



MELTON CITY COUNCIL

Minutes of the Meeting of the Melton City Council

27 July 2026

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MELTON CITY COUNCIL

MINUTES OF THE MEETING OF THE MELTON CITY COUNCIL
HELD IN THE COUNCIL CHAMBERS, MELTON CIVIC CENTRE,
232 HIGH STREET MELTON ON 27 JULY 2026 AT 6:00 PM

Present: Cr Lara Carli (Mayor)
Cr Dr Phillip Zada (Deputy Mayor)
Cr Steven Abboushi
Cr Kathy Majdlik
Cr Brandi Morris
Cr Sophie Ramsey
Cr Julie Shannon
Cr Bob Turner
Cr John Verdon

Roslyn Wai	Chief Executive Officer
Liz Rowland	Chief Financial Officer
Sam Romaszko	Director City Futures
Troy Scoble	Director City Life
Neil Whiteside	Director City Delivery
Emily Keogh	Head of Governance
Renee Hodgson	Manager Governance
Troy Delia	Senior Coordinator Governance

1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Mayor, Cr Carli, opened the meeting at 6.00pm with the opening prayer and reconciliation statement.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. CHANGES TO THE ORDER OF BUSINESS

Nil.

4. DEPUTATIONS

Nil.

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

Nil.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 22 June 2026 be confirmed as a true and correct record.

Motion

Crs Majdlik/Abboushi.

That the Minutes of the Meeting of Council held on 22 June 2026 be confirmed as a true and correct record.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS

- Monday 15 June 2026 Summary of Informal Meeting of Councillors
- Monday 22 June 2026 Summary of Informal Meeting of Councillors
- Monday 6 July 2026 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 15 June 2026, 22 June 2026, and 6 July 2026 provided as **Appendices 1 to 3** respectively to this report, be received and noted.

Motion

Crs Ramsey/Turner.

That the Summaries of Informal Meetings of Councillors dated 15 June 2026, 22 June 2026, and 6 July 2026 provided as **Appendices 1 to 3** respectively to this report, be received and noted.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - 15 June 2026
2. Summary of Informal Meeting of Councillors - 22 June 2026
3. Summary of Informal Meeting of Councillors - 6 July 2026



INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 15 June 2026	Time Opened:	5.05 pm
		Time Closed:	8.18 pm
Councillors present:	Cr L Carli (Mayor) Cr Dr P Zada (Deputy Mayor) Cr S Abboushi Cr K Majdlik Cr S Ramsey Cr J Shannon Cr B Turner Cr J Verdon		
Officers present:	R Wai Chief Executive Officer N Whiteside Director City Delivery A Johnstone Acting Director City Futures T Scoble Director City Life E Keogh Head of Governance R Hodgson Manager Governance A Ravindran Chief Information Officer (Item 2) (in person) S Prestney Manager Healthy Connected Communities (Item 3) (online) C Crameri Manager Community Care & Active Living (Item 4) (in person)		
Guests	Nil		
Apologies	Cr B Morris Cr A Vandenberg L Rowland, Chief Financial Officer		
Matters discussed:	1. Customer Experience, Complaints Handling and Customer Charter 2. Technology Change Program Horizon One (TCP-H1) – May 2026 Update 3. Djerriwarrh Festival Event Delivery 2026 4. Impact of Aged Care Reforms on Council's Commonwealth Home Support Program 5. Draft Reports 6. General Updates from Officers Items for Information: 7. Draft Communication Strategy 8. Strategic Property Framework 9. Alternative Revenue Update		

CONFLICT OF INTEREST DISCLOSURES:

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

REPORT PRODUCED BY:

Officer name:	Renee Hodgson, Manager Governance	Date:	Monday 15 June 2026
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Informal Meeting of Councillors



INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 22 June 2026	Time Opened:	5.11 pm
		Time Closed:	5.33 pm
Councillors present:	Cr L Carli (Mayor) Cr Dr P Zada (Deputy Mayor) Cr K Majdlik Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg (arrived 5.27pm) Cr J Verdon		
Officers present:	R Wai Chief Executive Officer L Rowland Chief Financial Officer N Whiteside Director City Delivery A Johnstone Acting Director City Futures T Scoble Director City Life E Keogh Head of Governance R Hodgson Manager Governance C Crameri Manager Community Care & Active Living		
Guests	Nil		
Apologies	Cr S Abboushi		
Matters discussed:	1. Council Agenda		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?		No	
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson, Manager Governance	Date:	Monday 22 June 2026



INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 6 July 2026	Time Opened:	5.17 pm
		Time Closed:	8.09 pm
Councillors present:	Cr L Carli (Mayor) Cr Dr P Zada (Deputy Mayor) Cr S Abboushi Cr S Ramsey (online) Cr J Shannon Cr B Turner Cr J Verdon (arrived 5.32pm)		
Officers present:	R Wai Chief Executive Officer L Rowland Chief Financial Officer N Whiteside Director City Delivery S Romaszko Director City Futures T Scoble Director City Life (arrived 5.56pm) E Keogh Head of Governance R Hodgson Manager Governance K Noy Manager Risk & Compliance (Item 1)		
Guests	Nil		
Apologies	Cr K Majdlik Cr B Morris (leave of absence)		
Matters discussed:	1. Strategic Risk and Risk Appetite Workshop 2. Draft LeadWest Terms of Reference 3. Developer Interaction Policy 4. Councillor Delivery Process 5. General Updates from Officers		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?

Yes

Matter No.	Councillor making disclosure	Councillor left meeting
General Updates	Cr Abboushi	Yes

REPORT PRODUCED BY:

Officer name:	Renee Hodgson, Manager Governance	Date:	Monday 6 July 2026
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8. CORRESPONDENCE INWARD

Nil.

9. PETITIONS AND JOINT LETTERS

9.1 PETITION - TRAFFIC CALMING MEASURES ON BLACK DOG DRIVE, MELTON

SUMMARY

A petition has been received containing 34 signatories requesting traffic calming measures be installed on Black Dog Drive near Arnolds Creek, Melton, to protect local wildlife.

The petition states:

"We, the undersigned, respectfully request that Melton City Council install speed bumps or other appropriate traffic calming measures on Black Dog Drive near Arnolds Creek to reduce vehicle speeds and protect ducks and other wildlife that regularly cross the road. We note that similar measures have been taken in Bacchus Marsh and Daylesford.

Reasons for the petition:

Residents have observed ducks, including families with ducklings, frequently crossing Black Dog Drive near Arnolds Creek and at times being killed by oncoming traffic. This residential area with a creek and green space attracts ducks and other birds, but current traffic speeds increase the risk of vehicle-wildlife collisions. These incidents harm local wildlife and can endanger drivers. We also believe these measures would also benefit the safety of children at Brookfield Children's Centre located nearby.

Requested action:

We kindly ask that Council investigate installing speed bumps or suitable alternatives (such as raised crossings, wildlife signage with reduced speed limits, or other engineering solutions) on the relevant section of Black Dog Drive. Please assess this as part of Council's road safety and environmental plans."

The petition meets the requirements of Council's Governance Rule 64.

Section 64.8 of Council's Governance Rules requires that: if a petition, joint letter, memorial or other like application relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.

This petition was referred to the CEO, who will advise the lead petitioner of the outcome.

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

Nil.

11. PUBLIC QUESTION TIME

Submitter: Eunice Franco	
Question asked of Council	Response
Currently Station road and Exford road in Melton/Melton South is wide enough to easily convert from the current single lane to dual lanes, with this in mind, will the council consider upgrading it into a major corridor for north south connections in Melton?	Council acknowledges that this corridor experiences congestion, particularly during peak periods, and understands the community's desire to improve north-south connectivity through Melton and Melton South. Traffic assessments indicate that delays along this corridor are primarily associated with intersection performance rather than the operation of the road between intersections. The removal of the level crossings in the area is also expected to significantly reduce delays and improve traffic flow. Based on this, at this stage, Council does not have plans to duplicate Station Road or Exford Road between the existing duplicated section and Bridge Road. Council will continue to monitor network performance and prioritise investments that provide the greatest benefit to the wider transport network.
Submitter: Christine Bordon	
Question asked of Council	Response
Residents would like to know what action the council is taking in response to the concerns raised in the petition submitted to Council 25 May 2026, titled 'Impact of Odour and Noise Emitting from Banchory Grove, Hillside'. The impact of the complaints is ongoing and not been addressed. Woolworths have now sold the shopping Centre and we are left without the rectifications they had promised to put in place.	Council understands the concerns raised by residents regarding air quality, odour and noise. Council has responded to enquiries to advise that mitigation measures such as additional filtration and noise attenuation panels have been implemented by either the individual occupants or the landowner.

	Council is having these measures independently assessed, to understand their effectiveness. We expect this assessment will take a period of 30 days for tests and reports to be completed when the assessments commence. We remain committed to ensuring compliance with the Planning and Environment Act.
Submitter: Christine Bordon	
Question asked of Council	Response
How long is it going to take to rectify the issues raised in the petition, titled 'Impact of Odour and Noise Emitting from Banchory Grove, Hillside'? We have been going through this since before the shopping centre opened.	An independent assessment has been commissioned to understand the effectiveness of mitigation measures undertaken by either individual occupants or the landowner. Once Council has been able to consider the information required, the petitioner and other interested parties will be notified of Council's position and any next steps.
Submitter: Ace Fyfield	
Question asked of Council	Response
Is there any future investment planning for a modern aquatic centre and library in Melton South at Mount Carberry Recreation Reserve located right near the Melton Railway Station?	Over the past 18 months, Council has been developing a City of Melton Aquatic and Leisure Strategy to guide the future provision of which will guide aquatic facilities and services across the City. A community engagement process regarding the high level strategic principles closed yesterday. The current direction plan is for the attendance catchment of the City in the next 20 years, a two centre model - regional level facility at Fraser Rise and a second district level facility in the City. There is no planning for an additional library at the Mt Carberry Recreation Reserve. To expand and provide greater access to current library services Council has recently launched its Mobile Library van which will be visiting many locations across the City.

Submitter: Melissa Bonavia	
Question asked of Council	Response
What specific actions is Melton City Council taking to protect and preserve the Green Wedge status of the Western Plains Green Wedge in relation to the proposed Syncline AI Data Centre, and will Council formally oppose any planning outcome that would compromise the purpose and integrity of this protected land?	Council understands that a formal proposal for the AI Data centre referred to in this question, has not been lodged with the State Government. Under the current planning provisions, data centres are considered a "utility installation" and therefore a permit required land use under the zone. Council will consider any future proposal on its merits through the relevant statutory process at the appropriate time, to inform Council's position.
Submitter: David Young	
Question asked of Council	Response
Is there a timeline yet on naming a shelter after Barry Taylor at cobblebank athletics track as voted on 12 months ago at council meeting?	Council has been engaging with Geographic Names Victoria for confirmation that they will consider the proposed name aligns with the naming rules. The community consultation for the naming of the facility in commemoration of Barry Taylor, will go live on Wednesday 28 July 2026.
Submitter: Kelsey Brookes	
Question asked of Council	Response
Why are Moreton Homestead and other valuable community services being closed without appropriate community consultation with those involved?	To confirm, Moreton Homestead is not being closed. Some of the services specifically related to Aged Care Service Delivery will no longer operate in the same way at this facility from 30 June 2027 when Council's current agreement to provide the Commonwealth Home Support Program ends. Council will continue to play an important role in supporting our older community with accessing services and providing programs. We will be in contact with the submitter with further information.

Submitter: Roynae Mayes	
Question asked of Council	Response
Is Council aware of the environmental, health and resource impacts that accompany hyper scale data centres?	Council understands concerns regarding potential environmental, health and resource considerations which may be associated with hyperscale data centres. Any formal proposal relating to data centres in the City would need to be assessed through the relevant statutory planning process, including consideration of applicable planning controls, environmental impacts, infrastructure and servicing requirements, and any community and authority submissions received.
Submitter: Roynae Mayes	
Question asked of Council	Response
What does Council plan to do when the data centres, built prior to regulation, begin disrupting the health and well being of their communities?	Any formal proposal relating to data centres in the City would need to be assessed through the relevant statutory planning process, including consideration of applicable planning controls, environmental impacts, infrastructure and servicing requirements, and any community and authority submissions received. Council cannot comment on how it may manage any change or introduction to regulations, in the future.
Submitter: Karen Austria	
Question asked of Council	Response
Given the unprecedented scale of the proposed Victorian AI Hub, will Melton City Council advocate that the Victorian Government require an independent Health Impact Assessment and Social Impact Assessment, in relation to not only noise, air quality and heat, but also surveillance, data monetisation, automation, copyright, housing affordability, property values and community wellbeing before any planning approval?	Council will consider its position in accordance with standard statutory planning processes, if and when it receives formal notification of an application.

Submitter: Karen Austria	
Question asked of Council	Response
Given community concerns about consultation and the concentration of data centres in Melbourne's west, what commitments will Melton City Council seek from the developer and Victorian Government to ensure transparency and community benefit before any approval in relation to enforceable commitments on local jobs, independent environmental monitoring, energy and water reporting, Green Wedge protection, and ongoing community oversight?	Council understands that a formal proposal for the AI Data centre referred to in this question, has not been lodged with the State Government. Council is aware of the concerns and questions being raised by the community in relation to Data Centre proposals generally. Council will consider any future proposal on its merits through the relevant statutory process at the appropriate time, to inform Council's position.
Submitter: Nethmi Nalawattage	
Question asked of Council	Response
Like other local councils (Whittlesea City Council) in Victoria, why won't Melton City Council respond to community concerns and make a submission to the state government opposing the approval of the data centres until the following has occurred: • federal regulatory legislation is passed, • community concerns raised, • an independent environment, health and social impact assessment has occurred, and • a cost benefit analysis has been conducted that includes all hidden impacts.	Council understands community concerns being raised about data centres, including environmental, health, infrastructure and social impacts. Council will continue to seek appropriate information, assessment and community consideration to ensure any position it takes is evidence-based, transparent and in the best interests of our City. Council is engaging with the Victorian State Government on Data Centres.
Submitter: Nethmi Nalawattage	
Question asked of Council	Response
What information has been made available to Melton City Council about these proposed data centres in the City of Melton?	Where Council is notified of state led statutory planning processes, Council is provided with documentation to support consideration of the planning application. As it relates to the current proposals being considered by the Victorian State Government, the information made available to Council is the same information available via the the Development Facilitation Program website which is publicly available.

	In relation to the prospective Plumpton site, Council has also received a copy of the information provided adjoining landowners.
Submitter: Ella Bourne	
Question asked of Council	Response
Given the significant community concern, including more than 3,000 residents signing a petition opposing the Plumpton AI data centre, why has Melton City Council not called for a moratorium on proposed AI data centres until their long-term impacts are better understood?	Council is aware of the community's emerging questions and concerns in relation to data centres and will consider these matters in respect of any position Council forms. Council has not considered supporting a moratorium on data centre approvals.
Submitter: Ella Bourne	
Question asked of Council	Response
Does Melton City Council have confidence that the Victorian Government's Planning Facilitation Program adequately protects community consultation, or does it have concerns that the program prioritises fast-tracked development over local input?	Council cannot comment as we do not have detailed knowledge of the Planning Facilitation Program as this is a function of the Victorian Government. We note that mechanisms set out by the Planning and Environment Act enable the consideration of planning protections by the responsible authority.
Submitter: Anthony Stevens	
Question asked of Council	Response
Is Melton Council concerned of the negative impacts these AI data centers impose to residence and the environment during and after construction?	Council is concerned about negative impacts and is seeking to understand more about data centres proposed within the City of Melton. Any formal proposal relating to data centres in the City would need to be assessed through the relevant statutory planning process, including consideration of applicable planning controls, environmental impacts, infrastructure and servicing requirements, and any community and authority submissions received.

Submitter: Anthony Stevens	
Question asked of Council	Response
Is Melton Council concerned that itself and its constituents are being bypassed by the Victorian Government when these AI data centers are planned and approved?	Council does not determine whether an application is made to Council or the Department of Transport and Planning. The process set out in the Planning and Environment Act is consistent, irrespective of who acts as the responsible authority.
Submitter: Supun Senadeera	
Question asked of Council	Response
When will the Melton Council deliver in improving the liveability and accessibility to the Caroline Springs Station by duplicating Christies Road (as a baseline minimum project)?	Council shares your concern regarding congestion and accessibility around Caroline Springs Train Station. The section of Christies Road between Ballarat Road and Caroline Springs Train Station is managed by the Victorian Government's Department of Transport and Planning, not Council. As a result, any future duplication or major upgrade of this road corridor would require Victorian Government funding, planning and delivery. Council recognises the importance of improving access to the station and continues to advocate to the Victorian Government for investment in the corridor, including road duplication and interchange improvements to address congestion and support future growth.
Submitter: Supun Senadeera	
Question asked of Council	Response
What strategies and bargaining will the Melton City Council do to ensure that the state and federal governments fund and deliver electrification of the Melton train line by 2030 as sought in the 'Let's Get the City of Melton Moving' campaign?	Council understands that transport is our community's number one priority and has long advocated for state and federal investment in roads and public transport. Council's Let's Get the City of Melton Moving campaign is calling on all major parties to commit to invest in critical road upgrades and the electrification of the Melton line along with additional stations at Mt. Atkinson and Truganina. Throughout the campaign Council will be engaging with candidates and major parties, relevant Ministers and Shadow Ministers to seek a commitment for the electrification of the Melton Line by 2030.

