



# MELTON CITY COUNCIL

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## Minutes of the Meeting of the Melton City Council

24 November 2025

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



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	To consider and determine the planning application for the Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 at 1375-1415 Holden Road, Toolern Vale.	
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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 24 NOVEMBER 2025 AT 7:01 PM**

**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  
Cr J Verdon

R Wai, Chief Executive Officer  
S Romaszko, Director City Futures  
T Scoble, Director City Life  
N Whiteside, Director City Delivery  
B Howard, Interim Director Organisational Performance  
E Keogh, Head of Governance  
R Hodgson, Manager Governance  
T Delia, Senior Coordinator Governance

#### **1. OPENING PRAYER AND RECONCILIATION STATEMENT**

The Mayor, Cr Carli opened the meeting at 7.01pm with the opening prayer and reconciliation statement.

#### **2. APOLOGIES AND LEAVE OF ABSENCE**

Cr S Abboushi.

#### **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 27 October 2025 and 6 November 2025 be confirmed as a true and correct record.

### **Motion**

Crs Zada/Ramsey.

That the Minutes of the Meeting of Council held on 27 October 2025 and 6 November 2025 be confirmed as a true and correct record.

**For:** Crs Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, 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 13 October 2025 Summary of Informal Meeting of Councillors
- Monday 27 October 2025 Summary of Informal Meeting of Councillors
- Monday 10 November 2025 Summary of Informal Meeting of Councillors

#### RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 13 October 2025, 27 October 2025, and 10 November 2025 provided as **Appendices 1 to 3** respectively to this report, be received and noted.

#### Motion

Crs Majdlik/Morris.

That the Summaries of Informal Meetings of Councillors dated 13 October 2025, 27 October 2025, and 10 November 2025 provided as **Appendices 1 to 3** respectively to this report, be received and noted.

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

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

#### LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - 13 October 2025
2. Summary of Informal Meeting of Councillors - 27 October 2025
3. Summary of Informal Meeting of Councillors - 10 November 2025





## INFORMAL MEETING OF COUNCILLORS

## MEETING DETAILS:

<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 13 October 2025	<b>Time Opened:</b>	6.18pm
		<b>Time Closed:</b>	7.42 pm
<b>Councillors present:</b>	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) Cr K Majdlik Cr B Morris (online) Cr B Turner Cr A Vandenberg (online) (arrived 6.20pm) Cr J Verdon Cr Dr P Zada		
<b>Officers present:</b>	R Wai                      Chief Executive Officer S Romaszko              Director City Futures T Scoble                    Director City Life N Whiteside              Director City Delivery B Howard                  Interim Director Organisational Performance E Keogh                    Head of Governance T Conway                  Manager City Strategy C Crameri                  Manager Community Care D Blandford               Acting Manager Community Safety		
<b>Guests</b>	Nil		
<b>Apologies</b>	Cr S Ramsey      Leave of absence Cr J Shannon      Leave of absence		
<b>Matters discussed:</b>	1. Community Bus Service Model 2. Response to NoM 954 – District Level Parks 3. Response to NoM 971 – Deterring Illegal Rubbish Dumping 4. Draft Reports 5. General Updates from Officers		

## CONFLICT OF INTEREST DISCLOSURES:

<b>Were there any conflict of interest disclosures by Councillors</b>		No
<b>Matter No.</b>	<b>Councillor making disclosure</b>	<b>Councillor left meeting</b>
		N/A

## REPORT PRODUCED BY:

<b>Officer name:</b>	Emily Keogh – Head of Governance	<b>Date:</b>	Monday 13 October 2025
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## INFORMAL MEETING OF COUNCILLORS

