officer	<ul style="list-style-type: none"> • Responsible for the administrative tasks associated with the receipt of registrations and allocation of Kindergarten placements in line with the allocation priority criteria.
10.2 Kindergarten Engagement Officer	<ul style="list-style-type: none"> • Responsible for the identification, active engagement and outreach to families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement • Support the kindergarten registration and allocation process for families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.
10.3 Children's Services Program Team Leader	<ul style="list-style-type: none"> • Ensure that program procedures and systems support the Policy • Oversee Policy is implemented, referred to and reviewed as appropriate.
10.4 Kindergarten Providers	<ul style="list-style-type: none"> • Responsible for processing enrolments • Responsible for providing families with session times, orientation sessions and fee information in relation to the day to day operation of the Kindergarten program • Responsible for all operations of the Kindergarten including employing Kindergarten staff.
10.5 Parents & Guardians	<ul style="list-style-type: none"> • Responsible for providing all required documentation for the Kindergarten registration form by the date indicated in the Kindergarten information booklet.

11. References, Sources, Links to Legislation and Other Documents

Name	Location
<i>Charter of Human Rights and Responsibilities Act 2006</i>	www.legislation.vic.gov.au
<i>Child Wellbeing and Safety Act 2005</i>	www.legislation.vic.gov.au
<i>Children, Youth and Families Act 2005</i>	www.legislation.vic.gov.au
<i>Child Safe Standards</i>	www.legislation.vic.gov.au
<i>Disability Discrimination Act 1992 (Commonwealth)</i>	www.comlaw.gov.au

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Name	Location
<i>Education and Care Services National Regulations 2011</i>	www.legislation.vic.gov.au
<i>Education and Care Services National Law Act 2010</i>	www.legislation.vic.gov.au
<i>Equal Opportunity Act 2010</i>	www.legislation.vic.gov.au
Victorian Gender Equality Act 2020	https://www.legislation.vic.gov.au/asmade/acts/gender-equality-act-2020
<i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i>	www.comlaw.gov.au
<i>Kindergarten Funding Guide 2016</i>	https://www.education.vic.gov.au/
<i>Local Government Act 2020</i>	www.legislation.vic.gov.au
Melton City Council Kindergarten Registration, language services and eligibility information	https://www.melton.vic.gov.au/
<i>Privacy and Data Protection Act 2014</i>	www.legislation.vic.gov.au
<i>Sex Discrimination Act 1984 (Commonwealth)</i>	www.comlaw.gov.au
<i>Sex and Age Discrimination Amendment Act 2011</i>	www.comlaw.gov.au
The Early Years Compact Agreement	https://www.education.vic.gov.au/
The Equality and Respect 2030 Strategy	https://www.melton.vic.gov.au/
Victorian Kindergarten policy, procedures and funding criteria.	http://www.education.vic.gov.au

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	Kindergarten Central Registration Procedure
Linked policy document:	This procedure details actions and processes pursuant to the Kindergarten Central Registration Policy.
Version No.	V2.1 February 2022
Endorsement	General Manager Community Services
Authorisation	General Manager Community Services February 2022
Review date	March 2023
Responsible officer	Manager Families and Children
Procedure owner	Early Childhood Coordinator

1. Purpose

This procedure outlines the process to be followed when enrolling a child into either three or four year old funded Kindergarten via the Kindergarten Central Registration Scheme and the basis on which places within the program will be allocated.

2. Scope

This procedure:

- informs Council staff involved in the placement of children into Kindergarten as part of Council's Kindergarten Central Registration Scheme.
- provides consistent data recording and process to promote the equitable allocation of Kindergarten places in line with DET's Priority of Access guidelines.

3. Definitions

Word/Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a Kindergarten program within the Council KCRS.
Applicant	A child whose parent/guardian has lodged a completed registration for a Kindergarten place.
Registration Fee	A non-refundable fee payable when lodging a registration for a Kindergarten place that contributes to the cost of Council administering the KCRS.

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Centralised Registration Scheme	The system used to manage the registration process, which includes a conditional offer for a Kindergarten placement. This system does not include funded Kindergarten provided in long day care centres.
Deferrals (only applicable for four year old Kindergarten registrations)	Children of City of Melton residents who attended Kindergarten in Term 1, but withdrew their place and deferred to the following year with DET approval. Children, who have deferred from a four year old Kindergarten place and are considered by DET not to have accessed a year of funded Kindergarten, are therefore eligible for Kindergarten funding in the following year.
DET	Department of Education and Training.
Eligible Child	A child who is eligible to apply for a place in a KCRS Melton City Council Kindergarten.
Early Start Kindergarten (ESK)	Early Start Kindergarten provides free or low cost Kindergarten to eligible three year old children who identify as: Aboriginal or Torres Strait Islander, a refugee or asylum seeker, or are known to Child Protection .
EYM	Early Years Management
Families who reside outside the municipality	Families are considered to live outside the municipal boundaries if they move out of the municipality prior to the commencement of the Kindergarten year.
Funded Kindergarten Place /Kindergarten Fee Subsidy	The Government fee subsidy enables eligible children to attend a funded four year old Kindergarten program for 15 hours, free of charge and commencing in 2022, three year old Kindergarten programs for 5 hours (sessional Kindergarten or Long Day Care included)
KCRS	Kindergarten Central Registration Scheme
Kindergarten Priority of Access Criterion	In line with the Victorian Government Kindergarten Guide and the DET Priority of Access Guidelines, Priority of access criteria is implemented to support fair and equitable access to kindergarten
Early Years Manager	The service who operates the Kindergarten program in a Council owned Kindergarten facility.
The Kindergarten Guide	The Kindergarten Guide is developed by DET and is updated from time to time to guide Kindergarten Providers on operations including the eligibility criteria for funding and priority of access criteria.

4. Procedure

The Melton City Council Kindergarten Registration Scheme must accept registrations for both three and four year old's. Staff must follow this procedure when processing registrations and allocating Kindergarten places.

Melton City Council is committed to allocating places based on the following:

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- meeting the needs of the local community
- equal access for all children based on the priorities set out in the *Kindergarten Central Registration Policy*
- compliance with the *Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*
- compliance with DET funding requirements relating to the registration of children in State Government Funded Kindergarten Services
- maintaining confidentiality in relation to all information provided on Kindergarten Registration forms.

5. Registration Forms

To enable streamlined processing of Kindergarten registrations, families are encouraged to complete online forms available via the City of Melton website at:

melton.vic.gov.au/Kindergartens

- Families wishing to enrol their child into a Kindergarten program, are required to complete one registration form, per child.
- Each registration form must be completed and accompanied by a registration fee (non-refundable) with required supporting documentation as outlined in the Kindergarten information booklet.

The following documents must be provided to support the child's registration:

- Evidence of living in the municipality or of being a ratepayer of Melton City Council.
- Evidence of the child's date of birth.
- Selected priority one evidence (where applicable)
- Completed Registration forms including all required supporting documents and registration fee can be submitted :
 - online at: melton.vic.gov.au/Kindergartens

Although families are encouraged to utilise the online process, families unable to complete an online registration, can access paper forms from any of the following Council venues: Melton Civic Centre, Melton Library and Learning Hub and Caroline Springs Civic Centre/Library.

- Registration forms submitted without the required supporting documentation will be considered incomplete.
- In the event the registration fee is not received with the registration form, the registration form will be considered incomplete and will not be processed until payment is received.
- Incomplete registration forms will be returned to the family via post and will only be processed once the central registration team has received the complete document. This process may delay the registration process and the child's commencement into the Kindergarten program.
- When a complete first round registration form is received and entered into the Council's system, the Central Registration Team will send out a confirmation of receipt within a four week period.
- Registration forms from families who reside outside the municipality, are required to be assessed by the General Manager, Community Services prior to any approval.

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- To facilitate the inclusion of all children into the program, registrations should clearly identify any additional or specific needs of the child (*refer to Inclusion and Equity Policy*).
- Registration forms are confidential and are kept in a secure place on the premises.

6. Fee Waiver

- Families in financial hardship may apply for a waiver to the registration fee by providing a letter explaining their circumstances. This letter will be assessed by the Families and Children Service's Manager and an outcome advised.
- A fee waiver will automatically apply to families eligible for Kindergarten Fee Subsidy and Early Start Kinder.

7. First and Second Round Offer Timelines

- The Kindergarten Registration Timeline on the Kindergarten Registration form outlines the opening and closing dates for offers throughout the year:
 - First Round Registrations Open: March
 - First Round Registrations Close: June
 - First Round Offers sent to families: Late June
 - Second Round Registrations Open: June/July
 - Second Round Registrations Close: 2 weeks from opening date
 - Second Round Offer sent to families: July
- From September in the year prior to starting Kindergarten, families will receive information from their accepted Early Years Manager regarding commencement, procedures, including session times, days and fee information. This information is provided directly by the Early Years Manager to the families, **not** the Central Registration Team at Council.
- Registration forms can be submitted for the remainder of the year and will continue to be accepted and allocated when/where vacancies are available. Families should expect to be contacted by their Early Years Manager within two weeks from submitting registration forms

8. Changing Preference or Personal Details

- Any change to a Kindergarten preference after a family has accepted their offer, will incur a fee which must be paid prior to any changes being made.
- All preference changes after a family has accepted an offer must be forwarded to the central registration team in writing.
This can be done by:
 - Completing the 'change of information form' (available from the Melton Civic Centre, Caroline Springs Civic Centre/ Library, Melton Library & Learning Hub or Melton City Council's website)

All preference changes prior to accepting an offer can be completed as follows:

- Writing a letter to Council addressed to the central registration team,
- Sending an email to kindergartens@melton.vic.gov.au
- Accessing the parent portal and making these changes

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- Families are advised to include all Kindergarten preferences that they will accept, as not everyone will receive their first preference.
- Any changes to an registration (other than updating contact details) will be treated as a new registration form and will be processed in line with the date the change was received by the central registration team and not the original date that the registration was submitted.

9. Preference List

- The Centralised Registration Scheme allocates families through a computer generated system in accordance to the Kindergarten Priority of Access criteria.
- Families cannot accept a place at a Kindergarten and also be on a preference list for another Kindergarten.
- Families can choose to not accept the place offered and to remain on the preference list at their preferred Kindergarten.
- If families are still on the preference list in January in the year the child is to attend Kindergarten, the central registration team will contact the family to offer a place to the child at a Kindergarten with vacancies.

10. Deferring Registration

- In accordance with the DET Kindergarten Guide and its successor agreements, a registration may be deferred within Term 1, provided the registration has not been recorded by the Kindergarten teacher on the DET Kindergarten Information Management System.
- Families wishing to defer their registration should speak with their Kindergarten provider as soon as possible to discuss their child's readiness for Kindergarten. This process is only available to families when their child has commenced Kindergarten in Term 1.
- Families, in consultation with their Kindergarten provider are required to complete a EYM Deferral form whereby their registration will be re-offered the following year. The EYM Deferral form must be completed by the Kindergarten teacher and signed by both the Kindergarten teacher and parent/guardian.
- Families cannot defer their Kindergarten place if their child does not attend a Kindergarten program. The child will need to be re-enrolled following the standard registration process.

12. Allocation of Places

12.1 Priority of Access

Priority of Access Criterion	Requirements for Eligibility
Previous year Deferrals: Children of City of Melton residents who attended Kindergarten in Term 1 but withdrew.	Educator required to submit a referral outlining the child would benefit from deferring to the following year. Children who do not attend the Kindergarten program will not be entitled to a deferral.

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Priority of Access Criterion	Requirements for Eligibility
Children of City of Melton residents who are eligible for a second year of four year old funded Kindergarten.	Children of City of Melton residents who DET have been approved for a second year of funded Kindergarten.
Children of City of Melton residents who are at risk of abuse or neglect or children in out-of-home care.	Referral by any service working with the family that assess the child as vulnerable, such as: <ul style="list-style-type: none"> • Child Protection • Maternal & Child Health Nurse • Out of Home Care Provider • Family Services.
Children of City of Melton residents who are of Aboriginal/Torres Strait Islander descent.	Family identifies the child as Aboriginal/Torres Strait Islander descent.
Children of City of Melton residents eligible for Aboriginal Early Start Kindergarten.	A child who meets all of the following criteria: <ul style="list-style-type: none"> • the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program • the child has been identified as being Aboriginal and/or Torres Strait Islander. Advice of eligibility may be either verbal (from a parent or carer) or written from a professional such as a Koorie Engagement Support Officer (KESO).
Children of City of Melton residents eligible for Early Start Kindergarten known to Child Protection .	A child who meets both of the following criteria: <ul style="list-style-type: none"> • the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program, and • the child is known to Child Protection. A child known to Child Protection means: <ul style="list-style-type: none"> • a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or • a child who has been referred by Child Protection. A child's eligibility can be advised by: <ul style="list-style-type: none"> • a parent or carer who self-identify their child is currently supported by Child Protection or has been supported in the past, or • a Child Protection professional. Advice about eligibility may be either verbal (from a parent or carer) or written from a Child Protection professional.
Children of City of Melton residents eligible for Early Start Kindergarten as Refugee or Asylum Seeker	A child who meets all of the following criteria: <ul style="list-style-type: none"> • the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program • the child has been identified as a refugee or asylum seeker

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Priority of Access Criterion	Requirements for Eligibility
	<p>Advice about eligibility is via an appropriate visa that identifies the child and/or parents as a refugee or asylum seeker or referral letter from case worker.</p> <p>Any parent or child with an experience of displacement (a refugee experience or experience similar to a refugee) will be considered by exemption for ESK.</p> <p>For anyone who is not automatically eligible for ESK but has experienced a refugee experience or experience similar to a refugee, please contact the local Department of Early Childhood Improvement Branch to discuss in the first instance.</p> <p>An email can then be sent (by you or Department regional team, depending on discussion) to Early Years Participation (early_years_participation@education.vic.gov.au) seeking consideration for an exemption. The Early Years Participation team will seek details including the child's Statistical Linkage Key (SLK) or name, date of birth and gender, and a brief description of the parent's refugee experiences (i.e. a simple summary such as <i>child's father was a refugee from Syria arriving by boat in Australia in 2013</i>). The Early Years Participation team can provide guidance via email on how to compose the simple summary, if needed</p>
<p>Children of City of Melton residents with additional needs, defined as:</p> <ul style="list-style-type: none"> • children who have an identified specific disability or developmental delay • children who require additional assistance in order to fully participate in the Kindergarten program • children of City of Melton residents that require a combination of services which are individually planned 	<p>Referred by services, such as:</p> <ul style="list-style-type: none"> • Early Childhood Intervention Service • Pre-School Field Officer • Maternal and Child Health Nurse • General Practitioner <p>Or evidenced by:</p> <ul style="list-style-type: none"> • Child Disability Health Care Card
<p>Children of City of Melton residents who have Asylum Seeker and/or Refugee Status.</p>	<p>Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker or referral letter from case worker.</p>
<p>Children of City of Melton residents where the parent or child has a life threatening or debilitating illness or disease.</p>	<p>Copy of a signed letter from a General Practitioner.</p>
<p>Children of City of Melton residents where a parent has a disability.</p>	<p>One of the following:</p> <ul style="list-style-type: none"> • Copy of a signed letter from a General Practitioner.

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	<ul style="list-style-type: none"> • Copy of a signed letter from a disability support agency.
Children of City of Melton residents where a parent or child has a diagnosed mental illness.	One of the following: <ul style="list-style-type: none"> • Copy of a signed letter from a case worker/manager from a mental health or other relevant agency or mental health practitioner stating that the child or parent has a mental illness. • Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness.
Children of City of Melton residents where Court Orders limit choices for Kindergarten.	Copy of related Court Order.
Children of City of Melton residents where a parent has a drug and/or alcohol dependency.	Copy of a signed letter from a case worker/manager from a drug and alcohol or family support agency, stating that the child's family has a drug and/or alcohol dependency.
Children of City of Melton residents where there is a risk of family violence	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is at risk due to family violence.
Children of City of Melton residents where there is a risk of homelessness	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is homeless or at risk of becoming homeless.
Children of City of Melton residents experiencing a situation resulting in vulnerability.	Copy of a signed letter from a case worker/manager from a family support agency or other.
Kindergarten Fee Subsidy applies to families who meet the following criteria: The child of City of Melton resident who individually holds, or has a parent or guardian who holds one of the following	<ul style="list-style-type: none"> • Commonwealth Health Care Card • Commonwealth Pensioner Concession Card • Department of Veterans' Affairs Gold Card or White Card • Refugee Visa (subclass 200) • In-Country Special Humanitarian Visa (subclass 201) • Global Special Humanitarian Visa (subclass 202) • Temporary Humanitarian Concern Visa (subclass 786) • Protection Visa (subclass 866) • Emergency Rescue Visa (subclass 20three) • Woman at Risk Visa (subclass 204) • Bridging Visas A-E or ImmiCard OR: <ul style="list-style-type: none"> • The child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander. • The child is identified on their birth certificate as being a multiple birth child.

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Priority of Access Criterion	Requirements for Eligibility
Residents of the City of Melton who have previously had a child attend the Kindergarten of preference, in a three or four year old program, in the year of enrolling the current child or the previous year. Child attended the three year old Kindergarten they are wanting to enrol for four year old	A child's eligibility can be advised by: <ul style="list-style-type: none"> • Completing the details required on the Registration Form. • The registration will be verified by reviewing the status through past records. • Confirmation from Kindergarten that child has attended the three year old program for the first 2 terms (Term 2 concludes on the 24th June)
Residents of the City of Melton.	Places will be allocated through a computer generated allocation system. Children of a multiple birth will be allocated a place at the same Kindergarten unless otherwise requested by the family.
Families who reside outside of the City of Melton municipality	To be assessed by the Community Services General Manager.

Note: Once allocations have been finalised, children will be prioritised according to the number of criteria met. In a situation where the same number of criteria is met, places will be allocated in order of the date the registration was received.

- In mixed-age groups, the Priority of Access guidelines will equally prioritise three and four-year-old children considered vulnerable under the policy.
- Where programs for three and four year old's are provided separately, the Priority of Access criteria should be applied separately for each age cohort.
- Priority of Access is applied to each registration based on information provided on the registration. When there are numerous registrations on the same priority, there is a random selection based on the available Kindergarten places.
- Places will be allocated to eligible children, including those who are on the preference list, in accordance with the preference listed on the registration form and in line with the KCRS *Kindergarten Central Registration Policy*.
- After all returns have been processed, the remaining vacancies will be filled by the next eligible registrations.

13 Second Year of four year old Funded Kindergarten

- DET provides funding to support children to access a Kindergarten program in the year before they start school.
- Where a child is observed to display delays in key outcome areas of learning and development, the possibility of a second year of funded **four year old** Kindergarten maybe considered. However, a second year **of four year old Kindergarten** should only be considered if Kindergarten will be the most appropriate environment to address the child's delays in development.

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- From the time of registration, regular communication between the parent and the early childhood teacher in relation to a child's learning and development is important. If a parent and/or early childhood teacher observes that a child's learning and development is not progressing at a rate similar to their peers, strategies can be planned and implemented to support the child's learning and development in those specific areas.
- When considering whether a second year of funded **four year old** Kindergarten will benefit a child, the early childhood teacher and parent must ensure that the child meets the eligibility criteria for a second year.

13.1 Determining Eligibility for a Second Year of Funded **Four Year Old Kindergarten**

- An assessment of the child is undertaken and a Declaration of Eligibility for a second year of funded **four year old** Kindergarten is completed and sent to the appropriate Department regional office. DET is responsible for approving second year requests
- It is important that teachers ensure the plans and forms are completed accurately as they will be subject to annual audit processes undertaken by the Department.

13.2 Eligibility Criteria

- The early childhood educator can deem a child is eligible to receive a second year of funded **four year old** Kindergarten if:
 - The child is observed as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years and Development Framework and
 - There is evidence to suggest that the child will achieve better outcomes if they attend a second year of **funded four year old** Kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.
- Children who have been granted early entry to Kindergarten (i.e. children who are less than four years of age by 30 April in the year they attend a funded Kindergarten program) are not eligible to apply for a second year of funded **four year old** Kindergarten.

14. Early Start Kindergarten

- Early Start Kindergarten (ESK) was introduced in response to research showing that two years of quality education and care prepares children for success at school and leads to positive impacts later in life. Early Start Kindergarten will continue to provide 15 hours a week of subsidised **four year old** Kindergarten until such time as three year old children across the state will have access to 15 hours of subsidised Kindergarten.
- ESK provides free or low cost Kindergarten for:
 - All three year old Aboriginal and Torres Strait Islander children.
 - Three year old children known to **Child Protection**.
 - All three year old refugee and asylum seeker children

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- Children must be aged at least three years by 30 April in the year they enrol to be eligible for a place. Children can only begin ESK after they have turned three years of age or a parent must attend the sessions with them until they do. Families should check with the Kindergarten about working with children check requirements

15. Reserving Places

- Two places per Kindergarten will be reserved by the Central Registration Team, for high priority children, as per the Priority of Access Guidelines from DET.

DET defines High Priority children to be:

- Children at risk of abuse or neglect, including children in Out-of-Home Care, Aboriginal and/or Torres Strait Islander children, or Asylum seeker and refugee children.
- Children eligible for the Kindergarten Fee Subsidy
- Children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the Kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or developmental delay
- These places will be reserved until 30 October. Any remaining reserved places not filled by 30 October will be made available to preference list families and subsequent allocation rounds.

17. Managing Preference Lists

- Families who are unsuccessful in gaining a place are added to a preference list and advised if a vacancy arises.
- Preference lists are maintained in accordance with the Priority of Access Guidelines from DET.

18. Kindergarten Placement Offers

- A letter of offer for a Kindergarten place will be e-mailed to families or sent via mail in the event Council do not have an e-mail address for the family, within 2 weeks after the close of first round allocations.
- If an applicant's first preference for a Kindergarten is not available, they will be offered their nominated second or third preference Kindergarten.
- If vacancies are not available at a preferred Kindergarten, applicants will be placed on a preference list in accordance with KCRS Allocation Priorities.
- Second round offers will be made approximately four weeks after the first round of offers.
- Offers after this time are made on a weekly basis. Where offers can be made for first preferences, these will be processed automatically.

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19. Acceptance of Place

- An offer of a Kindergarten place will be made via a letter or email sent from the Central Registration Team to the family. The letter/email will need to be completed, stating whether the offer is accepted or declined and returned to the Central Registration team by the nominated date on the letter, in order for it to be valid.
- Families who do not return the acceptance letter by the date listed will forfeit their place.
- Once a family has confirmed the acceptance of a place, they are unable to remain on a preference list for another Kindergarten.
- Parents/guardians who do not wish to accept the offer of a place, or withdraw their registration are requested to notify the Central Registration Team in writing.
- Parents/guardians who do not receive an offer to a Kindergarten of their choice will be notified in writing that they are on a preference list.
- Parents/guardians who choose to wait for the Kindergarten of preference and not take up a second or third preference offer will be placed on a preference list.
- Families will be contacted by the allocated Early Years Manager to organise a time to attend orientation at the Kindergarten.

20. Online Parent Portal

- Families will have access to the online parent portal once the letter of receipt is received within 4 weeks of submitting their registration form. This letter will provide an individual ID number that will be required to access the Parent portal.

The portal will enable families to:

- make changes to Kindergarten preferences (prior to first round offers)
- have access to current preferences
- accept or decline an offer (after offer letters have been sent out)
- request to cancel a placement

21. Kindergartens located on School Sites

- Families are advised that enrolling children into a Melton City Council Kindergarten on a school site does not guarantee entry into the school in the following year.
- Families are advised that Kindergartens do not have the same boundary requirements as schools and parents should discuss this directly with the school.

22. Privacy

- Access to completed Registration forms are restricted to the Central Registration Team, and other relevant Council Officers, in accordance with Council's *Information Privacy Policy*. Information may be shared with family consent or if required by law.

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23. Collection and Disposal of Information

- Council will dispose of personal information when it is no longer required to fulfil the purpose for which it was collected or required by law.
- For further information about the collection and disposal of personal information families can be directed to visit the Melton City Council website: www.melton.vic.gov.au

24. Engagement with Families

The Melton KCRS is an accessible, inclusive and equitable service. Staff within the Kindergarten Central Registration Scheme must consider factors that may pose a barrier to engagement and/or communication around Kindergarten registration and make attempts to reduce any barriers to accessing Kindergarten.

Free interpreters are provided by the service where required and assistance can also be sought from other Families and Children services programs when active engagement is required to support Kindergarten registrations. This will be carried out in partnership with Councils Kindergarten Engagement Officer and may include collaboration with the families Maternal Child Health Nurse, Supported Playgroup Facilitator, Preschool Field Officer or Family Services Case Manager where applicable. The Out of Home Care Local Government contact at Council may also be able to support the Kindergarten registrations of children in Out of Home Care.

Staff should seek support from their supervisor if they are concerned about the safety and wellbeing of a child and be familiar with the Child Safe Policy.

24. Responsibility /Accountability

7.1	<p>Central Registration Team</p> <ul style="list-style-type: none"> • Responsible for the administrative tasks associated with the receipt of registrations and allocation of Kindergarten placements in line with the KCRS allocation priority criteria.
7.2	<p>Early Years Managers</p> <ul style="list-style-type: none"> • Responsible for providing families with session times, orientation sessions and fee information in relation to the day to day operation of the Kindergarten program. • Responsible for employing Kindergarten staff.
7.three	<p>Parents & Guardians</p> <ul style="list-style-type: none"> • Responsible for providing all required documentation for the Kindergarten Registration form by the date indicated in the Kindergarten information booklet.

25. References and links to legislation and other documents

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Item 6.1 Kindergarten Central Registration Policy & Procedure

Appendix 2 Kindergarten Central Registration Procedure

Name	Location
Education and Care Services National Regulations 2011	www.legislation.vic.gov.au
<i>Education and Care Services National Law Act 2010</i>	www.legislation.vic.gov.au
<i>Disability Discrimination Act 1992</i> (Commonwealth)	www.comlaw.gov.au
<i>Equal Opportunity Act 2010</i> (Victoria)	www.legislation.vic.gov.au
<i>Victorian Gender Equality Act 2020</i>	https://www.legislation.vic.gov.au/as-made/acts/gender-equality-act-2020
<i>Human Rights and Equal Opportunity Commission Act 1986</i> (Commonwealth)	www.comlaw.gov.au
<i>Sex Discrimination Act 1984</i> (Commonwealth)	www.comlaw.gov.au
<i>Privacy and Data Protection Act 2014</i>	www.legislation.vic.gov.au
<i>Child Wellbeing and Safety Act 2005</i>	www.legislation.vic.gov.au
<i>Children, Youth and Families Act 2005</i>	www.legislation.vic.gov.au
<i>Victorian Charter of Human Rights and Responsibilities Act 2006</i>	www.legislation.vic.gov.au
Victorian Kindergarten policy, procedures and funding criteria.	http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

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Mr Welsh departed the meeting.

6.2 PHOTOGRAPHY AND IMAGES POLICY

Ms Haley entered the meeting and confirmed she had no General Conflict or Material Conflict in respect of any of the matters she was presenting on to the Panel today.

Responsible Officer: Luke Shannon - Acting General Manager Corporate Services
Document Author: Elissa Haley - Acting Manager Engagement and Advocacy
Date Prepared: 15 February 2022

Cr Majdlik left the meeting at 11.40am and Cr Carli assumed the Chair.

1. Recommendation:

That Council approve the revised Photography and Images Policy.

Motion

Crs Deeming/Shannon.

That Council approve the revised Photography and Images 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 Photography and Images Policy sets out Melton City Council's policy to ensure photos and videos taken for Council use are handled with consistency and respect to the privacy of the people in the images.

The policy remains largely the same, with minor tweaks including rewording of some sections.

2.2 Sources/benchmarking

The following sources were used to research and ensure alignment with other Council policies and strategies:

Existing Photography and Images Policy, current Victorian and Federal legislation.

2.3 Consultation

The following internal departments were consulted:

- Legal, Governance and Risk

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2.4 Communication and Implementation

The Photography and Images Policy will be uploaded on the policy intranet following its adoption.

2.5 Compliance

The policy is compliant with external legislation, including the *Local Government Act 2020 (Vic)*, Council's Privacy Policy and the Corporate Policy Management Framework.

2.6 Measures of Success

The measures of success for this policy will be:

No use of unauthorised photos and no reports of breaches of Privacy Policy.

LIST OF APPENDICES

1. Photography and Images Policy

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Item 6.2 Photography and Images Policy

Appendix 1 Photography and Images Policy

	<h2>Photography and Images Policy</h2>
Version No.	Version 3.0 February 2022
Endorsement	General Manager Corporate Services 15 February 2022 Policy Review Panel, 17 February 2022
Authorisation	Council, 7 March 2022
Expiry date	6 March 2026
Responsible officer	Manager Engagement and Advocacy
Policy owner	Communications Coordinator

1. Purpose

The intent of this policy is to ensure photos and videos taken for Melton City Council use are handled with consistency and respect to the privacy of the people in the images.

2. Scope

This policy applies to anyone recording images (still or video) on behalf of Council including Council staff, Councillors and contracted photographers. This policy and related procedures should be followed anytime an image is recorded for Council purposes including:

- use in promotional materials
- use in corporate documents
- use on any website or social media channel maintained by Council or Councillors
- adding to an image library for future use
- keeping records of an event or activity
- any other Council use.

This policy is not intended to cover recording of images in the City of Melton by people outside of Council (e.g. local newspaper photographers) for non-Council purposes.

3. Definitions

Word/Term	Definition
Adult	Anyone over the age of 18 (in this case the term does not refer to people being cared for by another adult)
Adult under a guardian's care	Anyone over the age of 18 who is in the care of another adult, usually due to physical or cognitive impairments, and who by nature of those impairments can not give their own consent.
Minor	Anyone under the age of 18 (the age of legal maturity in Australia)
Guardian	Anyone over the age of 18 who has responsibility for a minor or other adult either indefinitely (as in a parent or legal guardian) or temporarily (as in a grandparent, carer, other adult relative, teacher, group leader or the parent of one of the minor's friends, etc.)

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Item 6.2 Photography and Images Policy

Appendix 1 Photography and Images Policy

Word/Term	Definition
Consent	Consent is informed and voluntary permission to record and use images, or when someone knowingly gives permission for their likeness (or the likeness of someone in their care) to be in images to be used for a variety of purposes. In some circumstances people give consent by signing a form or registering for an event. Sometimes a form is not necessary, but consent is still given verbally.
Council photo shoot	An arranged photography session where the subjects are invited by a Council representative for the sole purpose of being photographed by a Council photographer (sometimes along with a photographer from the media), and the subjects are told in advance that Council will be using the images for promotional purposes. This includes video where applicable.
Images	Any recorded image, whether a still photo (digital or film) or moving image (video or digital, in any format)
Subject	The main focus of the image. It can be broad, like a basketball game, or narrow, like a basketball player.

4. Policy**4.1. Respecting the privacy of residents and their personal information**

As stated in Council's Privacy Policy, Council acknowledges and believes that the responsible handling of personal information is a requirement of law and is key aspect of democratic governance. Council is strongly committed to protecting an individual's right to privacy. While 'personal information' usually refers to names, address, etc, it also includes a person's likeness.

4.2. Obtaining consent to use images for promotional purposes

According to Australian law, recording images of people in public spaces is legal, as long as those images are not used for a commercial purpose.

However, studies have shown most people want to be asked for permission before their personal information or likeness is used, even for non-commercial purposes.

As a government organisation and not a commercial entity, Council can legally use images it takes in a public space. However, most of the time these images are being used for promotional purposes (to promote Council events or services) and therefore permission should be sought to use them. It is Council's responsibility to its constituents to ensure their personal information (including their likeness) is treated with respect.

Sometimes it is enough to make sure the people in the image are aware they are being photographed for Council promotional purposes, but other times a consent form is required. Sometimes it is enough to post a sign and make an announcement at an event to indicate a Council photographer is on site and taking photos. See below for further guidance on when a signed consent form is required.

4.3. Use of a consent form

In certain circumstances a consent form must be obtained to show proof of consent.

In general, you **DO** need a consent form when:

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Appendix 1 Photography and Images Policy

- minors or adults under a guardian's care are the subject of the image and easily identifiable
- a single adult or small group is the subject of a image, and they are not a part of an official Council image shoot

In general, you **DO NOT** need a consent form when:

- an adult is posing for a image with the Mayor or other public figures*
- an adult is posing for a image with a larger group of people*
- the adults in the image are politicians*
- an adult is aware they are being photographed as part of an official Council image shoot*
- an adult, minor, or adult under a guardian's care is a part of an overall crowd scene (e.g. a wide shot at a carnival or event)

** It is recommended to always ask people for verbal consent, even when a consent form is not required.*

When in doubt, obtain a signed consent form.

4.4. Use of Image

Obtaining consent gives Council the right to use images for the sole purpose of producing promotional material for Melton City Council (including brochures, newsletters, advertisements, online [website and social media]) or for use by other non-commercial organisations working in a joint project with Council.

Images of Councillors in their official capacity are not to be used in election campaign or protest materials without prior written consent.

4.5. Record Keeping

The Communications unit will keep copies of images and consent forms. Images should not be kept only with individual units.

Appropriate images will be added to the Communications photo library.

4.6. Copyright

Council owns the copyright for all the images in Council's image library taken using Council resources.

Other organisations sometimes request the use of one of Council's images.

Consult with the Communications Coordinator before sending a Council image to another entity. Council may be able to share images with **non-commercial** organisations working in a joint project with Council, but it does not share images for **commercial use** (except in limited circumstances as decided by the Communications Coordinator, and only with express permission of the subject of the image).

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Item 6.2 Photography and Images Policy

Appendix 1 Photography and Images Policy

5. Responsibility /Accountability

5.1	<p>Councillors</p> <ul style="list-style-type: none"> • Seek advice from the Communications unit on using Council images • Understand and comply with the provisions in this policy • Seek advice from the Legal, Governance and Risk Team or the Communications unit if unsure about applying the provisions of this policy
5.2	<p>Executive</p> <ul style="list-style-type: none"> • Promotion of adherence of this policy to Management team and staff
5.3	<p>Staff and Contractors</p> <ul style="list-style-type: none"> • Seek approval from relevant manager for the need for event photography • Seek recommendations from the Communications unit for professional photographers to record images of an event • When appropriate, provide staff to assist a photographer with obtaining consent forms during a photo shoot or event • Seek training and advice for using Council cameras to record an event • Understand and comply with the provisions of this policy • Ensure people are aware of the purpose of a photo shoot and seek permission as appropriate for any images • Obtain signed consent forms when needed, ensure they are properly completed, and <ol style="list-style-type: none"> 1. Keep a copy for your records 2. Provide Communications unit with a copy • Provide copies of images to Communications unit • Seek advice from the Legal, Governance and Risk Team or the Communications unit if unsure about applying the provisions of this policy • Ensure contractors are provided with a copy of this policy
5.5	<p>Communications Unit</p> <ul style="list-style-type: none"> • Protect the reputation and image of Council • Provide advice for appropriate methods of recording events • Educate Councillors, staff and contractors about this policy and their responsibilities when taking photographs or video • Maintain a copy of images and image consent forms • Maintain a photo library with approved images that can be used in publications and other formats.

6. References and links to legislation and other documents

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Item 6.2 Photography and Images Policy

Appendix 1 Photography and Images Policy

Name	Location
Photography kit	Policy and Procedures Intranet
Image Consent forms	P:\Communications\Photography\Image Consent Forms
Councillor Code of Conduct	Policy and Procedures Intranet www.melton.vic.gov.au
Employee Code of Conduct	Policy and Procedures Intranet
Council Corporate Style Guide	Policy and Procedures Intranet
Information Management Policy	Policy and Procedures Intranet
Media Policy	Policy and Procedures Intranet
Councillors Social Media Policy	Policy and Procedures Intranet
Social Media Policy Employee	Policy and Procedures Intranet
Privacy Policy	Policy and Procedures Intranet www.melton.vic.gov.au
Risk Management Policy	Policy and Procedures Intranet
<i>Copyright Act 1968 (Cth)</i>	www.austlii.edu.au/au/legis/cth/consol_act
<i>Crimes Act 1958 (Vic)</i>	www.legislation.vic.gov.au
<i>Defamation Act 2005 (Vic)</i>	www.legislation.vic.gov.au
<i>Freedom of Information Act 1982 (Vic)</i>	www.legislation.vic.gov.au
<i>Local Government Act 2020 (Vic)</i>	www.legislation.vic.gov.au
<i>Privacy and Data Protection Act 2014 (Vic)</i>	www.legislation.vic.gov.au
<i>Privacy Act 1988 (Cth)</i>	www.austlii.edu.au/au/legis/cth/consol_act
<i>Public Records Act 1973 (Vic)</i>	www.legislation.vic.gov.au

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Ms Haley departed the meeting.

6.3 FRAUD AND CORRUPTION CONTROL POLICY

Cr Majdlik returned to the meeting and assumed the Chair at 11.43am.

Mr Dosser presented the following item and confirmed he had no General Conflict or Material Conflict in respect of any of the matters before the Panel today.

Responsible Officer: Bradley Dosser - Manager Legal, Governance & Risk
Document Author: Bradley Dosser - Manager Legal, Governance & Risk
Date Prepared: 15 February 2022

1. Recommendation:

That Council approve the Fraud and Corruption Control Policy contained at **Appendix 2** to this Report.

Motion

Crs Deeming/Shannon.

That Council:

- 1) approve the Fraud and Corruption Control Policy contained at **Appendix 2** to this Report, noting the changes made by the Panel, highlighted in yellow; and
- 2) commend the Risk Team on the preparation of this documentation.