Submitter: David O'Connor	
Question asked of Council	Response
Council's public statement of 16 July 2026 identifies concerns about industrial land, water and energy consumption, infrastructure impacts and comparatively low long-term employment benefits associated with proposed data centres. Has Council commenced, or does it intend to commission, independent investigations or modelling to ensure its submissions to the State Government are evidence-based and properly represent the interests of the community?	Council is committed to further research with key stakeholders to understand the potential impacts based on evidence.
Submitter: David O'Connor	
Question asked of Council	Response
In accordance with the last meeting of Council, reference was made to the "Moving Melton" transport campaign. Given that the Moving Melton Integrated Transport Strategy was originally prepared more than 11 years ago, what outcomes can be directly attributed to this comprehensive transport plan?	The Moving Melton Integrated Transport Strategy has been an important foundation for Council's transport planning, infrastructure prioritisation and advocacy over the past decade. While many major transport projects require Victorian Government funding and delivery, the strategy has helped Council identify and communicate the transport investments required to support the City of Melton's rapid growth. Key outcomes influenced by the strategy include upgrades to Melton and Rockbank stations, planning for Calder Park Station, improvements to the Woodgrove bus interchange, the removal of level crossings, partial duplication of Melton Highway, and advocacy-supported intersection upgrades at locations such as High Street/Norton Drive, High Street/Coburns Road and Hopkins Road/Boundary Road. The strategy continues to guide Council's transport planning and advocacy, ensuring infrastructure priorities are aligned with the City's long-term growth and transport needs.

Submitter: Beth Linsdell	
Question asked of Council	Response
Will Melton City Council commit to supporting a moratorium on further data centre approvals, until independent studies on water usage, energy demand, traffic, noise, and community health impacts are completed and made public, to ensure better protections for our residents?	Council has not considered supporting a moratorium on data centre approvals.
Submitter: Beth Linsdell	
Question asked of Council	Response
What specific actions will Melton City Council as a whole take to ensure that resident health, amenity, and community protections are prioritised above developer interests in any decision on data centres?	Council will consider its position in accordance with standard statutory planning processes, if Council receives formal notification of an application. This will include consideration of feedback Council has received in relation to the proposals.

12. PRESENTATION OF STAFF REPORTS

12.1 DIGGERS REST BUILDING NAME - FINAL APPROVAL

Author: Sian Rainford - Senior Lawyer and Property Advisor
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present the proposed final name for endorsement for the new community building in Diggers Rest for submission to Geographic Names Victoria.

RECOMMENDATION:

That Council:

1. Endorse the recommended name of the new building will be “Diggers Rest Community Centre”
2. Endorse submission of a proposal to Geographic Names Victoria to approve “Diggers Rest Community Centre” as the final name.
3. Authorise Council’s Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.

Motion

Crs Verdon/Ramsey.

That Council:

1. Endorse the recommended name of the new building will be “Diggers Rest Community Centre”
2. Endorse submission of a proposal to Geographic Names Victoria to approve “Diggers Rest Community Centre” as the final name.
3. Authorise Council’s Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

Council is delivering a new community facility in Diggers Rest, expected to open in January 2028. The facility will include kindergarten facilities, maternal and child health services, and a library lounge.

Council must now undertake a process to name the Community Centre to ensure there is clear identification to support a well-planned City and ease of reference for the community and emergency services. Council should seek to finalise the ultimate name, as soon as practicable, so appropriate signage and advertising processes can occur in advance of the official opening.

2. Background/Issues

Council is a naming authority pursuant to the *Geographic Place Names Act 1998*. Council's authority to name places is derived from the section 10 of the *Local Government Act 2020*, schedule 10 part 5 of the *Local Government Act 1989* and section 11 of the *Road Management Act 1998*. As a naming authority, Council may initiate or receive requests from the community and other stakeholders to name publicly owned features, roads and localities.

The Naming Rules and Council's Place Naming Policy, Council's Place Naming Policy (**the Policy**) provides the process for naming within the City of Melton. The Policy sets out a two-step process for the naming of Significant Features such as the Building. The detailed process it outlined in the Consultation section of this report.

The Naming Rules contain thirteen (13) naming principles, being:

- Principle A – Ensuring public safety
- Principle B – Recognising the public interest
- Principle C – Linking the name to place
- Principle D – Ensuring names are not duplicated
- Principle E – Recognition and use of Traditional owner languages
- Principle F – Names must not discriminate or be offensive
- Principle G – Gender equality
- Principle H – Dual names
- Principle I – Using commemorative names
- Principles J – Using commercial and business names
- Principle K – Language
- Principle L – Directional names to be avoided
- Principle M – Assigning extend to a road, feature or locality

Council's Place Naming Policy identifies the following four themes, as of particular importance in place naming across the City of Melton.

- Principle C – Linking the name to Place
- Principle E – Recognition and use of traditional owner languages
- Principle G – Gender Equality
- Principle I – Using Commemorative Names

In accordance with the Policy, where the preferred naming theme is Theme Two: Recognition and use of traditional owner language, Council will seek the name/s from the Traditional Owner Group directly. If the Traditional Owner Group does not consent to the use of traditional owner language for the nominated feature, the second preferred naming theme will be utilised.

If Theme Two is the preferred naming theme, only traditional owner language names that are provided by the Traditional Owner Group, will be provided for further consideration by Council. No names which are not traditional owner language names, will be proposed alongside the shortlisted traditional owner language names.

The community engagement process to vote on the preferred naming theme and to make a naming suggestion commenced on 5 March on Council's Conversations Page and shared on Council's social media and closed on 3 April 2026. There were sixteen (16) votes on the preferred naming theme with 'Linking the name to place' receiving 50% of the votes for the

3. Background/Issues

Council is a naming authority pursuant to the *Geographic Place Names Act 1998*. Council's authority to name places is derived from the section 10 of the *Local Government Act 2020*, schedule 10 part 5 of the *Local Government Act 1989* and section 11 of the *Road Management Act 1998*. As a naming authority, Council may initiate or receive requests from the community and other stakeholders to name publicly owned features, roads and localities.

The community engagement process to vote on the preferred naming theme and to make a naming suggestion commenced on 5 March on Council's Conversations Page and shared on Council's social media and closed on 3 April 2026. There were sixteen (16) votes on the preferred naming theme with 'Linking the name to place' receiving 50% of the votes for the naming theme. On 27 April 2026, it was resolved:

That Council:

1. *Resolve that the Naming Theme for the new community building in Diggers Rest will be "Linking the name to place"*
2. *Resolve that the five shortlisted names, are:*
 - a. *Diggers Rest Community Centre*
 - b. *Golden Sun Children's and Community Centre*
 - c. *Volcanic Plains Children's and Community Centre*
 - d. *Goldfields Community Centre – Diggers Rest*
 - e. *Vineyard Road Children's and Community Centre*
3. *Publish a public notice on Council's website for a period of no less than thirty (30 days) and in the Melton and Moorabool Star Weekly and Sunbury and Macedon Ranges Star Weekly and any other manner as Council's Chief Executive Officer determines, stating:*
 - a. *The selected Naming Theme is "Linking the name to place"*
 - b. *The community is invited to vote on one of the five shortlisted names, listed in the above point 2;*
 - c. *that following closing of the consultation period, Council will consider all votes and a report will be presented to a future meeting of Council where a final decision will be made on the name.*
4. *Authorises Council's Chief Executive Officer to take such steps as are necessary to give effect to this Resolution.*

4. Issues / Opportunities

Pursuant to the 27 April resolution, a second round of community engagement commenced on 8 May 2026 inviting the community to vote on their preferred naming, from the shortlist.

6 votes were received via Council's Conversations Page, with four (4) votes for Diggers Rest Community Centre, one (1) vote for Volcanic Plains Childrens and Community Centre and one (1) vote for Vineyard Road Childrens and Community Centre. No other responses were received. A summary of the data is outlined below:

Answer choices	Percent	Count
Diggers Rest Community Centre	66.67%	4
Golden Sun Children's and Community Centre	0%	0
Volcanic Plains Children's and Community Centre	16.67%	1
Goldfields Community Centre - Diggers Rest	0%	0
Vineyard Road Children's and Community Centre	16.67%	1
Total	100.00%	6

GNV have indicated that Diggers Rest Community Centre is likely to be supported, though have noted that their preference is that names have three words or less and twenty-five words or less. As the suburb name is two words, Officers consider that the proposed name, will be acceptable, noting the ultimate decision, sits with GNV.

5. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

6. Financial Considerations

The financial considerations of this report are associated with the signage to be installed on and surrounding the Building. These costs are already accounted for as part of the project. All other costs of registering the name, will be absorbed in the operating budget of the Legal and Property team.

7. Consultation/Public Submissions

In line with the Policy, the shortlisted names were subject of a second community consultation stage, which allowed the community to vote for their preferred name.

A notice was published on Council's Conversations Page between 8 May 2026 and 14 June 2026. A notice was published in the Melton & Moorabool Star Weekly on Tuesday 9 June, and the Sunbury & Diggers Rest Weekly on Tuesday 9 June.

No objections or submissions were made against the name.

8. Risk Analysis

Naming of Significant Features is an important step in ensuring the community are involved in the way this Building will be recognised as an important element of the City of Melton.

The risk of not deciding on a final name and submitting it to Geographic Names Victoria for support, risks that Council is non-compliant with its Place Naming Policy, and will not be upholding the principles of engagement by involving the community in decision making and implementing those decisions appropriately.

9. Options

Council may:

1. Resolve in line with the recommendations set out in this report and endorse the name of the Building to be “Diggers Rest Community Centre” to be submitted to Geographic Names Victoria;
2. Not resolve in line with the recommendations set out in this report.

LIST OF APPENDICES

Nil

At 6.27pm, Cr Verdon departed the Chamber and returned to Chamber at 6.28pm

12.2 COMMUNITY GRANTS PROGRAM ROUND JANUARY - MARCH 2026

Author: Susie Prestney - Manager Healthy Connected Communities

Presenter: Troy Scoble - Director City Life

PURPOSE OF REPORT

To advise Council of the outcomes of the January - March 2026 assessment of Community Grants Program.

RECOMMENDATION:

That Council note the community Grant Program for January – March 2026 for the 2025/2026 financial year.

Motion

Crs Shannon/Turner.

That Council note the community Grant Program for January – March 2026 for the 2025/2026 financial year.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

Melton City Council recognises the importance of supporting community groups, not-for-profit organisations and individuals. Council's Grants Program assist in the achievement of our strategic objectives.

Applications for the Jan-Mar 2026 Community Grants Program were accepted from 1 January to 31 March 2026. A total of 19 applications were submitted and 14 met the eligibility criteria for assessment. Ineligible and unsuccessful applicants have been provided feedback to assist them in resubmitting for a future round of funding.

A total of \$236,551 has been awarded in the 2025/2026 financial year up to 31 December through the Community Grants Program.

2. Background/Issues

2.1 Community Grants Program

The Community Grants program provides year-round access to the community through quarterly assessments. Applicants can apply for grants of up to \$5,000 in one of the following categories:

- The Arts: Building community connections, expressing creativity and local culture through the arts.
- Sports & Hobbies: Increasing participation and accessibility of sports and hobbies.
- Healthy & Safe Living: Promoting a safer, healthier, and more connected municipality.
- Festivals & Events: Celebrating diversity and unity, bringing people together to strengthen social connections.
- Environment & Nature: Reducing our environmental footprint and protecting and enhancing the City of Melton's natural environment.

The objective is to ensure equitable distribution of funding across the five categories, although actual allocations are determined by received applications. To promote all elements of the program, officers are actively encouraging applications in all categories across the whole City.

Applications were assessed against the Council adopted Community Grants and Fund Policy to ensure consistency with adopted policy and procedures. An overview of the applications provided at **Appendix 1**.

2.1 Community Grants Program Assessment

The Assessment Panel operates under the adopted Terms of Reference and adheres to strict confidentiality and disclosure requirements as an Advisory Committee of Council. Panel members and Grant/Project Officers must disclose any conflicts of interest involving applicants. The Governance team advises on managing conflicts during the assessment and authorisation process.

The Assessment Panel deliberates on funding allocations during their meetings, and recommendations require formal approval from Council's Chief Executive Officer (CEO).

The Panel for this assessment round consisted of representatives from the following wards:

- Watts
- Cambridge
- Coburn

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

1. A healthy and inclusive community

1.1 A connected community where people have equitable access to local activities, events, programs and services.

4. Financial Considerations

4.1 Community Grant Round Jan - Mar 2026

14 applications approved for funding in the round totalling \$44,672.

The following table illustrates total spend for the 2025-26 financial year and cumulative spend for the 2025-26 financial year.

Round	Approved \$	Cumulative Spend % (YTD Plan)	Cumulative Spend % (YTD Actual)
May-Jun 2025	\$58,987	17%	19.7%
Jul-Aug 2025	\$108,723	33%	55.9%
Sep-Oct 2025	\$37,842	50%	68.5%
Nov-Dec 2025	\$30,999	67%	79%
Jan-Mar 2026	\$44,672	100%	94%
Total YTD Approved/ Recommended:	\$281,493		
FY25/26 Budget Remaining:	\$ 18,507		

5. Consultation/Public Submissions

The following promotional and training activities were undertaken to support potential applications for the Community Grants Program:

- One-on-one meetings
- Emails to previous unsuccessful Community Grant applicants encouraging to reapply
- Website and social media promotion

6. Risk Analysis

Council's Community Grants Program strictly adhere to the relevant Policies, Guidelines and Terms of Reference to reduce and mitigate risks associated with the administration of this program. Risks related to conflict of interest are managed through declarations of interests and conflicts of interests from all relevant parties.

7. Options

Council has the option to:

1. Note the report as per the officer's recommendation; or
2. Request further clarification in relation to the report.

LIST OF APPENDICES

1. Overview of Community Grants Round Jan-Mar 2026 - **CONFIDENTIAL**

12.3 INSTRUMENT OF DELEGATION TO CHIEF EXECUTIVE OFFICER

Author: Troy Delia - Senior Coordinator Governance

Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To seek the approval of Council of the updated Instrument of Delegation from Council to the Chief Executive Officer.

RECOMMENDATION:

That Council, in the exercise of the power conferred by s.11(1)(b) of the *Local Government Act 2020* (Act), resolves that:

1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties, and functions set out in the *Instrument of Delegation to the Chief Executive Officer* (Instrument) provided as **Appendix 1** to this report, subject to the conditions and limitations specified in the Instrument.
2. The Instrument comes into force immediately the Common Seal of Council is affixed to the Instrument;
3. On the coming into force of the Instrument, all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

Motion

Crs Majdlik/Verdon.

That Council, in the exercise of the power conferred by s.11(1)(b) of the *Local Government Act 2020* (Act), resolves that:

1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties, and functions set out in the *Instrument of Delegation to the Chief Executive Officer* (Instrument) provided as **Appendix 1** to this report, subject to the conditions and limitations specified in the Instrument;
2. The Instrument comes into force immediately the Common Seal of Council is affixed to the Instrument;
3. On the coming into force of the Instrument, all previous delegations to the Chief Executive Officer are revoked; and
4. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

A Council may, by Council resolution, make an Instrument of Delegation and delegate to a member of its staff a range of powers, duties or functions of a Council under the *Local Government Act 2020* (Act), or any other applicable Act.

This report presents the *Instrument of Delegation to the Chief Executive Officer* to Council for approval.

This Instrument will allow for the proper and efficient use of Council's powers by enabling the Chief Executive Officer to undertake the day-to-day management of the organisation in a timely and responsive manner.

2. Background/Issues

Well-constructed Instruments of Delegation are important, as a person exercising a delegation is effectively 'standing in the shoes of the Council'. A decision made under delegation is a decision of the Council. A delegation in force does not prevent Council from making the decision.

The current Instrument of Delegation from Council to the CEO was approved by Council at its meeting held 26 May 2025 and came into effect upon the Common Seal of Council being affixed on 26 May 2025. It was updated at that time to incorporate legislative updates provided by Maddocks Lawyers.

This Instrument has been reviewed and updated to reflect changes, specifically with respect to expenditure limitations, in relation to insurance premiums and emergency services volunteers fund levy.

The updated Instrument will allow for the proper and efficient use of Council's powers by enabling the Chief Executive Officer to undertake the day-to-day management of the organisation in a timely and responsive manner.

The Instrument of Delegation to the Chief Executive Officer is presented to Council for approval, with updates highlighted in yellow.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making.

4. Financial Considerations

The recommendation has no direct financial consideration.

5. Consultation/Public Submissions

There is no requirement for public consultation in this process.

6. Risk Analysis

The same risks apply in decision making by Officers as for decisions by Council. Namely that the decision could be tainted by conflict of interest, be ultra vires and may be subject to administrative review by a Court or Tribunal.

7. Options

Council has the option to:

1. Adopt the Recommendation as presented.
2. Amend the Instrument of Delegation as presented.

LIST OF APPENDICES

1. Instrument of Delegation to the Chief Executive Officer - July 2026

Melton City Council

Instrument of Delegation to the Chief Executive Officer

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020* (Act) and all other powers enabling it, Melton City Council (Council) delegates to the member of Council staff holding, acting in, or performing the position of Chief Executive Officer, the powers, duties, and functions set out in the Schedule to this Instrument of Delegation,

AND declares that:

1. This Instrument of Delegation is authorised by a Resolution of Council passed on **##date;**
2. The delegation:
 - 2.1. Comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation;
 - 2.2. Is subject to any conditions and limitations set out in the Schedule;
 - 2.3. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4. Remains in force until Council resolves to vary or revoke it.