## MEETING DETAILS:

<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 27 October 2025	<b>Time Opened:</b>	6.16 pm
		<b>Time Closed:</b>	6.36 pm
<b>Councillors present:</b>	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) (arrived 6.19pm) Cr K Majdlik Cr B Morris Cr S Ramsey Cr B Turner Cr A Vandenberg Cr J Verdon Cr Dr P Zada		
<b>Officers present:</b>	R Wai                      Chief Executive Officer S Romaszko              Director City Futures T Scoble                   Director City Life N Whiteside              Director City Delivery B Howard                Interim Director Organisational Performance E Keogh                    Head of Governance R Hodgson                Manager Governance		
<b>Guests</b>	Nil		
<b>Apologies</b>	Cr J Shannon		
<b>Matters discussed:</b>	1. Council Agenda		

## CONFLICT OF INTEREST DISCLOSURES:

<b>Were there any conflict of interest disclosures by Councillors</b>		Yes
<b>Matter No.</b>	<b>Councillor making disclosure</b>	<b>Councillor left meeting</b>
Raised a potential conflict of interest in relation to Council Agenda Item 12.4	Cr Verdon	No – no discussion was held on the item

## REPORT PRODUCED BY:

<b>Officer name:</b>	Renee Hodgson, Manager Governance	<b>Date:</b>	Monday 27 October 2025
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## INFORMAL MEETING OF COUNCILLORS

## MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 10 November 2025	Time Open	6.17 pm
		Time Close	10.04 pm
Councillors present:	Cr L Carli (Mayor) Cr Dr P Zada (Deputy Mayor) Cr S Abboushi (departed 9.21pm) Cr K Majdlik Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg (online) (departed 9.33pm) Cr J Verdon		
Officers present:	R Wai                    Chief Executive Officer S Romaszko            Director City Futures (departed 9.55pm) T Scoble                Director City Life N Whiteside            Director City Delivery B Howard               Interim Director Organisational Performance E Keogh                 Head of Governance R Hodgson              Manager Governance A Ravindran            Chief Information Officer (Item 1) C Ciciulla               Head Major Project Delivery (Items 1-3) J Simson                Coordinator Open Space Planning (online) (Items 5&6) C Steele                 Senior Open Space Planner (online) (Items 5&6) A Pashalidis            Senior Open Space Planner (online) (Item 6)		
Guests	Alex Heidenreich            CyberX (Item 1) Annabelle Marshall        CyberX (Item 1) Tammy Beck                 William Ross Architects (online) (Item 2)		
Apologies	Nil		
Matters discussed:	1. Security Training Awareness 2. Aquatic and Leisure Centre Project (Fraser Rise) Update 3. Cobblebank Community Services Hub Project Update 4. Councillor Representation and Nominations Advisory Committee Meeting 5. Open Space Plan Review – Project Update 6. Play Value Assessment – Project Update 7. Community Grant and Funding Program 8. General Officer Updates		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors		Yes	
Matter No.	Councillor making disclosure	Councillor/Officer left meeting	
4. Cr Representation	Cr Abboushi and Cr Ramsey	No	



9. General Officer Updates	S. Romaszko departed the meeting for the officer update on the Western Renewable Link.	Yes
<b>REPORT PRODUCED BY:</b>		
<b>Officer name:</b>	Renee Hodgson, Manager Governance	<b>Date:</b> Monday, 10 November 2025



**8. CORRESPONDENCE INWARD**

Nil.

**9. PETITIONS AND JOINT LETTERS**

Nil.

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

Nil.

**11. PUBLIC QUESTION TIME**

Submitter: Adrian Marinelli	
Question asked of Council	Response
Can the council update its website's 'organisational structure' page to provide more information about each department's functions and current managers like other Councils do, in the interest of public transparency and so the public are able to identify senior managers within the organisation?	<p>Many organisations have reduced or stopped listing staff names for a mix of privacy, security, legal and operational reasons.</p> <p>For this mix of reasons, Melton City Council is removing staff names.</p> <p>We will however review the Organisational web page to provide more information on the responsibilities of each Directorate area.</p>
Submitter: Saqib Arif	
Question asked of Council	Response
Can Melton Council urgently review pedestrian safety on Clara Avenue and implement appropriate measures—such as zebra crossings at the two identified sections—to ensure safe road crossings for schoolchildren and families?	<p>Council has previously completed a traffic management investigation in Clara Avenue and identified additional improvements for consideration in future Capital Works Programs.</p> <p>The proposed improvements identified include raising the existing signalised pedestrian crossing (with speed hump), installing additional speed humps and another school crossing with works to be considered for funding as part of the 2026/27 Budget process.</p>