CARRIED

2. Background**2.1 The Policy**

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

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

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

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A table summarising the progress made by the Risk Team in planning, facilitating and managing the review, improvement, strengthening and refreshing of the Melton City Council Integrity Framework by appropriate officers and teams within Council since the last Audit & Risk Committee meeting on 4 August 2021 is attached at **Appendix 1**

2.2 Sources/benchmarking

In preparing the Fraud and Corruption Control Policy attached to this Report at **Appendix 2** the Risk Team has used the Final Report contained at **Appendix 1** as a starting point and roadmap. The Risk Team has seen the preparation of this Policy as an opportunity to review, improve, strengthen and refresh the Integrity Framework utilised by Council in conjunction with its over work in relation to the Enterprise Risk Management Framework undertaken in conjunction with the preparation of this policy.

Reference has also been made extensively to the Australian Standard on Fraud and Corruption Control "AS8001 – 2021: Fraud and Corruption Control".

2.3 Consultation

This Policy has been developed in consultation with:

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

2.4 Communication and Implementation

The Risk Team has a draft Roadmap / Communication Plan and Training Rollout Timetable for the implementation of this Policy. A copy is attached at **Appendix 3**.

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

2.5 Compliance

The Policy is compliant with external legislation, including the Local Government Act 2020 (Vic), with Australian Standards relating to Fraud and Corruption Control and with the Policy Management Framework at Council.

2.6 Measures of Success

The measures of success for this policy will be no reports of breaches of this Policy and no instances of fraud and corruption occurring at Council following the adoption and implementation of the Policy and the training of Council Staff and Councillors in respect of it.

LIST OF APPENDICES

1. Final Internal Audit Report Into Integrity Framework dated 28 July 2021
2. Fraud and Corruption Control Policy
3. Draft Policy Rollout Roadmap / Communication Plan and Training Timetable

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Appendix 1 Final Internal Audit Report Into Integrity Framework dated 28 July 2021



INTERNAL AUDIT
INTEGRITY FRAMEWORK
REVIEW

Melton City Council
28 July 2021

FINAL REPORT

Overall Control Rating – Integrity Framework Review



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DISTRIBUTION LIST

Kelvin Tori	Chief Executive Officer
Cheryl Santoro	Senior Administration Officer

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EXECUTIVE SUMMARY

Objective

The objective of this internal audit was to consider the integrity framework in place at Melton City Council. This internal audit considered the design of key frameworks and controls to mitigate actual and perceived risks to integrity. Appendix 1 provides the agreed internal audit scope including approach and procedures.

Overall control environment rating

Fair	<ul style="list-style-type: none"> Control design improvements identified to ensure that fraud and corruption risk is mitigated. Fraud risk, plan, policy and procedure gaps on key control areas. Fraud incident has occurred as a result of control environment deficiencies. Outstanding action taken on previous audit findings to resolve the item on a timely basis.
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With the work completed as outlined in our scope and information provided to us in the conduct of this internal audit, we concluded that the integrity framework at Melton City Council as fair. Appendix 2 provides overall rating matrix to guide this rating process.

Individual finding ratings

In Section 1 of this report, we provide the minor policy gap and recommendations to address with a summary of findings. We have discussed and agreed these with management and provide a proposed implementation roadmap below to guide in this process. We have provided in Appendix 2 a definition of control ratings to guide your review of this report we have outlined in this report control elements and areas.



Finding areas

In the conduct of this internal audit, we noted findings in the following areas for action.

1.1 Integrity policy and procedure framework require review to make current and align to best practice	High
1.2 Fraud and corruption control plan elements should be reviewed and improved	High
1.3 Fraud risk management framework requires review and improvement	High
1.4 Screening and conflict of interest management controls review and improvement	High
1.5 Culture check in and reviews to inform monitoring and improvement plans	Medium

Positive observations

In the conduct of this internal audit, we noted the following positive observations:

- Management were proactively planning enhancements in the fraud control environment and had implemented detailed fraud risk improvement plan that had been delayed in implementation due to resource gaps and COVID impacts.

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BACKGROUND INFORMATION

Framework

Melton City Council (Council) have recognised the importance of preventing, deterring and detecting fraudulent and corrupt behaviour in the performance of council activities. Council has committed to a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring and reporting based on the Australian Standard for Fraud and Corruption Control (AS 8001-2008).

Executive governance

An Executive risk management committee Chaired by the CEO is in place to oversee risk and fraud activities. It last met in November 2020 and the standing agenda topics included risk management, emerging risks, fraud and corruption control updates and information security risk management.

Audit and Risk committee

The Audit and Risk committee as part of their Charter are required to oversee the councils risk management framework, risk profile and receive regular reporting on the risk register and actions taken (section E). They are also required to monitor the effectiveness of fraud prevention policy, review internal controls over financial and non-financial areas of fraud risks (section F).

Fraud and corruption control plan

The Fraud and Corruption Control Plan (the Plan) is in place to document the council's key fraud and corruption control activities, responsibilities and time frames. The Plan intends to set out actions to be taken in response to findings from independent reviews, internal audits and from fraud and corruption risk assessments undertaken across numerous business areas.

Risk assessment

Risk assessments are to be undertaken for all identified fraud and corruption risks in accordance with council's current risk management approach. These are evaluated based on their likelihood and consequences to determine which fraud and corruption risks require additional controls. The Plan states objectives to focus on strengthening business structures and procedures in place to prevent fraud and corruption, as well as increasing staff awareness of their personal obligations toward preventing and detecting fraud and corruption.

Council has a Public Interest Disclosure Procedure that enables staff to make disclosures without fear of reprisal. The Plan includes strengthening staff skills in identifying possible fraud risks to reduce the possibility of increased opportunities for fraud at this time.

The Plan includes a detailed outline of planned staff training on fraud and corruption.

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Resource gaps

Management confirmed to internal audit that the Risk and Performance Manager position was made redundant through an organisational realignment. In March 2021 the enterprise and corporate risk accountabilities were moved to the Legal and Governance team and a new Risk Officer position was been created. It is expected this role will be filled with the officer commencing on 2 August 2021. This function reports directly to the CEO.

Support services

Crowe were engaged in early 2020 to support the implementation of the Plan and a Fraud and Corruption Control Support Services brief was prepared by Crowe and tabled on the 16 March 2020 to the Council. The plan intended to commence on 26 February 2020 and included four outputs. Those outputs are Fraud and Corruption risk assessment workshop, delivery of face-to-face fraud and corruption training and awareness program, development of other elements of Council's fraud and corruption program and review of Council's fraud and corruption policy and procedure. Due to COVID, this plan was placed on hold and has recommenced in June 2020 with the fraud risk workshops conducted and again in Feb 2021 with fraud awareness training being delivered.

Conflict of Interest

In response to new requirements on managing conflicts of interest in the Local Government Act 2020, strengthening conflict of interest processes is an important part of the current Plan. Council provide conflict of interest training for all employees and councillors in order to be confident in determining whether a conflict of interest exists and how to manage the conflict.

Key systems

A HR onboarding (called hronboard) web based tool is used for all pre-employment screening, declaration of conflicts, hiring workflow and contracting processes, which also provides a dashboard-reporting tool.

Melton use a risk system provided by Niblex to capture, monitor and report on risk and users across departments have access to the Melton risk register system.

Policies & Procedures

Melton City Council provided the current policy and procedures in place that from the integrity framework. These include key policy and procedure for employee, contractor and volunteer conduct, conflict of interest, enterprise risk management, fraud and corruption prevention, gifts and procurement. We reviewed the existence, currency and design of these policy documents and they are detailed at Appendix 3.

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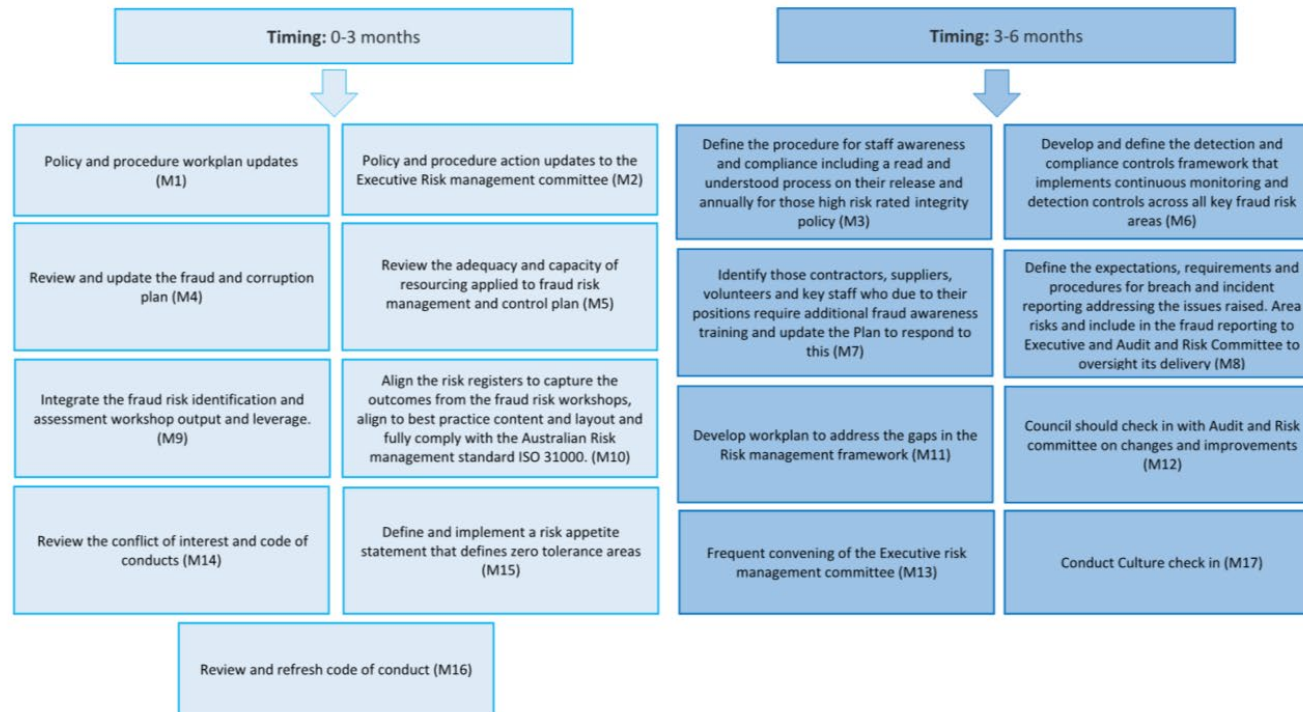
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IMPLEMENTATION ROADMAP

We have provided a summary on a page of the finding and improvement recommendations with priorities and timing to further guide your implementation.



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SECTION 1 –SUMMARY OF FINDINGS

1.1 Integrity policy and procedure framework require review to make current and align to best practice

Finding Priority	High
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Integrity policy and procedure

Integrity policy and procedures cover key control areas including employee, contractor and volunteer conduct, conflict of interest, enterprise risk management, fraud and corruption prevention, gifts and procurement. We have reviewed the 24 council’s policies and procedures relevant to the integrity framework and listing of these and their status are provided as Appendix 3.

We have summarised the gaps and improvements to address these below.

- 17 of the integrity framework policy and procedure are past their due date for next review; with the next review dates determined by best practice on frequency of review. Of these 17:
 - 6 are 1 year overdue
 - 7 are between 2 and 4 years overdue
 - 6 are between 7 and 10 years overdue
 - Child safety code of conduct is not aligned to child safe standard 3 in its content and has no dates on the policy were documented; we were advised this was approved on 7 June 2021. The standard clearly states it must spell out the types of behaviours that are appropriate and inappropriate, the required list of directions on the ‘do’ and ‘do not’s’ are not present in the code of conduct.
 - Volunteer policy for screening, induction, training and awareness is a policy gap
- The integrity related policies do not reflect council’s current operating environment and are not fully aligned with better practice including recommendations made by IBAC and the Australian Standards for fraud and corruption controls.
- The next review dates are not defined and/or aligned with best practice on frequency of review for 7 policy. As guidance the frequency should consider review of high-risk policy an annual basis and confirmation of currency should occur, medium every 2-3 years and low 5 yearly.
- There can be expansion and currency in the policy of fraud and corruption examples to further help employees identify and report suspected fraud and corruption.
- No clear process on how staff are regularly communicated on the integrity policy framework and reminded on the requirement to fully comply.
- No reporting on past due / overdue policy documents is provided to the Audit and Risk committee for their oversight and monitoring.

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The volume and length of timeframe overdue require further analysis on the governance, oversight, resourcing and priority given to policy and procedures for integrity. The nature of these policies and the importance of the control environment they define and expectations they set should prompt for these to be priority policies. Those that have been recently reviewed and refreshed have been prompted by the Local Government Act 2020 obligations.

We also note the following key policy documents considered critical in the integrity framework that are not in place:

- Risk appetite statement including zero tolerance areas; noting that risk appetite statements are now mandated by Victorian government risk management framework for all departments and authorities and are highly recommended for local government, flagging the importance and priority of this statement.
- Fraud and compliance breach management and reporting procedures.
- Policies and procedures for screening for volunteers and contractors.

Potential Impact

The policy and procedure documents represent key tools that set compliance expectations, guiding staff on requirements and protecting the organisation. Where fraud and corruption related policies are not reflective of Councils current operating environment and better practice the required processes and controls may not be applied to mitigate risk of a fraud and corruption event.

IBAC recommends organisations to have corruption and fraud risks managed and underpinned by policy and procedure that identify risks, produce policy strategy and controls to address them, which is not being met. (Local government integrity frameworks IBAC review - section 4.2.3)

IBAC recommendations for policy and procedure provide clear examples to assist employees are not met (section 5.2.1)

Recommendation

1. Update the policy and procedure to address the gaps outlined to reflect current and planned process, meet best practice content and coverage requirements, and consider opportunities to align and benchmark them with the IBAC integrity framework reports and Fraud and Corruption Control standard AS8001-2008 for content.
2. Review the governance, priority, reporting and resourcing given to integrity policy and procedures.
3. Define the procedure for staff awareness and compliance including a read and understood process on their release and annually for those high risk rated integrity policy.

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Management comments

<p>M1. Implement a policy and procedure workplan to address the 20 policy actions identified, review, and allocate resourcing and priority to achieve this.</p>	<p>Accountable: Manager Legal & Governance</p>	<p>Target date: June 2022</p>	<p>Management Comments: Agree</p>
<p>M2. Deliver a quarterly policy workplan update to the Executive Risk Management Committee and to future meetings of Audit and Risk Committee on the status of the policy and procedure actions.</p>	<p>Accountable: Manager Legal & Governance</p>	<p>Target date: December 2021</p>	<p>Management Comments: Agree, a Quarterly update to the Risk Management Committee & A&RC on status</p>
<p>M3. Define the procedure for staff awareness and compliance including a read and understood process on their release and annually for those high risk rated integrity policy.</p>	<p>Accountable: Manager Legal & Governance</p>	<p>Target date: December 2021</p>	<p>Management Comments: Agree</p>

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1.2 Fraud and corruption control plan elements should be reviewed and improved

Finding Priority

High

Fraud and corruption control plan

A fraud control plan should be in place to outline the Council's fraud prevention, detection and response initiatives and include the key risks from the fraud and corruption risk assessment, key controls and activities that will be conducted. The Australian Standard and IBAC recommendations are for fraud and corruption control plans to be reviewed every 2 years. The fraud and corruption plan states that Council has developed its framework and approach in line with the Australian Standard for Fraud and Corruption Control (AS 8001-2008). We provide an extract and review of the action status at Appendix 4 for the fraud control improvements.

Our review of the current fraud and corruption control plan provided to internal audit highlighted the following issues:

- It was provided in Draft status and does not have recorded authorisation of the Audit and Risk Committee; the status of the plan was however tabled to this committee on 9 December 2020.
- The plan was noted in its objective as prepared in September 2020 to respond to a 2017 review and findings raised by IBAC.
- The fraud risks identified are not comprehensive, addressing all areas of risk and brief in their description; finding 3 provides further analysis and recommendations on fraud risk management. Due to this gap, the action plan is limited and brief in its content.
- The fraud plan actions does not confirm the conduct of the fraud risk workshops in June 2020 as key input into this plan and how this risk analysis was leveraged and utilised to inform the plan
- The MCC risk register provided does not capture the fraud risks identified in the June 2020 workshops for mitigation, monitoring and ongoing reporting.
- The report to the Audit and Risk committee in Dec 2020 confirmed that the 2017 reports by IBAC and Internal audit confirmed that the risk assessments conducted had shortcomings and that new risk workshops were to be scheduled and leveraged to refresh the plan and table to the Audit and Risk Committee. The plan has not yet been refreshed for the fraud risk analysis.
- The communication and awareness message calendar proposed for monthly delivery could not be confirmed as delivered, organisation wide fraud awareness training was delivered in February 2021.
- The control improvements outlined are not defined and detailed in clear actions and owners and it is unclear their status of completion.
- The plan provided to internal audit recorded all the actions as open status and the report to the Audit and Risk committee confirmed 14 of the actions as completed.
- For those control improvements defined, there was 19 actions and the status reported as Open for all on the plan provided, on enquiry no further updates on current status could be provided and our review of the control improvements could not evidence that the action outlined had been completed with the exception of the fraud risk workshops in June 2020 and the fraud awareness training which was evidenced as delivered in February 2021.
- Reasons for delay provided to the Audit and Risk committee included COVID restrictions and pending the Local Government Act 2020.
- No evidence of regular review, monitoring and update on the status of control improvements; interviews confirmed the gap in resourcing had not been reviewed or monitored closely in the last 6 months. The last update in Dec 2020 provided short status update on training delay.
- The due dates assigned are not staggered or phased with default date of 31 July 2021, not allowing for monitoring and oversight of continuous improvement action.

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- Information and resources for employees, contractors and volunteers are not considered as part of risk and control elements.
- As required in the Australian standard there is no specific training and awareness activities defined to be delivered for staff working in high risk areas including procurement and finance. This should also extend to identify suppliers, contractors or volunteers who the inherent risk in the roles places them in position to expose Council or be aware of fraud and corruption risks and issues. For those identified in these higher risk roles training should also be provided for them.

Fraud Control Officer

There is currently no documented fraud control officer with well documented roles and accountabilities at the council that has responsibility for developing and implementing the Councils fraud and corruption control framework. This is a recommended resource to ensure there is priority, adequacy of resourcing and capability to deliver on this framework. We were informed that the Risk Officer when appointed will be the designated the fraud control officer. The adequacy of resourcing may require review given the volume of risk and integrity framework improvements and actions outstanding including catch up required to deliver these key controls and close monitoring. Management have confirmed that this was previously the Manager Risk and Performance and will now be the Risk Officer who will commence on 2 August 2021.

Key control areas

In our benchmarking of fraud and risk control plans for local government the following are areas for further consideration on risk, review and control focus to incorporate in the plan and define ongoing actions:

Compliance auditing – the fraud control plan and the improvement actions provide details of the compliance auditing to be conducted to provide for assurance checks on the key controls in place, this should be outlining the internal reviews planning and third party including internal audit.

Detailed risk analysis, controls and action plans related to key fraud risk areas of procurement, conflicts of interest, screening, volunteers and contractors are provided and directed in best practice plans. Action plan 1, 6 and 8 address these topics with high level policy actions raised only. The risks and actions are limited, high level and not directing for assurance and continuous improvement expected in these high risk areas. As these are well recognised high risk areas flagged, by IBAC in their past reports, these should be well covered in the fraud risk and control plans. The fraud risks captured by Crowe in the risk outputs provided to Council should be reviewed to confirm they cover these risk areas and recorded into the Council register.

Detection controls

The fraud and corruption Australian standard and best practice recommendation that a defined fraud and corruption detection program is implemented. There is a short list of some monitoring controls documented in the fraud and control plan. However, it is not a comprehensive outline aligned to better practices that should include the design and implementation of continuous auditing, data mining, exception rules, and reporting and analysing of unusual trends and transactions on high-risk transactions and process information and data.

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Breach and incident reporting

There is no formalisation of the procedures and accountabilities for capturing, reporting, analysing and escalating all detected fraud and corruption incidents across the organisation. Where breaches or frauds are detected, there is no defined policy aligned to best practice that it is mandatory that a review is conducted to reassess the adequacy of the internal control environment and identify if improvements are required, including the requirement to consider an independent assessment where there is conflict risks, experience in control design and/or severity to the incident or breach. The protected disclosure procedure provides some coverage of the process where there is reporting and whistleblower actions.

Potential Impact

Where there is not a comprehensive framework and plan for the identification and ongoing management of potential areas of fraud and corruption is not fully effective, there is an increased risk that fraud and corruption risks are not adequately identified and controls to minimise the risk of fraud and corruption are not implemented or effective.

IBAC recommendations on comprehensive fraud and corruption control plans are not met (Local government integrity frameworks IBAC review - section 5.2).

Recommendation

4. Review and update the fraud and corruption plan to address the gaps outlined, refresh to respond to the fraud risk assessment, and consider the better practice elements of fraud and corruption plan provided in Appendix 5.
5. Review the adequacy and capacity of resourcing applied to fraud risk management and control plan, including the formal designation of the Fraud Control Officer and their roles and accountabilities.
6. Develop and define the detection and compliance controls framework that implements continuous monitoring and detection controls across all key fraud risk areas.
7. Refresh and extend the annual fraud training plan for regular ongoing training for all staff, including any key high risk contractors, supplier and volunteers, key position and role specific tailored to the relevant inherent business area risks and include in the fraud reporting to Executive and Audit and Risk Committee to oversight its delivery.

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- 8. Define the expectations, requirements and procedures for breach and incident reporting addressing the issues raised.

Management comments

M4. Review and update the fraud and corruption plan to respond to the detailed fraud risk assessment, and align to the better practice elements of fraud and corruption plan. This includes updating the staff-training plan as recommended.	Accountable: Manager Legal and Governance	Target date: September 2021	Management Comments : Agree
M5. Review the adequacy and capacity of resourcing applied to fraud risk management and control plan, including the formal designation of the Fraud Control Officer.	Accountable: Chief Executive Officer	Target date: September 2021	Management Comments : Agree
M6. Develop and define the detection and compliance controls framework that implements continuous monitoring and detection controls across all key fraud risk areas.	Accountable: Manager Legal and Governance	Target date: September 2021	Management Comments : Agree, this will be addressed as part of the review and update of the fraud and corruption plan
M7. Identify those contractors, suppliers, volunteers and key staff who due to their positions require additional fraud awareness training and update the Plan to respond to this.	Accountable: Manager Legal and Governance	Target date: December 2021	Management Comments : Agree
M8. Define the expectations, requirements and procedures for breach and incident reporting addressing the issues raised. and Risk to oversight its delivery.	Accountable: Manager Legal and Governance	Target date: December 2021	Management Comments : Agree

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1.3 Fraud risk management framework requires review and improvement

Finding Priority

High

Risk management framework

Risk management policy and framework were last updated in 2018 and do not reflect Council's current operational environment and best practice risk practices.

The current risk management framework is not comprehensive, comprising of policies, processes and clear accountabilities for risk management across the organisation with the following key gaps noted:

- Extended gaps in resourcing of the risk management function have impacted the review, improvement and implementation of the risk management framework.
- Framework for identification and ongoing management of potential areas of fraud and associate fraud controls is not fully effective; with no detailed fraud risk, assessments conducted since 2017 and there were reported by IBAC and internal audit as having shortcomings.
- The Executive risk committee is in place to oversight risk management however, this was last convened in November 2020.
- No independent review of the risk framework has been conducted. The IBAC and Victorian government recommendations for an annual review to check in on their currency, risk treatments and effectiveness of controls are not being met. An independent review is also recommended and best practice to have this conducted at minimum on a rotational 3-year basis. Some local governments prioritise this more frequently given the importance of the risk framework to the organisation and its governance.
- No risk improvement work plan is in place to drive continuous improvement in the risk management framework.
- Embedding risk management accountabilities into all manager position descriptions have not been implemented.

Risk assessment

There have been risk management assessments of potential fraud and corruption risks across the Council's operations, with fraud risk assessments conducted in 2017 and June 2020

- Fraud risk assessments were conducted by Macquarie Lawyers in July and October 2017 with recommendations made by IBAC and past Internal audit review in 2017 for further work on risk assessments to be conducted as these were found to have shortcomings;
- This was responded to with fraud risk workshops conducted in June 2020 by Crowe however there was no evidence of action, monitoring and alignment of the risk register and fraud plan to leverage this fraud assessment work as at July 2021
- a gap of 3 years in risk assessment processes had occurred and the Australian Standard and IBAC recommend 2 yearly risk assessments and ongoing monitoring of the fraud risks status and mitigation actions.

Risk register and reporting

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We have analysed the fraud risks and controls including last updates as provided to internal audit in the Council risk register. These are analysed and extracts provided as Appendix 6. The Crowe fraud risk assessment documents were not provided to internal audit until 26 July (when they were obtained from Crowe) and were not analysed as part of this audit. The risk register system extracts provided to internal audit showed:

- There is no current separate fraud risk register or reporting providing a comprehensive document of fraud and corruption risks; there are two risks and nine fraud related actions captured on the Council risk register that is limited in content and refers to credit card and Fraud and Corruption control plan as key control.
- The risk register provided for the Council risks had 64 risks captured; analysis showed 36 had no update for more than 10 months and 14 no update for more than 12 months
- The two fraud risks captured had a due date of 2018 (credit card fraud) and Feb 2020 (fraud and corruption) confirming no recent updates had occurred to review these fraud risk actions.
- For the nine fraud control actions associated, they had brief detail, were still shown as in progress and had no update provided since July 2020.
- No Risk statements are documented for all key fraud risks across all departments.
- No Risk ratings are assessed and assigned to consider residual and inherent risks and how they are informed by controls assessment.
- Consequence and likelihood tables are not current, best practice and providing guidance for ratings with the two fraud risks assessed as Medium, which would require challenge on the accuracy of this rating.
- No analysis and documentation of the existing controls in place for fraud risks.
- No analysis and documentation of the existing Preventative and detective controls.
- Mitigation actions, owners and target dates for the risk mitigation activities not defined.
- Next review date for controls and mitigations for monitoring not defined.
- Control effectiveness reviews are not occurring for fraud risks.
- Process and approaches for identification, escalation and resolution of control failure are not in place.
- No regular risk reporting analysis, dashboard or status aligned to best practice is occurring on fraud risk.
- No regular risk dashboard reporting, which is current practice to effectively oversight risk is not in place for Executive and Audit and Risk committee

In benchmarking of other local council risk registers, they have generally identified 20+ departments requiring regular fraud risk assessment and risk registers for monitoring. The approach sees each Department risk register being monitored in reporting on the controls and actions and their status.

Escalation and emerging risks

A key component of an effective fraud risk management framework is the reporting on escalating and emerging risks. There is no approach, process or reporting to facilitate for staff to report escalating and emerging risks and for these to be escalated and reported to facilitate assessment and mitigation. There is a standing agenda item on the Executive risk management committee but it is not clear how these risks are identified and tabled to this committee.

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Risk governance

The Audit and Risk Committee Charter August 2020 outlines the committees' accountability to monitor the effectiveness of fraud prevention policy and review internal controls over areas of risk. The Charter also requires the committee to review systems and processes to oversee compliance, review processes for communicating code of conduct to employees and contractors, monitor compliance with the code, and obtain briefings on significant compliance matters.

The current oversight processes for the fraud risk register are not clear, but there has been review by executive in the past. Clear processes and requirements for regular reporting and monitoring of the fraud and corruption risks to senior management of the risks and their controls are not currently in place.

Further consideration should be given to the convening and frequency of meeting of the internal risk management Executive committee to provide focus, oversight and regular monitoring of all risks with a standing agenda item to focus on integrity risk management. This committee is a good practice recommendation by IBAC. This will provide the committee with explicit responsibility for integrity risks and prevention strategy and mitigation oversight. This also sends a message on the priority, importance and time investment for the committee to manage of fraud and corruption risks.

The Audit and Risk Committee receives the fraud and corruption plan annually but does not receive the fraud risk register for review. A high-level key risk matters report was tabled to the September 2020 Audit and Risk committee. Further consideration should be given to increasing the frequency and time allocated to review these risks. IBAC recommends regular monitoring by the Audit and Risk committee in their guidance. The Audit and Risk committee does not currently have a standing agenda to review of suspect and corrupt conduct as recommended by IBAC.

Potential Impact

Lack of ongoing fraud risk identification, evaluation, treatment and monitoring fraud risk may go undetected and untreated leading to increased risk of fraud and corruption event occurring at council which may result in significant property, financial and reputation loss.

IBAC recommendations on integrity risk management frameworks and fraud risk management are not met (Local government integrity frameworks IBAC review - section 4.2.1 to 4.2.5, 8.3.2).

Recommendation

9. Fraud Risk assessment. The Council should review the Crowe risk workshop output, validate and adopt this in the Councils fraud and corruption risk registers to improve the currency and quality of the fraud risk information managed by Council. This review and leverage of the Crowe work completed to date should include:

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- Assess risk statements provided and potential causes of fraud and corruption events to ensure that the causes can be clearly identified and controls implemented to monitor and minimise the risk of fraud and corruption event.
- Assess the risk rating, inherent and residual to confirm that the assigned risk rating and associated mitigation and monitoring activities are commensurate with the level of risk to the Council.
- Validate that all the business processes, functions and areas as outlined below with high inherent risk in the risk assessment processes.
- Assess the allocation of responsibility for the management of potential fraud risks to ensure that the allocation is clear, appropriate and aligned to accountabilities.
- Document fully the mitigation actions for the fraud risks including actions, owners and dates to facilitate monitoring and capture these in the council risk register and reporting
- Leveraging this risk analysis work update the fraud management plan to align to the priorities and actions for fraud risk management.
- Continue to extend the ongoing participation in the risk processes with the regular and scheduled conduct of risk workshops to facilitate updates, monitoring and status of, identification and awareness of fraud and corruption risks.
- Ensure that the risk assessment and monitoring process is not conducted in silo function, but cross-organisation risks are identified and ownership shared.
10. Fraud Risk register. Undertake a review of the framework for the identification and ongoing management of fraud and corruption risks. Complete a thorough review of the fraud risk register to ensure that fraud risks causes and statements are clear and can be used to inform the design and operation of effective controls. We note that Council captures all of its risks into a single risk register in the risk system however; we recommend that using the category and classification tools in the system will facilitate the analysis and reporting of defined risk types. By selecting all those with a fraud risk category, you can produce the required fraud risk register. The findings outlined also represent gaps in process to the Australian risk management standard (AS) 31000:2018 which Victorian government requires is the standard that local government should align to.
 11. Risk tools. Review the tool used to capture report and monitor risks to provide accessibility, awareness and continuous review of risks.
 12. Fraud Risk assessment and participation. Identify the departments and areas that require a separate risk assessment and register. For these fraud risk assessments implement monitoring and forward schedule to plan and confirm regular, frequent and current risk assessment and evaluation occurs. Leveraging the risk management and fraud and corruption Australian standards, the following functions are viewed as elevated risk of fraud and corruption risk and should have separate and detailed risk assessments, registers, monitoring and reporting processes in place:
 - Financial functions – cash, revenue collection and payment systems, salaries and allowances, entertainment expenses.
 - Construction, development and planning functions – land responding, development applications, construction and building activities.
 - Regulatory functions – inspection, regulations, facility monitoring, operational functions including issue of fines or other sanctions.
 - Licensing functions – issue of qualifications or licences to indicate proficient or enable the performance of certain activities.
 - Demand-driven or allocation based functions – where demand exceeds supply, allocation or services or grants of public funds, provision of subsidies, financial assistance, concessions or other relief.

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Procurement and purchasing functions – including e-commerce activities, tendering, contract management and administration.

Other functions – regular dealings between public and private sector personnel.

- 13. Risk management framework. Develop a work plan to address the gaps in the risk management framework. Schedule and undertake an independent review of the risk management framework to provide assurance on compliance, a maturity assessment and work plan for continuous improvement and priority of work to improve the framework.
- 14. Emerging risks. Define the process and approach for capture, analysis and reporting of emerging risks.
- 15. Risk governance. Reconvene the Executive risk committee to provide frequent oversight and monitoring of fraud risk management. Check in with the Audit and Risk Committee to determine its needs from Council so as it can fully meet its charter obligations on fraud, compliance and codes of conduct and confirm the agenda, reporting content and frequency and information/briefings provided to the Committee are providing for discharge of its obligations. Address the findings raised on risk governance and implement priority improvements, standing agenda and oversight. Increase the frequency and oversight given to fraud risk, improvement work plans and fraud and corruption plan monitoring.

Management comments

<p>M9. Review, validate and update the council fraud and corruption risk registers leveraging the Crowe workshop output to improve the quality of the fraud risk identification, mitigation and monitoring of actions as outlined in the report.</p>	<p>Accountable: Manager Legal & Governance</p>	<p>Target date: December 2021</p>	<p>Management Comments: Agree</p>
<p>M10. Align the fraud risk registers from Crowe with the Melton risk register to capture the outcomes from the risk workshops, align to best practice content and layout and fully comply with the Australian Risk management standard ISO 31000. Action all risk register improvement actions outlined in this report. This includes defining the process and approach for capture of emerging or escalating fraud risk.</p>	<p>Accountable: Manager Legal & Governance</p>	<p>Target date: December 2021</p>	<p>Management Comments: Agree</p>

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<p>M11. Risk management framework. Develop a work plan to address the gaps in the risk management framework. Schedule and undertake an independent review of the risk management framework to provide assurance on compliance, a maturity assessment and work plan for continuous improvement and priority of work to improve the framework.</p>	<p>Accountable: Manager Legal & Governance</p>	<p>Target date: December 2021</p>	<p>Management Comments: Agree</p>
<p>M12. Council should check in with Audit and Risk committee on changes and improvements needed to allow it to meet its charter obligations. Ensure the frequent tabling of the Fraud and Corruption plan and Fraud Risk register for oversight of status of actions.</p>	<p>Accountable: Chief Executive Officer</p>	<p>Target date: December 2021</p>	<p>Management Comments: The Audit & Risk Committee to advise Management on changes and improvements required to allow members to meet their Chartered obligations.</p>
<p>M13. Convene the Executive risk management committee on a more frequent basis to reinstate the regular oversight and add the implementation of these recommendations as a standing agenda items to assure on resource, priority and delivery. Ensure the frequent tabling of the Fraud and Corruption plan and Fraud Risk register (extract of fraud risks from the risk system) for oversight of status of actions.</p>	<p>Accountable: Chief Executive Officer</p>	<p>Target date: December 2021</p>	<p>Management Comments: Agree, Quarterly meetings of the Executive Risk Management Committee will be convened.</p>

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1.4 Screening and conflict of interest management controls review improvement

Finding Priority

High

Conflict of interest management

The 2014 staff code of conduct provides an outline of expectations related to conflict of interest. It is not clear on its expectations of staff with regards to conflict of interest declaration and management. There are no examples, checklists or guidance provided to assist and highlight the importance of this to staff and their obligations. Code of conduct must include procedures for dealing with alleged and actual breaches of conflict of interest (LGA s.49 part 3 (a)). It also references out-of-date gift and hospitality requirements that do not align with the current policy, procedure and LGA.

Conflict of interest provided was Oct 2012 guidance document from the Department of Planning and Community Development for Council committees.

Conflict of interest provided for councillors was the Oct 2012 guidance document from the Department of Planning and Community Development for Councillors Conflict of interest provided for staff was the Oct 2011 guidance document from the Department of Planning and Community Development. We note that updated drafts of conflict of interest guidance have now been published by the Department, and these should now be referenced as more current, noting that are draft as the past guidance that are not compliant with the new Act requirements.

Given the risk, past incidents and issues in this risk area there is obligation to further review of the quality and content of the induction and ongoing training for staff, volunteers and contractors on conflicts of interest and the targeted annual training should be improved to consider these past incidents.

Screening processes for conflicts, independent checks

The fraud plan identifies the undertaking of pre-screening of agency staff and aligns probity requirements to the standards of council employee (i.e. police check, working with children check and process to manage conflict of interest) as a control improvement that has not yet been completed.

There is no Contractor and supplier code of conduct to outline integrity expectations. They are not being provided clear directions to all suppliers regarding their obligations in relation to conflicts of interest, gifts, benefits and hospitality. It was identified that a contractor / supplier due diligence and code of conduct were control improvements required in the fraud management and corruption plan but they have not yet been drafted and implemented.

A central conflicts of interest register – maintain and monitoring by risk officer recommended to be an electronic register that facilitates cross checks of other data held by organisations.

The current procedure processes can be reviewed to consider further requirements for all tender panel members to provide conflict of interest and confidentiality declaration before and after tender evaluations. (Local government integrity frameworks IBAC review - section 6.1.2)

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Secondary employment and directorships

The code of conduct currently permits staff to self-assess the conflicts associated with other employment or unpaid activities. Procedures should be reviewed for improved controls, transparency and clearance on secondary employment, including other director roles and how they create a conflict and directions on their declaration, capture and clearance. Reminding staff on this regularly and seeking declarations from all staff on other employment, directorships and unpaid activities. Capture of these electronically can also provide for cross matching and analysis to detect conflict risks in suppliers and contractors. Fraud control improvement plan action item 9 identified improvement plan in training for staff on secondary employment, which the general fraud awareness training recently provided high-level coverage. However, more direct and detailed training in this risk area should be considered.

Compliance activities

The Council has placed a large reliance on policy existence as the key control and there can be improved level of assurance activity to check and monitor. There are limited compliance activities occurring over screening, and conflicts of interest to analyse data, monitor and assure. There is a risk that fraud and corruption activity may go undetected if there is no review and scrutiny of compliance. The inherent nature of a fraud event is non-compliance event that, if it goes undetected, will continue to escalate and be repeated. Detection controls across three lines of defence must be robust and implemented.