The **Common Seal** of the)

Melton City Council)

Was hereunto affixed)

..... Mayor

..... Chief Executive Officer

..... Dated

Melton City Council**Instrument of Delegation to the Chief Executive Officer****Delegation Source**

- *Local Government Act 2020*

Position

Abbreviation	Position
CEO	Chief Executive Officer

Melton City Council**Instrument of Delegation to the Chief Executive Officer**

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
11(1)	SCHEDULE The power to - determine any issue; - take any action; or - do any act or thing arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.	CEO	The delegate must not determine the issue, take the action or do the act or thing - if the issue, action, act or thing is an issue, action, act or thing which involves: - entering into a contract exceeding the value of \$1,500,000; - subject to paragraph 1.3, making any expenditure that exceeds \$1,500,000; - making any expenditure for: - insurance premiums that exceeds \$4,000,000; - the emergency services volunteers fund levy that exceeds \$10,000,000; or - developer payouts that exceeds \$15,000,000; - appointing an Acting Chief Executive Officer for a period exceeding 28 days; - electing a Mayor or Deputy Mayor; - granting a reasonable request for leave under s 35 of the Act; - making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; - approving or amending the Council Plan; - adopting or amending any policy that Council is required to adopt under the Act;

Melton City Council**Instrument of Delegation to the Chief Executive Officer**

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			1.10 adopting or amending the Governance Rules; 1.11 appointing the chair or the members to a delegated committee; 1.12 making, amending or revoking a local law; 1.13 approving the Budget or Revised Budget; 1.14 approving the borrowing of money; or 1.15 subject to section 181H(1)(b) of the <i>Local Government Act 1989</i>, declaring general rates, municipal charges, service rates and charges and specified rates and charges; 2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution; 3. if the issue, action, act or thing is an issue, action, act, or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; 4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a: 4.1 policy; or 4.2 strategy adopted by Council;

Melton City Council**Instrument of Delegation to the Chief Executive Officer**

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or 6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

12.4 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Renee Hodgson - Manager Governance

Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

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

RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 to 3** of this report, and adopt the recommendations arising within the Minutes:

1. Arts and Culture Advisory Committee - 11 June 2026
2. Disability Advisory Committee – 18 June 2026
3. Policy Review Panel – 2 July 2026

Motion

Crs Majdlik/Morris.

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 to 3** of this report, and adopt the recommendations arising within the Minutes:

1. Arts and Culture Advisory Committee - 11 June 2026
2. Disability Advisory Committee – 18 June 2026
3. Policy Review Panel – 2 July 2026

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

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

The minutes of the Advisory Committees attached to this report form the written record of the committee meetings, 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 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 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 Councillor representation on Advisory Committees for the 2025/26 municipal year was approved by Council at its Scheduled Meetings on 6 and 24 November 2025.

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

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

Appendix	Advisory Committee	Meeting Date
1.	Arts and Culture Advisory Committee	11 June 2026
2.	Disability Advisory Committee	18 June 2026
3.	Policy Review Panel	2 July 2026

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2025-2029 Council and Wellbeing Plan references:

3. A progressive and trusted Council

3.2 An organisation that prioritises good governance, integrity and accountability and is community minded in its decision-making

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 the Committee minutes and/or recommendations.

LIST OF APPENDICES

1. Arts and Culture Advisory Committee Minutes - 11 June 2026
2. Disability Advisory Committee Minutes – 18 June 2026
3. Policy Review Panel Minutes - 2 July 2026

MINUTES



Arts and Culture Advisory Committee Meeting

held on 11 June, Online, Microsoft Teams Meeting.

Present:	Cr Lara Carli	Councillor
	Cr Brandi Morris	Councillor
	Cr Bob Turner	Councillor
	John Bentley	Community Representative
	Leeanne Dowel	Community Representative
	Rachel Chetcuti	Community Representative
	Sally Thurley	Community Representative
	Simarjeet Singh	Community Representative

In Attendance:

Jason Sanderson	Coordinator City Events and Arts
Kate Bonser	Senior Art Project Officer
Dominique Roberts	Executive Assistant

Guests:	Levi Phipps	Head Major Project Delivery
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Quorum: A quorum must be achieved for a meeting to commence. A quorum requires 2 Councillors and 4 Community Representatives to be present.

Chairperson:	Cr Lara Carli	Councillor
Minute Taker:	Dominique Roberts	Executive Assistant

1. Welcome

The Chairperson opened the meeting at 5.34pm and welcomed the Committee members and attendees.

2. Acknowledgement of Country

The Chairperson gave an Acknowledgement of Country.

3. Apologies

Susie Prestney	Manager Healthy Connected Communities
Swetang Pandya	Community Representative

4. Declaration of Interest and/or Conflict of Interest

Nil.

5. Confirmation of Minutes of Previous Meeting

The Arts and Culture Advisory Committee confirmed the minutes of the Arts and Culture Advisory Committee Meeting held on 10 March 2026 and received by Council at the Scheduled Meeting held 27 April 2026.

MINUTES



6. Business Arising from Previous Minutes

Nil.

7. Standing Agenda Items

7.1 Engaging audiences with the Arts Program at Exhibitions and City of Melton Major Events

The Committee received an update on the '*Common*' exhibition opening held on 14 May at Caroline Springs Gallery. Positive feedback was noted, and 32 artists are currently exhibiting at the gallery.

Officers provided an update on the *Ascent* 2026 exhibition, including the registration of various schools across the city. The opening event is scheduled for 22 October 2026.

8. General Business

8.1 Caroline Springs Gallery Tree Removal

The trees outside the gallery have been re-homed at the Melton Botanic Garden. This matter is now closed.

8.2 5 Year Public Art Asset Renewal Audit

The Committee received an update on the public art asset audit.

8.3 Update: Member composition of the Arts and Culture Advisory Committee

The Committee received an update on the revised committee composition, including a new appointment made at the April Ordinary Meeting of Council. The new appointment will run in line with the committee's four-year term.

8.4 Upcoming arts program for Committee input

The Committee received an update on projects, including CS gallery window commission, *Ascent* 2026 and Melton Major event season 2026/2027.

8.5 Caroline Springs Gallery Windows Commissions themes for 2026 and 2027

The Committee was provided with a list of themes for 2026/2027 CS gallery window commission for consideration.

8.6 Committee engagement on Thematic principles for a proposed new public artwork for the Cobblebank Community Services Hub

The Cobblebank Community Hub artwork opportunity themes were presented to the Committee.

The Committee provided feedback and comments on the themes and noted the preferred theme by majority consensus of "Linking place to name" noting they would like the artwork to have vibrant and bold colors included.

Simarjeet left the meeting at 6.53pm.

9. Next Meeting

The next meeting is to be held on 1 September 2026 commencing at 10.00am via Teams.

MINUTES



10. Close of Business

The meeting closed at 6.59pm.

MINUTES



Disability Advisory Committee Meeting

held on 18 June 2026 in Melton Library and Learning Hub, 31 McKenzie Street Melton, Grant-Pyke Room.

Present:	Cr Lara Carli	Mayor
	Cr Kathy Majdlik	Councillor
	Cr Sophie Ramsey	Councillor
	Andrew Power	Community Representative
	Hayley Sayers	Community Representative
	Linda Campbell	Community Representative
	Marie Claudine Agathe	Community Representative
	Ravindaur Kaur	Organisational Representative

In Attendance:	Roslyn Wai	CEO
	Coral Crameri	Manager Community Care and Active Living
	Aaron Tan	Coordinator Community Wellbeing and Inclusion
	Nicole Migani-Roberts	Advocacy and Inclusion Officer
	Matthew Hutchinson	Design & Investigations Coordinator
	Dominique Roberts	Executive Assistant

Guest:	Emily Keogh	Head of Governance - Melton City Council
	Laurelle Picioane	Family Support Worker - Melton City Council

Quorum: A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present. 2 Councillors, 2 Community Representatives and 1 Organisational Representative must be present.

Chairperson:	Cr Lara Carli	Mayor
Minute Taker:	Dominique Roberts	Executive Assistant

1. Welcome

The Chairperson opened the meeting at 12:41pm and welcomed the Committee members and attendees.

2. Acknowledgement of Country

The Chairperson gave an Acknowledgement of Country.

3. Apologies

Nil.

MINUTES



4. Declaration of Interest and/or Conflict of Interest

Nil.

5. Confirmation of Minutes of Previous Meeting

The Disability Advisory Committee confirmed the minutes of the Disability Advisory Committee Meeting held on 23 April 2026.

6. Business Arising from Previous Minutes

Nil.

7. Standing Agenda Items

General update on matters relating to accessibility and Inclusion.

7.1. General update on matters relating to accessibility and Inclusion

The Committee received a presentation and update on matters relating to accessibility and inclusion, including the Melton Level Crossing update, Melton Station and Exford Road corridor upgrade plans, and the DDA Program 2026/27, which focuses on small improvements such as disability access, disabled parking bays, and pedestrian refuges. The Melton Level Crossing update highlighted improved accessibility across all platforms, including lifts to each platform and dedicated accessible drop-off zones.

7.2. Mayoral Initiative 'Creative Connections'

The Mayor shared her Mayoral Initiative with the Committee, which focuses on engaging local specialist schools in facilitated art programs for children with disabilities. At the conclusion of the program, artworks created by the children will be transformed into thank you cards that will be at Caroline Springs and Melton Libraries. Officers further advised that opportunities to digitise the artworks are being explored.

Hayley Sayers departed the meeting at 1.15pm.

8. General Business

8.1. Update on programs and services available during school holidays

Officers provided an update on Council's diverse school holiday programs, including a targeted sensory activity delivered at the Melton Learning and Library Hub.

Linda queried about the availability of art and craft activities for adults within the community.

Action: Officers to provide committee representatives the range of art and craft activities that are available.

8.2. Update on Melton City Council Logo refresh

Officers presented to the Committee on the Melton City Council logo refresh, highlighting that the updated logo aligns with legislated accessibility standards. The Committee was shown the new, endorsed MCC logo, with a staggered rollout scheduled for July. The Committee expressed their thanks to Officers for the work completed.

8.3. Update on the Melton Business Excellence Awards category

The Committee received an update on the Melton Business Excellence Awards category, with five submissions received to date. Applications close on 9 July. Committee members were encouraged to share the opportunity across their networks.

MINUTES



9. Next Meeting

The next meeting is to be held on Thursday 20 August 2026 commencing at 12.30pm at the Melton Library and Learning Hub, 31 McKenzie Street Melton, Grant-Pyke Room.

Cr Ramsey advised that she will be an apology so please invite Cr Shannon.

10. Close of Business

The meeting closed at 1:39pm.



MELTON CITY COUNCIL

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

2 July 2026

MINUTES OF THE POLICY REVIEW PANEL2 JULY 2026

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MINUTES OF THE POLICY REVIEW PANEL2 JULY 2026

MELTON CITY COUNCIL**MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL HELD IN THE VIA MICROSOFT TEAMS ON
2 JULY 2026 AT 9:30 AM**

Present: Cr Lara Carli, Mayor (Chair)
Cr Kathy Majdlik
Cr Sophie Ramsey
Cr Julie Shannon

In Attendance:	Roslyn Wai	Chief Executive Officer
	Liz Rowland	Chief Financial Officer
	Troy Scoble	Director City Life
	Emily Keogh	Head of Governance
	Renee Hodgson	Manager Governance
	Ajay Ravindran	Chief Information Officer
	Coral Crameri	Manager Community Care and Active Living
	Stephen Hiley	Acting Manager Healthy Connected Communities

1. WELCOME

The Chair, Cr Carli, opened the meeting at 9.33am and welcomed the Panel Members.

2. APOLOGIES

Nil.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

The Policy Review Panel noted the Minutes of the Policy Review Panel held on 4 June 2026 and adopted by Council at the Scheduled Meeting held on 22 June 2026.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL

2 JULY 2026

6. PRESENTATION OF STAFF REPORTS**6.1 PUBLIC INTERNET AND WIFI POLICY****Responsible Officer:** Liz Rowland - Chief Financial Officer**Document Author:** Ajay Ravindran - Chief Information Officer**Recommendation:**

That the Policy Review Panel recommend Council approve the updated Public Internet and Wi-Fi Access Policy provided as **Appendix 1** to this report.

Motion

Crs Majdlik/Ramsey.

That the Policy Review Panel recommend Council approve the updated Public Internet and Wi-Fi Access Policy provided as **Appendix 1**.

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

Melton City Council's Public Internet and Wi-Fi Access Policy provides the governance framework for the provision and use of Council-managed public internet and Wi-Fi services. The policy supports secure, reliable, and appropriate access to public connectivity across Council facilities and public spaces, while outlining user responsibilities, acceptable use requirements, and Council's approach to managing security, privacy, and operational risks.

The current policy was adopted in May 2025 and replaced the previous 2017 policy. The 2026 review confirms that the policy remains fit for purpose, with no substantive changes required to policy intent or obligations. Minor administrative updates have been made to improve currency, governance and access to the latest terms of use.

1.2 Sources/benchmarking

The review considered Council's information technology security standards, applicable legislative and regulatory obligations, information management requirements and relevant government security guidance. The policy was also reviewed against the Department of Government Services' security recommendations to confirm that Council's approach remains aligned with contemporary public sector expectations for secure public Wi-Fi services.

Benchmarking and internal review confirmed that the Public Internet and Wi-Fi Access Policy (Proposed version 2026) remains aligned with legislative, organisational, information security and best practice requirements

1.3 Consultation

Consultation was undertaken with relevant internal stakeholders, including the Library team, People and Safety team, Information Technology team and Council's Enterprise Design Authority. Feedback from the Library team confirmed how public devices and Wi-Fi services are used in library locations, while feedback from People and Safety supported consideration of staff and community safety, appropriate use of equipment and workplace risk controls.

MINUTES OF THE POLICY REVIEW PANEL2 JULY 2026

The Enterprise Design Authority reviewed the policy from a security and information management compliance perspective. The Information Technology team also reviewed the policy to confirm alignment with Council's current IT security standards and operational requirements.

1.4 Communication and Implementation

Implementation of the policy is managed through Council's public Wi-Fi and internet access arrangements, including publication of the current terms of use and ongoing operational support by the Information Technology team. Administrative improvements have been completed by registering the policy in Council's electronic records management system and updating the Wi-Fi login page so users can access the most current policy information and terms of use.

The Executive Leadership Team approved the Public Internet and Wi-Fi Policy (Proposed version 2026) on 1 June 2026, thereby enabling it to proceed to the Policy Review Panel and Council for formal adoption.

1.5 Compliance

Compliance with the policy is supported through alignment with Council's IT security standards, information management requirements and operational controls for public internet and Wi-Fi services. The review found no significant compliance issues and confirmed that the policy continues to support appropriate risk management, user accountability and secure access to Council-managed public connectivity.

1.6 Measures of Success

The success of the policy will be measured by the continued availability and reliability of public internet and Wi-Fi services, effective management of security and acceptable-use risks, the currency of published terms of use, and the absence of material compliance issues. Ongoing feedback from operational teams and service users will also inform future reviews and continuous improvement.

LIST OF APPENDICES

1. Public Internet and WI-FI Access Policy 2026 - Draft clean
2. Public Internet and WI-FI Access Policy 2026 - Draft tracked changes
3. Public Internet and WI-FI Access Policy 2025 - Current version

MINUTES OF THE POLICY REVIEW PANEL

2 JULY 2026

Item 6.1 Public Internet and Wifi Policy

Appendix 1 Public Internet and WI-FI Access Policy 2026 - Draft clean

Public Internet and WI-FI Access Policy

Date adopted	Insert date
Adopted by	Council
Review due	May 2028
Responsible officer	Chief Information Officer
Records reference	9208670

1. Purpose

The Public Internet and Wi-Fi Access Policy establishes guidelines for the responsible and transparent governance of Public Internet and Wi-Fi services, including privacy protections, data security measures, and compliance with relevant laws and regulations. It serves as a guide to enhancing community well-being and facilitating equitable access to information and opportunities.

2. Application and Scope

This Policy applies to all Public Internet access points, devices, and users at Melton City Council (Council) sites such as libraries, youth centres, and community centres, and to Wi-Fi use on personal mobile devices at all Council sites.

3. Policy context

Council provides access to electronic devices and internet services in its facilities and sites, including libraries, youth, and community centres.

Any user accessing Council's Public Internet or Wi-Fi, either from a Council owned or electronic devices or personal PC or device, must adhere to this Policy.

Council reserves the right to terminate and revoke the computer access privileges of any user not adhering to this Policy.

The provision of Public Internet and Wi-Fi access at Council libraries aligns with the Australian Library and Information Association's (ALIA) Online Content Regulation Statement and the Public Libraries Victoria's (PLV) Statement on Internet Access (2017).

Council reserves the right to terminate and revoke the computer access privileges of any user who does not comply with the conditions set forth herein.

Public Internet and Wi-Fi provided at non-library Council facilities are governed by separate operational and security requirements and are therefore not subject to the ALIA and PLV principles that specifically apply to public library services.

3.1 Risk management

Council acknowledges that providing Public Internet and Wi-Fi access at Council sites entails certain technology risks.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Public Internet and Wifi Policy

Appendix 1 Public Internet and WI-FI Access Policy 2026 - Draft clean

Council cannot ensure the safety of a user's data and information, such as Personal Identifiable Information (PII) and financial information, while using the Public Internet and Wi-Fi.

Before connecting to the Public Internet, users must acknowledge the "splash page" Terms and Conditions as follows:

- Council cannot guarantee the security or safety of any personal devices connected to its network.
- Council accepts no liability or responsibility for:
 - Any loss or damage incurred from using personal equipment or transmitting computer viruses
 - Personal equipment malfunctions or damages to connected computing devices
 - Protecting the data and information of users who use the Public Internet to conduct electronic transactions of any kind
- Users using Public Internet and WI-FI at Council locations must understand the hazards and make their own decisions about the authenticity and usefulness of website content.

3.2 Filtering

To mitigate exposure to material such as hate speech, hacking, pornography, and illegal downloads, Council must use content filtering, which restricts access to such material.

While Council strives to limit access to such content, supervision of Internet usage for individuals (children) 18 years of age or under remains the responsibility of their parents or legal guardians.

3.3 Access and Identification Methods

Council upholds user privacy and confidentiality, as outlined in Council's Privacy Policy and adheres to all legal obligations.

Council may conduct the following:

- Register and administer the user and collect personal information
- Monitor user activity and session times around Council facilities
- Collect aggregated, non-personal data relating to usage patterns of public wireless networks
- Share user data with other levels of government and law enforcement agencies when required by law

Access to public computers and Internet services at Council libraries are open to individuals who can provide valid identification.