<b>Submitter: David O'Connor</b>	
<b>Question asked of Council</b>	<b>Response</b>
What measures does Council use to verify the authenticity of signatories to electronic petitions, to ensure that those signing are genuinely eligible participants with a demonstrable connection to the municipality, rather than relying solely on potentially falsifiable details such as a name and email address?	Council ensures all petitions submitted for consideration at a Council meeting comply with Council's Governance Rules. If there are concerns in relation to the authenticity of signatories to petitions, either in hard copy or electronic, Council's Governance Team will check to ensure compliance.
<b>Submitter: David O'Connor</b>	
<b>Question asked of Council</b>	<b>Response</b>
Does the inclusion of the Domestic Animal Management Plan 2026–2029 at item 12.3 indicate that Council will soon consider and adopt the long-awaited Dog Off-Lead Strategy, and if not, can Council advise when this strategy is expected to be presented?	<p>All Councils in Victoria are required to prepare a Domestic Animal management Plan (DAMP) in line with the Victorian Domestic Animals Act. Whilst Council's draft DAMP Consolidated Action Plan lists the expansion of dog off lead areas across the municipality and an increase in engagement and education activities to address non-compliance, it does not include actions relating to the provision of a Dog Off Lead Strategy.</p> <p>Council will be undertaking further engagement with the community in 2026 regarding dog off lead areas and facilities to finalise the Draft Dog Off Lead Strategy for Council's consideration.</p>



## 12. PRESENTATION OF STAFF REPORTS

### 12.1 COMMUNITY GRANT AND FUND PROGRAM ROUNDS JULY 2025 – AUGUST 2025

**Author: Jodie Turner - Coordinator Community Capacity**  
**Presenter: Troy Scoble - Director City Life**

#### PURPOSE OF REPORT

To advise Council of the outcomes of the July / August 2025 round of Community Grants and Funds.

#### RECOMMENDATION:

That Council note the Community Grant and Fund Program Update for July to August 2025.

#### Motion

Crs Verdon/Turner.

That Council note the Community Grant and Fund Program Update for July to August 2025.

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

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

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## REPORT

### 1. Executive Summary

Melton City Council recognises the importance of supporting community groups and individuals, and Council's community grant and fund programs assist in the achievement of our strategic objectives.

Applications for the July/August 2025 Community Grant Program were accepted from 1 July to 31 August 2025. A total of thirty-five (35) applications were submitted, twenty-six (26) of these applications met the criteria for assessment.

Applicants of ineligible and unsuccessful applications have been provided feedback to assist them in considering resubmission for a future round of funding.

In addition to the July/August round of the Community Grants Program, Council eligible Community Fund applications including Resident Achievement, New Group and FairGo 4 Youth Fund applications continued to be reviewed and processed.



## 2. Background/Issues

The Community Grant and Fund program now provides year-round access through to bi-monthly assessments, recognising the importance of supporting, assisting and partnering with community groups to deliver initiatives that benefit the broader community, enhance community wellbeing, and contribute to Council's strategic objectives. Applicants, can apply for grants of up to \$5,000 in one of the following five 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.

The July/August 2025 Community Grants round opened on 1 July 2025 and closed 31 August 2025. Applications were assessed against the Council adopted Community Grants and Fund Policy and Terms of Reference, to ensure consistency with adopted policy and procedures.