Potential Impact

The policy and procedure documents represent key tools that any gaps in their content increase risks in setting compliance expectations, guiding staff on requirements and protecting the organisation. Ineffective controls for screening and conflict of interest may lead to the organisation being exposed to fraud and corruption events resulting in financial and reputational impacts.

IBAC recommendations on managing conflicts of interest are not met (Local government integrity frameworks IBAC review - section 6.)

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Recommendation

- 16. Conflict of interest framework to be further improved to provide specific, clear policy, procedure, assurance checks and guidance across all staff, high risk contractors, suppliers and volunteers. This review should be fully informed by past incidents and fraud risk areas to provide specific control design and guidance examples for relevance to the Council environment and to respond to learnings.
- 17. Developing a contractor / supplier code of conduct to outline expectations of contractors and suppliers on integrity, ethics and conduct and their obligation to report suspected misconduct or corruption in line with the recommendations made by IBAC on local government integrity.
- 18. As part of the framework, review the induction and ongoing processes for awareness, acknowledgement and attestation on compliance with code of conduct, key policy, conflict of interest for staff, volunteers and contracts to confirm robust controls in place, procedures well defined and compliance monitoring over completion of these key tasks are occurring. This should be considered a key risk area in the fraud and corruption plan for detailed control and action documentation.
- 19. Reviewing the secondary employment and directorships declaration processes.
- 20. Review the compliance framework in place for key fraud risk areas outlined throughout this report including due diligence, screening, procurement and conflicts management – map and confirm that three lines of defence are in place, that they are well designed and being performed consistently and at required frequency.

Management comments

<p>M14. Review the conflict of interest and code of conducts to address the findings in this report and respond to past incidents; this includes policy, procedure, guidance, assurance controls, attestation, secondary employment and monitoring. Provide a workplan for the identified improvements and actions and capture this as part of the fraud and corruption plan for oversight and monitoring.</p>	<p>Accountable: Manager Legal & Governance</p>	<p>Target date: December 2021</p>	<p>Management Comments: Agree</p>
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1.5 Culture check in and reviews to inform monitoring and improvement plans

Finding Priority

Medium

Ethical culture

Council should aim to ensure that it has a healthy and sustainability ethical culture by implementing an integrity framework that should include elements of policy, guidance and check-ins. Governance and executive roles in fostering an organisational culture of ethical behaviour is critical element to fraud and corruption prevention.

The council has elements of policy, staff check-in surveys and code of conducts in place but they are not aligned to current operational environments, limited in their inclusion of guidance and examples on fraud and corruption and not targeted specifically on fraud and corruption risks.

The code of conducts:

- Child safety code of conduct – gaps to best practice, legislation and no date and next review; unclear if staff have been training and made aware of this code. Child safety standard 3 as outlined previously has not been complied with.
- Staff code of conduct – last updated in 2014; not current, gaps to best practice and not prioritised.
- Councillor code of conduct – updated as a result of LGA requirements.

The code of conduct requires a statement of acknowledgement to be signed. It is unclear if this is a regular process or only on indication.

There is no risk appetite statement in place that provides clear statements on zero tolerance areas of behaviour, compliance and culture.

No fraud survey has been conducted however, surveys have been conducted that include some coverage of these risks areas in their content. As part of the Crowe fraud awareness training, a fraud survey was conducted; it is unclear if this has been provided to Council and actions to address any issues raised formulated.

The participation and prioritisation of fraud risk by senior management and the Audit and Risk Committee have been noted by the interviewees as an opportunity to improve to set the tone and importance of these processes. Benchmarking of other local councils shows actions like executive and committee standing agenda items to prioritise and provide continuous oversight, annual fraud surveys with improvement plan actions and fraud and corruption control reference groups providing for participation and hearing from all levels of staff. These actions also send message of the importance and priority of fraud and corruption risk management.

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Potential Impact

Where there is not clear expectations, tolerance definitions and check-ins on staff ethical culture issues, perceptions and escalating risks may go undetected and not provide for early mitigation and rectification to prevent fraud and corruption incidents.

Recommendation

- 21. Define and implement a risk appetite statement that defines zero tolerance areas.
- 22. Review and refresh the code of conduct to provide guidance, examples and currency, define and implement training and awareness programs for staff and prioritise the review of the code. Define the process for regular acknowledgement of the codes of conduct.
- 23. Conduct targeted and regular fraud survey to hear from all staff on culture, perception, risks and issues and develop response and continuous improvement actions to inform risk and fraud mitigation action acts captured in the plan and risk register.

Management comments

M15. Define and implement a risk appetite statement that defines zero tolerance areas.	Accountable: Chief Executive Officer	Target date: December 2021	Management Comments: Agree
M16. Review and refresh the code of conduct to provide improvements in content as outlined in the report and define the approach for staff acknowledge on a regular basis.	Accountable: Manager Legal & Governance	Target date: December 2021	Management Comments: Agree
M17. Consider the approach to culture check in, noting that staff receive a large volume of surveys and this may not be appropriate mechanism. Conduct this check in and use it to inform risk and fraud actions defined in register and plans.	Accountable: Manager People & Culture	Target date: December 2021	Management Comments: Agree

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APPENDIX 1 – INTERNAL AUDIT SCOPE

Objective

The objective of this internal audit is to consider the integrity framework in place at Melton City Council. This internal audit will consider the design of key frameworks and controls to mitigate actual and perceived risks to integrity.

Approach

The objectives of the review will be achieved with consideration of the key controls in place for the following processes:

1. Framework elements

- Design of key controls for prevention of fraud, corruption, conflict, probity and setting of expected ethical behaviour standards.
- We will consider status of compliance with Local Government Act 2020 as relevant including – public transparency, part 6 council integrity including code of conduct, conflict and gifts.

2. Risk management

- Approach for effective management of integrity risks including identification, assessment and monitoring of mitigation activities.

3. Governance and culture

- Oversight and monitoring of integrity framework, risks, issues and organisational culture.

4. Alerting processes

- Whistle-blower, incident, complaints and breach management frameworks to alert and escalate related to integrity.

5. Screening, Training and awareness

- Training frameworks in place and their accessibility, currency and response to risks.
- Screening, induction, and ongoing processes for staff, volunteers, contractors and councillors.

Procedures

This internal audit will be performed using the procedures outlined below:

- We will reference past IBAC integrity reviews and their recommendations for action to inform our internal audit procedures;
- Consideration of all relevant code of conduct, policy, procedure, guidance and templates;
- Review of existing fraud, corruption and probity control plans;
- Analysis of risk, incidents, breaches registers, reports and prior reviews to consider response and control improvements;
- Walkthrough of key processes to confirm design and operation of the integrity framework;
- Hold discussions with representative participants and process owners in the processes.

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APPENDIX 2 – INTERNAL AUDIT REPORT RATING GUIDANCE

The following provides a definition of the layout and content of our control ratings matrix to guide the reader in interpretation.

Rating	Finding / Control rating definition
Critical	The control observation has and will continue to impact the organisation in a material and significant way. This may impact on one or all of the organisations strategic outcome, reputation, financial sustainability, and safety and operation continuity. This control is unacceptable and requires immediate action to mitigate. This control requires reporting to the Executive sponsor for this review and escalation to the governance authorities.
High	The control observation has the potential to impact the organisation in a material and significant way. This may impact on one or all of the organisations strategic outcome, reputation, financial sustainability, and safety and operation continuity. This control is unacceptable and requires immediate action to mitigate.
Medium	The control observation has the potential to impact the organisation in a moderate way. This may impact on one or all of the organisations strategic outcome, reputation, financial sustainability, and safety and operation continuity. This control may be acceptable over a short period or in line with the organisations risk appetite and tolerance however, review of this should occur and approval to accept, monitor and/ or plan to mitigate should be implemented.
Low	This control observation is unlikely to impact the organisation in the short term or in a material way. This control is raised as it may escalate or not align to the organisations risk appetite and should be reviewed and monitored.
Improvement Opportunity	We flag this improvement opportunity as an emerging or future issue related to the scope area that is occurring in the sector and environment. It provides you with an alert to consider in your organisation for monitoring of emerging and escalating risks and/or future change or strategy implementation. With the objective to position you to be proactively mitigating and planning on these risks that may impact you in the longer term.

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Overall, process rating

We provide this overall rating of the process area under review as detailed in the project objective and scope.

Rating	Guideline Description
Strong	<ul style="list-style-type: none"> No control design improvements identified. Robust policy and procedure to set expectations guide and protect. Only minor instances of controls identified as not operating which have mitigating back-up controls, or the risk of loss is immaterial. All previous significant audit action items have been closed.
Adequate	<ul style="list-style-type: none"> Control design improvements identified, however, the risk of loss is immaterial. Minor policy and procedure gaps only. Isolated or "one-off" significant controls identified as not operating for which sufficient mitigating back-up controls could not be identified. Numerous instances of minor controls not operating for which sufficient mitigating back-up controls could not be identified. Some previous significant audit action items have not been resolved on a timely basis.
Fair	<ul style="list-style-type: none"> Control design improvements identified to ensure that risk of material loss is minimized and functional objectives are met. Some policy and procedure gaps on key control areas. A number of significant controls identified as not operating for which sufficient mitigating back-up controls could not be identified. Losses have occurred as a result of control environment deficiencies. Little action taken on previous significant audit findings to resolve the item on a timely basis.
Poor	<ul style="list-style-type: none"> Significant control design improvements identified to ensure that risk of issues related to integrity, probity, inaccuracy, material loss or adjustment is minimised and functional objectives are met. Significant gaps in policy and procedures for key control areas. An unacceptable number of controls (including a selection of both significant and minor) identified as not operating for which sufficient mitigating back-up controls could not be identified. Large volume of inaccuracies, high impact issues and/ or material losses have occurred as a result of control environment deficiencies. Instances of non-compliances, fraud or significant contravention of corporate policy or legislative/regulatory obligations detected. No action taken on previous significant audit findings to resolve the item on a timely basis.

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APPENDIX 3 – KEY INTEGRITY POLICY STATUS

We reviewed the status of the key integrity policy for the Council and detail this below. Where policy status is marked with * we have applied the best practice review frequency rather than the council dates defined.

Council policy document content							Internal audit finding	
#	Policy name	Version	Policy date of issue	Policy authorisation date	Policy expiry	Policy next review date	Policy status	Years
1	Advocacy Policy	2.0	30-05-2016	30-05-2016	30-05-2020		Overdue / expired	1
2	Code-of-Conduct-Child-Safe						No dates on policy	
3	Complaints-Management-Policy	2.0	26-05-2015	26-05-2015	01-05-2017		Overdue / expired	3
4	Conflict of Interest - Council Committees – Department guide		31-10-2012				Overdue / expired	9
5	Conflict of Interest - Councillors		31-10-2012				Overdue / expired	9
6	Conflict of Interest - Staff		31-10-2011				Overdue / expired	10

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Council policy document content							Internal audit finding	
#	Policy name	Version	Policy date of issue	Policy authorisation date	Policy expiry	Policy next review date	Policy status	Years
7	Contractor Induction Checklist V2		31-03-2021				Current	
8	Councillor-Code-of-Conduct-Adopted-8-February-2021		08-02-2021				Current	
9	Credit Card Policy and Procedure (Staff)	7.0	04-02-2021	04-02-2021		31-12-2021	Current	
10	Credit-Card-Policy-and-Procedure-Councillors-14-October-2019	1.0	05-08-2019	14-10-2019		30-09-2021	Current	
11	Employee Code of Conduct		05-03-2014				Overdue / expired	7
12	Enterprise Risk Management Framework	2.0	08-03-2018	08-03-2018	08-03-2021		Overdue / expired*	1
13	Enterprise Risk Management Policy	4.0	02-01-2018	08-03-2018	08-03-2021		Overdue / expired*	1

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Council policy document content							Internal audit finding	
#	Policy name	Version	Policy date of issue	Policy authorisation date	Policy expiry	Policy next review date	Policy status	Years
14	Fraud and Corruption Control Policy	3.0	24-11-2016	06-02-2017		31-12-2019	Overdue / expired	2
15	Fraud and Corruption Control Procedure	3.0	24-11-2016	06-02-2017	31-12-2019		Overdue / expired	2
16	Gift and Merchandise Policy	3.0	23-03-2015	26-05-2015	30-03-2017		Overdue / expired	4
17	Gift and Merchandise Procedure	3.0	02-04-2015	26-05-2016	01-04-2017		Overdue / expired	4
18	Induction Policy	2.0	16-12-2015	16-12-2015		16-12-2018	Overdue / expired	3
19	Induction Procedure	2.0	16-12-2015	16-12-2015		16-12-2018	Overdue / expired	3
20	Policy Approval Process Policy May 2020	2.0	6-04-2020	11-05-2020		30-06-2022	Current	
21	Procurement Policy	6.1	15-09-2020	14-10-2019		30-09-2020	Overdue / expired*	1

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Council policy document content							Internal audit finding	
#	Policy name	Version	Policy date of issue	Policy authorisation date	Policy expiry	Policy next review date	Policy status	Years
22	Procurement Procedure	1.0	30-04-2019	14-10-2019		30-09-2022	Overdue / expired*	1
23	Public Interest Disclosure Procedure	3.0	28-05-2020	28-05-2020		28-05-2023	Current	
24	Recruitment Guide	1.0	30-04-2021				Current	
25	Volunteer Policy	4.0	01-06-2018	25-06-2018		01-06-2021	Overdue/expired	1
26	Volunteer policy for screening, induction, training and awareness						Gap	

- Overdue / expired status and timeframe determined by best practice recommendations of frequency of review

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APPENDIX 4 – FRAUD AND CORRUPTION CONTROL PLAN

The current fraud and corruption controls plan was reviewed and the following findings raised against the control improvements documented in this. Below is the extract of the fraud and corruption plan as provided to internal audit and to the Audit and Risk committee for its oversight.

No	Control Improvements	Responsibility	Due Date	Source of action	Progress Update provided by council with date of last update detailed below.	Open/Closed	Internal audit findings
1	As part of the procurement process, develop supplier due diligence guidelines and supplier code of conduct	Finance Manager	31/7/2021	CROWE FC Review 2020	FC training had been put on hold during Covid- 19 restrictions. Update 3/ 12/ 2020 : This training/workshops will be delivered by CROWE online during December 2020	OPEN	No evidence that the control improvement detailed has been completed.
2	Determine the standard required for the management of third party information. Review contracts, service level agreements to understand the standards required for the management of third party risk management	Finance Manager	31/7/ 2021	CROWE FC Review 2020	FC training had been put on hold during Covid- 19 restrictions. Update 3/ 12/ 2020 : This training/workshops will be delivered by CRO WE on li ne during December 2020	OPEN	No evidence that the control improvement detailed has been completed.
3	Direct negotiations training: Conduct direct negotiation training so employees understand the	Finance Manager	31/7/2021	CROWE FC Review 2020	FC training had been put on hold during Co vid- 19 restrictions. Update	OPEN	No evidence that the control improvement detailed has been completed.

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No	Control Improvements	Responsibility	Due Date	Source of action	Progress Update provided by council with date of last update detailed below.	Open/Closed	Internal audit findings
	expectations when involved in exclusive dealings between an agency and a counterparty without first undergoing a competitive process.				3/ 12/ 2020: This training/workshops will be delivered by CROWE online during December 2020		
4	Contract management training: Conduct contract management training for all contractors so they are aware of the standards expected from them when managing contracts.	Finance Manager	31/7/2021	CROWE FC Review 2020	Update 3/ 12/ 2020: This FC training/workshops will be delivered by CROWE on line during December 2020	OPEN	No evidence that the control improvement detailed has been completed. The general fraud awareness training that was conducted in Feb 2021 partly covered on awareness of this risk area.
5	Create a Developer Contribution Interests Register that is accessible to all employees	Planning Manager	31/7/2021	CROWE FC Review 2020		OPEN	No evidence that the control improvement detailed has been completed.
6	Conflict of interest training: Conduct conflict of interest training so all employees and councilors are confident in determining whether a conflict of interest	Legal and Governance	31/7 / 2021	CROWE FC Review 2020	Update 3/12/ 2020: This training/workshops will be delivered by CROWE online during December 2020	OPEN	No evidence that the control improvement detailed has been completed. The general fraud awareness training that was conducted in Feb 2021 partly covered on awareness of this risk area.

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No	Control Improvements	Responsibility	Due Date	Source of action	Progress Update provided by council with date of last update detailed below.	Open/Closed	Internal audit findings
	exists and how to manage the conflict.						
7	Develop a donations and sponsorship policy.	Legal and Governance	31/7/2021	CROWE FC Review 2020		OPEN	No evidence that the control improvement detailed has been completed.
8	Undertake pre-screening of agency staff and align probity requirements to the standards of council employee (i.e. police check, working with children check and process to manage conflict of interest)	People and Culture Manager	31/7/2021	CROWE FC Review 2020	Update 3/12/ 2020: This training/workshops will be delivered by CROWE online during December 2020	OPEN	No evidence that the control improvement detailed has been completed.
9	Ensure all employees are aware of their obligations when considering secondary employment.	People and Culture Manager	31/7/2021	CROWE FC Review 2020	Update 3/12/2020: This training/ workshops will be delivered by CROWE online during December 2020	OPEN	No evidence that the control improvement detailed has been completed. The general fraud awareness training that was conducted in Feb 2021 partly covered on awareness of this risk area.

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No	Control Improvements	Responsibility	Due Date	Source of action	Progress Update provided by council with date of last update detailed below.	Open/Closed	Internal audit findings
10	Develop a minor assets register.	Finance Manager	31/7/2021	CROWE FC Review 2020		OPEN	No evidence that the control improvement detailed has been completed.
11	Undertake regular inventory management and stock control for minor assets and consumable Materials.	Finance Manager	31/7/2021	CROWE FC Review 2020		OPEN	No evidence that the control improvement detailed has been completed.
12	Develop management reporting requirements so credit cards, fuel cards can be monitored. All breaches are both followed up and reported.	Finance Manager	31/7/2021	CROWE FC Review 2020		OPEN	No evidence that the control improvement detailed has been completed.
13 (item 6 previous FCC)	Amend Fraud and Corruption Control Procedure to include: CEO obligations; complaints being made directly to IBAC; and Audit and Risk Committee requirements	Manager Risk & Performance	31/7/2020	IBAC pages 20, 21; Risk ID 2575	Update 10/2/2020: Crowe has been contracted to review the policy and procedure; an Entry Meeting is scheduled for 14 February 2020.	OPEN	No evidence that the control improvement detailed has been completed.

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No	Control Improvements	Responsibility	Due Date	Source of action	Progress Update provided by council with date of last update detailed below.	Open/Closed	Internal audit findings
Pion)	regarding a fraud and corruption risk register.			(Internal audit 2017/18- 05)	<p>Update 22/ 6/ 2020: Entry Meeting was delayed due to COVID-19.</p> <p>Review of Procedure has been prioritised to take place after Fraud Risk Workshops (see items 19 and 20); policy and procedure review 'kick-off meeting' scheduled 23 June 2020.</p> <p>FC training had been put on hold during Covid- 19 restrictions. Update 3/ 12/ 2020: This training/workshops will be delivered by CROWE online during December 2020</p>		

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APPENDIX 5 – CONTENT OF FRAUD AND CORRUPTION PLAN

The following is recommended content of fraud and corruption plan:

- Definition of fraud
- Relevant examples of the form fraud can take; examples and scenarios for the Melton council employees
- Definition of corruption
- Relevant examples of the form corruption can take; examples and scenarios for the Melton council employees
- Application of the plan – councillors, employees, volunteers, contractors, suppliers
- Risk appetite / zero tolerance statement
- Reference to criminality and action Council will take to prosecute
- Governance – governance arrangements over the plan and its implementation
- Outline of how the plan implements and promotes the code of conduct
- Culture – approach to ethical behaviour, check ins and action to monitor and improve
- Linkages to financial management, audit and risk, ethical governance frameworks, public interest disclosure
- Fraud risk assessment – details of conduct, linkages, references, next risk assessment date, schedule of risk assessments
- Summary of key fraud risks and vulnerabilities across the Council
- Roles and accountabilities for fraud control – Council, Audit and Risk Committee, CEO, Executive, Senior Manager, Line Manager, staff, Fraud Control Officer, Internal Audit, People & Culture
- Planning and resourcing – fraud control officer, resources, external assistance, accountabilities, external assurance
- Fraud and corruption prevention – actions to prevent
- Fraud and corruption detection – actions to detect; including continuous compliance
- Fraud and corruption response – breach, incident, external reporting, independent review, control review. Insurance – collecting, analysing and reporting on fraud incidents; including protocols for handling fraud incidents
- Reporting and monitoring – reporting, analysis, risk indicators, frequency, accountability
- Training program – induction, refresher, policy, specific position

Plan control information – prepared by, owner, review, approver, status, version, revision audit trail, date of approval, date of next review

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APPENDIX 6 – STRATEGIC OPERATIONAL AND CORPORATE RISK REGISTER

We reviewed the risk register extract provided as current to internal audit in July 2021 to summarise the currency of the OPEN risk action items:

Risks Last Updated	Count
0-3 months	2
4-6 months	0
7-9 months	12
10-12 months	36
More than 12 months	14
Total	64

List of fraud and corruption related risk captured as IN PROGRESS in the risk register. This is an extract of the risk register and the controls that we have identified as related to fraud.

No	Date Last Updated	Control detail	Risk Rating
1	20/07/2020	Once the Fraud and Corruption Control Policy and Procedure are approved by Council: * Develop the Fraud and Corruption Control Plan, by doing the following: - conduct risk assessments, initially in higher risks service units, then more broadly (possibly all preceded by awareness training) - collaborate with Executive on a statement regarding Council's fraud and corruption context - identify other actions e.g. awareness training, to be included in the plan.	Medium
2	20/07/2020	Staff Code of Conduct; Learning Seat staff code of conduct module	Medium

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No	Date Last Updated	Control detail	Risk Rating
3	20/07/2020	Key staff taking leave; Payroll - segregation of duties	Medium
4	20/07/2020	Police checks on finance staff	Medium
5	20/07/2020	Whistleblower provisions/Protected Disclosure; Public scrutiny, possibly resulting in investigation by LG Inspectorate; Internal audit; Data analytics/CAATS	Medium
6	20/07/2020	Completion of interest returns as per the LG Act; Councillor Code of Conduct	Medium
7	20/07/2020	Authorisation of payment via signatures; Budgets are set so that any allocation to ledgers would be questioned; Segregation of duties so that accounts payable staff cannot raise or authorise invoices for payment; Regular review of changes to creditor master files; Regular internal and external audit reviews; Authorised bank account signatories review account details in banking software prior to authorising payment; Segregation of duties - Two people involved when files go from Creditors system in Authority to Banking Software; Audit files in systems to track master file changes; Data analytics/CAATS	Medium
8	20/07/2020	Purchasing Procedure; Controls built into Online Requisitioning	Medium
9	20/07/2020	All non-computer workers received Code of Conduct presentation - heavy on fraud; included employee sign-off	Medium

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Disclaimer

Our work which this report refers to and the report itself is subject to the following limitations and explanation of the scope and coverage of our work.

This report is produced for your use and review. As such this report should not be distributed to any external party or used for any other purpose without our written permission.

This work was undertaken in order to provide an assessment of processes and controls employed in the organisation in relation to the scope defined in this report.

The way our risk review is conducted is such that it is intended to provide an appropriate level of coverage, as to the design and performance of the relevant key processes and controls.

As our work considers process and controls at a point in time, it is not possible to reliably ascertain if such controls will continue to function in the same manner into the future. In addition, any testing we perform is undertaken to determine if actual operational processes and controls are being undertaken in accordance with your defined processes, procedures and controls and does not conclude on the performance of such controls in the past.

Any business process and control environment is reliant on the design, interaction and execution of a multitude of intricate controls, procedures and systems. While our work considers as many of these elements as is practical within the allotted time and budget, it is very likely that, given the complexity of the relevant processes, our work will not have identified all existing or potential exposures and should not be relied on to have done so.

Within this report, we have provided our subjective assessment in relation to a number of aspects including the maturity of your business processes and controls; the potential risk exposure your processes present to the organisation as calibrated against your risk framework definitions; and the level of potential effort and benefit attributable to each recommendation identified by us. In this regard, these are subjective views we have expressed in our report should be treated as a general guide and recognised as such. It is very likely that yourselves or other reasonable persons, may reach an alternative view and this it is incumbent on management to apply its own assessment and to form its own view in the regard.

Unless otherwise defined in the scope of work, any assessment or testing we perform with regard to the effectiveness of processes and controls or any other existing or potential exposure, wither historically, currently or into the future does not provide any level of comfort or audit assurance as defined by relevant auditing standards and should not be relied on to have done so.

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	Fraud and Corruption Control Policy
Version No.	Version 0.2
Endorsement	Executive: January 2022 Policy Review Panel: February 2022
Authorisation	Council: March 2022
Expiry date	4 years from Council authorisation date (insert in final draft)
Responsible officer	Risk Officer
Policy owner	Manager Legal, Governance & Risk

1. Purpose

Describes how Melton City Council (Council) responds to the threat of, and to actual occurrences of, fraudulent and/or corrupt behaviour.

2. Scope

This policy applies across all of Council.

Persons wishing to report fraudulent or corrupt behaviour, or suspected behaviour, should refer firstly to the Public Disclosure Procedure, then to this policy and associated procedure.

3. Definitions

Word/Term	Definition	
Fraud	Dishonest activity causing actual or potential gain or loss to any person or organisation including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity	AS 8001:2021
Corruption	Dishonest activity in which a person associated with an organisation (e.g. councillor, executive, manager, employee or contractor) acts contrary to the interest of the organisation and abuses their position of trust in order to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interest of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.	AS 8001:2021

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4. Policy

Fraudulent and corrupt behaviour, as well as often being illegal, has significant potential to cause harm to Council: damage to Council's reputation; damage to staff morale; and significant financial losses. Council will not tolerate fraudulent or corrupt behaviour by any person.

Council is committed to preventing, detecting and responding to fraud and corruption. The identification of fraud and corruption risks as well as the appetite, tolerance and treatment of these is managed by using the Enterprise Risk Management Framework (2021).

Fraud and corruption risks are managed through:

- Identification of business processes which are potentially at risk of exposure to fraud and corrupt conduct.
- Controls to mitigate the risk of exposure.
- Procedures to investigate allegations of fraudulent or corrupt conduct.
- Implementation of procedures to appropriately manage incidents of fraud and corrupt conduct.
- Provision of training, awareness and enforcement of Codes of Conduct to ensure Councillors, managers, staff, contractors and volunteers are aware of their responsibilities in the prevention and management of fraud and corrupt conduct.
- Ensuring an environment in which fraudulent or corrupt conduct is discouraged.

Council's Audit and Risk Advisory Committee will regularly review and assess the effectiveness of Council's processes and controls for preventing, detecting and responding to fraud and corruption.

4.1. Code of conduct

Council has an Employee Code of Conduct, a Child Safe Code of Conduct and a Councillor Code of Conduct which are key to establishing the ethical culture required to prevent fraud and corruption throughout the organisation. Employees, volunteers, contractors and councillors are expected to demonstrate high levels of integrity in the execution of their roles and functions by complying with the Employee Code of Conduct, Child Safe Code of Conduct and Councillor Code of Conduct.

4.2. Policies and procedures

In addition, Council has various policies and procedures that describe risk controls and/or appropriate behaviours where fraud or corruption may be a risk e.g. Gifts and Benefits Procedure, the Purchasing Procedures Manual and Conflict of Interest Guides. Council requires councillors, employees, volunteers and contractors to conform to relevant policies and procedures. Many of these are driven by and/or reflect the requirements contained in the *Local Government Act 2020*.

4.3. Fraud and corruption control plan

Council develops, implements and reviews a Fraud and Corruption Control Plan and allocates appropriate resources accordingly. Elements of the procedure include but are not limited to: internal audit; risk assessment; internal controls; fraud and corruption awareness; employment screening; supplier vetting; detection; reporting; investigation; and civil action for recovery of losses. The procedure is general in nature and is available on the intranet.

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4.4. Fraud and corruption risk assessments

Council conducts fraud and corruption risk assessments at a service unit level to identify where Council may be exposed to these risks, and how effective existing controls are against those risks. Service units with higher levels of risk are risk-assessed more frequently.

4.5. Internal audit

Council maintains an internal audit program, coordinated by Council personnel and conducted by an external company, which regularly examines areas of Council activities in order to detect fraudulent or corrupt behaviour.

4.6. Fraud and Corruption Control Officer

Council appoints a Fraud and Corruption Control Officer (Council's Risk Officer) with responsibility to manage Council's exposure to these risks.

4.7. Fraud and Corruption Incident Register

The Manager Legal, Governance and Risk and Fraud and Corruption Control Officer (Risk Officer) maintains a fraud and corruption fraud and corruption incident register to record suspected incidents of fraud and corruption and the handling of these.

4.8. Notification

Fraudulent or corrupt behaviour may constitute improper conduct as per the Public Interest Disclosure Procedure, which is the responsibility of Manager Legal, Governance and Risk as the Public Interest Disclosure Coordinator.

Council requires councillors, employees, volunteers and contractors who become aware of fraudulent or corrupt behaviour, or suspected behaviour, to ensure that the relevant parties as described in the Public Interest Disclosure Procedure are notified of the behaviour or suspected behaviour as soon as practicable.

The Chief Executive Officer (CEO) is legally required to report suspected corrupt conduct to the Independent Broad-based Anti-Corruption Commission (IBAC).

4.9. Response

Council responds to allegations of fraud and/or corruption by assessing if the allegations should be referred to the Independent Broad-based Anti-corruption Commission (IBAC). This applies to serious misconduct, as per the Public Interest Disclosure Procedure. Where they are not, responsibility for response may return to the Chief Executive Officer, General Manager Corporate Services and/or Manager Legal, Governance and Risk.

Council responds with actions including but not limited to the following: investigating the allegations; determining as much as practicable the facts of the alleged behaviours; applying as appropriate Council's disciplinary procedures, including termination of employment where applicable; where appropriate escalating the matter to the relevant authorities (e.g. Victoria Police); and where appropriate commencing civil action to recover losses.

MINUTES OF THE POLICY REVIEW PANEL

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5. Responsibility/Accountability**5.1. Councillors**

- Conform to Council's policies and procedures regarding fraud and corruption control, including but not limited to the Councillor Code of Conduct and Child Safe Code of Conduct, and the *Local Government Act 2020*.

5.2. Audit and Risk Committee

- Oversee the internal audit program
- Monitor fraud and corruption risk control measures
- Review management reports about actual or suspected instances of fraud or corruption and actions taken.
- Review the Fraud Control Policy and fraud awareness programs at least every two years.

5.3. CEO

If the CEO believes there are reasonable grounds to suspect corrupt conduct has occurred or is occurring, they have a legal obligation to report these suspicions to IBAC. The CEO will also notify the Mayor of any suspected corrupt conduct at an appropriate time subject at all times to the confidentiality and non-disclosure requirements and obligations imposed upon them at law or by IBAC or any other regulatory agency or body who may subsequently take up any investigation of the reported conduct and the intent of such obligations to maintain the effectiveness and integrity of any such investigation into the reported conduct.

5.4. Executive Team

- Maintain and demonstrate high levels of awareness of, and commitment to, fraud and corruption risks and risk controls
- Endorse the Fraud and Corruption Control Plan
- Ensure appropriate resources are provided to implement the plan
- Role model appropriate behaviours in regards to fraud and corruption
- Ensuring managers are aware of their fraud and corruption control responsibilities
- Make determinations in regards to Council's responses to proven allegations of fraud and/or corruption

5.5. General Manager Corporate Services

- Oversee Council's fraud and corruption control program

5.6. Manager Legal, Governance and Risk

- Act as Council's Public Interest Disclosure Coordinator
- Coordinate internal audit program
- Maintain the Fraud and Corruption incident register

5.7. Manager People & Culture

- Advise Executive in regard to appropriate actions(s) regarding staff arising from investigations into alleged fraud and/or corruption.

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5.8. Finance Manager

- Ensure finance procedures adequately address fraud and corruption risk
- Co-ordinates access to financial information to audit authorities.
- Ensure procurement procedures adequately address fraud and corruption risk
- Ensure Council maintains appropriate insurance cover

5.9. Fraud and Corruption Control Officer (Risk Officer)

- Develop, implement and review Fraud and Corruption Control Policy and Plan
- Coordinate fraud and corruption risk assessments
- Maintain Fraud Risk Register
- Organise Fraud Awareness Training
- Liaise with People & Culture to develop mandatory training modules for fraud and corruption

5.10. Managers, coordinators and other supervisory staff

- Ensure employees, volunteers and contractors are aware of this policy
- Participate in internal audit, fraud and corruption risk assessment activities, awareness raising activities and other relevant elements of the Fraud and Corruption Control Plan
- Conform to relevant fraud and corruption risk control measures
- Role model appropriate behaviours in regard to fraud and corruption

5.11. All employees, volunteers and contractors

- Participate in fraud and corruption risk assessment activities, awareness raising activities and other relevant elements of the Fraud and Corruption Control Policy and Plan
- Ensure the Public Interest Disclosure Coordinator is notified of fraudulent or corrupt behaviour, or suspected behaviour, as soon as practicable
- Conform to Council's policies and procedures regarding fraud and corruption control, including but not limited to the Employee Code of Conduct and Child Safe Code of Conduct.

6. References and links to legislation and other documents

Name
AS8001 – 2021: Fraud and Corruption Control
Audit Committee Charter
Fraud and Corruption Control Plan
Employee Code of Conduct
Councillor Code of Conduct
Policies and procedures e.g. Gifts and Benefits Procedure; Purchasing Manual
Public Interest Disclosure Procedure
Local Government Act 2020

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Item 6.3 Fraud and Corruption Control Policy

Appendix 3 Draft Policy Rollout Roadmap / Communication Plan and Training Timetable

RISK DOCUMENTS ROLL OUT PLAN

10-Feb-22

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

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Appendix 3 Draft Policy Rollout Roadmap / Communication Plan and Training Timetable

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

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

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7. GENERAL BUSINESS**7.1 DISABILITY ADVISORY COMMITTEE TERMS OF REFERENCE 2022-2024**

Ms Cramer, Mr Tan and Ms Migani-Roberts entered the meeting and confirmed they had no General Conflict or Material Conflict in respect of any of the matters they were presenting on to the Panel today.

Responsible Officer: Elyse Rider - Acting General Manager Community Services

Document Author: Nicole Migani-Roberts - Advocacy & Inclusion Officer

Date Prepared: 16 February 2022

1. Recommendation:

That Council approves the updated Terms of Reference for the Disability Advisory Committee.

Motion

Crs Carli/Shannon.

That Council approves the updated Terms of Reference for the Disability Advisory Committee, provided as **Appendix 1** to this report, noting changes made by the Panel, highlighted in yellow.

CARRIED

2. Background**2.1 The Policy**

The Disability Advisory Committee Terms of Reference guides and assists the Committee in how it operates.

The current Disability Advisory Committee Terms of Reference 2020-2022 is approaching the end of its term (30 June 2022) and as such, requires review and renewal for a further two-year term.

Appendix 1 outlines the minor changes required for the new Disability Advisory Committee Terms of Reference 2022-2024.

2.2 Sources/benchmarking

As there are only minor amendments made to the current Terms of Reference, benchmarking is not applicable in this instance.

2.3 Consultation

Council officers who also form part of the Disability Advisory Committee membership have reviewed the current Terms of Reference and subsequently made the proposed minor amendments. The Disability Advisory Committee members were consulted about the updating the current Terms of Reference at its 3 February 2022 meeting. Nil comments or feedback for any further changes was received from the Committee members.

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2.4 Communication and Implementation

Subject to endorsement by the Panel Review Committee and Council, the revised Disability Advisory Committee Terms of Reference 2022-2024 will be uploaded on the Council website.

2.5 Compliance

Council has determined to form a Disability Advisory Committee to provide advice to Council on strategic directions, policy, plans and service delivery matters in relation to access and inclusion for people with disability living, working, studying or visiting the City of Melton. It operates in accordance with the Terms of Reference, which has been updated and is now being submitted to the Policy Review Panel for approval.

2.6 Measures of Success

The Terms of Reference will be reviewed every two years and further amendments made as required.

LIST OF APPENDICES

1. Disability Advisory Committee Terms of Reference 2022-2024 - February 2022

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Item 0.0 Disability Advisory Committee Terms of Reference 2022-2024
 Appendix 1 Disability Advisory Committee Terms of Reference 2022-2024 - February 2022



Terms of Reference

Name: Disability Advisory Committee

Approved by: Council

Last reviewed: February 2022

1. PURPOSE

The Melton City Council's Disability Advisory Committee will provide advice to Council on strategic directions, policy, plans and service delivery matters in relation to access and inclusion for people with disability living, working, studying or visiting the City of Melton.

2. DEFINITIONS

Word/Term	Definition
Ex Officio	Ex officio members have a position on the Committee by virtue of their role within Council

3. RESPONSIBILITY

- Advise Council on issues and barriers that affect people with disability living, working, recreating or studying in the City of Melton.
- Participate in policy development through membership on steering groups, 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 that improve access and inclusion to Council facilities, programs and activities.
- Raise advocacy issues for Council to consider on behalf of the community.

4. COMPOSITION

3.1 Membership

Membership of the Disability Advisory Committee will, where possible, be balanced in regard to age, gender and ethnicity. Total will be thirteen (13).