Different facilities or services within Council may require different user identification methods.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Public Internet and Wifi Policy

Appendix 1 Public Internet and WI-FI Access Policy 2026 - Draft clean

Council Library Conditions of Use

Library users can book use of a public PC at any library facility to access the Internet.

All users must consent to the terms of use displayed on the splash page at the point of log-in.

All identifiable information is automatically wiped from the device upon log-off.

Users connecting to a Council provided public Wireless Access Points (WAP) using their personal devices may do so as guests without immediate identification requirements. However, they must consent to the terms of use displayed on the splash page. This allows Council to record the device's IP address in its system logs.

Access to the Internet via public PCs and Wi-Fi at Council libraries is aligned with ALIA Online Content Regulation principle (see Section 6).

- Internet users are responsible for abiding by all copyright, relevant laws and legislation when accessing and or printing materials from the Internet
- Internet users must not access or transmit any material of an offensive or derogatory manner
- Parents are responsible for supervising their children's access to Internet resources in the library.

3.4 Use of Public Wi-Fi and User Responsibilities

Council offers wireless Internet access (Public Wi-Fi) at libraries, youth centres, and community centres for web browsing. Council maintains the right to restrict daily access periods, specific file kinds, bandwidth, and download size. Anyone who agrees to and follows the Terms and Conditions can access the Internet at Council facilities. Any specific limits or conditions of use that may exist for a given Wireless Access Points (WAP) will be available on the splash page for that WAP site (see Section 5 in this policy).

For individuals (children) 18 years of age or under, permission must be provided by their parent or legal guardian to use the Library Internet and Wi-Fi service.

Anyone 12 years of age or under who wishes to access Council's Public Internet or Wi-Fi must be accompanied by their parent or legal guardian who must also give their permission.

Council allows users to access its Public Wi-Fi access at the user's risk.

Council may block, suspend, or terminate access to the network for breaches that violate this policy, any law, or infringe any copyright, trademark, trade secret, right of publicity, privacy, or any other right of any person or company.

User Responsibilities

- Users are responsible for maintaining up-to-date anti-virus software on their device/s before they use the Council's network
- Users must be aware that using this Wi-Fi service to connect to the Internet can expose their devices to viruses, intrusions, and other abuses by third-party actors
- Connecting to peer-to-peer (P2P) file sharing is prohibited (see Section 5 in this policy)

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Public Internet and Wifi Policy

Appendix 1 Public Internet and WI-FI Access Policy 2026 - Draft clean

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- It is prohibited to use the Council Wi-Fi network to access another person's computer, computer account, files, or data
 - Use of Council's Wi-Fi network outside of Council facilities in public spaces such as footpaths and parks must adhere to this policy
 - Users are responsible for configuring their personal equipment to work with Council's Wi-Fi network
 - Users must not install network devices, such as routers or access points, which provide wireless connectivity in facilities
 - Along with the above, all users must adhere to User Acceptance and responsibilities (see Section 3.7 in this policy).

3.5 Technical Support and Maintenance

Council provides technical assistance for all its IT (Information Technology) assets, which includes public-access PCs and printers. Users acknowledge that Council makes every attempt to resolve issues as quickly as possible however, there are no guarantees of the timing of resolution of any issues.

Council does not provide technical support and maintenance for users' personal devices.

3.6 Children

Council is committed to being a child safe organisation by (see Section 6 below including Council's Child Safe Policy):

- complying with the Victorian Child Safe Standards and the National Principles for Child Safe Organisations
- complying with the Victorian Reportable Conduct Scheme
- having a Child Safe Policy.
- Requiring Parents and legal guardians to be responsible for monitoring access to the Internet for children and youth under 18 years of age.

3.7 User Acceptance

Use of the Internet at Council facilities implies acceptance of this policy and the conditions of access to the network at each facility, as detailed within the terms and conditions accessible on the splash page provided by Wireless Access Points (WAPs).

Council prohibits the actions listed below, as inappropriate use of the Council's wireless network or as being unacceptable behaviour:

- Illegal activities such as piracy, copyright infringement, and licencing conditions
- Assuming another person's identity or using another person's access card
- Attempting to breach or compromise the system or network integrity on any device or network site
- Accessing restricted sites such as gambling and pornography
- Activities that may infringe on the facility or site's amenities for other users
- Attempting to decode or obtain password restrictions
- Using the Council network to access another person's computer, computer account, files, or data

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Item 6.1 Public Internet and Wifi Policy

Appendix 1 Public Internet and WI-FI Access Policy 2026 - Draft clean

- Running programs designed to find or create security loopholes, decrypt intentionally secured data, or gain unauthorised access to any system
- Spamming, phishing, or spoofing while using the Council's Wi-Fi network
- Spreading any malicious computer code or software, including viruses, malware, Trojans, keyboard loggers, worms, or data harvesting software.

To ensure compliance with this Policy, Council staff may monitor users when they use public-access computers.

Council reserves the right to access a user's session history if there is any indication of a breach of this Policy.

4. Responsibility/Accountability

Role	Responsibilities
CEO	Ensuring the policy is enforced and adhered to. Responsible for the effective operations of the Council, including being accountable to the Council for the effective management of all risks to those operations.
Business Unit Manger	Understand their role as custodians and implement the appropriate information security controls to secure Public Internet and WI-FI. Responsible for ownership and management of risks identified through operations or audits and the implementation of appropriate controls. Consult with the IT Workplace Service Lead for guidance or assistance with information security related risk mitigation controls.
Chief Information Officer	Ensuring Council's assets are protected in accordance with Council's risk appetite. Ensuring compliance with external standards and frameworks Providing leadership and direction in managing information at Council Reporting any risks that exceed the Council's appetite in the corporate risk register.
Library Staff, Customer Service Representative	Assisting in providing internet services Responsible for managing, monitoring, and controlling internet use to ensure users comply with this Policy.
Service Owner	Primary point of contact and responsible for managing, monitoring, allocating resources and controlling internet use to ensure its users comply with this Policy.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Public Internet and Wifi Policy

Appendix 1 Public Internet and WI-FI Access Policy 2026 - Draft clean

5. Definitions

Term	Definition
The Act	<i>Local Government Act 2020</i>
Australian Library and Information Association (ALIA)	ALIA is the national professional organisation for the Australian Library and information services sector. It supports librarians, information professionals, and others working in the field through networking events, conferences, publications, and online resources. ALIA also shapes policy and legislation related to libraries and information services at national and regional levels.
Child	A person 18 years of age or under (Council's Child Safe Policy).
Identification Method	A method to identify and validate a unique user who requires Council computers and Internet services.
Internet Protocol (IP) Address	An auto-generated numerical value is assigned to a device that is required to connect to the Internet.
Offensive Material	As determined by a Council officer, any content that could be considered unacceptable for public consumption. This may include but is not limited to: • Pornography or implied sexual activity, child abuse material, depictions of bestiality, material containing excessive violence or sexual violence, and drug use. • Material that advocates the doing of a terrorist act or detailed instruction of criminal activity. • Material that strongly impacts or may cause harm to someone because of their ethnicity, sexual orientation, religion, culture, age, physical appearance, or disability. • Material that causes or promotes any form of bullying, harassment, or family violence. • Material that uses frequent or very strong coarse language.
Peer-to-peer (P2P) File Sharing	P2P file-sharing allows computers to download files and make them available to other individuals on a network.
Public Libraries Victoria (PLV)	PLV is a collaborative organisation representing public library services in Victoria, Australia. It serves as a forum for user libraries to share resources, collaborate on projects, and advocate for the interests of public libraries across the state.
Electronic Devices	Electronic device means a personal computer, cell phone, smart phone, telephone, mobile device, wireless device, tablet, or any other electronic device that allows user to use to access the Services
Responsible adult	A parent, guardian, carer, teacher, or any adult responsible for a child, youth, or the well-being of another adult.
Site	A location at which the Council provides services to the community.

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Item 6.1 Public Internet and Wifi Policy

Appendix 1 Public Internet and WI-FI Access Policy 2026 - Draft clean

Term	Definition
Spam	Unsolicited emails sent indiscriminately to multiple individuals or mailing lists.
Splash Page	A browser page that appears on a device when it attempts to connect to a Wireless Access Point (WAP).
Temporary User	A user who requires one-time or temporary access to Council facilities.
User	A person accessing or joining Council's facilities as a user who can access the Public Internet via WI-FI or utilise Council computer assets.
Wireless Access Point (WAP)	It is a networking hardware device that allows other WI-FI-enabled devices to connect to a wired device wirelessly.
Wi-Fi	This technology enables smartphones, laptops, tablets, and other devices to connect to the Internet and communicate without a wired connection.

6. Related Documents

Name	Location
Council Privacy Policy 26 February 2024	Privacy Policy.pdf
ALIA Online Content Regulation Policy	http://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-online-content-regulation
Public Libraries Victoria Privacy Policy	https://www.plv.org.au/privacy-policy/Libraries Victoria Member Privacy Policy.pdf
Victorian Child Safe Standards	https://www.vic.gov.au/child-safe-standards-definitions
National Principles for Child Safe	https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations
Council Child Safe Policy	Child Safe Policy.pdf
Insert splash screen URLs; acceptance of conditions of use	Splash Screen
Guest access for public PC URL	Guest Access for Public

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Item 6.1 Public Internet and Wifi Policy

Appendix 2 Public Internet and WI-FI Access Policy 2026 - Draft tracked changes

Public Internet and WI-FI Access Policy**Date adopted** ~~26-May-2025~~Insert date**Adopted by** Council**Review due** ~~May-2026~~May 2028**Responsible officer** Chief Information Officer**Records reference** 9208670**1. Purpose**

The Public Internet and Wi-Fi Access Policy establishes guidelines for the responsible and transparent governance of Public Internet and Wi-Fi services, including privacy protections, data security measures, and compliance with relevant laws and regulations. It serves as a guide to enhancing community well-being and facilitating equitable access to information and opportunities.

2. Application and Scope

This Policy applies to all Public Internet access points, devices, and users at Melton City Council (Council) sites such as libraries, youth centres, and community centres, and to Wi-Fi use on personal mobile devices at all Council sites.

3. Policy context

Council provides access to electronic devices and internet services in its facilities and sites, including libraries, youth, and community centres.

Any user accessing Council's Public Internet or Wi-Fi, either from a Council owned or electronic devices or personal PC or device, must adhere to this Policy.

Council reserves the right to terminate and revoke the computer access privileges of any user not adhering to this Policy.

The provision of Public Internet and Wi-Fi access at Council libraries aligns with the Australian Library and Information Association's (ALIA) Online Content Regulation Statement and the Public Libraries Victoria's (PLV) Statement on Internet Access (2017).

Council reserves the right to terminate and revoke the computer access privileges of any user who does not comply with the conditions set forth herein.

Public Internet and Wi-Fi provided at non-library Council facilities are governed by separate operational and security requirements and are therefore not subject to the ALIA and PLV principles that specifically apply to public library services.

3.1 Risk management

Council acknowledges that providing Public Internet and Wi-Fi access at Council sites entails certain technology risks.

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Item 6.1 Public Internet and Wifi Policy

Appendix 2 Public Internet and WI-FI Access Policy 2026 - Draft tracked changes

Council cannot ensure the safety of a user's data and information, such as Personal Identifiable Information (PII) and financial information, while using the Public Internet and Wi-Fi.

Before connecting to the Public Internet, users must acknowledge the "splash page" Terms and Conditions as follows:

- Council cannot guarantee the security or safety of any personal devices connected to its network.
- Council accepts no liability or responsibility for:
 - Any loss or damage incurred from using personal equipment or transmitting computer viruses.
 - Personal equipment malfunctions or damages to connected computing devices.
 - Protecting the data and information of users who use the Public Internet to conduct electronic transactions of any kind.
- Users using Public Internet and WI-FI at Council locations must understand the hazards and make their own decisions about the authenticity and usefulness of website content.

3.2 Filtering

To mitigate exposure to material such as hate speech, hacking, pornography, and illegal downloads, Council must use content filtering, which restricts access to such material.

While Council strives to limit access to such content, supervision of Internet usage for individuals (children) 18 years of age or under remains the responsibility of their parents or legal guardians.

3.3 Access and Identification Methods

Council upholds user privacy and confidentiality, as outlined in Council's Privacy Policy and adheres to all legal obligations.

Council may conduct the following:

- Register and administer the user and collect personal information.
- Monitor user activity and session times around Council facilities.
- Collect aggregated, non-personal data relating to usage patterns of public wireless networks.
- Share user data with other levels of government and law enforcement agencies when required by law.

Access to public computers and Internet services at Council libraries are open to individuals who can provide valid identification.

Different facilities or services within Council may require different user identification methods.

Council Library Conditions of Use

Library users can book use of a public PC at any library facility to access the Internet.

All users must consent to the terms of use displayed on the splash page at the point of log-in.

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Item 6.1 Public Internet and Wifi Policy

Appendix 2 Public Internet and WI-FI Access Policy 2026 - Draft tracked changes

All identifiable information is automatically wiped from the device upon log-off.

Users connecting to a Council provided public Wireless Access Points (WAP) using their personal devices may do so as guests without immediate identification requirements. However, they must consent to the terms of use displayed on the splash page. This allows Council to record the device's IP address in its system logs.

Access to the Internet via public PCs and Wi-Fi at Council libraries is aligned with ALIA Online Content Regulation principle (see Section 6).

- Internet users are responsible for abiding by all copyright, relevant laws and legislation when accessing and or printing materials from the Internet.
- Internet users must not access or transmit any material of an offensive or derogatory manner.
- Parents are responsible for supervising their children's access to Internet resources in the library.

3.4 Use of Public Wi-Fi and User Responsibilities

Council offers wireless Internet access (Public Wi-Fi) at libraries, youth centres, and community centres for web browsing. Council maintains the right to restrict daily access periods, specific file kinds, bandwidth, and download size. Anyone who agrees to and follows the Terms and Conditions can access the Internet at Council facilities. Any specific limits or conditions of use that may exist for a given Wireless Access Points (WAP) will be available on the splash page for that WAP site (see Section 5 in this policy).

For individuals (children) 18 years of age or under, permission must be provided by their parent or legal guardian to use the Library Internet and Wi-Fi service.

Anyone 12 years of age or under who wishes to access Council's Public Internet or Wi-Fi must be accompanied by their parent or legal guardian who must also give their permission.

Council allows users to access its Public Wi-Fi access at the user's risk.

Council may block, suspend, or terminate access to the network for breaches that violate this policy, any law, or infringe any copyright, trademark, trade secret, right of publicity, privacy, or any other right of any person or company.

User Responsibilities

- Users are responsible for maintaining up-to-date anti-virus software on their device/s before they use the Council's network.
- Users must be aware that using this Wi-Fi service to connect to the Internet can expose their devices to viruses, intrusions, and other abuses by third-party actors.
- Connecting to peer-to-peer (P2P) file sharing is prohibited (see Section 5 in this policy).
- It is prohibited to use the Council Wi-Fi network to access another person's computer, computer account, files, or data.
- Use of Council's Wi-Fi network outside of Council facilities in public spaces such as footpaths and parks must adhere to this policy.
- Users are responsible for configuring their personal equipment to work with Council's Wi-Fi network.

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Item 6.1 Public Internet and Wifi Policy

Appendix 2 Public Internet and WI-FI Access Policy 2026 - Draft tracked changes

- 
- Users must not install network devices, such as routers or access points, which provide wireless connectivity in facilities.
 - Along with the above, all users must adhere to User Acceptance and responsibilities (see Section 3.7 in this policy).

3.5 Technical Support and Maintenance

Council provides technical assistance for all its IT (Information Technology) assets, which includes public-access PCs and printers. Users acknowledge that Council makes every attempt to resolve issues as quickly as possible however, there are no guarantees of the timing of resolution of any issues.

Council does not provide technical support and maintenance for users' personal devices.

3.6 Children

Council is committed to being a child safe organisation by (see Section 6 below including Council's Child Safe Policy):

- complying with the Victorian Child Safe Standards and the National Principles for Child Safe Organisations
- complying with the Victorian Reportable Conduct Scheme
- having a Child Safe Policy.
- Requiring Parents and legal guardians to be responsible for monitoring access to the Internet for children and youth under 18 years of age.

3.7 User Acceptance

Use of the Internet at Council facilities implies acceptance of this policy and the conditions of access to the network at each facility, as detailed within the terms and conditions accessible on the splash page provided by Wireless Access Points (WAPs).

Council prohibits the actions listed below, as inappropriate use of the Council's wireless network or as being unacceptable behaviour.

- Illegal activities such as piracy, copyright infringement, and licencing conditions.
- Assuming another person's identity or using another person's access card.
- Attempting to breach or compromise the system or network integrity on any device or network site.
- Accessing restricted sites such as gambling and pornography.
- Activities that may infringe on the facility or site's amenities for other users.
- Attempting to decode or obtain password restrictions.
- Using the Council network to access another person's computer, computer account, files, or data.
- Running programs designed to find or create security loopholes, decrypt intentionally secured data, or gain unauthorised access to any system.
- Spamming, phishing, or spoofing while using the Council's Wi-Fi network.
- Spreading any malicious computer code or software, including viruses, malware, Trojans, keyboard loggers, worms, or data harvesting software.

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Item 6.1 Public Internet and Wifi Policy

Appendix 2 Public Internet and WI-FI Access Policy 2026 - Draft tracked changes

To ensure compliance with this Policy, Council staff may monitor users when they use public-access computers.

Council reserves the right to access a user's session history if there is any indication of a breach of this Policy.