### Grant 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 tables attached (**Appendix 1**) lists the grants awarded funding in the round.

When applications are ineligible and there is sufficient time before the grant round deadline to address issues with the application, Officers assist applicants by supporting them to correct and resubmit their applications. If applications remain ineligible by the grant round deadline, the updated Grants program allows applicants to promptly resubmit for the following round.

## 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

Twenty-four (24) applications approved for funding in the round totalling \$108,902.59.



The following table illustrates the cumulative spend for the Community Grants Program for the 2025-26 financial year.

<b>Round</b>	<b>Approved/Recommended \$</b>
May June 2025	\$58,985.88
July August 2025	\$108,902.59
Total YTD Approved/Recommended	\$167,888
<b>FY 25/26 Budget</b>	<b>\$300,000</b>
Budget Remaining	\$132,112

## 5. Consultation/Public Submissions

The following promotional and training activities were undertaken to support potential applications for the July/August Grant round:

- Personalised one-on-one meetings with over 20 community groups
- Two community training workshops to guide applications (9 & 12 July 2025)
- Personalised emails to previous unsuccessful Community Grant applicants and successful New Group applicants, encouraging to reapply
- E-newsletter promotion via Community Involvement Enewsletter
- Social media promotion

## 6. Risk Analysis

Council's Community Grant and Fund Programs 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.

Council's revised Community Grant and Fund Programs also implements the recommendations of the internal audit conducted on the program in 2023 as adopted by Council.

## 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 July August 2025 Community Grant Program - **CONFIDENTIAL**



**12.2 PLANNING APPLICATION PA 2025/9022/1 - BUILDINGS AND WORKS ASSOCIATED WITH AN EXISTING DOMESTIC ANIMAL BOARDING ESTABLISHMENT BY CONSTRUCTING THREE ADDITIONAL KENNEL BUILDINGS AND ONE ADDITIONAL STORAGE BUILDING, AND TO INCREASE THE NUMBER OF DOGS PERMITTED ON THE SITE FROM 125 TO 300 AT 1375-1415 HOLDEN ROAD, TOOLERN VALE**

**Author: Steve Finlay - Coordinator Development Planning**  
**Presenter: Sam Romaszko - Director City Futures**

**PURPOSE OF REPORT**

To consider and determine the planning application for the Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 at 1375-1415 Holden Road, Toolern Vale.

**RECOMMENDATION:**

That Council:

1. Note the report;
2. Issue a Notice of Decision to Grant a Permit subject to conditions outlined in **Appendix 6** of this report.

**Motion**

Crs Turner/Majdlik.

That Council:

1. Note the report;
2. Issue a Notice of Decision to Grant a Permit subject to conditions outlined in **Appendix 6** of this report.

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

**Against:** Nil

**Abstained:** Nil

**CARRIED UNANIMOUSLY**

**REPORT**

**1. Background**

**Executive Summary**

Applicant:	Dogdayz Pty. Ltd.
Proposal:	Buildings and works associated with an existing Domestic Animal Boarding establishment and to increase the number of dogs permitted on the site from 125 to 300.
Existing Land Use:	Domestic Animal Boarding



Zone:	Green Wedge Zone
Overlays:	Nil
Number of Objections:	12
Permit Triggers	Clause 35.04-1 – (Green Wedge Zone) for the use of the land for Domestic Animal Boarding increasing the number of dogs on site to 300. Clause 35.04-5 – (Green Wedge Zone) for buildings and works associated with Domestic Animal Boarding.
Key Planning Issues:	Consistency with relevant Planning provisions. Amenity issues (Noise and Waste) Traffic increase Facility management
Recommendation:	Approve application subject to conditions

### The Land and Surrounding Area

The subject site has an area of 39.90 hectares and is located on the southern side of Holden Road, near the intersection with Diggers Rest-Coimadai Road, Toolern Vale.