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 Appendix 1 Disability Advisory Committee Terms of Reference 2022-2024 - February 2022

Membership, where possible, will be made up of the following:

Position	Type of Appointment	Terms of office
Councillor	Appointed	1 year
Councillor	Appointed	1 year
Councillor	Appointed	1 year
CEO Melton City Council	Ex-officio	Ongoing
Manager Community Care - Community Care	Ex-officio	Ongoing
Housing Services Coordinator - Community Care	Ex-officio	Ongoing
Advocacy and Inclusion Officer - Community Care	Ex-officio	Ongoing
Coordinator Design and Infrastructure - Engineering Services	Ex-officio	Ongoing
Community representative - Person with disability	Appointed	2 years
Community representative - Person with disability	Appointed	2 years
Community representative - Carer of a child with disability	Appointed	2 years
Community representative - Carer of an adult with disability	Appointed	2 years
Community representative - Community based support group or agency	Appointed	2 years

3.2 Terms and Method of Nomination

- 3.2.1 Nomination for applicants for community member representatives will be advertised in local media and shared across relevant local community groups and agencies.
- 3.2.2 Appointments will be made by Council based on the advice given from the interview panel representing the Disability Advisory Committee. The panel will be made up of Council Officers which will include a nominated chairperson, expert and independent.
- 3.2.3 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.
- 3.2.4 A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings. Leave may be negotiated and granted (a proxy can be nominated in order to maintain a groups representation if required) in the event that a member needs to arrange a temporary absence.

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Item 0.0 Disability Advisory Committee Terms of Reference 2022-2024

Appendix 1 Disability Advisory Committee Terms of Reference 2022-2024 - February 2022

A community representative's request for a temporary leave of absence will be presented to the Disability Advisory Committee for their consideration.

- 3.2.5 If a vacancy occurs during the two-year term, an expression of interest will be sought through the process identified in 3.2.1 to fill the vacant position for the remainder of the current term.

3.3 Chair

The Chairperson is elected on an annual basis as part of the Councillors Representation on Committees, election process with the elected Councillor being appointed to the role of Disability Advisory Committee Chairperson.

The key responsibilities of the Disability Advisory Committee Chairperson are as follows:

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

5. OPERATING PROCEDURES**4.1 Quorum**

A minimum of 50% committee attendance is required for a meeting to proceed.

4.2 Meetings

- 4.2.1 Meetings are to be held at a time to suit members.
- 4.2.2 There will be six meetings per year, with additional sub-group meetings as agreed by members.

4.3 Reports

Members will receive minutes from the meetings following each meeting date.

4.4 Expectations and 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.

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Appendix 1 Disability Advisory Committee Terms of Reference 2022-2024 - February 2022

- Have an understanding of and/or experience in 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 document will be formally reviewed every two years however a member of the Committee can request an amendment in a formal motion. Endorsement of the final terms of reference will be provided by Council.

POLICY REVIEW PANEL

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Ms Crameri, Mr Tan and Ms Migani-Roberts departed the meeting.

7.2 PROPOSED TIME CHANGES

Cr Carli proposed times for the Policy Review Panel meetings scheduled for 11 August, 13 October and 8 December 2022 be amended to 12.00 pm – 2.00pm due to a conflict in meeting times, to which all members of the Policy Review Panel agreed.

POLICY REVIEW PANEL

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8. CONFIDENTIAL BUSINESS

Nil.

9. NEXT MEETING

Thursday 10 March 10.30 am – 12.30pm.

10. CLOSE OF BUSINESS

The meeting closed at 12.46pm.

Confirmed

Dated this

.....CHAIRPERSON

12.2 2021/22 COUNCIL AND WELLBEING ANNUAL ACTION PLAN SECOND QUARTER PROGRESS REPORT

Author: Bob Baker - Corporate Planning and Performance Coordinator
Presenter: Sean McManus - Acting Executive Manager Corporate Strategy and Investment

PURPOSE OF REPORT

To provide the second quarter update on the progressive achievement of the Council's 2021/22 Council and Wellbeing Annual Action Plan

RECOMMENDATION:

That Council receive and note the 2021/22 Council and Wellbeing Annual Action Plan Second Quarter Progress Report (1 July – 31 December 2021) as presented at **Appendix 1**.

Motion

Crs Ramsey/Abboushi.

That Council receive and note the 2021/22 Council and Wellbeing Annual Action Plan Second Quarter Progress Report (1 July – 31 December 2021) as presented at **Appendix 1**.

CARRIED

REPORT

1. Executive Summary

The 2021-2025 Melton City Council and Wellbeing Plan is prepared in accordance with the *Local Government Act 2020*. The Plan will be reviewed on an annual basis to adapt to the evolving needs of our growing community.

Each year, Council produces an Annual Action Plan identifying the activities and initiatives that Council will work towards achieving, which respond to the strategic outcomes and strategies identified in the Council and Wellbeing Plan. This is aligned with the Council's annual budget development process.

The progressive achievement of the Annual Action Plan is reported at the conclusion of each quarter of the financial year, with a final summary provided at the conclusion of each financial year, through the production of Council's Annual Report.

Appendix 1 provides detail on activity for the second quarter (1 July - 31 December 2021), in the progressive achievement of the 2021/22 Council and Wellbeing Annual Action Plan.

2. Background/Issues

The Council and Wellbeing Plan is Council's primary vision and strategic planning document that establishes the direction Council has committed to for its term of office (4 years). The Council and Wellbeing Plan contains objectives, strategies and performance indicators.

Each year Council provides a range of services, activities and initiatives for the community. These key strategic activities and new initiatives are included in the development of an Annual Action Plan.

The 2021/22 Council and Wellbeing Annual Action Plan provides 185 actions that Council has committed to deliver. Council provides the community with quarterly progress reports that support Council's commitment in providing transparency, through public access to relevant information, decision making and strategic documents.

Appendix 1 provides a detailed summary on the status of each action in the 2021/22 Council and Wellbeing Annual Action Plan, inclusive of the period from 1 July - 31 December 2021. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥

The following table provides summary of progress against actions.

Status	Description	Number of actions
Achieved	The Action is completed.	12
On track	The action is on track and expected to be completed by the current timeline	172
Not on Track	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	1
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column	0
Total		185

The following is a selection of actions completed to the end of the second quarter:

- Reviewed the Melton City Council Recruitment Policy
- Delivered a number of events to celebrate Children's Week in the last week of October
- Delivered the 2021 Business Excellence Awards program culminating in a Gala event held in November, highlighting the resilience of businesses during the pandemic
- Council adopted the Council and Wellbeing Plan 2021-2025 at its 27 September Council meeting
- Council adopted the 2021-2025 Domestic Animal Management Plan

The single action assessed as Not on Track relates to the delivery of at least 80% of the 2021/22 Capital Works Program. Covid has significantly impacted this action and the 80% target is unlikely to be realised by 30 June 2022.

Upon Council receipt of this update, the Progress Report will be published on Council's website.

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

Initiatives and activities delivered from the Action Plan are contained within the Council approved 2021/22 Budget.

5. Consultation/Public Submissions

The 2021-2025 Council and Wellbeing planning process was developed in response to the deliberative engagement requirements of the Local Government Act 2020. The process involved extensive consultation with stakeholders including the community, Council staff, government agencies, community organisations and private industry.

Council also initiated a Community Panel to support the development of the Plan. This process resulted in the publication of the 2021-2025 Melton City Council and Wellbeing Plan. The 2021/22 Council and Wellbeing Annual Action Plan is prepared from internal consultation of Council staff and management.

6. Risk Analysis

Nil

7. Options

Nil

LIST OF APPENDICES

1. Council and Wellbeing Annual Action Plan 2nd Quarter Progress Report 2021-22



2021/22 Council and Wellbeing Annual Action Plan
Second Quarter Progress Report
1 July 2021 to 31 December 2021

Council's Annual Action Plan demonstrates how Melton City Council's activities are being delivered against the Council and Wellbeing Plan's objectives and strategies.

The Annual Report provides additional data including Council Plan strategic measures results, financial statements and capital works program.

This report provides a detailed breakdown of all actions in Council's 2021/22 Annual Action Plan. The Action Plan contains 185 actions.

Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥

Strategies highlighted in green are those determined by the Community Engagement Panel to be a priority for delivery across the four years of the Council and Wellbeing Plan

Completion dates for all actions are 30 June 2022 unless specified differently.

Status		Symbol	Number of Actions	% of Actions
Achieved	The Action or target has been achieved for the year.	✓	12	6.5%
On Track	The action is on track and expected to be completed by the current timeline or the target is expected to be met.	●	172	93.0%
Not On Track	The Action has been delayed impacting on the current timeline or the target is unlikely to be met. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'Year to Date' column	●	1	0.5%
Postponed	The Action has been deferred for the financial year or the target will not be met. An explanation is provided in the 'Year to Date' column.	●	0	
		Total	185	100.0%

Theme 1: A safe City that is socially and culturally connected

Objective 1.1: A community that celebrates diversity and is inclusive of all ♥

Strategies:

- 1.1.1 Drive initiatives that promote gender equity ♥
- 1.1.2 Contribute to a welcoming community which embraces diversity ♥
- 1.1.3 Contribute to reducing inequalities among people living with disability, seniors, diverse faith and cultural groups, Aboriginal and/or Torres Strait Islander communities and LGBTIQ+ people ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
1	1.1.1	Implement initiatives from the Equality & Respect Action Plan 2021-2022, to support gender equity in Council's community programs, projects, and plans.	●	43 out of 64 actions are in progress and all actions are on track to be completed. Timeframe has been extended to June 2023, as approved by Executive.	Community Planning	
2	1.1.1	Deliver and promote gender balanced performance line-ups at Council's major community events	●	The return of in-person events has been delayed due to the uncertainty around COVID and public gatherings. Council delivered an online Carols by Candlelight event in December with a gender balanced line up of performers.	Engagement & Advocacy	
3	1.1.2	Support and provide services for young people promoting inclusiveness and diversity	●	A range of online programs were delivered, ranging from Cooking, Transition, Leadership and crafts - with over 2000 online engagements.	Recreation & Youth	
4	1.1.2	Engage community and stakeholder organisations in the development of a strategy to support social cohesion, interculturalism and equity in the diverse Melton community.	●	An overall project plan has been developed and was presented to the Intercultural Advisory Committee on 24 November 2021.	Community Planning	
5	1.1.2	Partner with Community Planning to participate in or hold workforce event during Cultural Diversity Week-March 22	●	People & Culture will collaborate/partner with Community Planning on an event for Cultural Diversity Week.	People & Culture	
6	1.1.2	Activate facilities for programs that are inclusive and that celebrates diversity	●	Facilities transitioned into opening later in November and December, mainly being accessed by case management clients, Youth Advisory Committee members and drop in program participants.	Recreation & Youth	

7	1.1.3	Actively participate in regional collaborations and networks to support diversity and inclusion such as GOWEST, Western Regional Local Government Reconciliation Network, Victorian Local Gov Multicultural Issues Network.	●	Victorian Local Government Multicultural Issues Network meetings have been attended during the second quarter of the financial year - contributions made towards the review of the network. GOWEST - has been modified as MidSumma West. The first meeting was held in the second quarter. A place has been booked for Midsumma Festival.	Community Planning	
8	1.1.3	Participate as a member of the Babaneek Booboop Early Years Consortium and continue to advocate for ongoing funding for the program.	●	One steering group meeting was attended. The Babaneek Booboop and Council's Access to Early Learning Program and Best Start program are collaborating to ensure barriers are removed for families to access to Early Start and 4 year old Kindergarten.	Families & Children	
9	1.1.3	Review the Recruitment Policy to invite diversity in employment	✓	Completed - the new Recruitment Policy is to be integrated in manager/staff training	People & Culture	

Objective 1.2: A safe community where people feel proud to live ♥

Strategies:

- 1.2.1 Invest in initiatives that promote road and community safety ♥
- 1.2.2 Empower the community to strengthen civic pride, social cohesion and a sense of belonging ♥
- 1.2.3 Work in partnership with emergency services ♥
- 1.2.4 Enhance the City's reputation with the broader community

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
10	1.2.1	Deliver initiatives within the Safe City Proud Communities Action Plan 2020-2022 to promote road and community safety with community and partner organisations.	●	The Action plan is on track. Highlights include: Safe Plate Day held in partnership with Bunnings and the first session of the Road Safety for New Arrivals program held by the Migrant Resource Centre with support of Council. Crime Prevention through Environmental Design Audits conducted at various sites. Ongoing delivery of the Empowering Communities Project and Kurunjang Community Strengthening Project. An internal information sharing network has been established.	Community Planning	
11	1.2.2	Deliver Citizenship Ceremonies for City of Melton residents	●	No additional citizenship ceremonies held since 1st quarter reporting to enable sufficient conferees to attend the Australia Day Citizenship Ceremony on 26 January 2022. Governance will deliver additional Citizenship Ceremonies throughout 2022 to 30 June as required based on demand notified to us by the Department of Home Affairs. Number of ceremonies to 30 June 2022 yet to be determined but will be responsive to number of conferees available for Citizenship.	Legal, Governance & Risk	
12	1.2.3	Participate on the Municipal Emergency Management Committee (MEMPC) and take action as required	●	The Municipal Emergency Management Committee (MEMPC) meet quarterly and have activated two sub committees: the Melton Emergency Relief Network in order to coordinate Covid relief efforts across the municipality; and the Melton Flood and Storm Emergency planning group.	Operations	
13	1.2.3	Participate on the Municipal Fire Management Committee (MFMP) and take action as required	●	The Municipal Fire Management Committee (MFMP) meet quarterly and have coordinated road side burns and community engagement during the Fire Danger Period.	Operations	

14	1.2.3	Mitigate the risk of grass and bushfires impacting the community in the City	●	The Municipal Fire Prevention officer is coordinating ongoing inspections for this fire season; planned burns have already occurred and more are also scheduled for later in the season (when conditions allow).	Operations	
15	1.2.4	Deliver visitor attraction initiatives.	●	Economic Development's planning of visitor experiences/itineraries is under way, which will form the basis for a series of videos to profile Visitor Attractions. This is taking longer than expected due to the backlog of other programs/events impacted by extended lockdown restrictions and government funding for Outdoor Dining and Melton Town Centre Revitalisation. Not likely to meet March completion but will aim for June completion.	Engagement & Advocacy	
16	1.2.4	Development of strategies for Positive Ageing and Disability	●	The development of the strategy is in Planning and Consultation Phase and project timeline on track as presented to Project Working Group (relevant stakeholders across Community Services).	Community Care	

Objective 1.3: Local neighbourhoods are socially and culturally connected ♥

Strategies:

- 1.3.1 Provide opportunities for arts participation and appreciation ♥
- 1.3.2 Promote opportunities for social connection ♥
- 1.3.3 Build community resilience through COVID recovery initiatives ♥
- 1.3.4 Support community programs delivered by local organisations and community groups ♥
- 1.3.5 Invest in festivals and celebrations in partnership with the community and local business ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
17	1.3.1	Develop a Public Art Plan to guide the commissioning of public artworks as the City develops	●	A Request For Quote for a specialist public art consultant has been composed and will go out to market in mid-January 2022.	Libraries & Arts	
18	1.3.3	Support the community in COVID19 recovery through delivering partnerships, communications and support initiatives with local agencies to diverse Melton communities experiencing hardship.	●	Phase 2 of the Melton Local Partnership Project delivered in partnership with 8 local service partners, including the provision of food relief, vaccination access support and 20 in-language community leader videos. Phase 3 of the Melton Local Partnership Project commenced. Community support delivered via Community Connector Hubs and food relief access.	Community Planning	
19	1.3.3	Support community groups and activity providers to reactivate locally through providing guidance on COVID Safe delivery and streamlining venue access and bookings at Council's community centres.	●	The first round of Council's annual expression of interest period for the use of community facilities in 2022 has concluded. Currently finalising 151 licence agreements for external community hirers, including the submission of an updated Covid Safe plan for 2022, for each hirer.	Community Planning	
20	1.3.3	Strengthen understanding of the social and economic impacts of COVID-19 pandemic and public health measures in the City of Melton through reporting on and monitoring impacts with service providers.	●	Data analysis provided to internal covid recovery project control and working groups. Preliminary planning being undertaken for monitoring. Ongoing discussions about COVID recovery response and recovery through meetings with local service organisations.	Community Planning	

21	1.3.3	Work with community health and support organisations to strengthen local community supports for COVID-19 pandemic mental health impacts experienced across the Melton community.	●	Planning for the delivery of health checks and vaccinations to residents living in caravan parks is underway in partnership with Western Health. Discussions with Victoria University to deliver mental health support sessions to residents. Meetings held with CoHealth and IPC regarding local service provision.	Community Planning	
22	1.3.3	Deliver Covid safe support to businesses.	●	COVIDSafe engagements are taking place weekly through Economic Development's Covid Concierge/Project Support Officer conducting weekly in person business visits to inform and update business owners on COVIDSafe practices for their staff and customers. We are also providing signage and sanitisers and other essential safety supplies to businesses requiring the additional support. We have received a further \$60K funding and are in the process of employing another temporary support person to assist with the engagements.	Engagement & Advocacy	
23	1.3.3	Develop the COVID-19 Recovery Action Plan.	●	A Project Control Group and Project Working Group have been established to guide the development of the COVID-19 Recovery Action Plan. A preliminary internal action planning workshop was held on 26 November 2021. Research into the local economic impacts of the pandemic has been commissioned and consultants have been appointed.	Property & Projects	
24	1.3.4	Partner with community groups and service providers to deliver learning and capacity building programming in response to community identified needs and aspirations.	●	Ongoing job readiness, mental health, stress relief, and cooking on a budget capacity building sessions are being delivered online each week through Melton Learning Directory and the Melton Learning Directory YouTube Channel. Face to face community learning programs are set to return in February 2022, enrolments are currently open on Melton Learning Directory. There are currently 85 programs planned for Term 1. Three capacity building training sessions for community groups were delivered in quarter 2.	Community Planning	
25	1.3.4	Support community groups and local organisations to increase the number of and participation in community playgroups.	●	Support has been offered to community playgroups to transition back to in person groups. Intensive re-activation support has been provided to two community playgroups to identify community leaders and support the transition back to in person playgroups.	Families & Children	

26	1.3.5	Plan and deliver the Melton Lifelong Learning Festival and innovate to improve participation and engagement.	✓	Successfully co-delivered The Global Learning Festival (GLF) from November 8 - 11 with Wyndham City Council. There were 98 events hosted over four days, with over 2000 participants attending events across the duration of the GLF. Melton City Council successfully delivered 7 events. A comprehensive evaluation report is being prepared by both councils and will be available in 2022.	Community Planning	
27	1.3.5	Deliver a community events and festival program that ensures community and business participation opportunities	●	The return of in-person events has been delayed due to the uncertainty around COVID and public gatherings. Council delivered an online Carols by Candlelight event in December. Council will resume its major event program in January with Australia Day.	Engagement & Advocacy	
28	1.3.5	Deliver the annual Christmas decorations program in key retail precincts	✓	The 2021 Christmas Decorations were rolled out during the last week of November 2021 and removed on 6 January 2022. They were set up in our 2 prominent retail centres: The Melton Town Centre and Caroline Springs Boulevard where there is high visibility and community activity. The installations included 3x Wreaths, 2x Xmas Trees, centre nature strip baubles, street banners & street pole decorations, decals on CS Gallery windows, bollards, tree bases. Shopfront decals were also provided in all retail areas. Economic Development is now reviewing new designs for 2022 installations.	Engagement & Advocacy	
29	1.3.5	Deliver an event and activation calendar as part of the Melton Revitalisation Project	●	Economic Development was unable to commence this action last year due to continued COVID uncertainty and restrictions around gatherings in public places. An events Calendar has been established with the first of the activations scheduled to take place early February.	Engagement & Advocacy	
30	1.3.5	Deliver events and celebrations as part of the Business Place Engagement program	●	Economic Development delivered a scaled down launch event in November 2021 to promote the new village green space at the Hillside Shopping Centre. Due to continued COVID restrictions the (1) Melton South and Scott Street events will take place in February (2) and the Melton City Much More Buskers program covering all retail districts and hospitality venues in the municipality will take place from February to June 2022.	Engagement & Advocacy	

31	1.3.5	Deliver events to celebrate Children's Week.	✓	Online event comprising of 19 activities/sessions for families and children delivered 24 to 31 October.	Families & Children	
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Objective 1.4: A City that promotes positive public health and wellbeing outcomes to our community ♥

Strategies:

- 1.4.1 Work in partnership with health and community service providers to deliver initiatives that meet the needs of the community ♥
- 1.4.2 Invest in the mental wellbeing, healthy eating and physical activity of all our community with an emphasis on children and young people ♥
- 1.4.3 Improve community health and wellbeing outcomes related to sexual and reproductive health and harm caused by tobacco, alcohol and drug use ♥
- 1.4.4 Raise community awareness and deliver programs to prevent family violence ♥
- 1.4.5 Support children and young people to learn, develop and reach their full potential ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
32	1.4.1	Participate in the delivery of the 'Strong Families, Strong Babies' partnership grant.	●	Strong Families, Strong Babies remains in its planning phase. COVID-19 has delayed the project. The project team is in process of securing a venue and in community engagement. Cultural Sensitivity training for MCH from Foundation House has commenced.	Families & Children	
33	1.4.2	Promote opportunities for all of our community to lead healthy & active lifestyles	●	Young Communities continues to play a significant role in the VicHealth Grant project. The engagement and consultation stage has been completed, and the group is currently planning Phase 2 of the program.	Recreation & Youth	
34	1.4.2	Engage young people to build understanding of their wellbeing needs and identify Council and local service response strategies.	●	Engagement phase continues to inform actions for this cohort. An additional systems thinking workshop was delivered to children from four primary schools. Planning has commenced to deliver an additional workshop to children face to face. A survey was delivered to carers, for which we received 150 responses. Planning for phase 2 of the project has begun.	Community Planning	
35	1.4.2	Deliver the Sleep and Settling program for families with babies and toddlers.	●	The Sleep and Settling program is progressing well with groups being well attended with a short waiting list for individual outreach/in home sessions. When COVID risk has been high, these groups have continued online, including Saturday morning sessions to provide for those who cannot attend during work hours.	Families & Children	
36	1.4.2	Continue to plan, develop and provide opportunities for increased provision of recreation and leisure opportunities	●	Seven sporting clubs have participated in strategic planning workshops. Nominations for the Recreation and Leisure Advisory Committee have closed and are being reviewed. A Women in Sport Breakfast was held on 10th December 2021.	Recreation & Youth	

37	1.4.3	Deliver Sons and Daughters of the West Health Programs to support social connection, physical activity and health awareness.	●	Sons of the West program planning is currently underway. Rooms have been booked and enrolments will shortly be open.	Community Planning	
38	1.4.3	Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement	●	This program is on hold due to Covid 19 - as advised by Department of Human Services additional tobacco inspections will be carried out in the next 6 months to compensate.	Community Safety	
39	1.4.4	Deliver initiatives to raise community awareness and prevent family violence, including the 16 days of activism campaign.	●	16 Days of Activism planned and delivered in Nov-Dec, 2021 Flags delivered and hoisted on 55 flagpoles across the City of Melton. Planning underway for the Family Violence forum which will be held in April/May 2022. Planning underway with other internal stakeholders for delivery of International Women's Day initiatives in March 2022. Equality flags will be hoisted for this event.	Community Planning	
40	1.4.4	Advocate for localised provision of family violence services	●	Advocacy is part of a team working closely with Family Safety Victoria for a secondary site. Ongoing discussions with key government representatives are continuing.	Engagement & Advocacy	
41	1.4.4	Embed practices across the Maternal and Child Health Services to provide support to those at risk at risk of family violence.	●	The numbers of families being supported in family violence situations is averaging 23 families per month.	Families & Children	
42	1.4.5	Complete the Arnolds Creek Kindergarten Extension Project inclusive of starting date first term 2022	●	Build now complete with final stages of licensing underway. On target for new room to be licensed and operational for the commencement of the Kindergarten year	Families & Children	

Objective 1.5: A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination ♥

Strategies:

- 1.5.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture ♥
- 1.5.2 Incorporate Aboriginal culture into the built environment
- 1.5.3 Identify and protect Aboriginal places of significance
- 1.5.4 Provide leadership in reconciliation, build positive partnerships and community relationships, and support culturally appropriate activities, services and places ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
43	1.5.1	Deliver and promote local events for NAIDOC Week and Reconciliation Week.	●	Planning for Reconciliation Week (in May) and NAIDOC Week (in July) events will commence in early 2022.	Community Planning	
44	1.5.2	Maximise the use of appropriate Aboriginal references in the approval of new street names	●	Council has continued to work with developers on maximising the use of street names that have an association with the land and area, including the use of Aboriginal references where considered appropriate.	Planning Services	
45	1.5.3	Ensure that planning applications in areas of cultural sensitivity are accompanied by an approved Aboriginal Cultural Heritage Management Plan	●	All planning applications are checked at the allocation stage, to determine whether the site is in an area of cultural sensitivity and if so whether the use/development triggers the need for a Cultural Heritage Management Plan.	Planning Services	
46	1.5.4	Engage the community in the development of the City of Melton's Reconciliation Action Plan.	●	Commencement of community engagement delivery slightly delayed to early 2022 due to staff turnover and recruitment delays.	Community Planning	
47	1.5.4	Support programs working with children and families to be culturally safe for Aboriginal and Torres Strait Islander families	●	A twelve month audit tool has been developed to prioritise the work outlined in the action plan. The working group are exploring options to invite long day care centres to join the group.	Families & Children	
48	1.5.4	Develop training programs and deliver to staff and community that build Aboriginal Cultural Awareness and Cultural Competency	●	An Aboriginal Community Cultural Information Workshop was delivered to staff in October 2021.	Community Planning	

Theme 2: A vibrant and healthy natural and built environment

Objective 2.1: A City with healthy waterways, biodiversity and ecosystems ♥

Strategies:

- 2.1.1 Ensure that new waterways are developed in a way that balances biodiversity enhancement with education and leisure ♥
- 2.1.2 Ensure the maintenance and protection of waterway ecosystems
- 2.1.3 Ensure biodiversity is well managed and protected, both on Council's land and on private land
- 2.1.4 Advocate to the State Government to complete the acquisition of the Western Grassland Reserve and other biodiversity conservation reserves

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
49	2.1.1	Develop a masterplan for Lake Caroline	●	Project will commence in the 3rd quarter 2021/22.	Property & Projects	
50	2.1.1	Continue to implement key actions from Councils Integrated Water Management (IWM) Plan, including projects that are progressing through the Werribee Integrated Water Management Forums	✓	All new developments are incorporating IWM measures such as street tree passive irrigation and rainwater tanks on lots greater than 300m2.	Engineering Services	
51	2.1.2	Deliver the Water Sensitive Urban Design Construction program	●	Delivery of the Water Sensitive Urban Design Construction program is underway. A number of projects have been identified in the 10 year Infrastructure Plan.	Engineering Services	
52	2.1.2	Ensure permits for new land subdivision includes requirements for submission and compliance with environmental management plans to ensure that sediment discharge to watercourses is minimised.	●	The requirement for an Environmental Management Plan to be submitted and complied with is now a standard permit condition for new subdivisions, which is checked prior to the issue of the permit.	Planning Services	
53	2.1.3	Complete at least one new management plan for a council owned or managed conservation reserve per annum.	●	The targeted reserves for this reporting year have been identified as Mount Cottrell (the volcano) and Mount Cottrell Recreation Reserve. Work on this was delayed by resource issues, and will commence in January 2022 with new staff resources.	Environment & Waste	
54	2.1.3	Continue to provide land management advice to landowners through the Environment Enhancement Program.	●	Despite the COVID lockdown restrictions, approximately 85% of eligible landholders have engaged with the program and returned a 'proposed works form'. Advice on land management practices, and assistance with filling out forms, was provided over the phone to a slightly greater extent than outside the lockdown period. During periods of reduced COVID restriction, council officers have re-commenced limited site inspections.	Environment & Waste	

55	2.1.3	Undertake condition audits of Council environmental reserves	●	Works are underway and Council is continuing to manage environmental reserves in accordance with best practice.	Operations	
56	2.1.4	Participate in the Western Grasslands Reserve working group newly convened by the state government.	●	Council has participated in the working group and has contributed to a draft interim management plan for the Western Grassland Reserve.	Environment & Waste	

Objective 2.2: A City resilient to the impacts of a changing environment ♥

Strategies:

- 2.2.1 Provide an integrated approach to land management that addresses risks, such as bushfire, uncontrolled weeds, flooding and storm events
- 2.2.2 Employ the principles of climate change adaptation in Council infrastructure
- 2.2.3 Support initiatives that promote cooling of the urban environment ♥
- 2.2.4 Ensure assets are adequately renewed, maintained, fit for purpose and resilient to changing climate conditions

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
57	2.2.1	Establish a land and weed management working group to bring together functions from across council.	●	A group has been formed with members from Operations, and Environment & Waste to target Serrated Tussock in the Hillside area to minimise the risk of another Summer 'seed storm'. This group is now the foundation of an ongoing cross-department working group.	Environment & Waste	
58	2.2.2	Establish working groups to implement actions from Councils Climate Change Adaptation Plan in line with council's pledge under the Climate Change Act.	●	Work has not yet commenced on this action but is expected to be completed as per the action plan.	Environment & Waste	
59	2.2.3	Review Councils Tree Planting and Removal Policy to further protect our tree Assets	●	The Legal, Governance & Risk team are reviewing some risk elements relating to the policy. This policy is aiming to be reviewed by the policy review panel towards the end of Quarter three.	Operations	
60	2.2.4	Undertake condition audits of council assets to guide renewal program outcomes	✓	Council Building & Minor Structures condition audit has been completed with just a few valuations to complete. Analysis of the audit will follow. In addition, in-house condition audit on Car Parks was undertaken by a nominated Operations Officer and completed in November this year. Data from these audits will guide future renewal planning for buildings, minor structures and car park assets.	Engineering Services	
61	2.2.4	Ensure strategic asset management activities are undertaken in accordance with best practice asset management principles.	●	An Asset Management Steering Committee was established and the initial meeting was held in November. An update was given on the state on current strategic asset management activities. These meetings will occur quarterly.	Engineering Services	

62	2.2.4	Deliver annual renewal programs associated with Parks & Open Space, Footpaths and Building Components.	●	<p><u>Building Component Renewal</u> - Program planning is complete, budgets have been assigned and individual project planning is underway.</p> <p><u>Open Space areas</u>: The Path Renewal program is out for quotes.</p> <p><u>Streetscape areas</u>: The Footpath Renewal program is in construction</p>	Operations	
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Objective 2.3: A City growing and developing sustainably ♥

Strategies:

- 2.3.1 Ensure land development practices minimise environmental harm and damage
- 2.3.2 Promote the efficient use of resources in the development of the City
- 2.3.3 Promote the use of Environmentally Sustainable Design guidelines in all aspects of the development of the City
- 2.3.4 Support the conservation and restoration of heritage places

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
63	2.3.1	Prepare and implement the Western Plains South Green Wedge Management Plan	●	Internal consultation is being undertaken on the working draft of the Green Wedge Management Plan with a Council briefing scheduled for April 2022.	City Design & Strategy	
64	2.3.1	Evaluate and respond to planning referrals in line with Planning & Environment Act and Environment Protection Act obligations to protect the natural environment.	●	The Environmental Planning team continues to meet statutory deadlines for planning referrals. We are currently processing 40-50 referrals per month.	Environment & Waste	
65	2.3.1	Provide Construction Environmental Management Plan Guidelines.	●	A final draft of the Construction Environmental Management Plan (CEMP) 'guidelines' is currently undergoing 'Meltonisation' to council's publication/communications standards. It will be presented to Council's Process Improvement & Governance Group for approval in February 2022.	Environment & Waste	
66	2.3.2	Update standard landscape details to guide the development and handover process for new parks developed in residential estates.	●	Project delayed but expected to be completed within 2021/22 Financial Year.	City Design & Strategy	
67	2.3.3	Develop and publish ESD guidelines to ensure consistent delivery of ESD principles in new developments.	●	Draft Internal guideline documents have been provided to Capital Projects. These will be finalised throughout the year as a joint undertaking. A detailed workflow guidance document has been drafted, will also be provided in January 2022.	Environment & Waste	
68	2.3.3	Participate in the trial for the Sustainable Subdivisions Framework	●	There has been some training of relevant officers and participation in the trial focussed in new residential subdivisions.	Planning Services	
69	2.3.4	Coordinate the delivery of the Heritage Assistance Fund	●	Council resolved at the Ordinary Meeting of Council on the 13th December 2022 to award \$70,000 of Heritage Assistance Grants to 3 applicants.	City Design & Strategy	

70	2.3.4	Create a commemorative space in the historical section of the Melton Cemetery that recognises and acknowledges historical and Aboriginal significance.	●	Commemorative space has been designed and endorsed by Melton Historical Society and Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Council. A contractor has been appointed to complete the works. Works expected to be complete April 2022 with a launch event to follow.	City Design & Strategy	
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Objective 2.4: A City that mitigates and adapts to climate change, and is environmentally aware ♥

Strategies:

- 2.4.1 Educate and engage the community in local environmental and sustainability issues and decision making ♥
- 2.4.2 Maximise the use of alternative water sources and reduce Council's reliance on potable water
- 2.4.3 Advocate and lead in moving to a low carbon economy
- 2.4.4 Reduce the amount of waste being sent to landfill
- 2.4.5 Facilitate access to and appreciation of local natural landscapes and places of cultural heritage

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
71	2.4.1	Educate and engage with residents with regards to the natural environment, sustainability and waste in line with Councils Environment Plan objectives	●	No programs have been run in this financial year. Post lockdown planning will commence in January 2022 and program to commence shortly thereafter.	Environment & Waste	
72	2.4.1	Continue support and presentation of education and enabling training such as the Nature Stewards program	●	We are currently involved in detailed planning the next round of Council's flagship environmental education program - Nature Stewards - in collaboration with City of Hume, Shire of Macedon Ranges, and Outdoors Victoria. Classes will commence in April 2022.	Environment & Waste	
73	2.4.3	Continue to support service units in the implementation of key actions from Councils Environment Plan to ensure compliance with low carbon economy targets.	●	Research partly sponsored by Melton and auspiced by the Western Alliance for Greenhouse Action (WAGA) has started to investigate options of the transition of heavy vehicles such as garbage trucks and buses to electric vehicles. Work has also started to plan for the decommissioning of natural gas in existing buildings and a moratorium on more gas, as we transition to greater reliance on our 100% renewable energy from electricity.	Environment & Waste	
74	2.4.4	Provide services and initiatives that support the community to divert waste from landfill.	●	The introduction of a flat fee for the waste charge this financial year, has improved the communities access to all three waste streams and the ability to divert food and organics from landfill, which on average makes up 50% of the of the contents of the landfill bin.	Environment & Waste	
75	2.4.5	Coordinate and deliver the Heritage Festival	●	Pre-planning work for the 2022 festival is underway with the Libraries team.	City Design & Strategy	
76	2.4.5	Continue with the implementation and delivery of Councils Sustainable Education Program	●	No programs have been run in this financial year. Post lockdown planning will commence in January 2022 and program to commence shortly thereafter.	Environment & Waste	

Theme 3: A fast growing, innovative and well planned City

Objective 3.1: A City of 20 minute neighbourhoods ♥

Strategies:

- 3.1.1 Advocate to and work with the State Government and other stakeholders in planning for the City
- 3.1.2 Investigate opportunities to enhance the connectivity and activity of existing urban areas ♥
- 3.1.3 Appropriately plan for future development of greenfield land and ensure linkages to existing communities and assets ♥
- 3.1.4 Undertake integrated open space planning to ensure all neighbourhoods have access to reserves, parks, gardens, heritage places and natural assets ♥
- 3.1.5 Support local place making and buy local initiatives ♥
- 3.1.6 Promote the take up of smart* technology to connect people, enhance safety and improve liveability

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
77	3.1.1	Contribute to State Government processes in the identified Precinct Structure Plans and Infrastructure Contributions Plans.	●	Council staff are continuing to work with the VPA who is the lead agency on the early stages of preparation of the Melton East Precinct Structure Plan.	City Design & Strategy	
78	3.1.1	Actively contribute and where appropriate make submissions on the proposed Western Victoria Transmission Network Project.	●	Council is actively commenting on technical reports for the project and supporting the community with its advocacy and information requirements.	City Design & Strategy	
79	3.1.2	Engage the community and stakeholders and prepare a revitalisation plan for the Melton Town Centre.	●	A consultant has been appointed to prepare the revitalisation plan in December 2021, with substantial progress scheduled to occur beyond January 2022.	City Design & Strategy	
80	3.1.3	Prepare and endorse Urban Design Frameworks for Mt Atkinson and Rockbank North Major Activity Centres.	●	Council officers are continuing to work with consultants on the preparation of the Rockbank North Urban Design Framework. Council officers are continuing to work with Scentre Group on the preparation of the Mt Atkinson Major Activity Centre Urban Design Framework.	City Design & Strategy	
81	3.1.4	Undertake a review of the 2005 Masterplan for the Melton Weir.	●	Site inspected, background information collected. Project brief to be developed and presented to the Melton Weir Committee.	City Design & Strategy	
82	3.1.4	Complete a review of the Masterplan for the Melton Botanic Garden	●	Review undertaken. Additional information regarding maintenance costs being sought from Council contractor. Council Briefing programmed for March 2022.	City Design & Strategy	

83	3.1.5	Plan and deliver a children's playspace as part of revitalisation plan for the Melton Town Centre.	●	Tenders have closed and are currently under assessment to award a consultant to design the children's playspace.	City Design & Strategy	
84	3.1.5	Complete the Melton South and Scott Street Revitalisation program.	●	Lockdown restrictions continued to impact Economic Development's completion of the lighting works in Melton South, a few remaining shopfront improvements (in Melton South & Scott Street) and the roller door designs in Scott Street. They are now scheduled for completion by end of January, with launch events to be held in February and acquittal reporting submitted by the end of February.	Engagement & Advocacy	
85	3.1.5	Deliver the projects under the Melton Revitalisation Program.	●	Economic Development is on track with this project: (1) Champions Working Group now established and monthly meetings taking place. Seven traders have been appointed to represent the trader/business collective of the MTC. (2) Shopfront improvement workshops for Traders were completed in Oct/Nov with trader consultations now taking place in preparation of designs and artwork. (3) The new MTC logo was confirmed in November and style guide completed. (4) Christmas shop local campaign and scavenger hunt completed in December. (5) Hot House/Start Up incubator designs completed and under construction for completion in January. (6) Pop up park/location in Wallace Square confirmed with initial site planning taking place in preparation of a consultant brief.	Engagement & Advocacy	
86	3.1.5	Deliver targeted placemaking activities to support business precincts including completion of the Outdoor Dining and Entertainment Program.	●	Economic Development completed the Outdoor Dining and Entertainment Program, submitting the acquittal in November 2021. The State Govt funding of \$500,000 enabled: 36 Dining booths, 5 parklets, a major outdoor installation in Caroline Springs, a green space installation at Hillside Shopping Centre, a green space installation at CS square and 2 picnic table areas. The installations taking place across all retail precincts in the City Of Melton. The activation of business precincts is now continuing through State Govt's COVIDSafe Grant funding which will see further installations, outdoor furniture and equipment and entertainment being delivered for traders. A further \$500,000 has been provided for Outdoor Dining with plans for further installations approved by the State Government and to be rolled out over 2022.	Engagement & Advocacy	

87	3.1.5	Develop and implement seasonal Buy Local campaigns	●	The revised Economic Development Melton City Much More Buy Local program is now in operation with QR code shop decals, post cards and fridge magnets in circulation directing community to the Melton City Much More Facebook page for daily local business promotions. We have also established a Mega Deals Thursday which draws high engagement from local businesses to participate and high attention from community in support of the business offers. Ongoing seasonal campaigns are continuing.	Engagement & Advocacy	
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* smart technology includes devices such as a sensor which can help make the delivery of Council services more efficient, QR codes on public art to provide information or digital models of the municipality to aid with planning decisions.