4. Responsibility/Accountability

Role	Responsibilities
CEO	Ensuring the policy is enforced and adhered to. Responsible for the effective operations of the Council, including being accountable to the Council for the effective management of all risks to those operations.
Business Unit Manger	Understand their role as custodians and implement the appropriate information security controls to secure Public Internet and WI-FI. Responsible for ownership and management of risks identified through operations or audits and the implementation of appropriate controls. Consult with the IT Workplace Service Lead for guidance or assistance with information security related risk mitigation controls.
Chief Information Officer	Ensuring Council's assets are protected in accordance with Council's risk appetite. Ensuring compliance with external standards and frameworks Providing leadership and direction in managing information at Council Reporting any risks that exceed the Council's appetite in the corporate risk register.
Library Staff, Customer Service Representative	Assisting in providing internet services Responsible for managing, monitoring, and controlling internet use to ensure users comply with this Policy.
Service Owner	Primary point of contact and responsible for managing, monitoring, allocating resources and controlling internet use to ensure its users comply with this Policy.

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Item 6.1 Public Internet and Wifi Policy

Appendix 2 Public Internet and WI-FI Access Policy 2026 - Draft tracked changes

5. Definitions

Term	Definition
The Act	<i>Local Government Act 2020</i>
Australian Library and Information Association (ALIA)	ALIA is the national professional organisation for the Australian Library and information services sector. It supports librarians, information professionals, and others working in the field through networking events, conferences, publications, and online resources. ALIA also shapes policy and legislation related to libraries and information services at national and regional levels.
Child	A person 18 years of age or under (Council's Child Safe Policy).
Identification Method	A method to identify and validate a unique user who requires Council computers and Internet services.
Internet Protocol (IP) Address	An auto-generated numerical value is assigned to a device that is required to connect to the Internet.
Offensive Material	As determined by a Council officer, any content that could be considered unacceptable for public consumption. This may include but is not limited to: • Pornography or implied sexual activity, child abuse material, depictions of bestiality, material containing excessive violence or sexual violence, and drug use. • Material that advocates the doing of a terrorist act or detailed instruction of criminal activity. • Material that strongly impacts or may cause harm to someone because of their ethnicity, sexual orientation, religion, culture, age, physical appearance, or disability. • Material that causes or promotes any form of bullying, harassment, or family violence. • Material that uses frequent or very strong coarse language.
Peer-to-peer (P2P) File Sharing	P2P file-sharing allows computers to download files and make them available to other individuals on a network.
Public Libraries Victoria (PLV)	PLV is a collaborative organisation representing public library services in Victoria, Australia. It serves as a forum for user libraries to share resources, collaborate on projects, and advocate for the interests of public libraries across the state.
Electronic Devices	Electronic device means a personal computer, cell phone, smart phone, telephone, mobile device, wireless device, tablet, or any other electronic device that allows user to use to access the Services
Responsible adult	A parent, guardian, carer, teacher, or any adult responsible for a child, youth, or the well-being of another adult.

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Item 6.1 Public Internet and Wifi Policy

Appendix 2 Public Internet and WI-FI Access Policy 2026 - Draft tracked changes

Term	Definition
Site	A location at which the Council provides services to the community.
Spam	Unsolicited emails sent indiscriminately to multiple individuals or mailing lists.
Splash Page	A browser page that appears on a device when it attempts to connect to a Wireless Access Point (WAP).
Temporary User	A user who requires one-time or temporary access to Council facilities.
User	A person accessing or joining Council's facilities as a user who can access the Public Internet via WI-FI or utilise Council computer assets.
Wireless Access Point (WAP)	It is a networking hardware device that allows other WI-FI-enabled devices to connect to a wired device wirelessly.
Wi-Fi	This technology enables smartphones, laptops, tablets, and other devices to connect to the Internet and communicate without a wired connection.

6 Related Documents

Name	Location
Council Privacy Policy 26 February 2024	Privacy Policy.pdf
ALIA Online Content Regulation Policy	http://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-online-content-regulation
Public Libraries Victoria Privacy Policy	https://www.plv.org.au/privacy-policy/Libraries_Victoria_Member_Privacy_Policy.pdf
Victorian Child Safe Standards	https://www.vic.gov.au/child-safe-standards-definitions
National Principles for Child Safe	https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations
Council Child Safe Policy	Child Safe Policy.pdf
Insert splash screen URLs; acceptance of conditions of use	Splash Screen
Guest access for public PC URL	Guest Access for Public

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Item 6.1 Public Internet and Wifi Policy

Appendix 3 Public Internet and WI-FI Access Policy 2025 - Current version

Public Internet and WI-FI Access Policy

Date adopted	26 May 2025
Adopted by	Council
Review due	May 2026
Responsible officer	Chief Information Officer
Records reference	9208670

1. Purpose

The Public Internet and Wi-Fi Access Policy establishes guidelines for the responsible and transparent governance of Public Internet and Wi-Fi services, including privacy protections, data security measures, and compliance with relevant laws and regulations. It serves as a guide to enhancing community well-being and facilitating equitable access to information and opportunities.

2. Application and Scope

This Policy applies to all Public Internet access points, devices, and users at Melton City Council (Council) sites such as libraries, youth centres, and community centres, and to Wi-Fi use on personal mobile devices at all Council sites.

3. Policy context

Council provides access to electronic devices and internet services in its facilities and sites, including libraries, youth, and community centres.

Any user accessing Council's Public Internet or Wi-Fi, either from a Council owned or electronic device or personal PC or device, must adhere to this Policy.

Council reserves the right to terminate and revoke the computer access privileges of any user not adhering to this Policy.

The provision of Public Internet and Wi-Fi access at Council libraries aligns with the Australian Library and Information Association's (ALIA) Online Content Regulation Statement and the Public Libraries Victoria's (PLV) Statement on Internet Access (2017).

3.1 Risk management

Council acknowledges that providing Public Internet and Wi-Fi access at Council sites entails certain technology risks.

Council cannot ensure the safety of a user's data and information, such as Personal Identifiable Information (PII) and financial information, while using the Public Internet and Wi-Fi.

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Item 6.1 Public Internet and Wifi Policy

Appendix 3 Public Internet and WI-FI Access Policy 2025 - Current version

Before connecting to the Public Internet, users must acknowledge the "splash page" Terms and Conditions as follows:

- Council cannot guarantee the security or safety of any personal devices connected to its network.
- Council accepts no liability or responsibility for:
 - Any loss or damage incurred from using personal equipment or transmitting computer viruses.
 - Personal equipment malfunctions or damages to connected computing devices.
 - Protecting the data and information of users who use the Public Internet to conduct electronic transactions of any kind.
- Users using Public Internet and WI-FI at Council locations must understand the hazards and make their own decisions about the authenticity and usefulness of website content.

3.2 Filtering

To mitigate exposure to material such as hate speech, hacking, pornography, and illegal downloads, Council must use content filtering, which restricts access to such material.

While Council strives to limit access to such content, supervision of Internet usage for individuals (children) 18 years of age or under remains the responsibility of their parents or legal guardians.

3.3 Access and Identification Methods

Council upholds user privacy and confidentiality, as outlined in Council's Privacy Policy and adheres to all legal obligations.

Council may conduct the following:

- Register and administer the user and collect personal information.
- Monitor user activity and session times around Council facilities.
- Collect aggregated, non-personal data relating to usage patterns of public wireless networks.
- Share user data with other levels of government and law enforcement agencies when required by law.

Access to public computers and Internet services at Council libraries are open to individuals who can provide valid identification.

Different facilities or services within Council may require different user identification methods.

Council Library Conditions of Use

Library users can book use of a public PC at any library facility to access the Internet.

All users must consent to the terms of use displayed on the splash page at the point of log-in.

All identifiable information is automatically wiped from the device upon log-off.

Users connecting to a Council provided public Wireless Access Points (WAP) using their personal devices may do so as guests without immediate identification requirements. However, they must consent to the terms of use displayed on the splash page. This allows Council to record the device's IP address in its system logs.

MINUTES OF THE POLICY REVIEW PANEL

2 JULY 2026

Item 6.1 Public Internet and Wifi Policy

Appendix 3 Public Internet and WI-FI Access Policy 2025 - Current version

Access to the Internet via public PCs and Wi-Fi at Council libraries is aligned with ALIA Online Content Regulation principle (see Section 6).

- Internet users are responsible for abiding by all copyright, relevant laws and legislation when accessing and or printing materials from the Internet.
- Internet users must not access or transmit any material of an offensive or derogatory manner.
- Parents are responsible for supervising their children's access to Internet resources in the library.

3.4 Use of Public Wi-Fi and User Responsibilities

Council offers wireless Internet access (Public Wi-Fi) at libraries, youth centres, and community centres for web browsing. Council maintains the right to restrict daily access periods, specific file kinds, bandwidth, and download size. Anyone who agrees to and follows the Terms and Conditions can access the Internet at Council facilities. Any specific limits or conditions of use that may exist for a given Wireless Access Points (WAP) will be available on the splash page for that WAP site (see Section 5 in this policy).

For individuals (children) 18 years of age or under, permission must be provided by their parent or legal guardian to use the Library Internet and Wi-Fi service.

Anyone 12 years of age or under who wishes to access Council's Public Internet or Wi-Fi must be accompanied by their parent or legal guardian who must also give their permission.

Council allows users to access its Public Wi-Fi access at the user's risk.

Council may block, suspend, or terminate access to the network for breaches that violate this policy, any law, or infringe any copyright, trademark, trade secret, right of publicity, privacy, or any other right of any person or company.

User Responsibilities

- Users are responsible for maintaining up-to-date anti-virus software on their device/s before they use the Council's network.
- Users must be aware that using this Wi-Fi service to connect to the Internet can expose their devices to viruses, intrusions, and other abuses by third-party actors.
- Connecting to peer-to-peer (P2P) file sharing is prohibited (see Section 5 in this policy).
- It is prohibited to use the Council Wi-Fi network to access another person's computer, computer account, files, or data.
- Use of Council's Wi-Fi network outside of Council facilities in public spaces such as footpaths and parks must adhere to this policy.
- Users are responsible for configuring their personal equipment to work with Council's Wi-Fi network.
- Users must not install network devices, such as routers or access points, which provide wireless connectivity in facilities.
- Along with the above, all users must adhere to User Acceptance and responsibilities (see Section 3.7 in this policy).

MINUTES OF THE POLICY REVIEW PANEL

2 JULY 2026

Item 6.1 Public Internet and Wifi Policy

Appendix 3 Public Internet and WI-FI Access Policy 2025 - Current version

3.5 Technical Support and Maintenance

Council provides technical assistance for all its IT (Information Technology) assets, which includes public-access PCs and printers. Users acknowledge that Council makes every attempt to resolve issues as quickly as possible however, there are no guarantees of the timing of resolution of any issues.

Council does not provide technical support and maintenance for users' personal devices.

3.6 Children

Council is committed to being a child safe organisation by (see Section 6 below including Council's Child Safe Policy):

- complying with the Victorian Child Safe Standards and the National Principles for Child Safe Organisations
- complying with the Victorian Reportable Conduct Scheme
- having a Child Safe Policy.
- Requiring Parents and legal guardians to be responsible for monitoring access to the Internet for children and youth under 18 years of age.

3.7 User Acceptance

Use of the Internet at Council facilities implies acceptance of this policy and the conditions of access to the network at each facility, as detailed within the terms and conditions accessible on the splash page provided by Wireless Access Points (WAPs).

Council prohibits the actions listed below, as inappropriate use of the Council's wireless network or as being unacceptable behaviour.

- Illegal activities such as piracy, copyright infringement, and licencing conditions.
- Assuming another person's identity or using another person's access card.
- Attempting to breach or compromise the system or network integrity on any device or network site.
- Accessing restricted sites such as gambling and pornography.
- Activities that may infringe on the facility or site's amenities for other users.
- Attempting to decode or obtain password restrictions.
- Using the Council network to access another person's computer, computer account, files, or data.
- Running programs designed to find or create security loopholes, decrypt intentionally secured data, or gain unauthorised access to any system.
- Spamming, phishing, or spoofing while using the Council's Wi-Fi network.
- Spreading any malicious computer code or software, including viruses, malware, Trojans, keyboard loggers, worms, or data harvesting software.

To ensure compliance with this Policy, Council staff may monitor users when they use public-access computers.

Council reserves the right to access a user's session history if there is any indication of a breach of this Policy.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Public Internet and Wifi Policy

Appendix 3 Public Internet and WI-FI Access Policy 2025 - Current version

4. Responsibility/Accountability

Role	Responsibilities
CEO	Ensuring the policy is enforced and adhered to. Responsible for the effective operations of the Council, including being accountable to the Council for the effective management of all risks to those operations.
Business Unit Manger	Understand their role as custodians and implement the appropriate information security controls to secure Public Internet and WI-FI. Responsible for ownership and management of risks identified through operations or audits and the implementation of appropriate controls. Consult with the IT Workplace Service Lead for guidance or assistance with information security related risk mitigation controls.
Chief Information Officer	Ensuring Council's assets are protected in accordance with Council's risk appetite. Ensuring compliance with external standards and frameworks Providing leadership and direction in managing information at Council Reporting any risks that exceed the Council's appetite in the corporate risk register.
Library Staff, Customer Service Representative	Assisting in providing internet services Responsible for managing, monitoring, and controlling internet use to ensure users comply with this Policy.
Service Owner	Primary point of contact and responsible for managing, monitoring, allocating resources and controlling internet use to ensure its users comply with this Policy.

MINUTES OF THE POLICY REVIEW PANEL

2 JULY 2026

Item 6.1 Public Internet and Wifi Policy

Appendix 3 Public Internet and WI-FI Access Policy 2025 - Current version

5. Definitions

Term	Definition
The Act	<i>Local Government Act 2020</i>
Australian Library and Information Association (ALIA)	ALIA is the national professional organisation for the Australian Library and information services sector. It supports librarians, information professionals, and others working in the field through networking events, conferences, publications, and online resources. ALIA also shapes policy and legislation related to libraries and information services at national and regional levels.
Child	A person 18 years of age or under (Council's Child Safe Policy).
Identification Method	A method to identify and validate a unique user who requires Council computers and Internet services.
Internet Protocol (IP) Address	An auto-generated numerical value is assigned to a device that is required to connect to the Internet.
Offensive Material	As determined by a Council officer, any content that could be considered unacceptable for public consumption. This may include but is not limited to: • Pornography or implied sexual activity, child abuse material, depictions of bestiality, material containing excessive violence or sexual violence, and drug use. • Material that advocates the doing of a terrorist act or detailed instruction of criminal activity. • Material that strongly impacts or may cause harm to someone because of their ethnicity, sexual orientation, religion, culture, age, physical appearance, or disability. • Material that causes or promotes any form of bullying, harassment, or family violence. • Material that uses frequent or very strong coarse language.
Peer-to-peer (P2P) File Sharing	P2P file-sharing allows computers to download files and make them available to other individuals on a network.
Public Libraries Victoria (PLV)	PLV is a collaborative organisation representing public library services in Victoria, Australia. It serves as a forum for user libraries to share resources, collaborate on projects, and advocate for the interests of public libraries across the state.
Electronic Devices	Electronic device means a personal computer, cell phone, smart phone, telephone, mobile device, wireless device, tablet, or any other electronic device that allows user to use to access the Services

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Public Internet and Wifi Policy

Appendix 3 Public Internet and WI-FI Access Policy 2025 - Current version

Term	Definition
Responsible adult	A parent, guardian, carer, teacher, or any adult responsible for a child, youth, or the well-being of another adult.
Site	A location at which the Council provides services to the community.
Spam	Unsolicited emails sent indiscriminately to multiple individuals or mailing lists.
Splash Page	A browser page that appears on a device when it attempts to connect to a Wireless Access Point (WAP).
Temporary User	A user who requires one-time or temporary access to Council facilities.
User	A person accessing or joining Council's facilities as a user who can access the Public Internet via WI-FI or utilise Council computer assets.
Wireless Access Point (WAP)	It is a networking hardware device that allows other WI-FI-enabled devices to connect to a wired device wirelessly.
Wi-Fi	This technology enables smartphones, laptops, tablets, and other devices to connect to the Internet and communicate without a wired connection.

6 Related Documents

Name	Location
Council Privacy Policy 26 February 2024	Privacy Policy.pdf
ALIA Online Content Regulation Policy	http://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-online-content-regulation
Public Libraries Victoria Privacy Policy	https://www.plv.org.au/privacy-policy/Libraries_Victoria_Member_Privacy_Policy.pdf
Victorian Child Safe Standards	https://www.vic.gov.au/child-safe-standards-definitions
National Principles for Child Safe	https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations
Council Child Safe Policy	Child Safe Policy.pdf
Insert splash screen URLs; acceptance of conditions of use	Splash Screen
Guest access for public PC URL	Guest Access for Public

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MINUTES OF THE POLICY REVIEW PANEL2 JULY 2026

Liz Rowland and Ajay Ravindran departed the meeting at 9.39am.

Troy Scoble and Coral Crameri joined the meeting at 9.39am.

6.2 COMMUNITY BUS SERVICE ACCESS POLICY

Responsible Officer: Troy Scoble - Director City Life

Document Author: Coral Crameri - Manager Community Care

Motion

Crs Ramsey/Shannon.

That the Policy Review Panel recommend Council rescind the Community Bus Service Access Policy provided as **Appendix 1**.

CARRIED

1. Background

1.1 The Policy

The Community Bus Hire service was previously provided to community groups for over 30 years and ceased in 2023 due to additional external requirements impacting the service. Council does not have the risk framework in place to continue to support provision of the community bus hire service.

Council was briefed in November 2023 that as a result of Safe Transport Victoria consolidating the bus operator accreditation and registration scheme, that there was a requirement to move the bus fleet from registered to accredited. Due to these changes, a review was required to determine the ongoing provision of the Community Bus for hire service and the risk to Council in continuing.

There have been several Council briefing updates provided to ensure that Council were made aware of the review process being undertaken and potential impacts in the future of the Community Bus Hire service. The final review was presented to Council in 2024 and Council resolved at Council meeting in June 2024 for Officers to provide Council with a proposal (budget equipment, policies, and procedures) required to continue the service outside of Council's current fleet management system. This information was provided to Council in 2025.

The information outlined for Council to establish a new Community bus service a budget allocation of \$180,000 would be required to establish and ongoing \$120,000 per year.

The Policy Review Panel is requested to consider retiring this policy because:

- The community bus hire service has not operated since November 2023
- Council has not made an allocation to reestablish this service in the 2026/2027 budget
- The policy relates to the previous service provided.

Should Council in future wish to reestablish and fund a community bus service, it is proposed new policies and procedures be developed at that time.

In its present form, the Community Bus Service Access Policy is effectively redundant.

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1.2 Sources/benchmarking

There are no external requirements for Council to maintain this policy.

1.3 Consultation

All registered previous users have been informed of the outcomes of the review.

Officers will ensure that any community groups that contact Council in future regarding community bus hire will be referred to Council's community grants program for financial support.

1.4 Communication and Implementation

The retired policy will be removed from Council's active directory of policies.

1.5 Compliance

There are no compliance requirements for Council to maintain this policy.

1.6 Measures of Success

As Council no longer manages external community bus hire, community groups could access private bus hire organisations by utilising Council's Community Grants Program which is governed by Council's Grants Policy.

LIST OF APPENDICES

1. Community Bus Service Access Policy

MINUTES OF THE POLICY REVIEW PANEL

2 JULY 2026

Item 6.2 Community Bus Service Access Policy

Appendix 1 Community Bus Service Access Policy



Community Bus Service Access Policy

Version No.	Version 1.2 5 May 2021
Endorsement:	General Manager Community Services, 5 May 2021 Policy Review Panel - 12 May 2021
Authorisation	Council - 7 June 2021
Review date	31 May 2023
Responsible officer:	Community Care Manager
Policy owner	Social Connections Team leader

1. Purpose

This policy sets out the principles for the delivery of Council's Community Bus Service and provides eligibility criteria for community groups and not for profit organisations to become a registered Community Bus Service user.

2. Scope

This policy applies to Council Officers and approved community groups and not for profit organisations who are accessing Council's Community Bus Service.

3. Definitions

Word/Term	Definition
Community Bus Service	A fleet of buses that can be accessed by Council Officers and eligible community groups and not for profit organisations.
Approved Bus User	Community groups and not for profit organisations whose application to become a community bus user has been approved.

4. Policy

4.1 Policy Statement

Council provides access to a fleet of buses to support Council and eligible community groups and not for profit organisations to deliver a range of programs and services across the municipality. The service aims to provide a low cost and flexible transport option.

The service is delivered by the Community Care service unit within the requirements of the Bus Safety Act and Council policy and procedures.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Community Bus Service Access Policy

Appendix 1 Community Bus Service Access Policy

4.2 Registration Status

The Bus Safety Act requires anyone wishing to operate a non-commercial bus service in Victoria to obtain registration status. For the purposes of registration, a non-commercial bus service includes:

- Community and private bus service
- Non-commercial courtesy bus service
- Hire and drive bus service

The delivery of Council's Community Bus Service is aligned with the category of 'community and private bus service'. This category provides carriage of passengers by a bus where seating positions cater for 10 or more adults (including the driver), for or in connection with, the following activity types:

- Religious
- Educational
- Health
- Welfare
- Philanthropic
- Sporting
- Social

As a registered organisation, the Bus Safety Act requires Council to meet specific safety obligations. These obligations require Council to eliminate or reduce risks to safety so far as is reasonably practicable. It should be noted safety obligations also apply regardless of whether a bus is borrowed, owned, rented or leased.

4.3 Eligibility Criteria

Community groups and organisation are required to submit an application for consideration against an eligibility criteria, prior to becoming an approved bus user. To be successful applicants must:

- operate on a voluntary basis and be of a non-commercial nature,
- have at least 80% of its membership base residing in the City of Melton,
- have current public liability insurance,
- attend activities of a recreational, welfare based or educational nature excluding activities that involve mid or end of year club celebrations and functions.
- hold a Certificate of Registration with Transport Safety Victoria (TSV)

Council may receive requests that fall outside this criteria but are deemed to provide benefit to the community. On these occasions the General Manager, Community Services has the authority to approve requests for access to the community buses and coaster bus at their discretion.

4.4 Hire Fees

Community Bus Service fees are determined in line with Council's budgetary process and provide a fixed rate to all community groups regardless of status.

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Item 6.2 Community Bus Service Access Policy

Appendix 1 Community Bus Service Access Policy

5. Responsibility/Accountability

5.1	Community Transport Supervisor Lead the delivery of Councils Community Bus Service ensuring the service meets community expectations and is delivered in line with Council policy, procedure and legislative requirements.
5.2	Social Connections Team Leader Ensure compliance with this policy ensuring appropriate resourcing, support and training is provided to enable its successful implementation.

6. References and links to legislation and other documents

Name	Location
Bus Safety Act 2009 (Vic)	transportsafety.vic.gov.au
Occupational Health and Safety Act 2004 (Vic)	worksafe.vic.gov.au
Community Bus Service Access Procedure	Policy Intranet and Ci Anywhere
Community Bus Service User Guide	Policy Intranet and Ci Anywhere
Community Bus Service Application/Renewal Form	Policy Intranet and Ci Anywhere
Application for Bus Use Form	Policy Intranet and Ci Anywhere
Community Bus Drivers Checklist	Policy Intranet and Ci Anywhere

MINUTES OF THE POLICY REVIEW PANEL2 JULY 2026

Stephen Hiley joined the meeting at 9.45am.

Coral Crameri departed the meeting at 9.46am.

6.3 COMMUNITY GRANTS ASSESSMENT PANEL - TERMS OF REFERENCE

Responsible Officer: Troy Scoble - Director City Life

Document Author: Susie Prestney - Manager Healthy Connected Communities

Motion

Crs Majdlik/Shannon.

That the Policy Review Panel recommend Council approve the Community Grants Assessment Panel – Terms of Reference provided as **Appendix 1**, with changes made by the Policy Review Panel highlighted in yellow.

CARRIED

1. Background**1.1 The Policy**

Council's renewed Grants Policy was endorsed at the Council Meeting of 23 February 2026.

Council's Community Grants Program is a funding stream covered by this Policy that provides financial support for community-led activities. An Assessment Panel made up of community members assesses grant applications and provides funding recommendations.

As per the Terms of Reference (ToR), members of the assessment pool are appointed by Council for a two-year term. The current ToR was due for review in August 2024. Key changes to the revised ToR (**Appendix 1**) are:

- Renaming the document from *Terms of Reference, Community Grants Program, Grants Assessment Panel* to *Community Grants Assessment Panel - Terms of Reference* to reflect that membership is made up of a pool of members who attend assessment panel meetings on an irregular basis.
- The pool of assessors in the revised ToR will comprise of up to one community member per ward to reflect the increase in wards (up to 10 in total).
- Each assessment panel will comprise a total of three (3) voting representatives from the overall pool.
- In line with endorsed updates to the Community Grants Program, the members of the committee will meet every three months instead of the previous two-monthly cycle.

It is proposed to review the Terms of Reference in March 2028 towards the end of the tenure of the next panel.

1.2 Sources/benchmarking

The revised Terms of Reference largely include editorial revisions.

The only material change made to the ToR is that the pool of assessors will now comprise of ten (10) community members to represent each ward.

MINUTES OF THE POLICY REVIEW PANEL2 JULY 2026

Otherwise, the ToR are presented in the new template and follow the sequence of other terms for Advisory Committees, and specifically, the terms for Council's Disability Advisory Committee.

1.3 Consultation

Consultation was undertaken with other Managers responsible for Advisory Committees of Council to ensure consistency in application, presentation and scope.

1.4 Communication and Implementation

Copies of the original (**Appendix 3**) and revised Terms of Reference (**Appendix 2**) are attached.

As the existing pool of assessors is at end of term, the revised ToR will be implemented following the recruitment of a new pool of assessors.

1.5 Compliance

The revised *Community Grants Assessment Panel - Terms of Reference* is compliant with Council's Grants Policy.

1.6 Measures of Success

The *Community Grants Assessment Panel - Terms of Reference* is essential to the governance of the Community Grants Program. Success will be measured through the consistent application of the terms at panel meetings and the provision of funding recommendations.

LIST OF APPENDICES

1. Community Grants Assessment Panel - Terms of Reference - with PRP changes
2. Community Grants Assessment Panel - Terms of Reference - Draft tracked changes
3. Terms of Reference - Community Grants Program, Grants Assessment Panel - Current

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Item 6.3 Community Grants Assessment Panel - Terms of Reference

Appendix 1 Community Grants Assessment Panel - Terms of Reference - with Policy Review Panel changes

Community Grants Assessment Panel Terms of Reference

Date adopted	<insert date>
Adopted by	Council
Review due	<insert date>
Responsible officer	Manager Healthy Connected Communities
Records reference	10402276

1. Purpose

Members of the Community Grants Assessment Pool will assess applications to the Melton City Council Community Grants Program and recommend to the Manager Healthy Connected Communities, grants for approval by the Chief Executive Officer (CEO).

2. Application And Scope

Melton City Council acknowledges its role in supporting, assisting, and partnering with individuals, community groups and not-for-profit organisations to enhance community wellbeing, and contribute to Council's strategic objectives through the provision of community grants.

The Community Grants Assessment Committee (the Committee) is an independent pool of current residents of the City of Melton. Members of this committee are brought together to:

- Review and assess applications to the Community Grants Program utilizing a consistent assessment methodology.
- Ensure adherence to the Grants Program Policy and Community Grants Program Guidelines and assessment criteria.

3. Membership

Appointment to the Committee is convened through an Expression of Interest (Eoi) process. Membership consists of

- A minimum of ten (10) community members representing each Council ward
- Members must be City of Melton residents and live in the ward they represent in the Committee
- The Manager Healthy, Connected Communities or their delegate will act as Committee Chair.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Community Grants Assessment Panel - Terms of Reference

Appendix 1 Community Grants Assessment Panel - Terms of Reference - with Policy Review Panel changes

Position	No. Positions	Term
Community Grants Assessment Panel	10	2 Financial Years
Committee Chair (Senior Officer), ex-officio	1	2 Financial Years
Council Staff members, ex-officio	2	2 Financial Years

3.1. Method of Appointment

The process for appointing community members to the Committee is as follows:

- Council will publicly advertise opportunities for community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
- Incumbents of the current Committee cannot reapply for a new term.
- Consideration for membership is given to individuals with relevant experience and/or interests.
- Consideration will be given to ensuring members are selected to reflect the geographic and demographic nature of the community.
- Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership.
- Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation.
- Recommendations to appoint community members to the Committee will be provided by Council staff with subject matter expertise
- Final membership will be considered and appointed by Council.
- Members will be appointed at least three months prior to commencement to enable appropriate induction to the role.

3.2. Term of Appointment

All appointments to the Committee will be for two (2) consecutive financial years.

4. Meeting Guidelines

A Community Grants Assessment Panel Meeting will be convened every three (3) months.

The Meeting will consist of:

- A total of three (3) voting representatives from the Committee
- The Manager Healthy Connected Communities or their delegate will attend in a non-voting capacity as Meeting Chair
- Two (2) Council Officers will also attend ex-officio.

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Item 6.3 Community Grants Assessment Panel - Terms of Reference

Appendix 1 Community Grants Assessment Panel - Terms of Reference - with Policy Review Panel changes

Notice of Assessment Panel meetings shall be provided to members at least two weeks prior to each meeting.

Meetings will be limited to a duration of two (2) hours.

Prior to meetings, invited Committee members shall:

- a. Notify Council Officers as soon as practicable for meeting absences
- b. Understand and adhere to the principles of the Community Grants Program Policy and Community Grants Guidelines
- c. Determine if there is a potential conflict of interest with any application and if so, disclose this to the Chair. Confirmed conflicts are to be recorded in the panel meeting minutes
- d. Set aside at least 2-4 hours for the review of applications and submission of assessments via the online process as directed by Council officers. Once submitted, individual assessments cannot be changed.

During Assessment Panel Meetings, panelists must 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.

4.1. Attendance and Quorum

- a. Meeting quorum will be reached once three (3) voting members are present.
- b. Members who are unable to attend a meeting should submit their apologies to the Chair.
- c. If Committee member does not attend two (2) consecutive scheduled meetings, their position will be deemed vacant.
- d. Leave may be negotiated and granted if a member needs to arrange a temporary absence.
- e. If a member withdraws from the Committee during the term, unsuccessful applicants **representing the same Ward** may be offered a place; failing that, nominations will be called for through an Eol process.

4.2. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Panel meetings to ensure consistency and accuracy in meeting documentation.

A dedicated Council staff member who is a non-voting representative of the Panel will be responsible for preparing agendas and recording minutes.

Agendas and minutes will be distributed to Panel members in a timely manner.

Following Assessment Panel Meetings, panelists will confirm the minutes of the meeting. This information will inform the Chair's recommendations to the CEO, and feedback for applicants.

All funding outcomes will be communicated by the Community Grants Team and not by Panel Members.

MINUTES OF THE POLICY REVIEW PANEL

2 JULY 2026

Item 6.3 Community Grants Assessment Panel - Terms of Reference

Appendix 1 Community Grants Assessment Panel - Terms of Reference - with Policy Review Panel changes

5. Conflicts of Interest

Panel Members are required to disclose any Conflict of Interest in accordance with the *Local Government Act 2020*. If a Panel Member has a general conflict of interest (as defined in *Section 127 of the Act*) or a material conflict of interest (as defined in *Section 128 of the Act*) regarding an item under discussion, they must disclose it to the Chair.

If a Conflict of Interest arises, the member must take the following steps:

Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.

- Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

Should the Chair declare a Conflict of Interest, a nominated Council Officer will assume the Chair for that item.

6. Confidentiality and Privacy

Any information discussed, received, used, or created by the Committee should be treated as confidential. Committee members must not disclose any information they know or should reasonably know is confidential, in accordance with *Section 125 of the Local Government Act 2020*.

Members are also prohibited from disclosing, recording, retaining, or reproducing confidential information in any form.

If the meeting is held online, or in a hybrid format (both online and in person), the Chair must seek confirmation from online attendees that they are joining from a confidential space where no one, other than them, can see or hear proceedings of the meeting.

In cases where confidential information is recorded in the minutes and necessary to provide context for a specific component of the minutes, it must be redacted before distribution or publication to ensure privacy and compliance with confidentiality requirements.

The Council may appoint members to a Committee without publicly disclosing their names if doing so could reasonably be expected to endanger their or their family's life or physical safety. In such cases, their names will be redacted from publicly available documents, including meeting minutes.

7. Review

The Terms of Reference will be reviewed every two (2) years to ensure they remain relevant, effective, and aligned with the needs of the Program and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

MINUTES OF THE POLICY REVIEW PANEL

2 JULY 2026

Item 6.3 Community Grants Assessment Panel - Terms of Reference

Appendix 1 Community Grants Assessment Panel - Terms of Reference - with Policy Review Panel changes

8. Definitions

Term	Definition
Confidential Information	Information including but not limited to matters relating to discussions at Panel meetings, individual assessments and funding outcomes.
Assessor Pool	The total number of community members who come together as an Assessment Panel.
Assessment Panel	A select group of three (3) voting representatives from the total Pool.
Ex-Officio	A member of the panel by virtue of their position in Council who does not have voting rights.
Quorum	The minimum number of members that must be present at meetings to make the proceedings of that meeting valid.

9. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020

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MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Community Grants Assessment Panel - Terms of Reference

Appendix 2 Community Grants Assessment Panel - Terms of Reference - Draft tracked changes

Terms of Reference

Name Community Grants Program, Grants Assessment Panel - Terms of Reference Panel	
Date adopted Endorsed by	<insert date> Policy Review Panel {February 2024}
Adopted Approved by	Council <insert date> {February 2024}
Review due Next review	<insert date> 31 August 2024
Responsible officer	Manager Healthy Connected Communities
Records reference	<insert reference>

1 PurposeMembers of the1. PURPOSE

The ~~Grants Assessment Panel~~ will assess Community Grants Assessment Panel will assess applications to the Melton City Council Community Grants Program and recommend to the Manager Healthy Connected Communities, grants Grants for approval by the Chief Executive Officer (CEO). The Melton City Council CEO has delegated authority to approve Assessment Panel recommendations.

2 Application And Scope

Melton City Council acknowledges its role in supporting, assisting, and partnering with individuals.

2. RESPONSIBILITY

The Community Grants Program (CGP) is designed to provide our community groups and not-for-profit organisations to enhance with financial support to meet identified community wellbeing, and contribute to Council's strategic objectives through needs across the provision municipality. It is the responsibility of community grants.

The Community Grants Assessment Committee (the Committee) is an independent pool of current residents of the City of Melton. Members of this committee are brought together panel to:

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~~*a. Review and assess applications to the Community Grants Program utilizing a consistent assessment methodology and provide funding recommendations to the CEO for approval of funding.~~

~~*b. Ensure adherence to the Community Grants Program Policy and Community Grants Program Guidelines and assessment criteria.~~

COMPOSITION

2.13 Membership

~~2.1.1 Appointment to the Committee is convened through an Expression of Interest Assessment Pool~~

~~A pool of Interest (Eol) process. Membership consists of~~

~~a. A minimum of ten (10) assessors will be formed comprising of up to three community members representing each Council ward (up to nine in total).~~

~~Members must~~

2.1.2 Panel Rotation

~~Panel members will be City rotated to ensure regular panel participation of Melton residents and live in all members of the ward they represent assessor pool.~~

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2.1.3 – Voting Representatives

- b. Each assessment panel will comprise a total of ~~three~~ voting representatives. Staff in the Committee.
- c. The ManagerMelton Healthy, Connected Communities or their delegate will act as Committee Chairteam will be in attendance in a non-voting capacity for program administration.