Objective 3.2: Health and community services accessible locally ♥

Strategies:

- 3.2.1 Advocate for and facilitate for the provision of health and community services and facilities to be within close proximity and safe access to public transport ♥
- 3.2.2 Plan and design Council facilities to accommodate health and community services ♥
- 3.2.3 Advocate for and support the development of the Melton Hospital and associated services ♥
- 3.2.4 Strengthen the health and community service system by working in partnership with providers and state government to attract additional services and support the expansion of existing services ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
88	3.2.1	Advocate for localised provision of health and community services	●	Funding was approved by the State Government towards a Community Services Hub in the Growing Suburbs Fund and Advocacy will work with Community Planning for an EOI process.	Engagement & Advocacy	
89	3.2.2	Lead infrastructure works to support the delivery of 3 and 4 year old Kindergarten for the growing community.	●	Facility upgrade being planned in order of priority for the delivery of the 3 year old program. These works will commence from January 2022 and continue as prioritised in moving forward.	Families & Children	
90	3.2.3	Continue to advocate for the timely delivery of the Melton Hospital to be operational by 2026	●	The hospital was included in the state budget submission and in correspondence to Ministers and local Members of Parliament.	Engagement & Advocacy	
91	3.2.4	Deliver strategic health and human services attraction planning and support partnerships to bridge service gaps in the City of Melton.	●	The Cobblebank Community Services Hub project has been confirmed and is progressing with an Expression of Interest expected to be circulated shortly. A number of meetings have been conducted with potential service delivery organisations for the City. The health and human services attraction action plan is in draft under review.	Community Planning	

Objective 3.3: A City with accessible infrastructure that meets the needs of all ♥

Strategies:

- 3.3.1 Ensure infrastructure and open space are designed, built and maintained to accommodate safety, growth, diverse needs and adaptability
- 3.3.2 Advocate for and support the development of diverse and affordable housing ♥
- 3.3.3 Advocate to and work with the State Government for the timely delivery of State infrastructure to service the City
- 3.3.4 Design, build and maintain the public realm to enable the promotion of physical activity ♥
- 3.3.5 Embrace new technology with the potential to revolutionise how city infrastructure are planned and managed sustainably

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
92	3.3.1	Aim for the delivery of at least 80% of the 2021/22 Capital Works Program	●	Delivery of the 2021/22 Capital Works Program is being significantly impacted by COVID-19. It is highly unlikely that the 80% target will be achieved. An update on the anticipated percentage completion of the program will be provided in the next quarter.	Capital Projects	
93	3.3.1	Complete a review of the Parks Development Program.	●	Program reviewed with background report 80% complete. Workshop on prioritisation methodology & introduction of smaller projects/parks improvement fund programmed for March 2022.	City Design & Strategy	
94	3.3.1	Continue to deliver capital upgrade works at the Melton Recycling Facility in line with the adopted master plan	●	Council adopted the recommendation to award the Design and Construct tender at the October Council Meeting. Project currently on track to commence in January 2022.	Environment & Waste	
95	3.3.1	Plan and development of soccer facilities at Taylors Hill Recreation Reserve.	●	A Construction tender for sports pavilion closes late January 2022. Re-alignment of the soccer pitches is programmed to occur late March 2022.	Recreation & Youth	
96	3.3.1	Commence design and construction of Diggers Rest Recreation Reserve assets	●	Construction commenced December 2021.	Recreation & Youth	
97	3.3.1	Commence construction of the Hillside Recreation Reserve Pavilion extension and refurbishment.	●	Construction is underway and scheduled for completion January 2022.	Recreation & Youth	
98	3.3.1	Commence construction of the Melton Recreation Reserve Pavilion	●	Schematic design has been endorsed and detailed design has commenced. Construction commencement April 2022.	Recreation & Youth	

99	3.3.2	Implement a Design Excellence Program to improve the design quality of residential development.	●	Program rollout delayed due to delays in return to office and requirement for training to be delivered face to face.	City Design & Strategy	
100	3.3.2	Advocate for funding through the State Government's Big Housing Build initiative	●	Council officers have met with Homes Victoria to discuss a number of proposals for Council owned sites and sites within the Joint Venture. Work has commenced on an EOI to progress the projects on Council owned land.	Property & Projects	
101	3.3.3	Prepare submissions and advocate for improved infrastructure planning in relation to policy and strategies being reviewed by the State Government.	●	Council Officers continue to prepare submission and advocate for improved infrastructure planning via meeting with the VPA, DELWP and preparing submissions. Recent submissions include the Western Region Land Use Planning Framework and review of ResCode.	City Design & Strategy	
102	3.3.3	Ensure ongoing engagement with local members and key Ministers and incorporate advocacy priorities into State and Federal Budget submissions.	●	Advocacy has completed the State and Federal Budget submissions and the updated Advocacy Priorities booklet and shared with local MPs.	Engagement & Advocacy	
103	3.3.4	Deliver the City of Melton Indoor Sports Strategy	●	Work on the Strategy has yet to commence and is pending the filling of the Recreation Planner role.	Recreation & Youth	
104	3.3.4	Deliver the City of Melton Cricket Strategy	●	The Draft strategy has been prepared for review.	Recreation & Youth	
105	3.3.4	Commence the preparation of the City of Melton Australian Rules Football Strategy	●	Project commenced. Background research and initial stakeholder engagement completed.	Recreation & Youth	
106	3.3.5	Establishment of a Digital Twin (3D Model) for the Municipality	●	A 3D Digital Twin Officer role has been filled and the officer commenced in November. He is currently establishing the Council requirements, researching solutions and joining 3D User Groups across Local Government areas. A Project Control Group has also been established.	Engineering Services	

Objective 3.4: An integrated transport network that enables people to move around ♥

Strategies:

- 3.4.1 Advocate to the State and Federal Governments to deliver new and upgraded transport infrastructure to meet the needs of our growing community
- 3.4.2 Improve connectivity between existing and new communities ♥
- 3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of our community ♥
- 3.4.4 Improve accessibility, comfort and connectivity of key active transport routes ♥
- 3.4.5 Support the creation of a connected and active community through the design and delivery of safe walking and cycling networks ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
107	3.4.1	Convene and Coordinate the Melton Transport Community Reference Group	●	The Melton Transport Community Reference Group meets every two months.	City Design & Strategy	
108	3.4.1	Engagement with State and Federal Government representatives to deliver transport infrastructure and inclusion of transport priorities in State and Federal Budget submissions.	●	Transport has been included in both the State and Federal Budget submissions.	Engagement & Advocacy	
109	3.4.1	Coordinate a Federal and State election campaign focussed on achieving a commitment to a roads package for Melton.	●	A Roads campaign has been developed and work is now underway to develop campaign material and assets. Campaign to be launched in quarter three.	Engagement & Advocacy	
110	3.4.1	Implement Moving Melton, Council's integrated transport strategy	●	The Pedestrian and Cycling Plan (PACP) community consultation has commenced and will be ongoing until mid-February 2022. Report to Council on technical and community aspects by April 2022. Work on the Melton Integrated Transport Model (MITM) is well underway with Base case model expected to be finalised by January 2022 followed by future scenarios. The MITM is expected to be completed by June 2022. Melton Community Map preparation is underway and expected to be released to members of the community in Beta phase by February 2022.	Engineering Services	

111	3.4.2	Improve connections across the City	●	A number of projects are progressing through the design stage and set to be delivered early in 2022.	Engineering Services	
112	3.4.3	Undertake safety improvements across the road network	●	Several road safety improvements are progressing through capital works, minor capital works, and private developer works anticipated to be delivered in the first half of the year.	Engineering Services	
113	3.4.4	Develop a Pedestrian and Cycling Plan for the City to inform future improvements	●	Technical work has been completed, internal stakeholder engagement is underway and the external public consultation interface is being prepared. The Pedestrian and Cycling Plan (PACP) is expected to be completed by March 2022. Report to Council on technical and community aspects by April 2022.	Engineering Services	
114	3.4.5	Construction of walking and cycling networks	●	Council has seen 68.7km of footpaths and 5.5km of Shared Paths constructed the first half of the current financial year.	Engineering Services	

Theme 4: A City that promotes greater education and employment

Objective 4.1: A strong local economy that attracts business growth and encourages new investment

Strategies:

- 4.1.1 Invest in programs that support local business to start, grow, connect and thrive
- 4.1.2 Support initiatives that create opportunities for new business, jobs and investment in the City
- 4.1.3 Plan for key employment precincts within Precinct Structure Plans
- 4.1.4 Advocate to state government to undertake the Precinct Structure Plans which are employment focussed to facilitate the creation of local jobs

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
115	4.1.1	Deliver a program to support business start ups and emerging entrepreneurs.	●	Economic Development has commenced promoting Season 4 of the Hot House/Start up program. This season will bring 2 rounds of start up mentoring and development in 2022. EOI's to participate in the February pitch sessions are taking place with the first round of program delivery scheduled to take place from March 2022. Program has altered from 1st quarter reporting to accommodate the 2 rounds and provide a year long program rather than 1/2 year as previous.	Engagement & Advocacy	
116	4.1.1	Develop a program that supports the next cycle of an emerging business	●	Economic Development has commenced the rollout of the Hot House Grow Club with the program finalisation of the Incubator/Pop Up shops which will be set up at the Melton Town Centre and available for emerging entrepreneurs to book and test their business offering while being mentored on how to grow their business. EOI's are currently taking place with the first pop up shop tenants expected to be in operation from mid February.	Engagement & Advocacy	
117	4.1.1	Deliver a range of networking events, support and capacity building programs through the Venture Melton Business Network.	●	Economic Development's Venture Melton Business Network (VMBN) November event was delivered with Jordana Borensztajn as the key guest speaker. This event was delivered on-line due to COVID lockdown restrictions. A Covid Safety webinar was also delivered in October. Ongoing specialist mentoring continues through the VMBN program.	Engagement & Advocacy	

118	4.1.1	Deliver the 2021 Business Excellence Awards Program.	✓	Economic Development completed the delivery of the 2021 Business Excellence Awards Program with a Gala Event in November. The event showcased 21 highly regarded finalists out of a significant pool of nominations and 10 category winners on the night. Ten businesses also sponsored the Award categories. This year's event saw new development of the award categories to ensure they were fully inclusive of all businesses in the City Of Melton. The program also highlighted the resilience of businesses over the past year of the pandemic.	Engagement & Advocacy	
119	4.1.2	Implement a range of investment attraction initiatives	●	Meetings have been held with Government on the Investment Attraction Strategy and this will continue in the first quarter of 2022.	Engagement & Advocacy	
120	4.1.2	Advocate for investment into the Western Intermodal Freight Precinct	●	Advocacy has been working to progress the WIFT Alliance and through the North West Melbourne City Deal.	Engagement & Advocacy	
121	4.1.3	Prepare and endorse the Hopkins Road Business Precinct Urban Design Framework	●	Council Officers and the Victorian Planning Authority are currently assessing a draft Urban Design Framework prepared by the landowner and their consultant team.	City Design & Strategy	
122	4.1.4	Advocate to the Victorian Planning Authority to program the preparation of Precinct Structure Plan for the Western Intermodal Freight Precinct (WIFT).	●	The Federal Government is yet to endorse Truganina as the preferred freight logistics hub location. Council is however strongly advocating for the WIFT to be formalised as a project.	City Design & Strategy	

Objective 4.2: A City with a variety of education facilities accessible locally ♥

Strategies:

- 4.2.1 Advocate for the timely delivery of primary, special and secondary schools
- 4.2.2 Maximise the use of existing Council facilities by external providers of educational programs ♥
- 4.2.3 Advocate for the delivery of TAFE and tertiary education facilities and opportunities in the City
- 4.2.4 Support local pathways between education, training and employment ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
123	4.2.1	Advocate for a continued rollout of public schools in line with growth	●	The Schools have been included in the Council's Government Budget Submissions and sent to the Minister to highlight the need.	Engagement & Advocacy	
124	4.2.2	Deliver on key initiatives outlined in the MOU with Victoria University to encourage the early delivery of educational programs within the municipality	●	The MOU was formally signed in October 2021. The inaugural workshop was held in December 2021 (delayed due to COVID restrictions), to identify key objectives and agree the priority initiatives to be progressed for Year 1.	Property & Projects	
125	4.2.3	Work with the State Government and University and TAFE providers to deliver localised tertiary and TAFE courses	●	A business case is in development for a new TAFE and Council has just been asked to contribute to the evidence base. We will continue to work with the department in its development. Both the TAFE and University have been included in the Budget Submission.	Engagement & Advocacy	
126	4.2.4	Work with tertiary education providers on identifying needs and opportunities for enhanced local skills and training pathways.	●	Advocacy efforts continue to be discussed by the Community Learning Board, particularly the potential impacts of the Victorian Certificate of Applied Learning (VCAL) review. One meeting was held with Victoria University (VU) to discuss partnership actions in conjunction with the executed Memorandum of Understanding (MOU). Future skills, education and employment pathways research is underway.	Community Planning	
127	4.2.4	Work with local organisations to advocate and promote local employment opportunities including the Atherstone Exchange	●	Economic Development continues to support The Atherstone Exchange with their initiatives to activate local training and employment opportunities. Currently supporting the Atherstone Exchange with pre planning of an Apprenticeship and Training Expo.	Engagement & Advocacy	

Objective 4.3: A City with a diversity of local job opportunities with an increasing number of residents locally employed ♥

Strategies:

4.3.1 Encourage access to diverse and quality local employment opportunities

4.3.2 Advocate to State and Federal government and private industry for increased and diverse local employment opportunities

4.3.3 Partner with community organisations and the employment and education sectors to identify skill shortages and advocate for employment pathways ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
128	4.3.1	Deliver and promote the Melton Jobs Hub to raise awareness of local job opportunities.	●	Economic Development continues to monitor the activity on the Melton Jobs Hub and encourage local business advertisements of job vacancies on the portal.	Engagement & Advocacy	
129	4.3.2	Present the Investment Attraction Strategy to government and industry stakeholders to influence investment and employment outcomes.	●	Meetings held with Government on the Investment Attraction Strategy and this will continue in the first quarter of 2022. Additionally, Jobs and Investment Attraction are the key drivers of the State and Federal Budget Submission.	Engagement & Advocacy	
130	4.3.2	Work with local developers to assist with investment in employment precincts	●	Economic Development continues to participate in regular planning meetings with key developers and support the connection of investment and employment where ever possible. New tenants in the commercial estates are highly promoted on the City Of Melton and Venture Melton newsletter and social channels. A developer forum was held in October with Planning to present the Investment Attraction Strategy.	Engagement & Advocacy	

Objective 4.4: Lifelong learning opportunities that bring local communities together ♥

Strategies:

4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning ♥

4.4.2 Help close the digital-divide by improving the community's digital literacy ♥

4.4.3 Create a learning culture in the City through early engagement with and support for children, young people and families ♥

4.4.4 Partner with education providers to facilitate the delivery of education and training programs

4.4.5 Advocate for the provision of digital technologies accessible to all

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
131	4.4.1	Deliver accessible lifelong learning initiatives and programs in community facilities and neighbourhood houses.	●	Council continues to deliver a suite of online learning programs. A total of 703 community members participated in community programs throughout Nov and Dec. Face to face community programming will resume in January 2022 with enrolments currently open on the Melton Learning Directory.	Community Planning	
132	4.4.2	Plan for fit-for-purpose, technology enabled community learning spaces to contemporise Melton's community facilities, and improve digital access in the Melton community.	●	Council continues to plan for fit-for-purpose, technology enabled community learning spaces in Project Working Groups for new community facilities (Mt Atkinson and Paynes Rd) with designs being finalised in December. Council continue to deliver community learning programs aimed at improving digital literacy for all ages. Participants can view and enrol in all advertised programs.	Community Planning	
133	4.4.2	Implement and promote digital initiatives that enhance and grow Council's online service delivery	●	Work on a website refresh was completed and will go live in January 2022. The refresh will result in a higher level of compliance with accessibility standards (WCAG 2.0 AA), a new fresh look and feel of the website, more flexibility and control over the site via a theme builder and site management and the ability to take advantage of all latest extended functionalities and features of the Customer Management System platform. 14 new online forms were also implemented, including report a damaged bin, carols by candlelight registration and youth school holiday program registrations.	Engagement & Advocacy	
134	4.4.2	Through the implementation of the Communications Strategy improve the uptake of communications digital communications channels	●	Council's Enews subscription database has continued to see steady growth over the quarter, up 22% to 19,462. Open rates continue to be around 50%, which represents significant engagement.	Engagement & Advocacy	

135	4.4.2	Work in partnership with the Community Planning (Lifelong Learning team) to deliver digital literacy skills programs for our community as part of the Be Connected funding initiative	●	Together with Community Activation & Learning, Libraries has developed a program utilising the existing cohort of Digital Mentors to develop a 'drop-in' style digital/tech support program, which will run out of Melton and Caroline Springs libraries. The aim of this program is for both mentors and community to bring skills, build skills, and share skills, encouraging community connection, capacity-building, peer-learning, and skills development. This is framed as both a volunteer opportunity and community digital support program, without taking away or duplicating the professional service support our Library staff are trained and employed to offer as part of our core service to community. Officers will reconvene in mid-January to finalise the program structure and launch early 2022.	Libraries & Arts	
136	4.4.3	Engage the community and stakeholders in the development of the Learning City Strategy	●	The Learning City Strategy engagement process is on track. Council conducted engagement sessions with identified internal stakeholders and Community Learning Board members throughout October and November 2021. Further engagement sessions are planned 2022.	Community Planning	
137	4.4.3	Support vulnerable families to enrol and engage in Kindergarten programs.	●	Increased Early Start Kindergarten enrolments due to the support and engagement provided by the Kindergarten Engagement officer.	Families & Children	
138	4.4.4	Complete the planning for the Mount Atkinson new Children's / Community facility and appoint a preferred provider	●	Construction Tender was awarded at the October Council Meeting. Contractors are now on site, establishment complete.	Families & Children	
139	4.4.5	Undertake accessibility audit of Community Portal on Council website.	●	An accessibility review of Council's Community Portal has been undertaken and recommended actions are being prioritised by the Digital Transformation team.	Engagement & Advocacy	

Theme 5: A community that is actively engaged in the City

Objective 5.1: Deliberative engagement and communication with the community informs planning and decision making

Strategies:

- 5.1.1 Position the organisation to deliver robust deliberative engagement
- 5.1.2 Invest in Council's capacity to design and conduct meaningful community engagement activities
- 5.1.3 Provide the community with balanced, transparent and objective information

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
140	5.1.1	Strengthen organisational readiness and capacity for legislated deliberative community engagement.	●	Evaluation of deliberative processes for the Integrated Planning Project was completed in 2021. These will further inform the development of the action plan in 2022.	Community Planning	
141	5.1.1	Finalise the implementation of the 2021 Integrated Planning Project in accordance with the deliberative engagement requirements of the Local Government Act 2020.	●	The Evaluation Report has been finalised and will be presented to Executive in February 2022.	Property & Projects	
142	5.1.2	Deliver staff information and training sessions to build community engagement awareness and capacity.	●	Meetings with business units continued. The engagement planning template has been updated outlining the key aspects required under the Local Government Act 2020, and is currently being finalised.	Community Planning	
143	5.1.3	Implement Council's Communication Strategy.	●	2021/22 actions being implemented include Enews, website refresh, a new internal communications program, and quarterly editorial planning and reporting.	Engagement & Advocacy	

Objective 5.2: A range of platforms, including digital, that cater for accessible community engagement and consultation ♥

Strategies:

5.2.1 Streamline customer access to Council by investing in new technology while maintaining non digital channels for people with access constraints

5.2.2 Increase participation in online community engagement platforms

5.2.3 Provide opportunities for meaningful community engagement, especially with diverse faith and cultural groups ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
144	5.2.1	Implement digital improvements to Council's customer service delivery through the Business Transformation Project	●	Continuing to work in collaboration with the Digital Citizenship Engagement team to jointly plan improvements.	Engagement & Advocacy	
145	5.2.1	Deliver a high functioning Customer Service Centre and Call Centre operation	●	A joint project with Communications and Waste teams saw the successful implementation of a Customer Service plan for the changes in Waste Services over the second quarter. A Customer Service Strategy is also to be developed over the third and fourth quarters.	Engagement & Advocacy	
146	5.2.1	Increase online service offerings through solutions delivered by the Digital Citizen Experience	●	Quarter two online service outcomes include: - Continuous Improvements made to the following solutions: Animal Registration forms, and review of all forms to ensure consistency and ease of completion for customers - New functionality delivered: Community Infrastructure Levy form available online	Information Services	
147	5.2.2	Enhance and promote the City of Melton Conversations online platform and the Melton Learning - lifelong learning platform	●	The plan to promote usage of City of Melton Conversations is in development. It is intended to be implemented in 2022.	Community Planning	
148	5.2.2	Promote online engagement opportunities through a range of digital and non-digital communication channels	●	18 community engagement opportunities have been promoted on the City of Melton conversations platform on Council's website, social media and through print channels such as Moving Ahead page and the local newspaper.	Engagement & Advocacy	
149	5.2.2	Promotion of digital solutions to increase service utilisation to 75% for services provided on the digital Community Portal	●	Online utilisation for services delivered on the Community Portal at the end of Quarter two is 81% against a target of 75%.	Information Services	

150	5.2.3	Support effective engagement with diverse faith and cultural groups in Melton.	●	Melton Interfaith Network meetings and their Annual General Meeting have been attended. Melton New and Emerging Communities Network meetings continue. The Interfaith Calendar 2022 was finalised. An Intercultural Advisory Committee meeting was held.	Community Planning	
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Objective 5.3: Increased volunteerism in the City ♥

Strategies:

5.3.1 Invest in establishing systems and structures to enable strong volunteerism in the City ♥

5.3.2 Establish partnerships to promote volunteerism ♥

5.3.3 Promote the benefits of volunteerism ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
151	5.3.1	Develop a Volunteer Engagement Framework to re-invigorate volunteer involvement with libraries	●	An internal Project Working Group has been established. Sector benchmarking has been somewhat delayed as we settle into Covid recovery re-establishment of services. This work will be actively pursued in the new year.	Libraries & Arts	
152	5.3.1	Explore opportunities to increase the number of volunteers engaging within Council programs and events	●	Covid-19 has impacted on the opportunities for volunteer engagement in programs. Volunteer programs are planned to return 2022.	Community Care	

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

Objective 6.1: An organisation that demonstrates excellence in customer and community service

Strategies:

6.1.1 Provide high quality, consistent and responsive customer service throughout all areas of Council

6.1.2 Establish an organisational approach to strategic planning for children and young people

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
153	6.1.1	Implement the Shopping Trolley Management Program.	✓	The Shopping Trolley Management Program implementation has been completed and includes communication of the program to all relevant traders, regular patrols and collections around shopping precincts and collection of trolleys based from resident complaints. An impounding and release program has been developed which notifies traders of any impounded trolleys and provides them with an opportunity to pay an impoundment fee and have the trolleys released to them. If trolleys are not collected, infringements are issued for failing to claim impounded trolley.	Community Safety	
154	6.1.1	Embed improved Customer Service standards across the organisation	●	Council's Customer Service Charter was endorsed by Executive and updated on Council's website. Service Level standards were reviewed and updated which can now be reported on. An Internal Customer Service Charter was also drafted and will be further developed with Managers.	Engagement & Advocacy	
155	6.1.1	Undertake a customer experience evaluation to inform post-Covid service recovery for Libraries	●	A statewide census and survey of Victorian Public Users will be undertaken in February in 2022, which will be jointly undertaken by State Library Victoria and Public Libraries Victoria. The results will inform our own post-Covid service recovery work and community engagement.	Libraries & Arts	

156	6.1.1	Review the Customer Service training program to ensure it meets business needs	●	Contracts for Learning and Development are yet to be executed however People & Culture are reviewing the Customer Service program to ensure it captures business need; this includes new Complaints Policy.	People & Culture	
157	6.1.1	Implement IT enabled business improvement initiatives that enhance service delivery capacity.	●	<p>Initiatives that are currently on track to be delivered in 2021/22 which will enhance service delivery capacity include:</p> <ul style="list-style-type: none"> - Asset Maintenance Management System, supports the upkeep of Councils natural environment and provides a safe community through well maintained assets. This went to tender and we are currently in the process of shortlisting a vendor. - Contract Management Solution will implement an improved contract management solution with enabling technology to increase efficiencies, productivity, and reduce known risks throughout the contract lifecycle. This went to tender, and a vendor has been selected. - Customer Service Contact Centre Software will increase efficiencies in tracking and monitoring calls to customer service centre. It will provide reliable information for better performance reporting and improved customer service. This project has began and is on target for Q3 implementation. 	Information Services	
158	6.1.1	Implement information security practices and systems that enhance service delivery reliability.	●	Initiatives completed in Quarter two are: Approval and endorsement of the IT Disaster Recovery and Readiness procedure, running of a number of security awareness training sessions, completion of the patch management of all our servers, completed the external penetration testing of our servers, onboarded all library systems onto our new security platform, uplifted our Exchange online protection to reduce spam delivered to user's mailbox, and worked with OVIC and VPDSS to work through security audits.	Information Services	
159	6.1.2	Develop a strategic framework for Council's community services for children, young people, older people and people with disability.	●	Engagement is to be launched 17 January 2022 to inform the strategies development. Progress on the development of the framework is on track. A working title is 'All Abilities All Ages strategy'.	Community Planning	
160	6.1.2	Develop an early years strategic plan	●	A background paper has been developed to provide insight to relevant policy context. The engagement plan is being finalised and input from the Early Years Partnership Committee has occurred, engagement will be undertaken in January and February.	Families & Children	

Objective 6.2: An adaptive, innovative and creative organisation

Strategies:

6.2.1 Invest in a skilled, motivated and high performing workforce through leadership and staff development programs

6.2.2 Invest in new and emerging technology that supports innovation

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
161	6.2.1	Develop and implement a talent management framework, as part of the Strategic Workforce Plan, which guides all leadership and staff development	●	The Strategic Workforce Plan was finalised. The Talent Management Framework cannot commence until Organisational Development and Learning & Development vacant positions are filled.	People & Culture	
162	6.2.2	Develop the IT platform in a way that takes advantage of new technology developments.	●	For Quarter two, council has migrated 3 servers and their related applications into the Azure cloud. We began planning the mass migration of other servers and applications into AZURE. Council also moved all Library servers onto the Microsoft Defender platform.	Information Services	

Objective 6.3: An organisation that demonstrates excellence in civic leadership and governance

Strategies:

- 6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance
- 6.3.2 Engage with all levels of government to support Council’s capacity to deliver outcomes in response to changes in legislation
- 6.3.3 Improve the transparency of organisational performance to our community
- 6.3.4 Invest in professional development opportunities for Councillors relevant to their civic responsibilities
- 6.3.5 Advocate to, and partner with all levels of government, community organisations and the private sector

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
163	6.3.1	Ensure that Council policies are developed and reviewed to remain current according to its adopted processes and are available on its website.	●	Policies continue to be reviewed and updated by Council staff to accommodate the implementation of the Local Government Act 2020 and to accommodate changes to Council practices and procedures as necessary. This has been called the Policy Review Project by Council. Time sensitive policies which required Council endorsement or Executive approval by 31 December 2021 to ensure compliance with the Act were prioritised and were all endorsed and adopted as required ensuring compliance by Council with the mandatory requirements of the Act. The Policy Review Panel will continue to meet regularly throughout 2022 to ensure policies are approved as required by the Policy Review Project Plan from time to time and remain up to date. Policies are available on Council's intranet and internet once approved by Council.	Legal, Governance & Risk	
164	6.3.1	Finalise the development of the Council and Wellbeing Plan 2021-2025 in accordance with Statutory timelines and promote across the organisation	✓	The Council and Wellbeing Plan 2021-2025 (the Plan) has been completed in accordance with statutory timelines and was presented to Council on 27 September where it was formally adopted. The Plan is available for viewing on Council's website. The Plan is scheduled to be launched internally in October and roadshows will be arranged with each organisational department over the coming months.	Property & Projects	
165	6.3.2	Deliver on the last stage of implementation of the Local Government Act 2020 as per the implementation plan. (Tier 4-proclaimed 1 July 2021)	✓	All Tier 4 Implementation activities completed per Implementation Plan prior to 31 December 2021	Legal, Governance & Risk	

166	6.3.3	Implement the Domestic Animal Management Plan (DAMP 2021-25) annual actions	✓	Our 2021/25 Domestic Animal Management Plan adopted by Council is currently with the Secretary, Department of Jobs, Precincts and Regions awaiting the departments' sign off.	Community Safety	
167	6.3.3	Deliver relevant actions from the OHS Strategy 2020-2024	●	The implementation of QuickSafe (online injury, incident, near miss reporting and investigation system) has been completed. Employees commenced using it from 1 Dec 2021 with the ceasing of the paper based system on the 31 Dec 2021. A lot of focus has been on COVID data reporting therefore little progress has been made on the preparation work for quarter 3 actions. The Mental Health working group is being moved to be delivered under the Workplace Health and Wellbeing Strategy (draft).	People & Culture	
168	6.3.3	Design and deliver face-to-face training in 'Positive and Professional' Behaviours to embed whole policy; code of conduct framework and expectations; and integrate in induction.	●	This action is to be delivered in third quarter.	People & Culture	
169	6.3.3	Define organisational performance metrics for community consumption.	●	The new 'Melton Digital Survey' has been rescheduled to be complete by February 2022 due to survey completion being close to Christmas. Council will set the target for ongoing performance measures by end of March 2022.	Information Services	
170	6.3.3	Implement an inspection program of new developments to ensure compliance with planning permits	●	The Inspection Program has been delayed due to resourcing and COVID lockdown constraints. The implementation of the program in the coming months will be determined pending mitigation of the resourcing and Covid constraints.	Planning Services	
171	6.3.4	Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept apprised of their legislative responsibilities	●	A wide variety of training is made available to Councillors throughout the year and each Councillor is able to nominate professional development opportunities of interest to them specifically which may be funded from the Councillor training budget administered by Legal, Governance and Risk. In addition the Legal, Governance and Risk Manager has developed and will deliver specific training for Councillors in respect to a number of topics as requested by Councillors from time to time.	Legal, Governance & Risk	

Objective 6.4: An organisation that celebrates diversity and inclusion ♥

Strategies:

- 6.4.1 Build capacity of Council to ensure all programs and services are inclusive, accessible and consider intersectionality ♥
- 6.4.2 Strengthen the organisation's commitment to gender equity ♥
- 6.4.3 Build the cultural competence of Council to understand and promote Aboriginal self-determination ♥
- 6.4.4 Position the organisation as an employer of choice

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
172	6.4.1	Provide training opportunities to the organisation and community to raise awareness of human rights and reduce racism and discrimination	●	The Reducing Racism and Human Rights Advocates Course was delivered by the Victorian Equal Opportunity and Human Rights Commission to Councillors in October 2021. The same training is planned to be delivered in Feb 2022 for identified Council staff.	Community Planning	
173	6.4.1	Disseminate results of the Diversity and Inclusion (Nov 2020) survey to raise awareness of the benefits of diversity	✓	Completed. The data will be considered in the Strategic Workforce Planning.	People & Culture	
174	6.4.1	Include Disability & Inclusion and Gender Equality awareness into the Induction and Training programs	●	Disability and Inclusion and Gender Equality considerations have been integrated into existing training. People and Culture to ensure these themes are integrated into induction.	People & Culture	
175	6.4.2	Conduct Gender Impact Assessments to support equitable outcomes of Council policies, plans and projects that have a significant community Impact.	●	There have been 73 requests for Gender Impact Assessments (GIA) to date, with approximately a third of these triggering the need for a GIA. 9 of these have been completed.	Community Planning	
176	6.4.2	Deliver effective training programs to all managers and staff	●	Contracts are yet to be executed by the acting CEO, however given the hiatus in re-contracting, a scaled back program is in the planning stage with a view to implement programs from late February.	People & Culture	
177	6.4.3	Offer Aboriginal cultural competency training opportunities to Councillors, executive, management and staff.	●	Training for Councillors and leaders is scheduled for 21 February.	People & Culture	

178	6.4.4	Implement an ongoing Employer of Choice marketing program to promote the leadership of and employment benefits of Melton City Council	●	Regular programming of organisational achievement is being promoted through LinkedIn which achieves significant engagement. Job opportunities are regularly promoted through Facebook and LinkedIn with a new jobs portal now included on the corporate LinkedIn page.	Engagement & Advocacy	
179	6.4.4	Create the new Workplace Health and Wellbeing Strategy 2021 - 2024 and commence delivery of programs	●	A Strategy has been created and is to be approved by the Executive in 2022.	People & Culture	
180	6.4.4	Develop multi-media including video(s) on Council's Employee Value Proposition for promotion on LinkedIn and external media	●	Further briefs related to the action have been provided to the Communications team in December for actioning in early 2022	People & Culture	
181	6.4.4	Develop a Strategic Workforce Plan and Service Unit Plans in accord with statutory timelines	●	The Strategic Workforce Plan has been completed for the organisation in accordance with legislative requirements. Service Unit Plans are yet to be developed.	People & Culture	

Objective 6.5: An organisation that tackles climate change ♥

Strategies:

6.5.1 Build Council's capacity to adapt to the impacts of climate change ♥

6.5.2 Reduce Council's carbon emissions ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
182	6.5.1	Provide ongoing information and support to internal service units in relation to Climate Change, the impacts, adaptation strategies and appropriate actions required to achieve Council's Climate Pledge.	●	Advice and guidance has been provided to Capital Projects on the best practice methods for preventing environmental impacts from on-ground works, and the integration of Environmentally Sustainable Design principles in all of Council's new buildings. Council has begun the process of normalising environmental considerations, future-proofing, and generally reducing the environmental footprint of Council's development program.	Environment & Waste	
183	6.5.2	Adopt environmentally sustainable practices for Council's Corporate event program	●	No major events were conducted in the first and second quarters due to Covid.	Engagement & Advocacy	
184	6.5.2	Report on annual modelled amounts of carbon emissions from the City of Melton, and track the progress towards carbon neutrality by 2030.	●	Data collation is ongoing to complete a report on progress towards carbon neutrality by 2030 by the end of the financial year.	Environment & Waste	
185	6.5.2	Begin transition of Council's operational fleet to more environmentally friendly options	●	A number of hybrid vehicles are in the process of being ordered to replace existing fleet.	Finance	

12.3 FINANCE REPORT - PERIOD ENDED 31 DECEMBER 2021

Author: Sam Rumoro - Manager Finance
Presenter: Sam Rumoro - Manager Finance

PURPOSE OF REPORT

To present the 2021/2022 Finance Report for the 6 months ended 31 December 2021.

RECOMMENDATION:

That the Council note the report and the finance report contained at **Appendix 1**.

Motion

Crs Majdlik/Carli.

That the Council note the report and the finance report contained at **Appendix 1**.

CARRIED

REPORT

1. Executive Summary

Section 97 of the Local Government Act 2020 specifies as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

The purpose of this report is to provide Council with this information, comparing actuals for the 6 months ending 31 December 2021 and the approved budget for the same period as is detailed in **Appendix 1**.

2. Background/Issues

Section 97 of the Local Government Act 2020 specifies as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

A quarterly budget report (**Appendix 1**), must include;

- a comparison of the actual and budgeted results to date; and
- an explanation of any material variations; and
- any other matters prescribed by the regulations.

Audit & Risk Committee reviewed the report on 16 February 2022, no changes were required following that review.