	<u>Position#</u>	<u>No.</u> <u>PositionsName</u>	<u>Term</u>		
1	Community Representative Watts Ward	Appointed	Yes	2-years	
	Community Grants Assessment Pool Representative Cambridge Ward	10Appointed	2	Financial Years	years
3	Community Representative Coburn Ward	Appointed	Yes	2-years	
	Committee Chair (Senior Officer), ex-officioMelton City Council, Manager Healthy Connected Communities (Chair) (non-voting)	1Ex-Officio	2	Financial Years	No
	Council Staff members, ex-officioMelton City Council, Community Grants & Awards Officer (non-voting)	2Ex-Officio	2	Financial Years	No

2.23.1 Terms and Method of Appointment Nomination

The process for appointing community members to the Committee is as follows:

- 2.2.4—Council will publicly advertise opportunities for Panel Appointments**
- a. All Ward-based community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
- b. Incumbents of the current Committee cannot reapply for a new term.
- c. Consideration for membership is given to individuals with relevant experience and/or interests.
- d. Consideration will be given to ensuring members are selected to reflect the geographic and demographic nature of the community.
- e. Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership.

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~~f. Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation.~~

~~g. Recommendations to appoint community members to the Committee will be provided by Council staff with subject matter expertise.~~

~~h. Final membershipthe assessment panel pool will be considered and appointed by Council.~~

~~i. Members will be at an Ordinary Council Meeting. All Community panel members will be appointed for two years. New panel members are to be appointed at least three months prior to commencement to enable appropriate induction to the role the next two year cycle.~~

~~Panel member replacement~~

~~At the end of the term, nominations will be called for new panel members. Previous participants can reapply. If a panel member withdraws from the assessor pool during the term, previous unsuccessful applicants (who still were considered viable options) will be offered a place in the assessor pool and failing that, nominations will be called for.~~

~~3.2.4 Community Panel member eligibility~~

~~Community Representatives must be City of Melton residents and the Ward they are assigned to their regular place of residence.~~

~~3.2 ChairTerm of Appointment~~

~~All appointments to the Committee will be for two (2) consecutive financial years.~~

4 Meeting Guidelines

~~A Community Grants Assessment Panel Meeting will be convened every three (3) months.~~

~~The Meeting will consist of:~~

~~a. A total of three (3) voting representatives from the Committee~~

~~2.3~~

~~2.3.1 Meeting Chair~~

~~The Manager, Healthy Connected Communities oris the Chair of the Panel, or in their absence, chairing will be allocated to another member of the Healthy Connected Communities team as designated by the Chair.~~

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3. OPERATING PROCEDURES**3.1.1 Quorum****3.1.1 Meeting Quorum**

Quorum will be reached with at least three voting members present.

3.2 Meetings delegate will attend in a non-voting capacity as**3.2.1b. Panel Meeting Chair Frequency**

c. Two (2) Council Officers will also attend ex-officio.

The Panel will meet every 2 months.

3.2.2 Panel meeting notice period

Notice of Assessment Panel meetings shall be provided to members at least two weeks prior to each meeting.

3.2.3 Panel member preparation

Meetings will be limited to a duration of two (2) hours.

Prior to meetings, invited Committee the meeting, panel members shall are to:

- a. Notify Council Officer the Community Grants team as soon as practicable for meeting absences.
- b. Understand and adhere to the principles of the Community Grants Program Policy and Community Grants Guidelines.
 - Set aside at least 2-4 hours for the review of applications (varies depending on total number of applications).
- c. Determine if there is a potential conflict of interest with any application being assessed and if so, disclose this prior to the Chair assessing the application (see Appendix 4). Confirmed conflicts are to be recorded in the panel meeting minutes.

3.2.4 Set aside at least 2-4 hours for the review of applications and submission of Panel member assessments

- d. Panel members must complete and submit their assessments via the online process as directed by Council officers. SmartyGrants portal prior to the panel meeting. Once submitted, individual assessments cannot be changed. Further detail on assessment criteria and scoring matrix is documented in the corresponding Guidelines.

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DuringMembers of the assessment panel are prohibited from being canvassed and must uphold strict confidentiality throughout the selection process. Any attempt by applicant groups to influence panel members will result in the automatic disqualification of their applications.

3.2.5—Panel member absence from panel meetings

In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their comments and scores for consideration by the panel. Any assessment comments received from absent panel members will be communicated by non-voting panellists to other members of the panel for consideration at the panel meeting.

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If a panel member does not attend two of their scheduled meetings in a row, their position will be deemed to be vacant. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

3.2.6—Confirmation of panel meeting minutes

Panel members will confirm the minutes from Assessment Panel Meetings, ~~panelists~~ meetings after each meeting.

3.2.7—Feedback to applicants following panel meetings

The panel's rationale for recommended and not recommended applications will be documented and detailed feedback will be provided to unsuccessful or partially successful applicants.

3.3—Reports**3.3.1—Reporting of recommended grants to CEO**

A list of the approved Community Grants is reported to the Chief Executive Officer (CEO) bi-monthly. The CEO will report to Councillors accordingly.

3.4—Expectations and Requirements of Members**3.4.1—Member conduct in panel meetings**

Panel members must act:

- Not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information. For clarity, 'confidential information' includes matters relating to Panel Meeting information, including discussions held, individual's assessments and funding outcomes.
- 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.

— Attendance and Adhere to the Community Grants Assessment Panel Confidentiality and Disclosure Agreement (refer Appendix 1).

— Communication of panel decisions

— All funding outcomes will be communicated to the applicant via the Community Grants Team and not by any other Panel member.

4.1 Support provided to Assessment Panel Quorum

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3. Meeting quorum will be reached once three (3) voting members are present.

3.5 Members who are unable to attend a meeting should submit

3.5.1 Panel member training

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b. All Assessment Panel members are trained on their ~~apologies to the Chair,~~
assessment role, the use of assessment tools such as the Scoring Matrix and
the context of grant applications they will be assessing.

c. If Committee member does not attend two (2) consecutive scheduled meetings,
their position will be deemed vacant.

d. Leave may be negotiated and granted if a member needs to arrange a
temporary absence.

e. If a member withdraws from the Committee during the term, unsuccessful
applicants may be offered a place; failing that, nominations will be called for
through an EoI process.

4.2 Agendas and Minutes

A standardised agenda template and minutes template must be used for all Panel
meetings to ensure consistency and accuracy in meeting documentation.

A dedicated Council staff member who is a non-voting representative of the Panel will
be responsible for preparing agendas and recording minutes.

Agendas and minutes will be distributed to Panel members in a timely manner.

3.5.2—Following Assessment Panel Meetings, panelists will confirm the minutes of the meeting. This information will inform the Chair's recommendations to the CEO, Panel member support

The Community Grants Team will provide the Scoring Matrix, advice, support,
and background information on each of the applications to be reviewed by the
Assessment Panel Members.

3.6—Evaluation and Review

The Terms of Reference will be reviewed by August 31, 2024, and
thereafter every two years. Endorsement of the Terms of Reference will be
provided by Council.

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Appendix 1Community Grants Assessment Panel Confidentiality & Disclosure of Interests AgreementConfidential Information

A member of the Community Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Community Grants application including: submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Grants Team, feedback on applications provided by Council Officers;
- The Community Grants Assessment Panel including: names and contact details of panel members; or

The Community Grants Assessment Panel Meeting including: discussions held, individuals assessments and feedback for applicants.

- funding outcomes. All funding outcomes will only be communicated by to the applicant via the Community Grants Team and not by Panel Members or Chairperson.

5 Conflicts of Interest

Panel Members are required to disclose any

Conflict of Interest in accordance with

Under the Local Government Act 2020, If a Panel Member (the 'Act') a member of the Community Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances:

- a general conflict of interest (as defined in Section 127 of the Act) or, because an impartial, fair-minded person would consider that my private interests could result in me acting in a manner that is contrary to my public duty [s127 LGA 2020]

OR

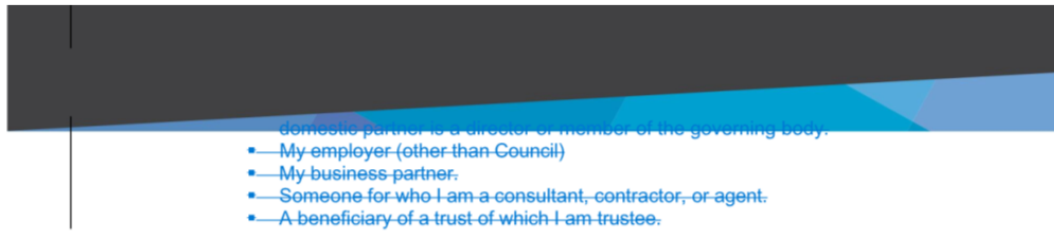
- a material conflict of interest (as, because one or more of the following affected people would gain a benefit or suffer a loss (either directly or indirectly and in a pecuniary or non-pecuniary form) depending on the outcome of the matter:
 - Me or a member of my family (broadly defined in Section 128 of the)
 - A body corporate, company, or business of which me or my spouse or

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- ~~Someone from whom I have received a disclosable gift (>\$500) in the five years preceding any decision of the matter.~~

~~* Noting the exemptions in the Local Government Act) regarding an item under 2020 and the Local Government (Governance & Integrity) Regulations 2020~~

~~Disclosure of Interest~~

~~If a member of the Community Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies:~~

- ~~• The member must disclose the conflict of interest via the SmartyGrants Portal before assessing applications.~~
- ~~• When a member discloses a conflict of interest:~~
 - ~~• SmartyGrants will not allow scoring for the associated application;~~

~~• The member cannot take part in the consideration or discussion, they must disclose it to the Chair, of the application and cannot contribute to the adjudication process;~~

~~If a Conflict of Interest arises, the member must take the following steps:~~

~~Formally declare The nature of the conflict to the Chair and clearly outline the nature of their of interest before the matter is discussed at the meeting.~~

~~a. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.~~

~~•b. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability of the meeting;~~

~~Should the Chair declare a Conflict of Interest, a nominated Council Officer will assume the Chair for that item.~~

6 Confidentiality and Privacy

~~Any information discussed, received, used, or created by the Committee should be treated as confidential. Committee members must not disclose any information they know or should reasonably know is confidential, in accordance with Section 125 of the Local Government Act 2020.~~

~~Members are also prohibited from disclosing, recording, retaining, or reproducing confidential information in any form.~~

~~If the meeting is held online, or in a hybrid format (both online and in person), the Chair must seek confirmation from online attendees that they are joining from a confidential space where no one, other than them, can see or hear proceedings of the meeting.~~

~~In cases where confidential information is recorded in the minutes and necessary to provide context for a specific component of the minutes, it must be redacted before distribution or publication to ensure privacy and compliance with confidentiality requirements.~~

~~The Council may appoint members to a Committee without publicly disclosing their names if:~~

~~• the information is confidential~~

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doing so could reasonably be expected to endanger their life or physical safety. In such cases, their names will be redacted from publicly available documents, including meeting minutes.

7 Review

The Terms of Reference will be reviewed every two (2) years to ensure they remain relevant, effective, and aligned with the needs of the Program and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

8 Definitions

Term	Definition
Confidential Information	Information including but not limited to matters relating to discussions at Panel meetings, individual assessments and funding outcomes.
Assessor Pool	The total number of community members who come together as an Assessment Panel.
Assessment Panel	A select group of three (3) voting representatives from the total Pool.
Ex-Officio	A member of the panel by virtue of their position in Council who does not have voting rights.
Quorum	The minimum number of members that must be present at meetings to make the proceedings of that meeting valid.

9 Related Documents

Name	Location
<u>Local Government Act 2020</u>	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020

- The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour. Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson prior to the panel meeting. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify a general or material conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act 2020.

Declaration

Terms of Reference—Community Grants Assessment Panel

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<Name> Policy

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As a member of the Community Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name: _____

Signature: _____

Date: _____

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Appendix 3 Terms of Reference - Community Grants Program, Grants Assessment Panel - Current



Terms of Reference

Name	Community Grants Program, Grants Assessment Panel
Endorsed by	Policy Review Panel 8 February 2024
Approved by	Council 26 February 2024
Next review	31 August 2024

1. PURPOSE

The Grants Assessment Panel will assess Community Grants applications and recommend Grants for approval by the Chief Executive Officer (CEO). The Melton City Council CEO has delegated authority to approve Assessment Panel recommendations.

2. RESPONSIBILITY

The Community Grants Program (CGP) is designed to provide our community with financial support to meet identified community needs across the municipality. It is the responsibility of the Grants Assessment panel to:

- Review and assess applications and provide funding recommendations to the CEO for approval of funding.
- Ensure adherence to the Community Grants Program Policy and Community Grants Program Guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

3.1.1 Assessment Pool

A pool of assessors will be formed comprising of up to three community members per ward (up to nine in total).

3.1.2 Panel Rotation

Panel members will be rotated to ensure regular panel participation of all members of the assessor pool.

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3.1.3 Voting Representatives

Each assessment panel will comprise a total of three voting representatives. Staff in the Melton Healthy, Connected Communities team will be in attendance in a non-voting capacity for program administration.

#	Name	Type	Voting	Term
1	Community Representative Watts Ward	Appointed	Yes	2 years
2	Community Representative Cambridge Ward	Appointed	Yes	2 years
3	Community Representative Coburn Ward	Appointed	Yes	2 years
4	Melton City Council, Manager Healthy Connected Communities (Chair) (non-voting)	Ex Officio	No	Ongoing
5	Melton City Council, Community Grants & Awards Officer (non-voting)	Ex Officio	No	Ongoing

3.2 Terms and Method of Nomination**3.2.1 Panel Appointments**

All Ward-based community representatives in the assessment panel pool will be considered and appointed by Council at an Ordinary Council Meeting. All Community panel members will be appointed for two years. New panel members are to be appointed at least three months prior to the next two-year cycle.

3.2.2 Panel member replacement

At the end of the term, nominations will be called for new panel members. Previous participants can reapply. If a panel member withdraws from the assessor pool during the term, previous unsuccessful applicants (who still were considered viable options) will be offered a place in the assessor pool and failing that, nominations will be called for.

3.2.4 Community Panel member eligibility

Community Representatives must be City of Melton residents and the Ward they are assigned to their regular place of residence.

3.3 Chair**3.3.1 Meeting Chair**

The Manager, Healthy Connected Communities is the Chair of the Panel, or in their absence, chairing will be allocated to another member of the Healthy Connected Communities team as designated by the Chair.

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4. OPERATING PROCEDURES**4.1 Quorum****4.1.1 Meeting Quorum**

Quorum will be reached with at least three voting members present.

4.2 Meetings**4.2.1 Panel Meeting Frequency**

The Panel will meet every 2 months.

4.2.2 Panel meeting notice period

Notice of Assessment Panel meetings shall be provided to members at least two weeks prior to each meeting.

4.2.3 Panel member preparation

Prior to the meeting, panel members are to:

- Notify the Community Grants team as soon as practicable for meeting absences.
- Understand and adhere to the principles of the Community Grants Program Policy and Community Grants Guidelines.
- Set aside at least 2-4 hours for the review of applications (varies depending on total number of applications).
- Determine if there is a potential conflict of interest with any application being assessed and if so, disclose this prior to assessing the application (see Appendix 1). Confirmed conflicts are to be recorded in the panel meeting minutes.

4.2.4 Panel member assessments

Panel members must complete and submit their assessments via the online SmartyGrants portal prior to the panel meeting. Once submitted, individual assessments cannot be changed. Further detail on assessment criteria and scoring matrix is documented in the corresponding Guidelines.

Members of the assessment panel are prohibited from being canvassed and must uphold strict confidentiality throughout the selection process. Any attempt by applicant groups to influence panel members will result in the automatic disqualification of their applications.

4.2.5 Panel member absence from panel meetings

In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their comments and scores for consideration by the panel. Any assessment comments received from absent panel members will be communicated by non-voting panellists to other members of the panel for consideration at the panel meeting.

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If a panel member does not attend two of their scheduled meetings in a row, their position will be deemed to be vacant. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

4.2.6 Confirmation of panel meeting minutes

Panel members will confirm the minutes from Assessment Panel meetings after each meeting.

4.2.7 Feedback to applicants following panel meetings

The panel's rationale for recommended and not recommended applications will be documented and detailed feedback will be provided to unsuccessful or partially successful applicants.

4.3 Reports**4.3.1 Reporting of recommended grants to CEO**

A list of the approved Community Grants is reported to the Chief Executive Officer (CEO) bi-monthly. The CEO will report to Councillors accordingly.

4.3.2**4.4 Expectations and Requirements of Members****4.4.1 Member conduct in panel meetings**

Panel members must:

- Not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information. For clarity, 'confidential information' includes matters relating to Panel Meeting information, including discussions held, individual's assessments and funding outcomes.
- 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.
- Adhere to the Community Grants Assessment Panel Confidentiality and Disclosure Agreement (refer Appendix 1).

4.4.2 Communication of panel decisions

All funding outcomes will be communicated to the applicant via the Community Grants Team and not by any other Panel member.

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4.5 Support provided to Assessment Panel Members**4.5.1 Panel member training**

All Assessment Panel Members are trained on their assessment role, the use of assessment tools such as the Scoring Matrix and the context of grant applications they will be assessing.

4.5.2 Panel member support

The Community Grants Team will provide the Scoring Matrix, advice, support, and background information on each of the applications to be reviewed by the Assessment Panel Members.

4.6 Evaluation and Review

The Terms of Reference will be reviewed by August 31, 2024, and thereafter every two years. Endorsement of the Terms of Reference will be provided by Council.

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Appendix 1

Community Grants Assessment Panel Confidentiality & Disclosure of Interests Agreement**Confidential Information**

A member of the Community Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Community Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Grants Team, feedback on applications provided by Council Officers;
- The Community Grants Assessment Panel including; names and contact details of panel members; or
- The Community Grants Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Grants Team or Chairperson.

Conflict of Interest

Under the Local Government Act 2020 (the 'Act') a member of the Community Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances:

- a **general conflict of interest**, because an impartial, fair-minded person would consider that my private interests could result in me acting in a manner that is contrary to my public duty [s127 LGA 2020]

OR

- a **material conflict of interest**, because one or more of the following affected people would gain a benefit or suffer a loss (either directly or indirectly and in a pecuniary or non-pecuniary form) depending on the outcome of the matter:
 - Me or a member of my family (broadly defined)
 - A body corporate, company, or business of which me or my spouse or domestic partner is a director or member of the governing body.
 - My employer (other than Council)
 - My business partner.
 - Someone for who I am a consultant, contractor, or agent.
 - A beneficiary of a trust of which I am trustee.

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- Someone from whom I have received a disclosable gift (>\$500) in the five years preceding any decision of the matter.

* Noting the exemptions in the Local Government Act 2020 and the Local Government (Governance & Integrity) Regulations 2020

Disclosure of Interest

If a member of the Community Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest via the SmartyGrants Portal before assessing applications.
- When a member discloses a conflict of interest:
 - o SmartyGrants will not allow scoring for the associated application;
 - o The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
 - o The nature of the conflict of interest is to be recorded in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson prior to the panel meeting. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify a general or material conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act 2020.

Declaration

As a member of the Community Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name: _____

Signature: _____

Date: _____

MINUTES OF THE POLICY REVIEW PANEL

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Troy Scoble and Stephen Hiley departed the meeting at 10.09am.

6.4 REVIEW OF PURCHASE OF OUTGOING MAYORAL GIFTS POLICY

Responsible Officer: Emily Keogh - Head of Governance

Document Author: Renee Hodgson - Manager Governance

Recommendation:

That the Policy Review Panel recommend Council adopt the revised Purchase of Outgoing Mayoral Gifts Policy, now titled Councillor Recognition Policy, provided as **Appendix 1** to this report.

Motion

Crs Ramsey/Majdlik.

That the Policy Review Panel recommend Council adopt the revised Purchase of Outgoing Mayoral Gifts Policy, now titled Councillor Recognition Policy, provided as **Appendix 1**, with changes made by the Policy Review Panel highlighted in yellow.

CARRIED

1. Background**1.1 The Policy**

The current Purchase of Outgoing Mayoral Gifts Policy (Policy) was adopted by Council on 22 April 2024 and was due for review in March 2026. An update of the policy was presented to Councillors for feedback at a Briefing on 1 June 2026, and is now being presented to the Policy Review Panel for consideration.

This Policy offers guidance to Council regarding the presentation of gifts to an outgoing Mayor and Deputy Mayor. When reviewing the Policy, consideration was given to the way the existing provisions were applied and interpreted, and whether the existing provisions took into consideration matters that are considered to be good practice or legislative requirements.

The key changes to the Purchase of Outgoing Mayoral Gifts Policy are shown as tracked changes in **Appendix 2**, and include:

- Amendment to the title of the policy from 'Purchase of Outgoing Mayoral Gifts Policy' to 'Councillor Recognition Policy'.
- Inclusion of gifts of recognition for Councillors who have concluded their service to Council.
- Extending the review date from 2 to 4 years from the date of adoption.
- Removal of duplicate wording.
- Amendment to the timing of presentation of Letters under Seal for the Mayor and Deputy Mayor.
- Amendment to the timing of the presentation of gifts for the Mayor and Deputy Mayor in an election year to be prior to the commencement of the election period so as not to breach Council's Election Period Policy and provisions of the *Local Government Act 2020*.

MINUTES OF THE POLICY REVIEW PANEL2 JULY 2026

- Other minor administrative changes as required.

1.2 Sources/benchmarking

The policy underwent a review against the *Local Government Act 2020*.

1.3 Consultation

The policy has been reviewed by the Executive Leadership team and feedback has been sought and provided by Councillors at a Briefing of Councillors on 1 June 2026.

1.4 Communication and Implementation

Following approval by Council of the new policy, Council's website will be updated to ensure awareness of the policy. Further, the policy will be published via Council's Intranet site.

1.5 Compliance

This policy complies with the *Local Government Act 2020*.

1.6 Measures of Success

This policy will be reviewed according to the Policy Register cycle, however, should any issues arise from the policy, the policy will be updated accordingly.

LIST OF APPENDICES

1. Draft Councillor Recognition Policy - with PRP changes
2. Purchase of Outgoing Mayoral Gifts Policy - Tracked Changes
3. Purchase of Outgoing Mayoral Gifts Policy - Current

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.4 Review of Purchase of Outgoing Mayoral Gifts Policy

Appendix 1 Draft Councillor Recognition Policy - with Policy Review Panel changes

Councillor Recognition Policy

Date adopted	TBC
Adopted by	Council
Review due	TBC (4 years from date of adoption)
Responsible officer	Head of Governance
Records reference	10190434

1. Purpose

The purpose of the Councillor Recognition Policy (Policy) is to provide guidance in respect of gifts to be presented to the outgoing Mayor and Deputy Mayor and Councillors who conclude their service to Council, including Councillors who are not returned to office following a Council election.

2. Application and Scope

This Policy applies to the outgoing Mayor and Deputy Mayor and Councillors who conclude their service to Council.

3. General Provisions**3.1. Mayor**

Council will provide a gift to the outgoing Mayor at the end of their term of office in recognition of their significant contribution to the Council and the City of Melton community. The arrangement of the gift will be coordinated by the Mayor and Councillors Support Team.

The gift will take the form of:

- Optional retainment of the Mayoral robe and stole worn throughout their Mayoral term and, at the Mayor's discretion, with the stole embroidered with their year of service as Mayor;
- A Letter under Seal of Council;
- A commemorative enamel pin recognising their service to the community as Melton City Council Mayor; and
- A pictorial representation of the Mayoral term in the form of an album.

These gifts, with the exception of the Letter under Seal are to be presented to the outgoing Mayor at the Statutory Meeting at the conclusion of their term of office as Mayor, or in the case of an Election Year, the last Council Meeting before the Election Period commences. The Letter under Seal, signed by the newly elected Mayor, will be presented at the next Briefing of Councillors.

MINUTES OF THE POLICY REVIEW PANEL

2 JULY 2026

Item 6.4 Review of Purchase of Outgoing Mayoral Gifts Policy

Appendix 1 Draft Councillor Recognition Policy - with Policy Review Panel changes

3.2. Deputy Mayor

Council will provide a gift to the outgoing Deputy Mayor at the end of their term of office in recognition of the support provided by them to the Mayor, and their service to the Council and the City of Melton community. The arrangement of the gift will be coordinated by the Mayor and Councillors Support Team.

The gift will take the form of:

- A gift to the value of \$200 (inc. GST), coordinated by the Mayor and Councillors Support Team in consultation with the Mayor of the day.
- A Letter Under Seal of Council; and
- A commemorative enamel pin recognising their service to the community as Melton City Council Deputy Mayor.

These gifts, with the exception of the Letter under Seal, are to be presented to the outgoing Deputy Mayor at the Statutory Meeting at the conclusion of their term of office as Deputy Mayor, or in the case of an Election Year, the last Council Meeting before the Election Period commences. The Letter under Seal, signed by the newly elected Mayor, will be presented at the next Briefing of Councillors.

3.3. Councillors who have Concluded their Service to Council

Council will provide a gift to Councillors at the conclusion of their service to Council, including Councillors who are not returned to office following a Council election, in recognition of their service to the Council and the City of Melton community. The arrangement of the gift will be coordinated by the Mayor and Councillors Support Team.

The gift will take the form of a Letter Under Seal of Council.

This gift of recognition will be forwarded to the Councillor following the conclusion of their service to Council.

4. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Election Period Policy (contained within Council's Governance Rules)	Documents Reports Strategies Melton City Council

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MINUTES OF THE POLICY REVIEW PANEL

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Item 6.4 Review of Purchase of Outgoing Mayoral Gifts Policy

Appendix 2 Purchase of Outgoing Mayoral Gifts Policy - Tracked Changes

Purchase of Outgoing Mayoral Gifts Policy
Councillor Recognition Policy

Date adopted	22 April 2024 <u>TBC</u>
Adopted by	Council
Review due	<u>March 2026 TBC (4 years from date of adoption)</u>
Responsible officer	Head of Governance
Records reference	10190434

1. Purpose

The purpose of the Councillor Recognition Policy (Policy) is to provide guidance in respect of gifts to be presented to the outgoing Mayor and Deputy Mayor and Councillors who conclude their service to Council, including Councillors who are not returned to office following a Council election.

2. Application and Scope

This Policy applies to the outgoing Mayor and Deputy Mayor and Councillors who conclude their service to Council.

3. General Provisions**3.1. Mayor**

Council will provide a gift to the outgoing Mayor at the end of their term of office in recognition of their significant contribution to the Council and the City of Melton community. The arrangement of the gift will be coordinated by the Office of Mayor and Councillors Support Team ~~the CEO.~~

The gift will take the form of:

- Optional retainment of tThe Mayoral robes and stole worn throughout their Mayoral term and, at the Mayor's discretion, with the stole embroidered with their year of service as Mayor;
- A Letter under Seal of Council;
- A commemorative enamel pin recognising their service to the community as Melton City Council Mayor; and
- A pictorial representation of the Mayoral term through the coordination in the form of an album.

These gifts, with the exception of the Letter under Seal are to be presented to the

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Item 6.4 Review of Purchase of Outgoing Mayoral Gifts Policy

Appendix 2 Purchase of Outgoing Mayoral Gifts Policy - Tracked Changes



outgoing Mayor at the Statutory Meeting- at the conclusion of their term of office as Mayor following the election of a new Mayor, or in the case of an Election Year, the last Council Meeting before the Election Period commences Day. The Letter under Seal, signed by the newly elected Mayor, will be presented at the next Briefing of Councillors.

The outgoing Mayor has the option to retain the Mayoral Robe as a gift for that year. It is at the Mayor's Discretion whether the robe be embroidered with the year of service to Council.

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2 JULY 2026

Item 6.4 Review of Purchase of Outgoing Mayoral Gifts Policy

Appendix 2 Purchase of Outgoing Mayoral Gifts Policy - Tracked Changes

The outgoing Mayor will also receive a gift to the maximum value of \$300, and may take the form of an "album" being a pictorial representation of the Mayor's year of office.

3.2. Deputy Mayor

Council will provide a gift to the outgoing Deputy Mayor at the end of their term of office in recognition of the support provided by them to the Mayor, and their service to the Council and the City of Melton community. The arrangement of the gift will be coordinated by the Mayor and Councillors Support Team.

The gift will take the form of:

- A gift to the value of \$200 (inc. GST), and will be coordinated by the Office of Mayor and Councillors Support Team the CEO, in consultation with the Mayor of the day.
- A Letter Under Seal of Council; and
- A commemorative enamel pin recognising their service to the community as Melton City Council Deputy Mayor.

The outgoing Deputy Mayor will also receive a commemorative enamel pin and a letter under seal in recognition of the support provided by them to the Mayor, and their significant contribution to the Council and the City of Melton community.

The gifts, with the exception of the Letter under Seal, pin and letter are to be presented to the outgoing Deputy Mayor at the Statutory Meeting at the conclusion of their term of office as Deputy Mayor following the election of a new Deputy Mayor, or in the case of an Election Year, the last Council Meeting before the Election Period commences Day. The Letter under Seal, signed by the newly elected Mayor, will be presented at the next Briefing of Councillors.

3.3. Councillors who have Concluded their Service to Council

Council will provide a gift to Councillors at the conclusion of their service to Council, including Councillors who are not returned to office following a Council election, in recognition of their service to the Council and the City of Melton community. The arrangement of the gift will be coordinated by the Mayor and Councillors Support Team.

The gift will take the form of a Letter Under Seal of Council.

This gift of recognition will be forwarded to the Councillor following the conclusion of their service to Council.

4. Related Documents

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Item 6.4 Review of Purchase of Outgoing Mayoral Gifts Policy

Appendix 2 Purchase of Outgoing Mayoral Gifts Policy - Tracked Changes



Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
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MINUTES OF THE POLICY REVIEW PANEL

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Item 6.4 Review of Purchase of Outgoing Mayoral Gifts Policy

Appendix 3 Purchase of Outgoing Mayoral Gifts Policy - Current

Purchase of Outgoing Mayoral Gifts Policy

Date adopted	22 April 2024
Adopted by	Council
Review due	March 2026
Responsible officer	Head of Governance
Records reference	10190434

1. Purpose

To provide guidance in respect of gifts to be presented to the outgoing Mayor and Deputy Mayor.

2. Application and Scope

This Policy applies to the outgoing Mayor and Deputy Mayor.

3. General Provisions**3.1. Mayor**

Council will provide a gift to the outgoing Mayor at the end of their term of office in recognition of their significant contribution to the Council and the Melton community. The arrangement of the gift will be coordinated by the Office of the CEO.

The gift will take the form of:

- The Mayoral robes worn throughout their Mayoral term;
- A Letter Under Seal of Council;
- A commemorative enamel pin recognising their service to the community as Melton City Council Mayor; and
- A pictorial representation of the Mayoral term through the coordination of an album.

These gifts are to be presented to the outgoing Mayor at the Statutory Meeting following the election of a new Mayor, or in the case of an Election Year, the last Council Meeting before the Election Day.

The outgoing Mayor has the option to retain the Mayoral Robe as a gift for that year. It is at the Mayor's Discretion whether the robe be embroidered with the year of service to Council.

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Item 6.4 Review of Purchase of Outgoing Mayoral Gifts Policy

Appendix 3 Purchase of Outgoing Mayoral Gifts Policy - Current



The outgoing Mayor will also receive a gift to the maximum value of \$300, and may take the form of an "album" being a pictorial representation of the Mayor's year of office.

3.2. Deputy Mayor

Council will provide a gift to the outgoing Deputy Mayor at the end of their term of office in recognition of the support provided by them to the Mayor, and their service to the Council and Melton community.

The gift will be to a value of \$200 (inc. GST) and will be coordinated by the Office of the CEO, in consultation with the Mayor of the day.

The outgoing Deputy Mayor will also receive a commemorative enamel pin and a letter under seal in recognition of the support provided by them to the Mayor, and their significant contribution to the Council and the City of Melton community.

The gift, pin and letter are to be presented to the outgoing Deputy Mayor at the Statutory Meeting following the election of a new Deputy Mayor, or in the case of an Election Year, the last Council Meeting before the Election Day.

4. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020

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MINUTES OF THE POLICY REVIEW PANEL

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7. GENERAL BUSINESS

Nil.

8. NEXT MEETING

Thursday 6 August 2026 at 9.30am.

9. CLOSE OF BUSINESS

The meeting closed at 10.25am.

Confirmed

Date:

.....CHAIRPERSON

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

Reports were received from Crs Zada, Shannon, Morris, Ramsey, Abboushi, Verdon, Majdlik, Turner and Carli.

14. NOTICES OF MOTION

14.1 NOTICE OF MOTION 1003 (CR DR ZADA) - TRANSPORT RESILIENCE FOR THE MELTON LINE AND WESTERN HIGHWAY CORRIDOR

Councillor: Phillip Zada

NOTICE:

That Council:

1. Writes to the Premier of Victoria, relevant State and Federal Ministers, local State and Federal Members of Parliament, V/Line, the Department of Transport and Planning, ARTC and Telstra expressing Council's concern about the significant impact of the recent Telstra network outage on V/Line services used by Melbourne's west, seeking:
 - a. a funding commitment for the Melton Line electrification and new stations at Mt Atkinson and Thornhill Park to be delivered by 2030
 - b. improved V/Line reliability, bus reform, upgrades to the Western Highway/Western Freeway and supporting arterial road network to be treated as priority transport resilience projects for Melbourne's west.
 - c. urgent advice on rail communication redundancy, backup systems and contingency arrangements to reduce the risk of a similar outage again causing widespread rail disruption before the Melton Line is electrified,
 - d. stronger replacement transport and passenger management arrangements for the western growth corridor during rail disruptions; and
2. Incorporates the impacts of this outage into Council's ongoing advocacy for Melton Line electrification, Western Highway/Western Freeway upgrades, bus reform and improved transport resilience across the City of Melton.
3. Provides a copy of Council's correspondence to LeadWest, neighbouring western councils and the Municipal Association of Victoria.

Motion

Crs Zada/Abboushi.

That Council:

1. Writes to the Premier of Victoria, relevant State and Federal Ministers, local State and Federal Members of Parliament, V/Line, the Department of Transport and Planning, ARTC and Telstra expressing Council's concern about the significant impact of the recent Telstra network outage on V/Line services used by Melbourne's west, seeking:
 - a. a funding commitment for the Melton Line electrification and new stations at Mt Atkinson and Thornhill Park to be delivered by 2030
 - b. improved V/Line reliability, bus reform, upgrades to the Western Highway/Western Freeway and supporting arterial road network to be treated as priority transport resilience projects for Melbourne's west.
 - c. urgent advice on rail communication redundancy, backup systems and contingency arrangements to reduce the risk of a similar outage again causing widespread rail disruption before the Melton Line is electrified,
 - d. stronger replacement transport and passenger management arrangements for the western growth corridor during rail disruptions; and

2. Incorporates the impacts of this outage into Council's ongoing advocacy for Melton Line electrification, Western Highway/Western Freeway upgrades, bus reform and improved transport resilience across the City of Melton.
3. Provides a copy of Council's correspondence to LeadWest, neighbouring western councils and the Municipal Association of Victoria.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

15. URGENT BUSINESS

Nil.

16. 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:

16.1 Contract No. 23-041 - Plumpton Aquatic and Leisure Centre - Project Management, Quantity Surveyor and Superintendent Services - Variation

(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 Abboushi/Ramsey.

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:

16.1 Contract No. 23-041 - Plumpton Aquatic and Leisure Centre - Project Management, Quantity Surveyor and Superintendent Services - Variation

(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.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Verdon and Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

17. CLOSE OF BUSINESS

The meeting closed at 7.14pm.

Confirmed

Dated this

.....CHAIRPERSON