The operating surplus for the 6 months ended December 2021 was \$145.10 million. This compared with a budgeted result of \$134.18 million, resulted in a favourable variance of \$10.92 million.

Council operating surplus is largely due to income remaining favourable to budget with rates revenue and statutory fees benefiting from continued strong development activity. Operating grants were also favourable to budget due to an increase in government support programs, while capital grants were unfavourable mainly due to timing of grant receipts. Land sales income was higher than budgeted due mainly to timing of GST receipts and budget profiling. User fees were unfavourable due to COVID lockdowns. Employee costs were favourable to budget due mainly to unfilled vacancies and material costs are favourable due mainly to timing of expenditure.

Council forecasted underlying operating position is in line with projected budget.

The actual capital expenditure completed at the 31 December 2021 was \$20.16 million or 11.6% of the total budget.

Council's has a total of \$424.1 million in cash and term deposits at quarter end. Cash and term deposit holdings are fully committed, being set aside for restricted reserves, carry forward expenditure, employee entitlements and developer contributions received for future capital works. The working capital ratio for the YTD period is a healthy 1:4.8.

3. Council and Wellbeing Plan Reference and Policy Reference

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

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.3 Effective civic leadership, advocacy, partnerships and good governance.

4. Financial Considerations

Council note the operating surplus for the 6 months ended 31 December 2022 and other financial matters outlined in **Appendix 1**.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

The financial report (**Appendix 1**), provides transparency over the financial performance of Council and will ensure Council's continued compliance with the legislative requirements.

7. Options

The Council can:

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

LIST OF APPENDICES

1. Finance Report 2nd quarter 2021/22



Melton City Council
Finance Report 2021/2022
2nd Quarter Ended 31 December 2021

A vibrant, safe and liveable City accessible to all





Management Report

2nd Quarter Ended 31 December 2021

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Melton City Council

Quarterly Finance Report for the 6 months period as at 31 December 2021.

Executive Summary

Operating Results

This report compares the 31 December 2021 YTD results with the profiled YTD approved budget for the same period.

The operating surplus before transfers for the December YTD period was \$145.1m. This compared with the profiled budgeted result of \$134.2m resulted in a favourable variance of \$10.9m

Detailed analysis of operating revenue and expenditure variances by line items, are outlined on page 4-6 of this report.

Year-end Forecast

Review of the 2nd quarter operating and capital expenditure as at the end of December 2021 has been finalised. As part of this process business unit managers have provided an estimate of the year-end forecast of savings and over-runs expected as at 30 June 2022. This is summarised in the table below.

Comparison of 2nd quarter year-end forecast with the approved budget is shown on page 7 with the detail variance commentary on page 8-11

Summary of 2 nd Quarter Year-End Forecast against the Approved Budget	\$(Millions)
Operating	
Forecast favourable variance in operating results before transfers	<u>\$24.0</u>
Capital	
Forecast favourable variance in Council capital expenditure	<u>\$68.8</u>

Capital Expenditure

The approved Council capital expenditure budget for 2021/22 is a total of \$153.5m. This consists of \$44.9m carry forwards component from 2020/21. Further carry forwards of \$20.06m was identified at the Year-end. This addition increased the 2021/22 Council capital budget to \$173.6m.

Total developer contribution in-kind works budget for 2021/22 is \$40.3m. These works when completed by landholders will offset their developer contribution liability to Council. Where the value of completed works handed over to Council varies from the DCP obligations, the resultant rolling credit or debit transactions which will be carried forward to be set off against future obligations or for settlement to/by Council from the developer contribution reserve funds.

The actual capital expenditure completed at the end of December was \$20.16m or 11.6% of the total Council capital expenditure budget including carry forwards.

A project level analysis of YTD capital expenditure by capital works by business unit is provided on page 20.

Cash on hand and Investments

Council's total cash position at month end is \$424.1m. This balance includes \$421.7m of general and restricted investments representing carry forward expenditure, employee entitlements, and developer contributions received for future capital works. The amount of cash on hand at end of month of \$2.4m.

Debtors

Receivables outstanding totalled \$83.4m (net of doubtful debts provisions) of which \$77.1m relates to rates debtors including instalments not due. Infringement Debtors amounted to \$5.6m and other sundry debtors was \$0.7m.

Monthly Management Report 2021/2022								
Operating Statement by Income/Expenditure line items								
2020/2021 YTD Actuals	Income/Expenditure Type	Notes	YTD Actuals	YTD Budget	YTD Variance	Full Year Approved Budget	2nd Qtr Forecast	2nd Quarter Forecast Variance to Adopted Budget
(000's)			(000's)	(000's)	(000's)	(000's)	(000's)	(000's)
	Income							
131,603	Rates & Charges	1	145,586	143,972	1,614	146,436	148,063	1,627
4,513	Statutory Fees and Fines	2	5,615	4,918	697	9,924	12,069	2,145
4,722	User Fees	3	4,659	5,304	(645)	11,049	10,146	(903)
12,971	Grants- Operating	4	14,901	11,989	2,912	32,290	35,795	3,505
5,990	Grants- Capital	5	3,239	4,233	(994)	9,720	27,670	17,950
34,380	Contributions Monetary	6	37,821	37,770	51	96,942	96,488	(454)
15,105	Contributions Non Monetary	7	16,967	15,635	1,332	163,601	171,740	8,139
5,041	Net Gain/(Loss) on Disposal of IPP&E	8	10,422	6,817	3,605	12,415	10,904	(1,511)
4,058	Other Revenue	9	2,222	3,049	(827)	7,194	6,347	(847)
218,383	Total Income		241,432	233,687	7,745	489,571	519,222	29,651
	Expenditure							
29,385	Employee Costs	10	33,733	36,166	2,433	69,316	67,572	1,744
36,377	Material Costs	11	39,066	39,904	838	93,965	100,770	(6,805)
118	Bad and Doubtful Debts	12	399	213	(186)	440	831	(391)
20,760	Depreciation and Amortisation	13	22,953	23,031	78	46,081	46,505	(424)
216	Borrowing Costs	14	178	178	0	646	396	250
0	Finance Cost- Leases	15	0	16	16	32	32	0
86,856	Total Expenditure		96,329	99,508	3,179	210,481	216,106	(5,626)
131,527	Total Surplus/Deficit Before Transfers.		145,103	134,179	10,924	279,090	303,116	24,025
	Other Comprehensive Income							
0	Net asset Revaluaion Increment/(decrement)	16	0	0	0	50,955	50,955	0
131,527	Total comprehensive Result		145,103	134,179	10,924	330,045	354,071	24,025
	Reserve Transfers							
20,916	Transfers From Reserves	17	12,006	21,475	(9,469)	72,915	76,396	3,481
(45,866)	Transfer to Reserve	18	(46,119)	(44,945)	(1,174)	(138,149)	(134,242)	3,907
(24,950)	Total Net Transfers - Income/(Exp)		(34,113)	(23,470)	(10,643)	(65,234)	(57,846)	7,388
106,577	Total Surplus/(Deficit) Net of Transfers		110,990	110,709	281	264,811	296,225	31,413
71,011	Undelying Surplus/(Deficit)		76,654	69,724	6,930	(3,589)	(3,686)	(97)

* Negative values in the year-end variance and forecast variance columns indicate an unfavourable Variance.

Monthly Management Report 2021/22
 Operating Statement - Significant Variance Comments
 For the 6 Months Ended 31 December 2021

Income/Expenditure Type	Notes	YTD Actual (000's)	YTD Budget	Variance - Fav/(Unfav) (000's)	YTD Actuals to YTD Budget Variance Explanations
Income					
Rates & Charges					Rates & Charges were \$1.61m favourable to YTD Budget due to: \$1.86m - Actual Supplementary rates received were higher than YTD budgeted target due to higher number of properties being released than budgeted. The favourable variance was partly offset by unfavourable variance due to: (\$0.20m) - Pensioner rebates which were higher than budget. (\$0.05m) - Interest On Rates was lower than budgeted
	1	145,586	143,972	1,614	
Statutory Fees and Fines					Statutory Fees and Fines were \$0.70m favourable to YTD Budget due to the following: \$0.59m - Higher than expected Permit Fees and other Registration Fees and Other Statutory Fees associated with the increase in new development, building and subdivision activities across Council. \$0.34m - Higher than expected Infringement Revenue primarily relating to Litter & Building Sites and Animal Management. \$0.09m - Other Statutory & Miscellaneous Fees across council as Covid restrictions ease. The favourable variance was partly offset by unfavourable variance due to: (\$0.32m) - Lower than budgeted debt collection court recoveries due to Council successfully adopting a new approach to debt recovery resulting in comparable arrears without the need to go to court. These are partly offset by lower associated expenditure such as legal fees.
	2	5,615	4,918	697	
User Fees					User Fees were (\$0.65m) unfavourable to YTD Budget due to the Covid-19 Pandemic lock down, consisting off: (\$0.42m) - Reduction in rental and lease income relating to community facilities. (\$0.18m) - Reduction in client fees relating to community hubs and centres, and care services. Half of this variance relates to occasional care which is ceased operations in December 2021. (\$0.05m) - Other unfavourable variances across user fees.
	3	4,659	5,304	(645)	
Grants- Operating					Operating Grants were \$2.91m favourable to YTD Budget due to the following: \$3.16m - Resulting from unbudgeted or increased grants received. The YTD amounts received are attributable to: ** CALD Communities Taskforce - [\$0.61m] ** COVIDSafe Outdoor Activation - [\$0.58m] ** MTC Round 3 Grants - [\$0.39m] ** Maternal & Child Health Services - [\$0.27m] ** Jobs Advocates - [\$0.20m] ** 28 Other operating grants which are individually under \$0.20m each - [\$1.11m] \$1.39m - Relating to the favourable net impact of timing, having received grants earlier than anticipated. This is primarily driven by funding for Commonwealth Home Support Programme (CHSP) - [\$0.64m]; Libraries [\$0.50m]; and other minor grants [\$0.25m]. The favourable variance was partly offset by: (\$0.68m) - MTC Revitalisation Grants which were budgeted in 2021/22 but received last financial year (\$0.55m) - Net impact relating to unearned grant income. Council received funds in advance of satisfying performance obligations, which are to be held as a liability until the income may be recognised. (\$0.41m) - Grants which Council are longer expecting to recognise as income, including, Covid - 19 Working for Victoria (W4V) which was refunded [\$0.20m]; and grants relating to Family and Occasional Care Services which is no longer being delivered by Council [\$0.18m].
	4	14,901	11,989	2,912	

Monthly Management Report 2021/22
 Operating Statement - Significant Variance Comments
 For the 6 Months Ended 31 December 2021

Income/Expenditure Type	Notes	YTD Actual (000's)	YTD Budget	Variance - Fav/(Unfav) (000's)	YTD Actuals to YTD Budget Variance Explanations
Grants- Capital					Capital Grants were \$0.99m unfavourable to YTD Budget due to timing related unfavourable variances: (\$3.89m) - Grants anticipated to have been received by YTD Dec, but not yet received. The most significant amongst these are funds for: ** Diggers Rest Community Cen/BURRS - [(\$0.72m)] ** Unsealed Car Parks Upgrade - Various - [(\$0.69m)] ** Road Safety Project - Creamery Road, Toolern Vale - [(\$0.60m)] ** Macpherson Park - Unsealed Car Park - [(\$0.37m)] ** Bulmans Road, West Melton - Urbanisation - [(\$0.32m)] ** Troups Rd South (Greigs to Boundary) - Road Constn - [(\$0.32m)] ** Burnside Heights Recreation Reserve Upgrades - [(\$0.25m)] ** 7 Other Capital grants - [(\$0.63m)]
		3,239	4,233	(994)	The unfavourable variance was partly offset by: \$2.21m - Net impact relating to unearned grant income. Council had received funds in advance of satisfying performance obligations last financial year, which were held as a liability until the income could be recognised on completion of performance obligations this year.
Contributions Monetary		37,821	37,770	51	
Contributions Non Monetary		16,967	15,635	1,332	\$0.69m - Unbudgeted new grant funding. The most significant amongst these are funds for Eynesbury Sporting Facility [\$0.29m] and Renewal Program - Sealed Roads [\$0.20m]
Net Gain/(Loss) on Disposal of IPP&E		10,422	6,817	3,605	Net contributions are expected favourable to budget by \$1.38m due to higher than anticipated development activity. Atherstone land sales were higher than budget primarily due to timing of GST payments by Council to Lend Lease compounded by land sales in the first half of the financial year.
Other Revenue					Other Revenue were (\$0.83m) unfavourable to YTD Budget due to the following: (\$0.70m) - Timing related variances relating to the Transfer Station are causing a temporary unfavourable variance. (\$0.36m) - Lower than budgeted interest income primarily due to lower than anticipated interest rates.
		2,222	3,049	(827)	Unfavourable variances are partially offset by: \$0.23m - Higher than projected recoveries relating mostly to received/expected Property Insurance settlements; and also funding received for the AFL Ready Traineeship Program. Being recoveries, these unbudgeted funds will offset wholly by unbudgeted expenditure.
Total Income		241,432	233,687	7,745	
Expenditure					

Monthly Management Report 2021/22
 Operating Statement - Significant Variance Comments
 For the 6 Months Ended 31 December 2021

Income/Expenditure Type	Notes	YTD Actual (000's)	YTD Budget	Variance - Fav/(Unfav) (000's)	YTD Actuals to YTD Budget Variance Explanations
Employee Costs					Employee Costs are favourable to YTD Budget by \$2.43m due to: \$3.23m - Unfilled vacancies across Council and Covid impacting demand for services. Council has been agile in managing resources due to variability in service demand, particularly across the Community Services Directorate. On a net basis, Council did not exceed budget in Contract labour (agency) costs to backfill BAU operations. Contract labour (agency) costs are held within Materials Costs below. The favourable variance in salaries and wages is partly offset by an unfavourable variances in: (\$0.80m) - Staff oncosts, primarily due to needing to top-up leave provisions as a result of staff taking less long service leave than they accrued during the same period, also Workcover-premiums being greater than expected. The net YTD variance for labour costs is favourable \$2.20m, consisting of Employee Cost favourable variance of \$2.43m as outlined above, and partially offset by (\$0.23m) unfavourable variance in Contract labour (agency) costs due to reasons outlined in the commentary below. The \$2.20m favourable variance in consolidated labour costs is attributable to: ** \$1.44m is attributable to Information & Technology Restructure and associated delayed recruitment of staff when converting Contract labour (agency) to Council employees ** \$1.32m is attributable to lower service demand for Community Services Directorate ** \$0.24m is attributable to other net labour related savings across Council ** (\$0.80m) - Partially offset by unfavourable variance due to Staff Oncosts (as mentioned above).
	10	33,733	36,166	2,433	Contracts and Materials are favourable to YTD Budget by \$0.84m due to: \$0.89m - Due to timing of contracts in parks asset maintenance expenditure. \$0.36m - Timing relating to transfer station expenditure \$0.37m - Contracts payments for MTC revitalisation grants received from last year. \$0.136m - Overall usage of facilities reduced due to Covid-19. Favourable variance is partly offset by: (\$0.47m) - Legal expenses are incurred on a needs basis and are net overspent compared to YTD budget. Higher than budgeted engagement of external legal works were further compounded by vacancies and movement within the Legal & Governance team leading to higher than usual engagement of externals. (\$0.45m) - Expenditure funded by CALD Communities Taskforce external grants received in 2021/22.
Material Costs					
	11	39,066	39,904	838	
Bad and Doubtful Debts					Bad and doubtful debts are made up of infringement withdrawals for errors, withdrawing for court and through internal review. Fines have been withdrawn due to legislative timeframes for internal review not being met.
	12	399	213	(186)	
Depreciation and Amortisation					
	13	22,953	23,031	78	
Borrowing Costs					
	14	178	178	0	
Finance Cost- Leases					
	15	0	16	16	
Total Expenditure		96,329	99,508	3,179	
Total Surplus/Deficit Before Transfers.		145,103	134,179	10,924	

Monthly Management Report 2021/2022				
2nd Quarter Vs Adopted Budget Variance				
Forecast Operating Statement by Income / Expenditure				
Income/Expenditure Type	Notes	Full Year Approved Budget	2nd Qtr Forecast	2nd Quarter Forecast Variance to Adopted
		(000's)	(000's)	(000's)
Income				
Rates & Charges	1	146,436	148,063	1,627
Statutory Fees and Fines	2	9,924	12,069	2,145
User Fees	3	11,049	10,146	(903)
Grants- Operating	4	32,290	35,795	3,505
Grants- Capital	5	9,720	27,670	17,950
Contributions Monetary	6	96,942	96,488	(454)
Contributions Non Monetary	7	163,601	171,740	8,139
Net Gain/(Loss) on Disposal of IPP&E	8	12,415	10,904	(1,511)
Other Revenue	9	7,194	6,347	(847)
Total Income		489,571	519,222	29,651
Expenditure				
Employee Costs	10	69,316	67,572	1,744
Material Costs	11	93,965	100,770	(6,805)
Bad and Doubtful Debts	12	440	831	(391)
Depreciation and Amortisation	13	46,081	46,505	(424)
Borrowing Costs	14	646	396	250
Finance Cost- Leases	15	32	32	0
Total Expenditure		210,481	216,107	(5,625)
Total Surplus/Deficit for the Year Before Trfs.		279,090	303,116	24,025
Underlying Surplus/(deficit)		(3,589)	(3,686)	(97)
Council Capital Budget		153,565	84,745	68,820
Capital DCP-In-Kind		40,293	57,942	(17,649)

Monthly Management Report 2021/22
 Operating Statement - Significant Variance Comments
 Approved Budget vs. 2nd Quarter Forecast

Income/Expenditure Type	Full Year Approved Budget (000's)	2nd Qtr Forecast (000's)	2nd Quarter Forecast Variance to Adopted Budget (000's)	Approved Budget to 2nd Quarter Forecast Variance Explanations
Income				
Rates & Charges	1 146,436	148,063	1,627	Rates & Charges are forecasted to finish favourably compared to FY Budget by \$1.63m due to: \$2.00m - Higher number of properties titled than expected leading to a projected increase in supplementary rates. Favourable variance was partly offset by: (\$0.33m) - Interest On Rates has been lower due to penalty interest not being charged during Covid (\$0.04m) - Pensioner rebates which were higher than budget.
Statutory Fees and Fines				Statutory Fees and Fines are forecasted to finish favourably compared to FY Budget by \$2.15m due to the following: \$1.89m - Higher than expected Permit Fees and other Registration Fees and Other Statutory Fees associated with the increase in new development, building and subdivision activities across Council. \$0.47m - Higher than expected Infringement Revenue primarily relating to Litter & Building Sites and Animal Management. \$0.39m - Higher than anticipated Property Information Requests \$0.04m - Other Statutory & Miscellaneous Fees across council as Covid restrictions ease.
	2 9,924	12,069	2,145	The favourable variance was partly offset by favourable variance due to: (\$0.64m) - Lower than budgeted debt collection court recoveries due to Council successfully adopting a new approach to debt recovery resulting in comparable arrears without the need to go to court. These are partly offset by lower associated expenditure such as legal fees.
User Fees				User Fees are expected to finish (\$0.90m) unfavourable to FY Budget due to the Covid-19 Pandemic lock down, consisting off: (\$0.80m) - Reduction in rental and lease income relating to community facilities. (\$0.47m) - Lower than budgeted client fees relating to community hubs and centres, and care services. (\$0.18m) of this variance relates to occasional care which is ceasing operations in December 2021. (\$0.03m) - Other unfavourable variances across user fees.
	3 11,049	10,146	(903)	Unfavourable variances are partly offset by: \$0.40m - Demand for Building services (Asset protection) is anticipated to be higher than budgeted due to higher than anticipated development activity.

Monthly Management Report 2021/22
 Operating Statement - Significant Variance Comments
 Approved Budget vs. 2nd Quarter Forecast

Income/Expenditure Type	Full Year Approved Budget (000's)	2nd Qtr Forecast (000's)	2nd Quarter Forecast Variance to Adopted Budget (000's)	Approved Budget to 2nd Quarter Forecast Variance Explanations
Grants- Operating				Operating Grants are forecasted to finish favourably compared to FY Budget by \$3.51m due to: \$4.69m - Resulting from unbudgeted or increased grants to be received. This is attributable to: ** CALD Communities Taskforce - [\$0.79m] ** COVIDSafe Outdoor Activation - [\$0.50m] ** MTC Round 3 Grants - [\$0.49m] ** Maternal & Child Health Services - [\$0.48m] ** Jobs Advocates - [\$0.35m] ** Community Safety - [\$0.19m] ** MWR/RE Waste Projects - [\$0.16m] ** Access to Early Learning - [\$0.15m] ** Centenary Park Revitalisation - [\$0.15m] ** Black Knight Way Park Revitalisation - [\$0.15m] ** Women's Building Surveyor Program - [\$0.15m] ** 34 Other minor grants [\$1.13m] \$1.31m - Expected net impact relating to unearned grant income. Council expects that the performance obligations relating to grants received funds in advance in the previous financial year will be satisfied in this financial year, allowing these funds to be recognised as income. The favourable variance was partly offset by: (\$1.80m) - MTC Revitalisation Grants which were budgeted in 2021/22 but received last financial year (\$0.51m) - Part of Covid - 19 Working for Victoria (WAV) funding received last financial year which is expected to be refunded (\$0.39m) - Occasional Care Services grant reduced due to lower participation and ceasing operations from end of December 2021 (\$0.14m) - Commonwealth Home Support Programme - CHSP Melton Social Support only to receive 67% of the funding this year. ** Other minor grants [\$0.15m]
Grants- Capital				Operating Grants are forecasted to finish favourably compared to FY Budget by \$17.95m due to: \$15.37m - Expected net impact relating to unearned grant income. Council expects that the performance obligations relating to grants received funds in advance in the previous financial year will be satisfied in this financial year, allowing these funds to be recognised as income. \$2.58m - Unbudgeted increase in projected Capital grants due to the following projects: ** Diggers Rest Community Cen/BURRS - [\$0.72m] ** Eynesbury Sporting Facility - [\$0.57m] ** Burnside Heights Recreation Reserve Upgrades - [\$0.48m] ** Renewal Program - Sealed Roads - [\$0.40m] ** Arnolds Creek Children & Community Centre 3rd Room - [\$0.33m] ** Net of Other Capital grants - [\$0.09m]
Contributions Monetary	9,720	27,670	17,950	
Contributions Non Monetary	96,942	96,488	(454)	
	163,601	171,740	8,139	
Net Gain/(Loss) on Disposal of IPP&E	12,415	10,904	(1,511)	Net contributions are expected favourable to budget by \$7.69m due to higher than anticipated development activity. Sale of Properties are forecasted to finish unfavourably compared to FY Budget by (\$0.86m) due to a lower revised sales forecast for Atherstone land sales from budgeted FY sale of 354 lots to a Revised Target of 328 net sales.

Monthly Management Report 2021/22
Operating Statement - Significant Variance Comments
Approved Budget vs. 2nd Quarter Forecast

Income/Expenditure Type	Full Year Approved Budget (000's)	2nd Qtr Forecast (000's)	2nd Quarter Forecast Variance to Adopted Budget (000's)	Approved Budget to 2nd Quarter Forecast Variance Explanations
Other Revenue				Other Revenues are forecasted to finish unfavourably compared to FY Budget by (\$0.85m) due to the following: (\$1.07m) - Lower than budgeted interest income primarily due to lower than anticipated interest rates. (\$0.25m) - Lower than budgeted Event Sponsorship revenues due to events such as the Flavour Fest and Djerriwarrh Festival which have not/will not to occur in 2021/22 due to Covid restrictions and event cancellations. (\$0.06m) - Other miscellaneous fees. Unfavourable variance is partly offset by: \$0.35m - Higher than projected recoveries relating mostly to received/expected Property Insurance settlements; and also funding received for the AFL Ready Traineeship Program. \$0.18m - Increase in demand for Building Services printed materials.
Total Income	7,194	6,347	(847)	
Expenditure	489,571	519,222	29,651	
Employee Costs				Employee costs at are projected to finish favourably in net terms by \$1.74m by year-end. This due to: \$2.71m - Projected savings in employee costs due to the timing of recruitment of vacant positions including those positions tied to grant expenditure. Council is also actively managing resources given volatility of service demand due to COVID. The favourable variance is mostly offset by: (\$0.78m) - Information & Technology Restructure resulting in a conversion of Contract labour (agency) to Council employees. Increase in employee costs is offset by greater savings in Material Costs where contract labour (agency) costs are held. (\$0.19m) - Workcover-Premiums being greater than expected.
Material Costs				Contracts and Materials are forecasted to overspend FY Budget by (\$6.81m) due to: (\$4.55m) - Forecasted overspend associated with unbudgeted operating grant funding, some of which relates to unbudgeted grant funds received in 2021/22 for which Council is undertaking required delivery in the current year. The most significant materials & services expenditure forecasts funded by unbudgeted external grant income include: ** MTC Revitalisation Grants - ((\$0.71m)) ** CALD Communities Taskforce - ((\$0.69m)) ** Covid - 19 Working for Victoria (W4V) - ((\$0.58m)) ** Commonwealth Home Support Programme (CHSP) - ((\$0.42m)) ** Outdoor Eating & Entertainment Package - ((\$0.27m)) ** Rockbank North UDF - ((\$0.2m)) ** Home and Community Care in Victoria - ((\$0.20m)) ** Jobs Advocates - ((\$0.18m)) ** COVIDSafe Outdoor Activation - Part A - ((\$0.15m)) ** Social Support Under 65 - ((\$0.14m)) ** Maternal & Child Health Services - Universal - ((\$0.13m)) ** More Trees for a Cooler Greener West - ((\$0.13m)) ** Community Activations and Social Isolation (CASI) - ((\$0.12m)) (\$2.48m) - Operations business unit was over budget primarily due to: ** Parks and Open Space Services Contract being significantly underestimated in budget for contracts and materials - ((\$1.02m)) ** Utilities in Parks and Open Space and Property Services primarily relating to unpaid and unreconciled bills in 2020/21 and higher than anticipated costs - ((\$0.87m)) ** Traffic Management costs associated with drive through Covid vaccinations at Burnings. It is expected that costs will be recovered from DHHS - ((\$0.37m)) (\$0.91m) - Waste Management costs are projected to increase due to higher than anticipated waste and recycling volumes.

Monthly Management Report 2021/22
 Operating Statement - Significant Variance Comments
 Approved Budget vs. 2nd Quarter Forecast

Income/Expenditure Type	Full Year Approved Budget (000's)	2nd Qtr Forecast (000's)	2nd Quarter Forecast Variance to Adopted Budget (000's)	Approved Budget to 2nd Quarter Forecast Variance Explanations
				(\$0.71m) - Higher than anticipated expensed capital project costs such as tree planting and other items not meeting asset capitalisation thresholds. (\$0.32m) - Other minor unfavourable variances.
	93,965	100,770	(6,805)	Unfavourable variances are partly offset by: \$1.28m - Projected savings in Contract labour (agency) costs driven by Information & Technology Restructure resulting in a conversion of Contract labour (agency) to Council employees, partially offset by increased agency staff use in Planning & Development Directorate to support the growth of the municipality. \$0.89m - Savings are projected in Festival & Events such as the Flavour Fest and Djerriwarrh Festival which have not/will not occur in 2021/22 due to Covid restrictions and event cancellations.
Bad and Doubtful Debts		831	(391)	Bad and doubtful debts are made up of infringement withdrawals; infringement debts deemed unrecoverable. This can be due to infringements issued with errors, being withdrawn, or being voided due to legislative timeframes for internal review not being met. Forecast has been increased based on the trend of YTD actuals.
Depreciation and Amortisation	46,081	46,505	(424)	Depreciation is higher than budgeted and is based on predicted depreciation from Council's asset management system. This is mainly driven by higher than anticipated asset balances associated with higher non-monetary contributions.
Borrowing Costs	646	396	250	New borrowings were budgeted as funding source for capital works programs. Lower YTD actuals of borrowing costs reflects that Council has not had a need to draw on new borrowings in 2021/22 as YTD underspends in the CAPEX program have positively impacted liquidity.
Finance Cost- Leases	32	32	0	
Total Expenditure	210,481	216,106	(5,626)	
Total Surplus/Deficit Before Transfers.	279,090	303,116	24,025	
Underlying Operating Results Surplus/(Deficit)	(3,589)	(3,686)	(97)	

BALANCE SHEET STATEMENT	2021/2022	2020/2021	2021/2022
	Actuals	Last Year Actuals	Budget
	Dec-21	Jun-21	Full Year
	\$(000's)	\$(000'S)	\$(000's)
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	424,147	368,179	328,295
Trade and Other Receivable	83,432	22,806	58,419
Inventories	28	28	24
Assets Classified as Held for Resale	444	674	2,662
Other Assets	24,784	16,931	19,551
TOTAL CURRENT ASSETS	532,835	408,618	408,951
NON CURRENT ASSETS			
Infra, Property Plant & Equipment (Inc. WIP)	2,786,130	2,771,558	3,142,312
Inventories	65	65	21
Investment Property	6,975	6,975	7,380
Intangibles	2,704	2,704	2,377
Right Of Use Assets	799	1,136	1,037
TOTAL NON CURRENT ASSETS	2,796,673	2,782,438	3,153,127
TOTAL ASSETS	3,329,508	3,191,056	3,562,078
CURRENT LIABILITIES			
Trade and Other Payables	41,078	51,744	45,116
Trust Funds, Deposits and Other Liabilities	33,436	18,055	8,294
Unearned Income	21,228	22,886	0
Provisions	13,270	13,084	12,568
Interest-Bearing Loans and Borrowings	1,214	2,402	6,143
Lease Liability	640	640	531
TOTAL CURRENT LIABILITIES	110,866	108,811	72,653
NON CURRENT LIABILITIES			
Provisions	1,898	1,503	1,813
Interest-Bearing Loans and Borrowings	8,272	8,272	15,185
Lease Liability	508	508	521
Other Non Current Liabilities (Incl Trust Funds)	137	9,238	15,146
TOTAL NON CURRENT LIABILITIES	10,815	19,520	32,665
TOTAL LIABILITIES	121,681	128,332	105,317
NET ASSETS	3,207,827	3,062,724	3,456,760
EQUITY			
Accumulated Surplus	1,958,693	1,847,702	2,091,838
Reserves	1,249,134	1,215,022	1,364,921
TOTAL EQUITY	3,207,827	3,062,724	3,456,760

Balance Sheet - Comments

General:

The following comments relate to the balance sheet and the cash flow statement on page 12 and 15 respectively.

Current Assets:

Cash & Investments

Council's cash position (including Investments), as at 31 December 2021 was \$424.1m, which represents an increase of \$55.9m from the \$368.2m opening cash position as at 1 July 2021. Details of inflow and outflow of funds are detailed in the Cash Flow Statement on page 15.

	\$'000's	\$'000's
Cash at 1 st July 2021		\$368,179
Plus: Net Inflow/(Outflow) from operating activities	\$75,668	
Less Net Inflow/(Outflow) from Investing activities	(\$18,334)	
Less Net Inflow/(Outflow) from financing activities	(\$1,366)	
Net Increase/(decrease) in cash held		\$55,968
Cash and Investments on hand at 31 December 2021		\$424,147

Receivables:

Total receivables outstanding as at 31 December 2021 amounted to \$83.4m, which included rate debtors of \$77.1m. The total outstanding receivables comprised: -

Receivables	31 December 2021 (000's)	31 December 2020 (000's)
Rate Debtors	\$77,051	\$72,418
Infringements & Local Laws Debtors	\$5,583	\$5,259
Sundry & other debtors net of provision for doubtful debts	\$798	\$2,612
Total Receivables	\$83,432	\$80,289

Non-Current Assets:

Infrastructure, Plant & Equipment

The value of Council's property, plant & equipment has increased by \$14.57m from 30 June balance of \$2.772b. This increase is net of any addition of new assets offset by the depreciation charge for the YTD period.

Intangible Asset

The intangible assets of \$2.7m represent non-exclusive licence granted to Melton City Council by Department of Education and the Caroline Springs College for the use of CS College Creekside Campus and the Spring side Children's and Childcare facility built on DOE land and Kororoit Creek Learning Centre. The balance represents Council's contributions net of amortisations.

Current & Non-Current Liabilities:

Payables

Creditors have decreased by \$10.6m from the June 2021 balance of \$51.7m to \$41.1 at balance date. The outstanding payables amount varies from month to month depending upon the status of the accounts payable cycle.

Employee Benefits

Employee benefits represent current and non-current components of annual and long service leave liabilities at balance date. Current component of the liability being the amounts to be settled within the 12 months after the reporting period estimated at \$13.2m, with the non-current at \$1.9m. Any transfers to and from employee benefit will occur at year end.

Interest Bearing Liabilities:

Total loan liability as at 31 December 2021 is \$9.5m. Total repayment of borrowings as at 31 December is \$1.2m.

Working Capital and Liquidity:

The working capital ratio is used to assess Council's ability to meet current commitments and is derived by dividing current assets by current liabilities. The working capital ratio for the YTD period is 1:4.8. The after removing the impact of rate debtors is 1:4.1

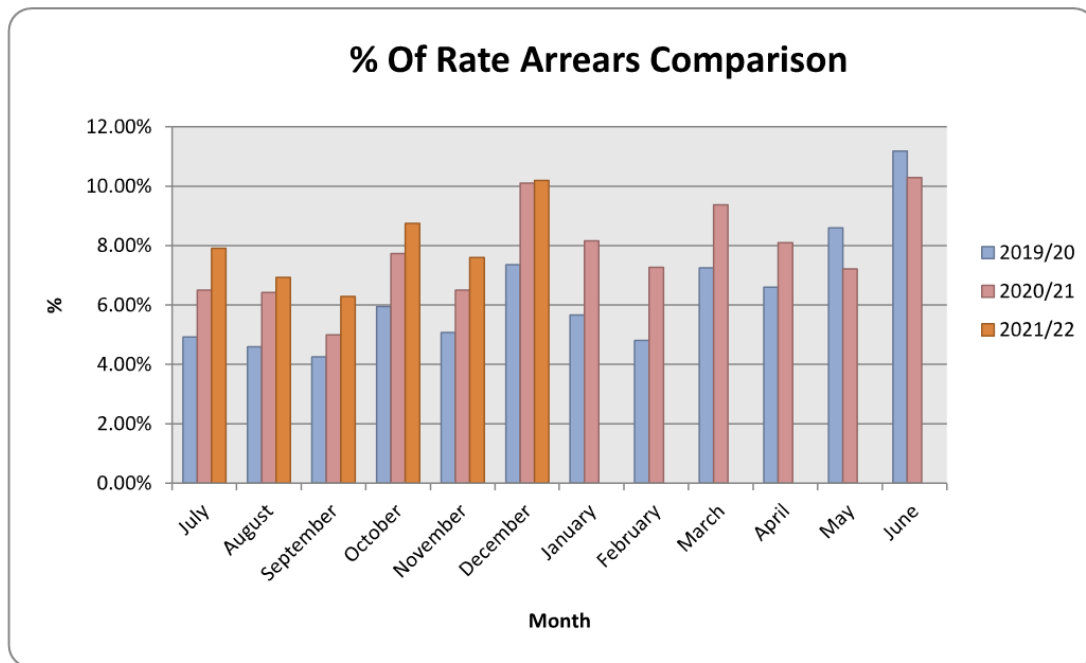
CASH FLOW STATEMENT	2021/2022	2020/2021	2021/2022
	Actuals	Last Year Actuals	Budget
	Dec-21 \$(000's)	Jun-21 \$(000'S)	Full Year \$(000's)
Cash Flow from Operating Activities			
Finance Report			
Rates and Charges	80,006	134,733	146,020
Statutory Fees and Fines	6,140	11,090	9,444
User Fees	4,659	9,802	11,049
Grants Income - Operating	14,351	38,396	32,290
Grants Income - Capital	1,031	17,098	9,720
Contributions - Monetary	37,821	33,000	96,942
Interest	867	2,125	2,930
Trust Funds and Deposits Taken	6,280	9,102	(2,038)
Other Revenue	2,439	23,210	4,343
Net GST Refund/Payment	3,625	17,564	313
PAYMENTS			
Employee Costs	(33,234)	(57,517)	(68,876)
Materials and Services	(39,819)	(83,706)	(93,147)
Other Payments	(8,499)	(4,280)	(170)
NET CASH FROM OPERATING ACTIVITIES	75,668	150,617	148,820
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for Acquisition of Non-Current Assets	(31,411)	(58,215)	(177,883)
Proceeds from Sale of Non-Current Assets	13,077	27,966	18,152
NET CASH FROM INVESTING ACTIVITIES	(18,334)	(30,249)	(159,731)
CASH FLOW FROM FINANCING ACTIVITIES			
Repayment of borrowings	(1,188)	(2,306)	(6,043)
Finance Costs	(178)	(494)	(646)
Proceeds from Borrowings	0	0	16,698
Interest Paid - Lease Liability	0	(25)	0
Repayment of Lease Liability	0	(364)	(674)
NET CASH FROM FINANCING ACTIVITIES	(1,366)	(3,189)	9,334
NET INCREASE/(DECREASE) IN CASH HELD	55,968	117,179	(1,577)
CASH POSITION			
Cash Balance at Beginning- as at 1st July	368,179	251,000	329,872
Cash Balance at End of Period	424,147	368,179	328,295

Analysis of Overdue Instalment Rate Debtors - 31 December 2021

(Excluding Fire Service Levy)

Overdue Rate Debtors	No of Properties	Debts Outstanding (\$)
<i>Owings</i>		
<i>Less Than \$1000</i>	7,300	3,404,448
<i>\$1000 to \$1999</i>	1,521	2,108,203
<i>\$2000 to \$4999</i>	1,430	4,500,987
<i>\$5000 to \$10,000</i>	421	2,834,857
<i>Greater Than 10,000</i>	180	3,234,593
Total	10,852	16,083,088

There are 1321 Properties in credit. Total Credit is \$1,324,111



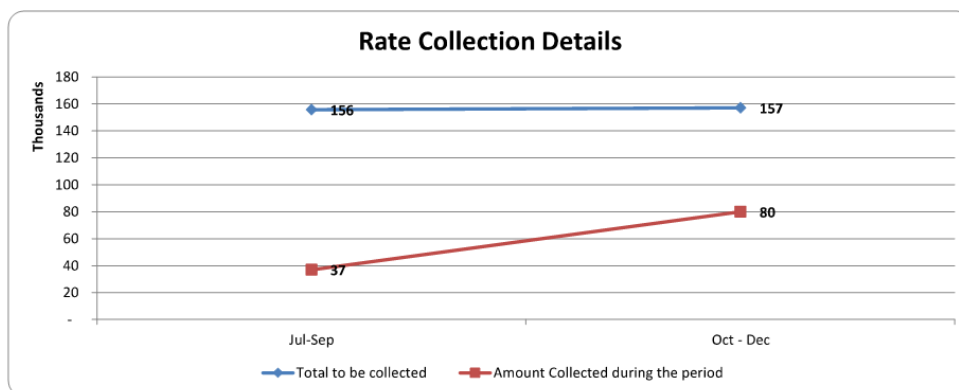
Summary of Overdue Rate Debt Arrears & Recovery Actions - December 2021

SUMMARY OF OVERDUE RATE DEBT ARREARS & RECOVERY AS AT 31 December 2021	NO OF PROPERTIES	RATE DEBTS OUTSTANDING \$000'S
Summons issued	100	789
Judgements issued	19	191
Summon for oral examinations issued	103	1,178
Legal arrangements	-	-
Other actions-Demand letter etc	67	465
Total Debt Recovery Action In Progress	289	2,623
Arrangements in place-Non legal	1,060	1,349
Properties with no recovery/arrangements in place	9,503	12,112
TOTAL	10,852	16,084

No of online COVID-19 Financial hardship applications received in December 2021	10
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**Rate Balances & Collection Details
2021-2022**

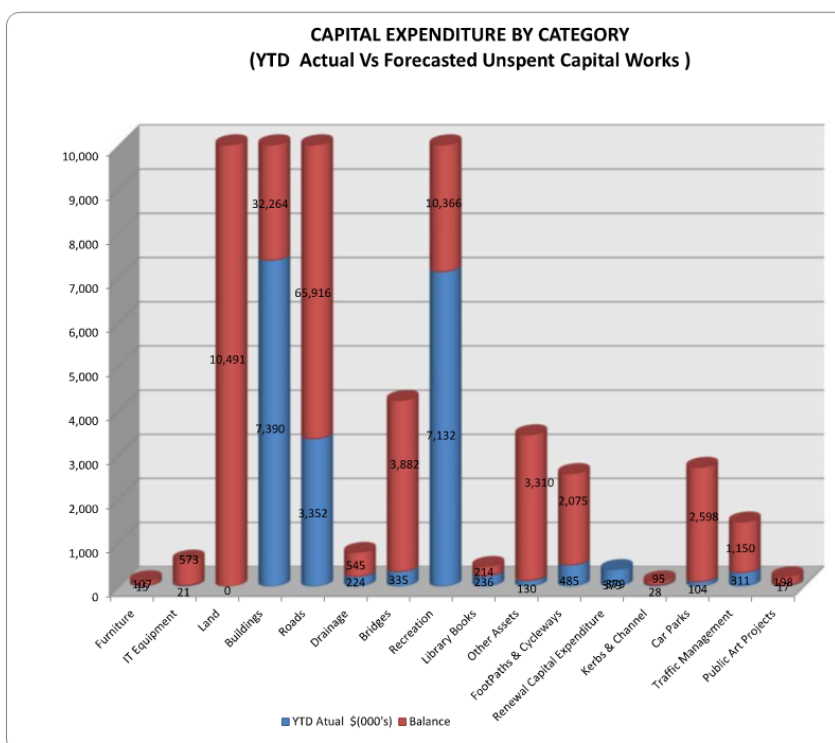
Rate Collection Details	Jul-Sep (\$'000)	Oct - Dec (\$'000)	Jan-March (\$'000)	Apr-June (\$'000)
Outstanding debtor balance as at 1 July	11,470			
Rates raised in 2021-2022	142,417			
Interest raised to date	141			
Rebates, adjustment and unallocated Pmts	(4,151)	439		
Supplementary rates raised	5,812	929		
Total to be collected	155,689	157,057		
Amount Collected during the period	37,008	80,006		
Balance to be collected	118,681	77,051		



CAPITAL EXPENDITURE BY CATEGORY

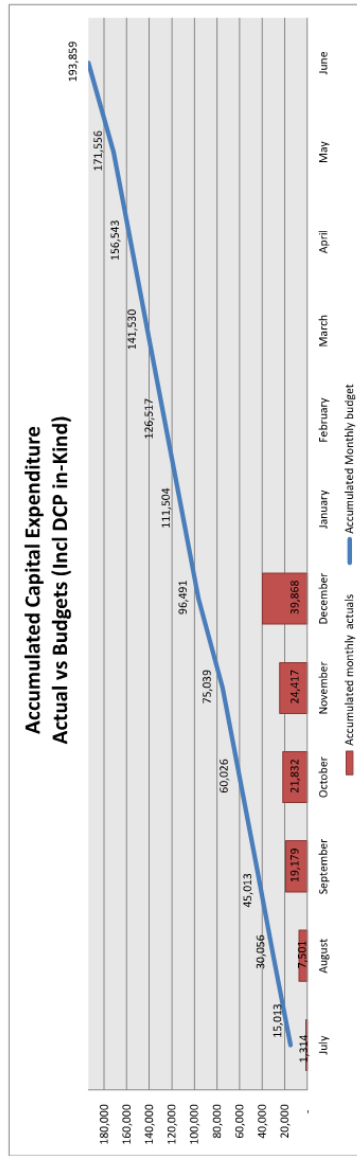
2nd Quarter Ended 31 December 2021
2021/2022 FINANCIAL YEAR

CAPITAL EXPENDITURE	YTD Actual	YTD Budget	YTD Variance	2021/22 Approved Budget	2nd Qtr Forecast	2nd Qtr Forecast Variance to Budget
	\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)
Furniture	15	61	46	122	87	35
IT Equipment	21	297	276	594	355	239
Land	0	5,245	5,245	10,491	1,014	9,477
Buildings	7,390	19,827	12,437	39,655	23,447	16,208
Roads	3,352	34,634	31,282	69,268	26,226	43,042
Drainage	224	385	161	769	717	52
Bridges	335	2,109	1,773	4,218	1,090	3,128
Recreation	7,132	8,749	1,617	17,498	20,897	(3,399)
Library Books	236	225	(11)	450	465	(15)
Other Assets	130	1,720	1,590	3,440	1,761	1,679
FootPaths & Cycleways	485	1,280	795	2,560	1,983	577
Renewal Capital Expenditure	379	0	(379)	0	504	(504)
Kerbs & Channel	28	62	34	123	163	(40)
Car Parks	104	1,351	1,247	2,703	4,204	(1,502)
Traffic Management	311	731	419	1,461	1,706	(245)
Public Art Projects	17	107	90	214	124	90
Total Capex Excl Capital DCP In Kind	20,159	76,783	56,626	153,565	84,744	68,822
Capital DCP in Kind	19,708	19,708	0	40,293	57,949	(17,656)
Total Capital Expenditure	39,868	96,491	56,624	193,859	142,693	102,825



MONTHLY ANALYSIS OF CAPITAL EXPENDITURE
2021/2022 FINANCIAL YEAR

CAPITAL EXPENDITURE	Total \$(000's)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
		\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)	\$(000's)
0602 - Furniture	15	0	0	1	0	2	12						
0603 - IT Equipment	21	22	1	(8)	6	0	(0)						
0604 - Land	0	0	0	0	0	0	0						
0605 - Buildings	7,390	576	3,091	1,398	422	808	1,095						
0606 - Roads	3,352	100	476	1,513	676	257	328						
0607 - Drainage	224	0	1	3	177	3	40						
0608 - Bridges	335	38	92	138	43	25	(1)						
0609 - Recreation	7,132	502	2,119	1,209	1,184	762	1,356						
0610 - Library Books	236	(1)	48	65	62	40	22						
0611 - Other Assets	130	(21)	0	50	3	97	0						
0613 - Footpaths & Cycleways	485	0	58	281	56	26	64						
0614 - Renewal Capital Expenditure	379	92	280	0	2	0	5						
0616 - Kerbs & Channel	28	0	0	20	7	0	0						
0617 - Car Parks	104	4	19	66	7	8	0						
0618 - Traffic Management	311	0	0	311	0	0	0						
0620 - Public Art Projects	17	0	0	0	8	6	3						
Total Capital Expenditure Excl Capital DCP In Kind	20,159	1,314	6,186	5,048	2,653	2,033	2,924	0	0	0	0	0	0
Capital DCP in Kind	19,708	0	0	6,630	0	553	12,526						
TOTAL CAPITAL EXPENDITURE	39,868	1,314	6,186	11,678	2,653	2,586	15,450	0	0	0	0	0	0



Capital Projects Report for the month of December 2021

Project	YTD Actuals	Council Adopted Budget plus Carry Forwards	Qtr 1 - Full year Forecast	Qtr 2 - Full year Forecast	Q2 Forecast Variance against Total Capital Budget	Total Funding Approved for 2021/22 Capital Projects (CF to 2022/23)	Estimated Project Expenditure of 2021/22 Capital Projects (incl of CF to 2022/23)	Percent of Budget Spent
Totals	20,159,183	173,883,775	138,453,807	84,744,596	70,204,905	80,390,709	165,135,305	
13118-Mt Atkinson East Community Hub (PY 13172)	108,930	12,199,226	12,199,226	6,176,025	4,023,191	6,023,191	12,199,226	
13082-Diggers Rest Community Pavilion and Oval No.	85,119	8,553,454	7,500,000	5,064,523	3,488,931	3,488,931	8,553,454	
03222-Bridge Road Extension	535,986	8,300,000	8,300,000	3,361,800	4,938,200	4,938,200	8,300,000	
03517-Melton Recycling Facility - Stage 2	45,019	7,548,000	4,250,000	4,250,000	3,298,000	3,065,311	7,315,311	
03170-Renewal Program - Sealed Roads (PY 08756)	365,806	6,584,634	6,584,634	1,500,000	84,634	5,084,634	6,584,634	
03908-PSP-Public Open Space Compensation	0	6,395,976	6,395,977	919,228	5,476,748	0	919,228	
08910-PR20 Cobblebank Indoor stadium	2,950,841	5,998,403	5,998,403	2,950,841	3,047,562	202,000	3,152,841	
13026-Taylor Rd/Westwood Dr - Signalised Intersec	628,418	5,275,458	900,000	700,000	4,575,458	4,507,500	5,207,500	
13150-PR58 Macpherson Park Redevelopment - Stage 2	699,842	5,190,800	140,000	1,158,110	4,032,690	0	1,158,110	
13089-Bridge Road Recreation Reserve-Community Pav	2,240	5,130,671	130,000	88,908	5,041,763	5,000,671	5,089,579	
03090-Unsealed Road Upgrades (PY13077)	130,770	5,073,922	3,216,500	5,073,922	0	0	5,073,922	
13022-Bulmans Road-West Melton - Urbanisation	82,066	4,794,670	1,620,000	500,000	3,500,000	4,294,670	4,794,670	
14007-Intersection - Greigs Road and Mt Atkinson R	0	4,581,652	4,581,652	2,500,000	0	2,081,652	4,581,652	
08846-Caroline Springs Blvd/Rockbank Middle Rd Sig	198,496	4,123,894	700,000	500,000	3,623,894	3,623,894	4,123,894	
08475-PR78 Plumpton Aquatic & Leisure Centre	0	4,000,000	4,000,000	0	1,333,320	4,000,000	4,000,000	
13122-Taylor Rd/Sinclair Rd - Signalised Intersec	84,456	3,808,354	453,342	334,028	3,474,326	3,408,351	3,742,379	
14008-Greigs Road North South Connector Road	0	3,692,601	3,692,601	0	1,230,855	3,692,601	3,692,601	
13091-Taylor Rd/Plumpton Road-Signalised Inters	106,688	3,530,000	400,000	332,551	3,197,450	3,197,450	3,530,000	
05159-Melton Recreation Reserve Pavilion Redevelop	0	3,300,000	900,000	0	3,300,000	3,200,000	3,200,000	
08770-Renewal Program - Building Components	257,938	3,174,184	3,080,184	1,500,000	94,000	1,674,184	3,174,184	
13117-Troups Rd South (Greigs to Boundary) - Road	40,391	2,900,000	2,900,000	5,000,000	-2,100,000	0	5,000,000	
13078-Brooklyn/Station Rd-Signalised Intersection/	410,162	2,814,822	600,000	582,375	2,232,448	2,214,822	2,797,197	
08871-Hume Drive Stage 2-Caldar Park Dr- Gourelay R	7,100	2,472,954	2,472,954	100,000	2,372,954	2,372,954	2,472,954	
08847-Caroline Springs Blvd/The Crossing-Signalise	243,826	2,400,000	300,000	320,000	2,080,000	0	320,000	
13143-Unsealed Car Parks Upgrade - Various	63,584	2,386,260	2,386,260	2,386,260	0	0	2,386,260	
14006-Intersection - Hopkins Rd and Neale Road	0	2,337,961	2,337,961	0	2,337,961	2,337,961	2,337,961	
13083-Silverdale Estate - Sound Walls	25,916	2,080,000	2,080,000	0	2,080,000	0	0	
13015-Pedestrian Level Crossing Upgrades	0	2,050,000	2,050,000	500,000	683,328	1,550,000	2,050,000	
13074-Sinclair Road, Deanside - Bridge Construct	196,547	2,000,000	600,000	400,000	1,600,000	1,600,000	2,000,000	
08607-Burnside Heights Recreation Reserve Upgrades	253,587	1,983,045	1,850,000	1,400,001	583,044	86,925	1,486,925	
13133-Taylor Rd Duplication & Int Upgrade of Gour	56,070	1,965,500	300,000	300,000	1,665,500	1,665,500	1,965,500	
06013-PR16 - Renewal of Synthetic Playing Surfaces	1,364,641	1,908,783	1,908,783	2,238,377	-329,594	0	2,238,377	
13127-Taylor Hill Youth & Community Ctr- Ext & Up	76,433	1,900,744	1,700,000	910,744	990,000	990,000	1,900,744	
08906-Macpherson Park - Unsealed Car Park	40,840	1,818,048	971,208	1,818,048	0	0	1,818,048	
13129-Western Region Emergency Network Warehouse	851,365	1,740,844	1,740,844	1,730,844	10,000	0	1,730,844	
13128-Alfred Rd, Cobblebank-Rd Construction (Contr	0	1,500,000	1,500,000	1,500,000	499,995	0	1,500,000	
08711-Diggers Rest Community Cen/BURRS -Improve to	0	1,432,500	1,432,500	955,005	477,495	477,495	1,432,500	
13121-Arnolds Creek Children & Youth Centre 3r	803,502	1,374,500	1,374,500	1,304,758	69,742	0	1,304,758	
13035-Shogaki Drive, Cobblebank Road Construction	0	1,350,000	1,350,000	0	1,350,000	1,350,000	1,350,000	
03140-PR28 - Footpath Renewal Program	291,053	1,347,865	1,347,865	750,000	-17,810	597,865	1,347,865	
13076-PR89 Solar Retrofit Program	1,873	1,340,906	1,340,906	1,230,906	110,000	30,000	1,260,906	
13116-Parks Development Program	669	1,218,177	695,677	477,346	740,831	0	477,346	
13062-Road Safety Project - Creamery Road, Toolem	9,851	1,200,000	1,200,000	1,200,000	0	0	1,200,000	
05409-Brookside Pavilion redevelopment	1,145,087	1,186,800	1,186,800	1,189,120	-2,320	0	1,189,120	
14010-Intersection - North South Local Access Stre	0	1,135,978	1,135,978	757,321	378,657	378,657	1,135,978	
08892-PR48 Eynesbury Sporting Facility	92,951	1,089,437	600,000	463,997	625,440	200,000	663,997	
14004-Cobblebank Community Pavilion and Grandstand	0	1,000,000	1,000,000	0	1,000,000	0	0	
03732-Major Traffic Management Upgrade Program	311,042	925,708	789,090	925,708	0	0	925,708	
13068-Eynesbury Station Early Learning Centre	23,929	815,000	31,254	31,429	783,571	0	31,429	
13020-Taylor Rd (West Botanical Dr to West City V	0	793,000	793,000	0	793,000	793,000	793,000	
03721-Traffic Management Devices Program	0	780,000	300,000	780,000	0	0	780,000	
03110-Shared Path Construction Program	193,607	764,679	764,679	574,323	190,356	0	574,323	
08090-Black Knight Way Park Revitalisation	19,963	630,000	1,263,311	153,299	476,701	476,701	630,000	
02033-Annual IT Device Replacement	0	594,000	500,000	333,335	260,665	260,665	594,000	
13086-Cobblebank Community Pavilion and Grandstand	0	500,000	500,000	500,000	0	0	500,000	
03124-New Footpaths Construction Program	0	477,261	477,261	318,177	159,084	0	318,177	
14012-Rondabout - Minns Road and Coburns Road	0	470,002	470,002	313,336	156,666	0	313,336	
02305-Library Collection	236,279	450,000	450,000	460,953	-10,953	0	460,953	
07035-PR48 Female Change Room Upgrade	6,640	440,500	440,500	0	440,500	0	0	
14005-Diggers Rest Rec Reserve - Cricket net relocation	0	430,000	407,498	340,000	90,000	0	340,000	
08091-Centenary Park Revitalisation	12,239	430,000	334,740	100,241	329,759	127,000	227,241	
05142-Hillside Recreation Pavillion Refurbishment	736,781	425,810	4,776,876	3,495,744	-3,069,934	0	3,495,744	
13000-Public Art Installation	9,000	406,274	153,016	111,011	295,264	10,715	121,726	
08727-Renewal Program - Tennis/Netball Courts	800	401,372	301,829	51,486	349,886	249,543	301,029	
13146-Springside Recreation Reserve	0	362,545	362,545	241,699	120,846	0	241,699	
13016-Banchory Green in Banchory Park Rejuvenation	3,000	350,000	350,000	200,000	150,000	150,000	350,000	
08729-Roadside Hazard Safety Improvements Program	800	349,381	186,525	0	349,381	349,381	349,381	
08713-Renewal Program - Netball Courts	13,730	314,077	200,000	147,064	167,013	114,077	261,141	
08726-Drainage Infrastructure Program	175,638	308,972	180,750	308,972	0	0	308,972	
14002-Pound Redevelopment Program	0	300,000	300,000	300,000	0	0	300,000	
08021-Caroline Springs Community Facility	0	275,000	275,000	183,335	91,665	0	183,335	
08826-Moretton Homestead: Taylors Hill YCB	0	265,000	265,000	176,668	88,332	0	176,668	
06017-Renewal Program - Irrigation Systems	5,839	257,500	257,500	257,500	0	0	257,500	
06003-PR71 - Open Space Structures Renewal Program	-430	250,631	250,202	250,202	429	0	250,202	
05167-Renewal Program - Sportsground Furniture	36,924	249,397	181,444	140,720	108,677	108,677	249,397	
07033-Renewal Program - Public Conveniences replac	0	249,130	249,130	249,130	0	0	249,130	
13131-Sporting Ground Upgrade	214,945	243,555	243,555	376,255	-132,700	0	376,255	
03252-Water Sensitive Urban Design Program	0	243,049	138,337	100,000	143,049	0	100,000	
10001-Sports Pavilion Kitchen Upgrade Program	995	236,671	237,666	237,666	-995	0	237,666	
13088-Melton Community Pavilion	18,190	227,137	900,000	150,000	77,137	60,000	210,000	
13144-Female Friendly Changeroom Project-Melton St	14,150	200,000	200,000	200,000	0	0	200,000	
13145-Female Friendly Changeroom Projects - Mt Car	5,250	200,000	200,000	137,416	62,584	0	137,416	
	5,861,822	77,101	7,318,344	8,173,881	-9,463,770	355,532	8,529,413	

Summary of Major Proposed Carry Forwards to 2022/23	2nd QTR Proposed Carry Forward	Explanation
13118-Mt Atkinson East Community Hub (PY 13172)	6,023,191	The project spans multiple financial years. The project has been delayed but has commenced and construction will be completed in 2022-23.
03170-Renewal Program - Sealed Roads (PY 08756)	5,084,634	Delivery of the project has been delayed and will be completed in 2022/23.
13089-Bridge Road Recreation Reserve-Community Pav	5,000,671	The master plan for the reserve is currently being reviewed prior to design commencing on the project. Construction will occur in 2022/23.
03222-Bridge Road Extension	4,938,200	The project spans multiple financial years. The project has been tendered and construction will likely commence March with the majority of construction occurring in 2022/23.
13026-Taylors Rd/Westwood Dr - Signalised Intersec	4,507,500	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23.
13022-Bulmans Road, West Melton - Urbanisation	4,294,670	Project will not be delivered this FY. Project was originally scheduled for commencement in September 22. Budgeting of project finances didn't take this into account.
08475-PR78 Plumpton Aquatic & Leisure Centre	4,000,000	Land acquisition won't occur this FY.
14008-Greigs Road-North South Connector Road	3,692,601	Developer delivered project that is likely to occur in 2022/23.
08846-Caroline Springs Blvd/Rockbank Middle Rd Sig	3,623,894	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23.
13082-Diggers Rest Community Pavilion and Oval No.	3,488,931	The project spans multiple financial years. The project has commenced with \$5m forecast Q2 2021/22 then balance in 2022/23.
13122-Taylors Rd/Sinclair Rd - Signalised Interse	3,408,351	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23.
05159-Melton Recreation Reserve Pavilion Redevelop	3,200,000	Project is in the design phase and has been delayed due to scoping and land title issues. \$3.2M carry forward required next FY. Construction won't begin until after July 22.
13091-Taylors Road/Plumpton Road-Signalised Inters	3,197,450	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this financial year with the majority of construction occurring in 2022/23.
03517-Melton Recycling Facility - Stage 2	3,065,311	The project spans multiple financial years. The project has commenced but will not be completed in the current FY. Carried forwards funds are required to complete the project in 2022/23.
08871-Hume Drive Stage 2-Calder Park Dr - Gourlay R	2,372,954	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23.
14006-Intersection - Hopkins Rd and Neale Road	2,337,961	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23.
13078-Brooklyn/Station Rd-Signalised Intersection/	2,214,822	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23.
14007-Intersection - Greigs Road and Mt Atkinson R	2,081,652	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23.
08770-Renewal Program - Building Components	1,674,184	Carry forward required to complete programed works in 2022/23.
13133-Taylors Rd Duplication & Int Upgrade of Gour	1,665,500	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23 and 2023/24.
13074-Sinclair Road, Deanside - Bridge Construct	1,600,000	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23 and 2023/24.
13015-Pedestrian Level Crossing Upgrades	1,550,000	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated. The project will be tendered later this year with the majority of construction occurring in 2022/23.
13035-Shogaki Drive, Cobblebank Road Construction	1,350,000	Land acquisition won't occur this FY.

Summary of Major Variances - Budget to 1st QTR Forecast	Variance Budget to 2nd QTR Forecast	Explanation
03908-PSP-Public Open Space Compensation	5,476,748	Council is projected to recognise an external apportionment for the value of DL_LA_01 Taylors Road as part of the subdivision from Sienna Estate in the Taylors Hill PSP.
13089-Bridge Road Recreation Reserve-Community Pav	5,041,763	The master plan for the reserve is currently being reviewed prior to design commencing on the project. Construction will occur in 2022/23.
03222-Bridge Road Extension	4,938,200	The project spans multiple financial years. The project has been tendered and construction will likely commence March with the majority of construction occurring in 2022/23.
13026-Taylors Rd/Westwood Dr - Signalised Intersec	4,575,458	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
13150-PR98 Macpherson Park Redevelopment - Stage 2	4,032,690	Soccer Pavilion to be completed 30 June. Carry forwards funds required to complete the remaining stage 2 works in 2022/23
13118-Mt Atkinson East Community Hub (PY 13172)	4,023,191	Project spans multiple financial years and was profiled incorrectly across 2021 - 2023.
08846-Caroline Springs Blvd/Rockbank Middle Rd Sig	3,623,894	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
13022-Bulmans Road, West Melton - Urbanisation	3,500,000	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
13082-Diggers Rest Community Pavilion and Oval No.	3,488,931	Project spans multiple financial years and was profiled incorrectly across 2021 - 2023.
13122-Taylors Rd/Sinclair Rd - Signalised Interse	3,474,326	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
05159-Melton Recreation Reserve Pavilion Redevelop	3,300,000	Project is in the design phase and has been delayed due to scoping and land title issues.
03517-Melton Recycling Facility - Stage 2	3,298,000	Project delayed due to changed delivery methodology brought about by project being over budget.
13091-Taylors Road/Plumpton Road-Signalised Inters	3,197,450	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
08910-PR20 Cobblebank Indoor stadium	3,047,562	Project is complete. Remaining funds not required.
08871-Hume Drive Stage 2-Calder Park Dr - Gourlay R	2,372,954	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
14006-Intersection - Hopkins Rd and Neale Road	2,337,961	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
13078-Brooklyn/Station Rd-Signalised Intersection/	2,232,448	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
08847-Caroline Springs Blvd/The Crossing-Signalise	2,080,000	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
13083-Silverdale Estate - Sound Walls	2,080,000	Project delayed due to Quantity Surveyor report coming in significantly higher than the budget.
13133-Taylors Rd Duplication & Int Upgrade of Gour	1,665,500	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
13074-Sinclair Road, Deanside - Bridge Construct	1,600,000	The project spans multiple financial years. The project is quite complex and currently in the design stage which is taking longer than anticipated.
13035-Shogaki Drive, Cobblebank Road Construction	1,350,000	Land acquisition won't occur this FY.
14008-Greigs Road-North South Connector Road	1,230,855	Project being delivered by developer.
13117-Troups Rd South (Greigs to Boundary) - Road	-2,100,000	Whole of Life project cost is likely \$5.8m. Q2 Forecast: See council report for contractor award regarding finances.PM - \$5,265,317 EXCL GST Contractor Award.
05142-Hillside Recreation Pavilion Refurbishment	-3,069,934	Hillside Pavilion project due to finish January / Feb - no carry forward. Currently over budget and a number of variation still under review.

12.4 PLANNING APPLICATION PA 2020/7146/1 - USE AND DEVELOPMENT OF THE LAND FOR A RESIDENTIAL VILLAGE AND ASSOCIATED REMOVAL OF NATIVE VEGETATION AT 13-15 DIGGERS REST-COIMADAI ROAD AND 23 TAME STREET, DIGGERS REST

**Author: Simon Temple - Principal Planner
Presenter: Bob Baggio - Manager Planning Services**

PURPOSE OF REPORT

To consider amended plans in relation to the above planning application.

RECOMMENDATION:

That Council advise the Victorian Civil and Administrative Tribunal (VCAT) that it in principle supports the amended plans submitted for the proposed development subject to the conditions.

Motion

Crs Carli/Deeming.

That Council advise the Victorian Civil and Administrative Tribunal (VCAT) that it continues to oppose the amended proposal and plans submitted for the proposed development for the following reasons:

1. The development is considered too intense and does not provide for a respectful interface with the green wedge zoned land adjoining the site.
2. The development represents disorderly planning because it does not provide for the future development of the balance of the land.
3. It is not clear how the vacant land south of Tame Street will be used and developed in future, and how separate emergency access will be achieved to and from the site.
4. The proposal is not considered to be an appropriate site responsive design that adequately addresses the opportunities and constraints of the subject land or respects the existing and preferred neighbourhood character of the area and will result in a poor outcome in terms of urban design and presentation to the streetscape.

CARRIED

Cr Majdlik called for a division thereby setting aside the vote.

For:

Crs Abboushi, Carli, Deeming, Kesic, Majdlik, Ramsey, Shannon, Turner and Vandenberg

Against:

Nil

The Mayor declared the Motion **CARRIED UNANIMOUSLY**

REPORT**1. Background****Executive Summary**

Applicant:	Prime Equity Group Pty Ltd
Proposal:	Use and development of the land for a Residential Village
Existing Land Use:	Vacant
Zone:	General Residential Zone (Schedule 1)
Overlays:	Melbourne Airport Environs Overlay (Schedule 2)
Number of Objections:	39 (including a petition)
Key Planning Issues:	Reduction in the number of dwellings Consent to the amended plans from Melbourne Airport Proper and orderly planning (balance of the land) Layout/urban design
Recommendation:	Support the amended plans and consent to a planning permit being issued by VCAT subject to conditions.

The Land and Surrounding Area

The subject site consists of two separate, adjacent land parcels known as Lot 2 on Plan of Subdivision PS620952J and Lot 2 on Plan of Subdivision PS428824Q. Lot 2 on Plan of Subdivision PS620952J (13-15 Diggers Rest-Coimadai Road) is located on the southern side of Diggers Rest-Coimadai Road, is irregular in shape and has a total area of 43.4 hectares. Lot 2 on Plan of Subdivision PS428824Q (23 Tame Street) is located at the southern end of Tame Street, is irregular in shape and has a total area of 1.1 hectares.

The surrounding area can be characterised as a mix of rural and residential land use and development. The adjoining land to the north-east contains established residential development in the form of single storey detached brick, weatherboard and colourbond clad dwellings with concrete tiled and colourbond clad roofing along both sides of Tame Street. The Diggers Rest Railway Station is located approximately 180 metres east of the subject land while the Sunbury to Melbourne railway line abuts the eastern boundary of the subject land.

The land further north on the opposite side of Diggers Rest-Coimadai Road also contains established residential development comprising single and double storey detached brick dwellings that form part of the St Genevieve estate. The adjoining land to the south consists of vacant rural land. The adjoining land to west contains two single storey detached dwellings with associated outbuildings and structures in conjunction with the use of the land for rural residential purposes.

The adjoining land to the north-west contains eighteen detached single storey dwellings fronting Diggers Rest-Coimadai Road known as former Diggers Rest Army Housing Estate and Administration Building.

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

The Application

Background

Planning Application PA2020/7146/1 was considered by Council at its Ordinary Meeting on 28 June 2021 where it resolved to refuse the application (in accordance with the Planning Officer's recommendation) 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 (including Council's Municipal Strategic Statement and Council's Housing Diversity Policy) 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.
 - 1.
3. The proposal fails to satisfy the objectives and standards of Res Code pursuant to Clause 55 of the Melton Planning Scheme in relation to neighbourhood character, residential policies relating to housing and secluded private open space.
4. The proposed development in terms of its built form, scale, visual bulk, lack of visual separation between dwellings, intensity and materials is 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.

On 3 August 2021, the applicant lodged an application for review with the Victorian Civil and Administrative Tribunal (VCAT) against Council's decision to issue a Notice of Refusal to Grant a Planning Permit for the proposed use and development.

A Compulsory Conference (mediation hearing) was held before VCAT on 27 October 2021 involving the applicant, Council, objectors and a representative of the Melbourne Airports Corporation.

At this Compulsory Conference, the applicant was directed by VCAT to prepare and circulate to all parties by 14 January 2022, an amended set of plans for the proposed development and an updated traffic assessment addressing the access and egress arrangements from Diggers Rest-Coimadai Road to the proposed development for discussion by all parties at a further Compulsory Conference scheduled on 31 January 2022.

At the Compulsory Conference held on 31 January 2022, the objectors were given the opportunity to comment on and raise any issues or concerns with the amended plans and traffic assessment report. The objectors advised the Compulsory Conference that they were satisfied that the vacant land at the end of Tame Street would no longer be developed as part of this proposal and that the pedestrian and emergency vehicle access points were also removed and relocated away from this property due to their previous concerns that Tame Street would turn into a thoroughfare. The objectors are also aware that any development of the Tame Street property in the future would be subject to a separate planning application.

The other matters raised by the objectors were the lack of green space (public open space) and recreation facilities for residents and visitors of the residential village and concerns about traffic along Diggers Rest Coimadai Road and, in particular, trucks frequently using the section of the road adjacent to the subject land despite load limit signs being displayed.

The objectors were advised at the Compulsory Conference that the proposal is for a private residential development and not a residential subdivision of the land so there is not a requirement under the Melton Planning Scheme for public open space to be provided for the proposed development. However, communal recreational facilities will be provided for residents and visitors to the proposed residential village and the amended plans now including seating (various locations) and a playground in the north-east corner of the communal recreation area at the request of the objectors to meet the needs of residents and visitors of the residential village.

The concerns in relation to trucks and other heavy vehicles travelling along Diggers Rest Coimadai Road adjacent to the subject land were acknowledged. However, it was considered that this issue did not directly relate to traffic matters relating to the proposed development was a separate matter that needed to be raised with Council's Engineering (Traffic and Transport) Department.

The matter is now scheduled for a further Compulsory Conference at VCAT on 11 March 2022 at 9am.

Amended Plans

The applicant has submitted amended plans and a traffic assessment to Council for the proposed use and development of the land for a Residential Village.

Details of the changes to the proposal as summarised as follows:

- A reduction in the total number of dwellings from 333 to 286.
- The property at 23 Tame Street has been removed from the application and will no longer be developed as part of this proposal.
- The layout amended to ensure dwellings are oriented to front site boundaries and internal roads
- Dwellings amended to have a minimum individual area of 250 square metres.
- A double garage added to Type A dwellings
- The extent of footpaths amended and double footpaths (one on each side) removed from secondary internal roads within the development.
- The location and types of boundary fencing amended and a new fence (post & wire) added.
- Location of emergency egress only amended to the north-east corner of the subject land.

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

Planning Controls

Zone	(Clause 32.08 – General Residential Zone)	A permit is required to use and develop land for a Residential Village (Accommodation).
Overlays	(Clause 45.08 – Melbourne Airport Environs Overlay (Schedule 2))	A permit is required to use and develop land for a Residential Village (Accommodation).
Particular Provisions	(Clause 52.06 – Car Parking)	<p>One car space for each one- or two-bedroom dwelling, two car spaces for three or more bedroom (including studies as separate rooms) and zero car spaces for visitors to every five dwellings for developments of five or more dwellings. The subject land is located within the Principal Public Transport Network.</p> <p>A total of 415 car spaces are required and 572 car spaces provided in the form of double garages and single garages with tandem car spaces.</p> <p>A total of 91 visitor car spaces are provided on the subject land.</p>

	(Clause 52.17 – Native Vegetation)	<p>A permit is required to remove, destroy, or lop native vegetation.</p> <p>The subject site is located in the Metropolitan Strategic Assessment (MSA) and covered by the Biodiversity Conversation Strategy (BCS) which means that an offset is not required to be provided for the removal of any native vegetation from the land.</p> <p>However, an assessment by a suitable qualified ecologist, addressing the requirement of the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017). A Biodiversity Assessment Report prepared by a suitably qualified ecologist has been submitted to Council as part of this application.</p>
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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; however, the land is affected by an agreement pursuant to Section 173 of the Planning and Environment Act 1987. The agreement contains several obligations relating to applications for the residential subdivision of the land and restricts the minimum residential lot size to 0.2 hectares (2,000 square metres) per lot.

The proposal does not breach any of the requirements of the agreement as the application is for a residential use and development of the subject land and is not a residential subdivision.

Is the land of Cultural Heritage Sensitivity?

The land is considered to be of cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2007*; and an approved Cultural Heritage Management Plan (No. 14247 approved 17 November 2020) has been submitted with the planning application.

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.

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

3.3.2 Advocate for and support the development of diverse and affordable housing options

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application

Council previously undertook public notification of the application by mail to the owners and occupiers of adjoining and surrounding properties and a sign displayed on the land. At the completion of the public notification, Council received 39 objections including a petition containing 54 signatures and an objection from Melbourne Airport Corporation who received notification of the application under Clause 45.08-6 of the Melton Planning Scheme. One submission in support of the proposal was also received.

The grounds of objection may be summarised as follows:

- Insufficient infrastructure to accommodate the proposed development.
- The proposal will have an adverse impact on traffic in the area.
- Tame Street will be used to provide vehicle access to the proposed development.
- The proposal is inconsistent with the purpose of the General Residential Zone and the Melbourne Airport Environs Overlay.
- The proposal is contrary to the state planning policies in relation to Planning for Airfields and Airports (Clause 18.04-1S) and Melbourne Airport (Clause 18.04-1R).
- The proposal is inconsistent with the purpose and decision guidelines of the Melbourne Airport Environs Overlay (Schedule 2).
- The proposal does not meet the legal definition for a Retirement Village.
- The proposal is inconsistent with the neighbourhood character of the area.
- Lack of provision of active and passive open space for residents of the village.
- The proposal will result in an increase in crime and drugs.

Referral of the application

The amended plans and traffic impact assessment report have been referred to a number of Council Departments for comment and advice. The amended plans were also required to be referred to the Department of Transport which is a determining referral authority in this case. Department of Transport has advised Council, VCAT and all other parties that it has no objections to the amended plans.

5. Issues

Planning Assessment

The changes made to the plans for the proposed residential village compared to those previously considered by Council at its Ordinary Meeting on 28 June 2021 are summarised as follows

- The total number of dwellings has been reduced from 333 to 286.
- The property at 23 Tame Street has been removed from the application and will no longer be developed as part of this proposal. Access for pedestrians and emergency services vehicles has been re-located away from the southern end of Tame Street further west along the northern boundary of the proposed residential village.
This change was made to address previous concerns raised by objectors that Tame Street would be used as thorough fare for residents and visitors to the proposed development.
- The layout revised to reflect the reduction in the number of dwellings and changes to the orientation of dwellings along the northern boundary, section south of Tame Street, southern boundary (interface with the balance of the subject land) of the development site and side boundaries of dwellings adjoining the main road (boulevard) into the proposed residential village to address concerns previously raised by Council's City Design Department.

- Dwellings amended to have a minimum individual area of 250 square metres and a double garage added to Type A dwellings
- The extent of footpaths amended and double footpaths (one on each side) removed from secondary internal roads within the development.
- The location and types of boundary fencing amended and a new fence (post & wire) added along the western boundary of the proposed development to address concerns previously raised by Council's City Design Department.

Council's City Design Department has raised the following concerns in relation to the amended plans:

- The residential density of the proposal is still considered to be too high due to the location of the subject land on the southern edge of Diggers Rest and its interface with green wedge land to the south and west of the site.
- The density of the proposal is also inconsistent with the intent of the Section 173 Agreement registered on the Certificate of Title for the subject land which envisages a lower residential density of 1 dwelling per 2,000 square metres (0.2 hectares).
- The amended proposal does not resolve concerns raised previously in relation to how access to and the use and development of the balance of the subject land will occur given the northern portion of the site will be occupied by a private residential development that will only be accessible to residents and visitors of the village and not the broader community.
- Lack of sufficient landscaping opportunities along the internal streets of the proposed residential village with streetscape landscaping limited to one side of the main road (boulevard) only and no streetscape landscaping along the secondary or internal roads with the majority of streetscape landscaping provided within the front yard area of dwellings (one side only) or within very constrained nature strips.
- The partial retention of 'back of house' arrangements for four dwellings along part of the northern boundary south of Tame Street and the solid fencing along the northern boundary of these dwellings.
- The layout of these four dwellings in the north-east corner of the development site should be modified to front an internal road and the fencing replaced by the Type B fencing shown along the majority of the northern boundary of the development site.
- The dual fronted dwellings proposed in the south east corner of the development site re-oriented to front the existing drainage reserve to the east.
- The change to the Type A Dwellings involving the replacement of a single garage and tandem car space with a double garage is not supported as it will result in the double garage becoming the dominant element of each dwelling. It is recommended that the previous car parking arrangement (single garage and single car space in tandem arrangement) be reinstated.

The concerns in relation to the residential density of the proposed residential village are acknowledged. However, the amended plans for the proposal will result in a further reduction in residential density on land that is zoned for residential purposes and located in proximity to the Diggers Rest Railway Station and other community infrastructure and services.

While the Section 173 Agreement affecting the land envisages a residential density of one dwelling per 2,000 square metres (0.2 hectares), the agreement and all its obligations relate to the residential subdivision of land only. This proposal only seeks to develop the land for the purposes of a residential village and does not propose to subdivide the land.

Furthermore, Melbourne Airport advised Council, VCAT and the objectors at the recent Compulsory Conference that it has withdrawn its objection to the proposed development subject to conditions restricting the number of dwellings on the development site to no more than 286 and requiring all dwellings to incorporate noise attenuation measures in accordance with Section 3 of Australian Standard AS 2021-2015, Acoustics - Aircraft Noise Intrusion - Building Siting and Construction.

The concerns raised in relation to access and the future use and development of the balance of the land could be addressed by requesting the developer to prepare an Overall Development Plan (ODP) detailing the future use, development and road access arrangements for the balance of the subject land. Alternatively, Council could enter into a Section 173 agreement with the owner of the land requiring an Overall Development Plan (ODP) to be prepared for the balance of the land.

This and all of the remaining concerns raised by Council's City Design Department can be addressed as conditions of any planning permit issued at the direction of VCAT for the proposed residential village should Council resolve consent to the amended plans for the proposed development.

Council's Engineering (Infrastructure Planning and Traffic and Transport) Department have reviewed the amended plans and commented that the plans have not addressed its previous concerns requiring a footpath to be provided on at least one side of all roads including local roads due to safety concerns for the residents and visitors of the proposed residential village.

The other concerns raised (cross intersection road treatments, traffic calming measures and intersection works to Diggers Rest Coimadai Road) by Council's Engineering Department can be addressed as conditions of a planning permit should Council resolve to support the amended plans and consent to a planning permit being issued by VCAT for the proposed development.

6. Options

Council can either advise VCAT and all other parties that it supports the amended plans subject to conditions or advise VCAT that it does not support the amended plans and the matter should proceed to a full merits hearing which is currently scheduled for 23-27 May 2022.

7. Conclusion

The amended plans have 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 amended plans for the proposed development are an improvement and have addressed the majority of concerns previously raised by Council in relation to the layout and design of the proposed use and development. Concerns raised by Council's City Design and Engineering Departments in relation to the amended plans for the proposed use and development can be addressed as conditions of the permit to be issued at the direction of VCAT.

It is also noted that Melbourne Airport Corporation no longer objects to the proposed development and have now consented to the proposal based on the amended plans subject to conditions outlined earlier in the report.

Accordingly, it is recommended that Council support the amended plans submitted for the proposed residential village and consent to a planning permit being issued at the direction of VCAT subject to conditions including a requirement for an Overall Development Plan (ODP) to be prepared for the balance of the land or Council entering into a Section 173 agreement with the owner of the land for the preparation of an Overall Development Plan (ODP) for the balance of the land.

LIST OF APPENDICES

1. Appendix 1 - Locality Map for 13-15 Diggers Rest-Coimadai Road Diggers Rest - 7 March 2022 Meeting
2. Appendix 2 - Amended Development Plans - Residential Village - 13-15 Diggers Rest Coimadai Road Diggers Rest (PA2020-7146-1)
3. Appendix 3 - Assessment (Amended Plans) against Planning Scheme - PA2020-7146-1 (13-15 Diggers Rest Coimadai Road Diggers Rest)

Item 12.4 Planning Application PA 2020/7146/1 - Use and development of the land for a Residential Village and associated removal of Native Vegetation At 13-15 Diggers Rest-Coimadai Road and 23 Tame Street, Diggers Rest

Appendix 1 Appendix 1 - Locality Map for 13-15 Diggers Rest-Coimadai Road Diggers Rest - 7 March 2022 Meeting

No:	PA 2020/7146/1
Address:	13-15 Diggers Rest-Coimadai RD Diggers Rest Vic 3427
Proposal:	Use and development of land for a Residential Village and associated removal of Native Vegetation.
Ward:	Watts

	Subject Site	14/02/2022	
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PLANNING PERMIT APPLICATION

Proposed Residential Village

13-15 Coimadai Road, Diggers Rest

Project No. 20016

February 2022 - REV C

TP.00 REV C Cover Sheet & Drawing List

~~TP.01 REV A Site Context & Analysis Plan~~

TP.02 REV C Site Masterplan

TP.03 REV C Site - Fence Plan

TP.10 REV B Typical Movable Dwelling Floor Plans

TP.11 REV B Typical Movable Dwelling Unit Elevations

~~TP.20 Clubhouse Floor Plan~~

~~TP.21 Clubhouse Elevations~~

~~TP.22 Clubhouse Elevations~~

~~TP.23 Clubhouse External Finishes/ Materials/ Colours~~

Development Data	
Subject Site Area	= 44.9 ha
Subject Development Area	= 13.76 ha
Number of Unregistrable Movable Dwelling Sites	= 286
Development Coverage (Based on max. typical dwelling size)	= 38,172m ² (27%)
Development Permeability (Based on max. typical dwelling size)	= 50,928m ² (37%)
Community Centre Floor Area	= 1,136m ²

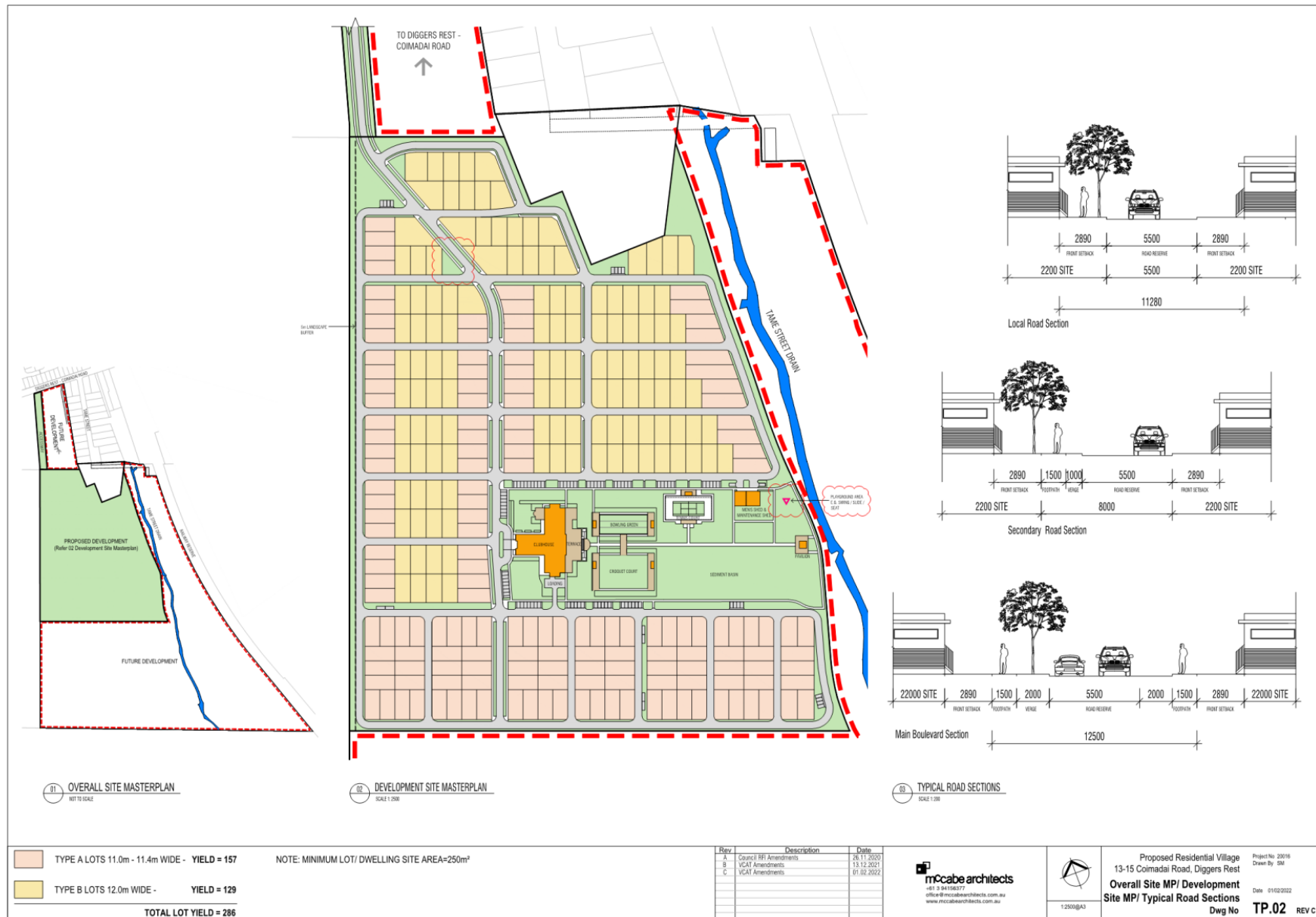


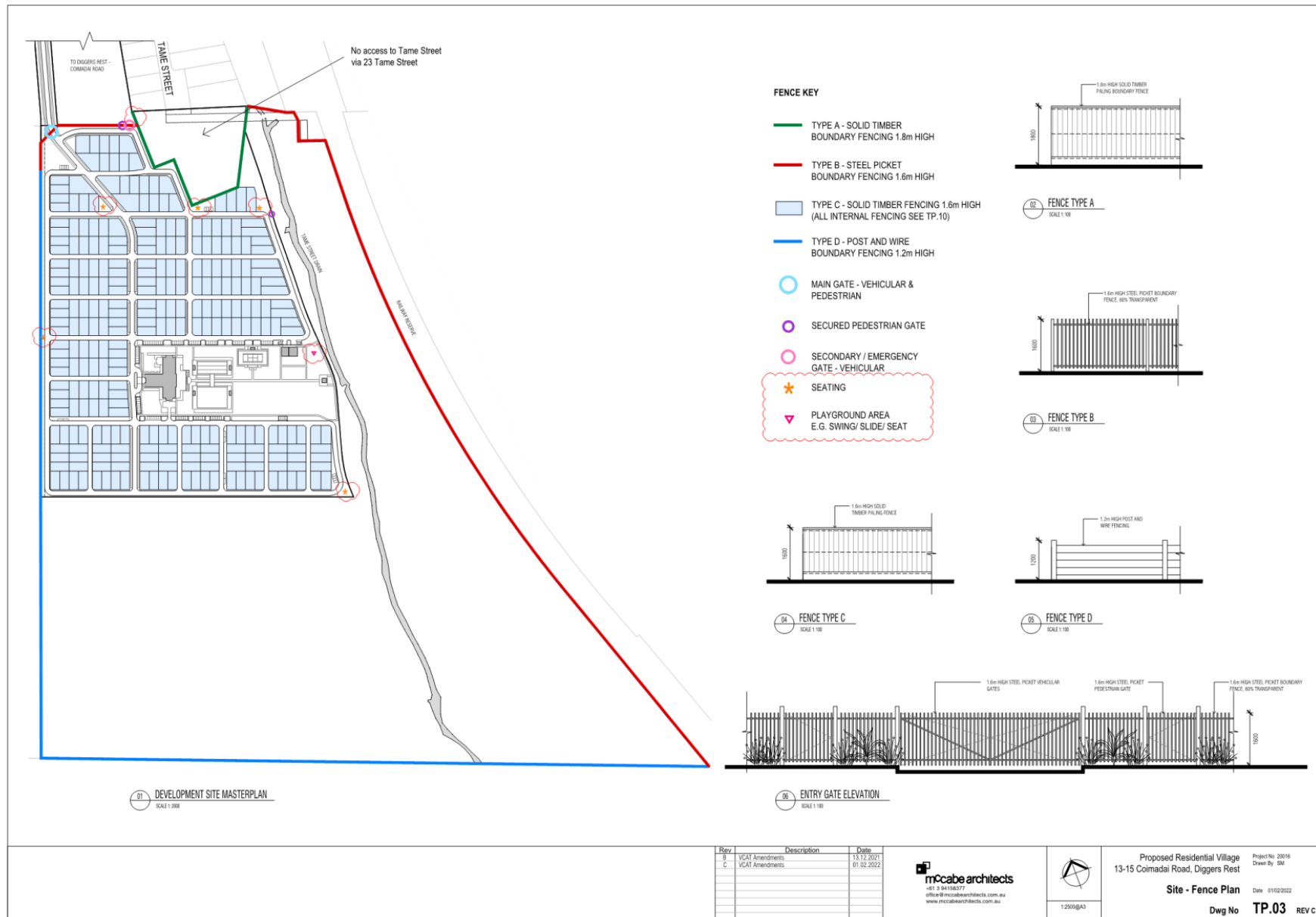
McCabe architects

+61 3 94156377

office@mccabearchitects.com.au

www.mccabearchitects.com.au





Rev	Description	Date
B	VCA1 Amendments	13.12.2021
C	VCA1 Amendments	01.02.2022



Proposed Residential Village
13-15 Coimadai Road, Diggers Rest
Project No 202018
Drawn By SM

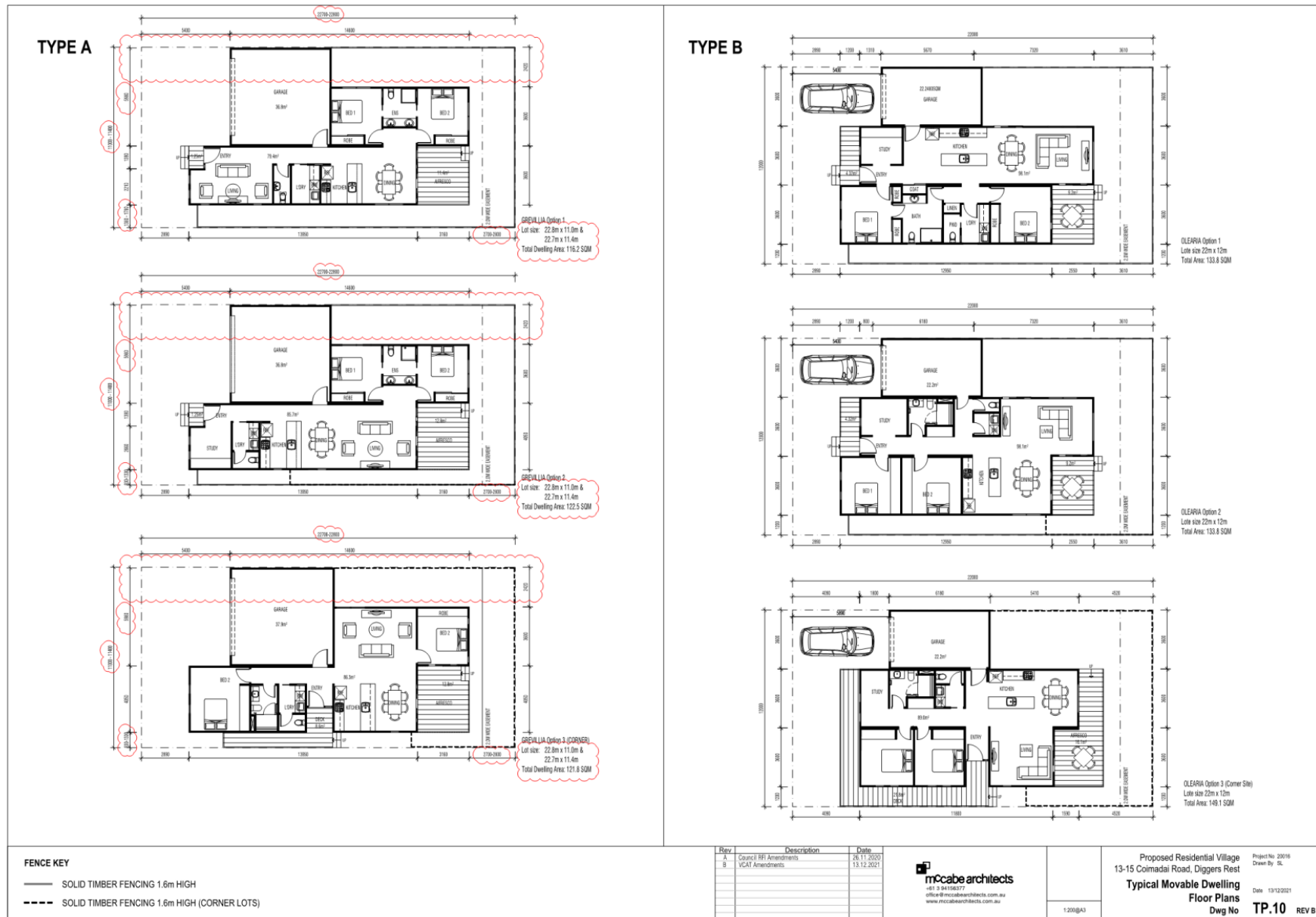
Site - Fence Plan
Date 01/02/2022
Dwg No **TP.03** REV C

MINUTES OF THE MEETING OF COUNCIL

7 MARCH 2022

Item 12.4 Planning Application PA 2020/7146/1 - Use and development of the land for a Residential Village and associated removal of Native Vegetation At 13-15 Diggers Rest-Coimadai Road and 23 Tame Street, Diggers Rest

Appendix 2 Appendix 2 - Amended Development Plans - Residential Village - 13-15 Diggers Rest Coimadai Road Diggers Rest (PA2020-7146-1)



MINUTES OF THE MEETING OF COUNCIL

7 MARCH 2022

Item 12.4 Planning Application PA 2020/7146/1 - Use and development of the land for a Residential Village and associated removal of Native Vegetation At 13-15 Diggers Rest-Coimadai Road and 23 Tame Street, Diggers Rest

Appendix 2 Appendix 2 - Amended Development Plans - Residential Village - 13-15 Diggers Rest Coimadai Road Diggers Rest (PA2020-7146-1)



Item 12.4 Planning Application PA 2020/7146/1 - Use and development of the land for a Residential Village and associated removal of Native Vegetation At 13-15 Diggers Rest-Coimadai Road and 23 Tame Street, Diggers Rest

Appendix 3 Appendix 3 - Assessment (Amended Plans) against Planning Scheme - PA2020-7146-1 (13-15 Diggers Rest Coimadai Road Diggers Rest)

Appendix 3 – Assessment (Amended Plans) against Planning Scheme controls

<i>Planning Scheme Reference</i>	<i>Assessment</i>
State Planning Policy Framework	
Clause 11.01R- Settlement	The amended plans for the proposed development are consistent with this policy as it seeks to facilitate the use and development of the land for residential purposes that improves diversity of housing choice and stock in an established area and take full advantage of existing settlement patterns and investment in transport, utility, social, community and commercial infrastructure and services.
Clause 11.02-1S – Supply of Urban land	The amended plans for the proposed development are consistent with the objective of this policy as it provides an opportunity for the redevelopment and intensification of land in an existing urban area that has very good access to existing services and infrastructure including public transport, public open space, shops and other community facilities. The amended plans for the proposed development will also respect and complement the existing and preferred neighbourhood character of the area in terms of layout, built form, height/scale and external materials and finishes which encourages the provisions of a diversity of housing types to cater for the needs of the community.
Clause 12.02-S Native Vegetation Management	The amended plans for the proposed development are consistent with the requirements of this policy and the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017). The amount of vegetation to be removed cannot be avoided, however, it has been minimised. An Offset is not required to be provided as the subject land is located within the Melbourne Strategic Assessment Area and covered by the Biodiversity Conservation Strategy (BCS) timestamped mapping program.
Clause 15.01-1S – Urban Design	The amended plans for the proposed development are now generally consistent with the objectives of this policy. The siting and layout of the proposed residential village has been revised to address

- Item 12.4 Planning Application PA 2020/7146/1 - Use and development of the land for a Residential Village and associated removal of Native Vegetation At 13-15 Diggers Rest-Coimadai Road and 23 Tame Street, Diggers Rest
- Appendix 3 Appendix 3 - Assessment (Amended Plans) against Planning Scheme - PA2020-7146-1 (13-15 Diggers Rest Coimadai Road Diggers Rest)
-

	<p>previous concerns raised by Council Officers in the creation of 'back of house' arrangements at the main entry to the village, south of Tame Street and the southern boundary (northern interface with the balance of the land) and side boundary treatments along the main boulevard road into the village. The plans have been revised to ensure all dwellings now directly front a road and dwellings do not have any side boundary abutting the main boulevard into the residential village.</p> <p>Solid timber fencing along the majority of the northern boundary of the development site has been replaced by a 1.6 metre high transparent black powder coated steel picket fence. A 1.2 metre high timber post and wire fence is also proposed along the western boundary of the site to provide a suitable interface with the existing green wedge land adjoining this boundary.</p>
<p>Clause 15.01-2S – Building Design</p>	<p>The amended plans for the proposed development are consistent with the objectives of this policy. The types, layout, height, setbacks, scale, built form and appearance of the proposed dwellings will not cause any adverse amenity impacts to adjoining or surrounding properties.</p>
<p>Clause 15.01-5S – Neighbourhood Character</p>	<p>The amended plans for the proposed development are consistent with the objectives of this policy as the proposed development will respect and complement the existing and preferred neighbourhood character of the area.</p>
<p>Clause 15.03-2S – Aboriginal Cultural Heritage</p>	<p>The amended plans for the proposed development are consistent with the objectives of this policy. An approved Cultural Heritage Management Plan was been submitted to Council as part of the original planning permit application.</p>
<p>Clause 16.01-1S – Housing Supply</p>	<p>The amended plans for the proposed development are consistent with the objectives of this policy which encourages providing appropriate types of housing suitable for older people, people with a disability, student accommodation and social housing.</p> <p>The amended plans for the proposed development will also assist in increasing housing supply in existing urban areas in</p>

Item 12.4 Planning Application PA 2020/7146/1 - Use and development of the land for a Residential Village and associated removal of Native Vegetation At 13-15 Diggers Rest-Coimadai Road and 23 Tame Street, Diggers Rest

Appendix 3 Appendix 3 - Assessment (Amended Plans) against Planning Scheme - PA2020-7146-1 (13-15 Diggers Rest Coimadai Road Diggers Rest)

	appropriate locations including underutilised land.
Clause 16.01-2S – Housing Affordability	<p>The amended plans for the proposed development are consistent with the objectives of this policy which encourages increasing the choice in housing type, tenure and cost to meet the needs of households as they move through the life cycle changes.</p> <p>The amended plans for the proposed development are also consistent with the policy encouraging a significant proportion of new development to be affordable for households on very low to moderate incomes.</p>
Local Planning Policy Framework	
Clause 21.02-2 – Settlement (Established areas)	The amended plans for the proposed development are consistent with objectives and strategies of this policy as it will promote a range of housing choice to meet the changing demand and needs of the community, improve affordability as well as respect and complement the existing and preferred neighbourhood character of the area as described in Council’s adopted Housing Diversity Strategy.
Clause 21.07-1 – Built Environment and Heritage	<p>The amended for the proposed development are inconsistent with the objectives and strategies of this policy.</p> <p>The design and layout of the proposed residential village has been revised to address the majority of issues concerning community safety and crime prevention (CPTED principles) in relation to the previous creation of ‘back of house’ arrangements at the main entry to the village, south of Tame Street and the southern boundary (northern interface with the balance of the land) and side boundary treatments along the main boulevard road into the village. The plans have been revised to ensure all dwellings now directly front a road and dwellings do not have any side boundary abutting the main boulevard into the residential village.</p>
Clause 21.08 - Housing	The amended plans for the proposed development are consistent with the objectives and strategies of this policy by increasing housing diversity to meet the needs of the community (including an ageing household) on land located in

Item 12.4 Planning Application PA 2020/7146/1 - Use and development of the land for a Residential Village and associated removal of Native Vegetation At 13-15 Diggers Rest-Coimadai Road and 23 Tame Street, Diggers Rest

Appendix 3 Appendix 3 - Assessment (Amended Plans) against Planning Scheme - PA2020-7146-1 (13-15 Diggers Rest Coimadai Road Diggers Rest)

	proximity to facilities, services and public transport.
Clause 22.12 Housing Diversity Policy	The amended plans for the proposed development are consistent with objectives and strategies of this policy as it will facilitate housing diversity and respect and complement the existing and preferred neighbourhood character of the area as described in Council's adopted Housing Diversity Strategy and Council's Housing Character Guidelines.
Zone	
General Residential Zone (Schedule 1)	The amended plans for the proposed development are consistent with the purpose of the zone as it will respect and complement the existing and preferred neighbourhood character of the area and will add to the diversity of housing types in a location with good access to services and transport.
Melbourne Airport Environs Overlay (Schedule 2)	The amended plans have been reviewed by Melbourne Airport Corporation who have advised VCAT, Council and the objectors that they are satisfied with the amended plans and withdraw its objection to the proposed development subject to conditions being included as part of any planning permit requiring the number of dwellings on the development site (not the subject land) to not exceed 286 and all dwellings being required to incorporate noise attenuation measures in accordance with Section 3 of Australian Standard AS 2021-2015, Acoustics - Aircraft Noise Intrusion - Building Siting and Construction.
Other	
Clause 52.06 – Car Parking	<p>The proposal complies with the objectives and requirements of this clause. The subject land is located within the Principal Public Transport Network Area. Therefore, the car parking ratio for the proposed Residential Village is one car space for each one or two bedroom dwelling, two car spaces for three or more bedroom (including studies as separate rooms) and zero car spaces for visitors to every five dwellings for developments of five or more dwellings.</p> <p>A total of 415 car spaces are required and 572 car spaces provided in the form of</p>

Item 12.4 Planning Application PA 2020/7146/1 - Use and development of the land for a Residential Village and associated removal of Native Vegetation At 13-15 Diggers Rest-Coimadai Road and 23 Tame Street, Diggers Rest

Appendix 3 Appendix 3 - Assessment (Amended Plans) against Planning Scheme - PA2020-7146-1 (13-15 Diggers Rest Coimadai Road Diggers Rest)

	<p>double garages and single garages with tandem car spaces.</p> <p>A total of 91 visitor car spaces are provided on the subject land. The dimensions of the garages and car spaces satisfy the requirements of this clause.</p>
<p>Clause 52.17 – Native Vegetation.</p>	<p>The amended plans for the proposed development comply with the objectives and requirements of this clause. A biodiversity assessment report was submitted as part of the initial planning permit application to justify the removal of native vegetation associated with the proposed development.</p> <p>The initial planning permit application was referred to DELWP and Council’s City Sustainability and Environment Department and there are no objections to the proposal subject to conditions.</p>

At 7.53pm. the Mayor, Cr Kesic, declared the meeting adjourned and advised it would be resuming at 8.10pm.

The meeting resumed at 8.11 pm.

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

Verbal reports were received from Crs Carli, Abboushi, Turner, Ramsey, Majdlik, Deeming, Vandenberg, Shannon, and Kesic.

Motion

Crs Abboushi/Shannon.

That a letter be sent on behalf of the City of Melton to the Consulate of Ukraine in Melbourne, expressing our thoughts and prayers to the people of Ukraine and our heartfelt solidarity with Ukrainian Australians who may have loved ones, friends or family displaced or caught up in the war in Ukraine.

CARRIED

Cr Ramsey called for a division thereby setting aside the vote.

For:

Crs Abboushi, Carli, Deeming, Kesic, Majdlik, Ramsey, Shannon, Turner and Vandenberg

Against:

Nil

The Mayor declared the Motion CARRIED UNANIMOUSLY

Motion

Crs Abboushi/Ramsey.

That a letter be sent on behalf of the City of Melton to the Premiers of Queensland and New South Wales, with our thoughts and prayers to residents in the respective States who have been impacted by the recent catastrophic flood events.

CARRIED

Cr Ramsey called for a division thereby setting aside the vote.

For:

Crs Abboushi, Carli, Deeming, Kesic, Majdlik, Ramsey, Shannon, Turner and Vandenberg

Against:

Nil

The Mayor declared the Motion CARRIED UNANIMOUSLY

14. NOTICES OF MOTION

14.1 NOTICE OF MOTION 796 (CR ABBOUSHI)

Councillor: Steven Abboushi

NOTICE:

That Council promote and celebrate Neighbour Day through:

- 1) a local campaign celebrating what residents value about their neighbours hosted on Melton Conversations in the lead up to Neighbour Day 2022. Participants will go into the draw to win one of six prizes (2 per Ward) valued at \$250 from local businesses;
- 2) hosting three (1 per Ward) social gatherings at local Community Centres in the lead up to Neighbour Day 2022;
- 3) promotion of Neighbour Day on Council's social media channels; and
- 4) exploring the option of small Neighbourhood Grants to encourage residents to deliver local projects that foster social connections throughout the year as part of the Community Grants Review.

Motion

Crs Abboushi/Majdlik.

That Council promote and celebrate Neighbour Day through:

- 1) a local campaign celebrating what residents value about their neighbours hosted on Melton Conversations in the lead up to Neighbour Day 2022. Participants will go into the draw to win one of six prizes (2 per Ward) valued at \$250 from local businesses;
- 2) hosting three (1 per Ward) social gatherings at local Community Centres in the lead up to Neighbour Day 2022;
- 3) promotion of Neighbour Day on Council's social media channels;
- 4) exploring the option of small Neighbourhood Grants to encourage residents to deliver local projects that foster social connections throughout the year as part of the Community Grants Review; and
- 5) that an additional \$9000.00 (\$3000.00 per ward) be added to the Grants Scheme to fund this initiative.

CARRIED

14.2 NOTICE OF MOTION 797 (CR ABBOUSHI)**Councillor: Steven Abboushi****NOTICE:**

That Council write to the Honourable Ben Carroll, the Minister for Roads and Road Safety, asking for the duplication for Christies Road Bridge to accommodate traffic overflow that banks back onto the Western Highway during peak periods.

Motion

Crs Abboushi/Majdlik.

That Council write to the Honourable Ben Carroll, the Minister for Roads and Road Safety, asking for the duplication for Christies Road Bridge to accommodate traffic overflow that banks back onto the Western Highway during peak periods

CARRIED

14.3 NOTICE OF MOTION 798 (CR ABBOUSHI)**Councillor: Steven Abboushi****NOTICE:**

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.

Motion

Crs Abboushi/Majdlik.

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.

CARRIED

14.4 NOTICE OF MOTION 799 (CR RAMSEY)**Councillor: Sophie Ramsey****NOTICE:**

That Council explore opportunities for the Melton Recycling Facility to have separate dedicated spaces for the deposit and storage of bubble wrap and polystyrene by members of the community to enable these non-recyclable products to be available for collection and reuse by others free of charge.

Motion

Crs Ramsey/Turner.

That Council explore opportunities for the Melton Recycling Facility to have separate dedicated spaces for the deposit and storage of bubble wrap and polystyrene by members of the community to enable these non-recyclable products to be available for collection and reuse by others free of charge and if there are costs associated with these opportunities these be considered in the 2022/2023 Budget deliberations.

CARRIED

14.5 NOTICE OF MOTION 800 (CR RAMSEY)**Councillor: Sophie Ramsey****NOTICE:**

That Council:

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

Motion

Crs Ramsey/Deeming.

That Council:

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

CARRIED

14.6 NOTICE OF MOTION 801 (CR DEEMING)**Councillor: Moira Deeming**

Cr Ramsey left the meeting at 9.12pm.

NOTICE:

That Council officers in consultation with the Victorian Government Solicitor's Office (VGSO), prepare a report clarifying whether it is lawful to apply the "special measures" or "general exceptions" provisions under Victorian anti-discrimination laws to ensure biological females are not the subject of indirect discrimination that occurs from failure to differentiate between biological males and females where sex characteristics are relevant (such as in the provision of toilets, changerooms etc) and where failure to differentiate places biological females at a disadvantage. That this report, being urgently necessary, be provided to Councillors as soon as possible.

Motion

Crs Deeming/Shannon.

That Council officers in consultation with the Victorian Government Solicitor's Office (VGSO), prepare a report clarifying whether it is lawful to apply the "special measures" or "general exceptions" provisions under Victorian anti-discrimination laws to ensure biological females are not the subject of indirect discrimination that occurs from failure to differentiate between biological males and females where sex characteristics are relevant (such as in the provision of toilets, changerooms etc) and where failure to differentiate places biological females at a disadvantage. That this report, being urgently necessary, be provided to Councillors as soon as possible.

CARRIED

Cr Deeming called for a division thereby setting aside the vote.

Cr Ramsey returned to the meeting at 9.15 pm.

For:

Crs Abboushi, Carli, Deeming, Kesic, Majdlik, Shannon and Turner

Against:

Cr Vandenberg

Abstained:

Cr Ramsey

The Mayor declared the Motion CARRIED

14.7 NOTICE OF MOTION 802 (CR MAJDLIK)**Councillor: Kathy Majdlik - Councillor****NOTICE:**

That:

1. Council prepare a report including options and costs for the provision of small caddy bins for residential households to encourage the use of Council's 'Food Organics. Garden Organics.' (FOGO) system; and
2. this initiative be considered for the upcoming 2022/23 Budget deliberations.

Motion

Crs Majdlik/Abboushi.

That:

1. Council prepare a report including options and costs for the provision of small caddy bins for residential households to encourage the use of Council's 'Food Organics. Garden Organics.' (FOGO) system; and
2. this initiative be considered for the upcoming 2022/23 Budget deliberations.

CARRIED

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE**15.1 COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

Cr Abboushi

Can I please request an overview of interim safety measures along the Taylor's Road corridor?

15.2 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Cr Turner

It appears over the last 6-9 months that there has been an increase in graffiti around railway lines, highways and industrial estates especially to the East of Melton.

Can we find out tonight or get a report back on the timelines of addressing the increase of graffiti, particularly at the railway station at Caroline Springs?

15.3 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Cr Ramsey

Can Council lead a coordinated approach regarding food supply and hampers for victims of the floods in New South Wales and Queensland?

15.4 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Cr Majdlik

Request for timelines on roundabouts at Caroline Springs Boulevard at The Crossing and Rockbank Middle Road.

15.5 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Cr Majdlik

Can we provide an update to the community on Council's website regarding the timeline for the aquatic centre on Beattys Road?

15.6 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Cr Turner

What was the challenge when Melton Recycling Centre wasn't accepting green waste for 2 days?

15.7 COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Cr Deeming

Can I please request an update on improving safety in the Regency area of Hillside?

16. URGENT BUSINESS

Nil.

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 Audit and Risk Committee Minutes - 16 February 2022

- (e) as it relates to legal privileged information, being information to which legal professional privilege or client legal privilege applies.

17.2 Appointment of Community Members to HRV/Tabcorp Park Community Grants Assessment Panel

- (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 12/002 Provision of Recycling Receipt and Processing Services

- (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.

17.4 Contract No.22 / 029 Taylors Hill Pavilion & Refurbishment Project (Construct)

- (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.

17.5 Contract No. 22/002 Rockbank Murray Road Children's and Community Centre (Construct)

- (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.

17.6 Contract 22/025 Bridge Road Extension & Signalised Road Intersection Upgrade

- (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.

17.7 Contract 21/064 Creamery Road, Toolern Vale - Road Reconstruction

- (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.

Motion

Crs Majdlik/Abboushi.

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:

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CARRIED

18. CLOSE OF BUSINESS

The meeting closed at 9.55 pm.

Confirmed

Dated this

.....CHAIRPERSON