Other relevant features of the site are as follows:

- The site is irregular in shape.
- The site is currently occupied by a dwelling and buildings and works associated with the Dogdayz animal boarding business, including administration buildings, dog runs/exercise yards, kennel buildings, a wetland/dam and car parking areas on the site. These improvements are located in the northern portion of the site, near the Holden Road frontage.
- Substantial screen planting adjacent to the animal boarding establishment also exists on the site.
- An area adjacent to the existing kennel buildings, and a vacant area of the land just north of the existing kennel buildings and exercise yards is the location of proposed new kennel buildings that are the subject of this application.
- The remainder of the subject site is vacant rural land, a portion of which has had a planning permit issued by the Minister for Planning, at the direction of the Victorian Civil and Administrative Tribunal for the use and development of a solar energy facility, associated buildings and works and native vegetation removal.

The surrounding area is characterised as generally rural in nature, with a small pocket of rural-residential character located to the south-east of the subject site, with the closest dwelling south-east of the site the proposed new kennel buildings being approximately 320m away. A dwelling is located approximately 240m west from the proposed new kennel buildings on a large rural land holding accessed via Diggers Rest-Coimadai Road. The Blackhill Road Quarry is located approximately 1km north of the subject site. Land approximately 300m north-east of the site is currently being filled with clean fill by virtue of a planning permit recently issued by Council, and a farm fencing business is located approximately 500m south-east of the proposed new boarding kennel buildings.

Refer to **Appendix 1** for a locality plan and **Appendix 2** for site photos.

### Site History

Planning Permit 0745 was issued by the Shire of Melton on 10 December 1990 and allowed for the use and development of the land for the purpose of an Animal Boarding and Dog Breeding Establishment in accordance with plans to be submitted for endorsement pursuant to Condition No. 1 of that permit. Further, Condition No. 9 on the permit allows for the keeping of 125 dogs and 100 cats on the site. Plans were endorsed under Planning Permit 0745 on the date that the permit issued on 10 December 1990 and were subsequently



superseded by amended plans endorsed on 27 November 1991. The site has been operating under this permit since the early 1990's.

A further planning permit (1382) was issued on 1 July 1994 and allowed for the use and development of the land for the purpose of an extension to the existing animal boarding and dog breeding establishment to allow a further 125 dogs and 50 cats in accordance with the plans to be submitted pursuant to Condition No. 2 and after satisfying Condition No. 1 of the permit. This expansion would have given the site the ability to accommodate 250 dogs and 150 cats on the site, however, this permit was never enacted.

Numerous other smaller scale applications have been received and determined for the site since the 1994 planning permit, and a more significant planning permit application (PA2007/1330) to increase the number of animals on site to 1000 dogs and 500 cats was refused by Council and affirmed by the Victorian Civil and Administrative Tribunal in 2008. A further planning permit application proposing 250 dogs and 150 cats on the site was submitted to Council in 2012, but the application lapsed and the previous owner sold the land to the current owner, Lyndon Properties Pty. Ltd.

### **The Permit Application**

The permit application proposes:

- a. The development of the subject site with buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and
- b. To increase the number of dogs permitted on the site from 125 to 300. There is no intention with the application to increase the number of cats permitted on the site.

The proposed development is summarised as follows:

- Three new kennel buildings of 32m long x 4.7m wide x 3m high are to be located adjacent to the existing kennel buildings in the northern portion of the site. One kennel building will complete a row of four buildings (three existing and one new) and the other two new kennel buildings will be located to the north of the existing buildings.
- Three new exercise yards of 32m long x 7.9m wide will be located next to the three new kennel buildings.
- A new relocatable utility building of 12m long x 3.5m wide x 3m high will be located in a cleared area of the site to the east of the existing kennel buildings.
- All new buildings on the site will be steel framed with a colourbond finish and will be acoustically treated to reduce potential noise.
- Six new car parking spaces are proposed next to the existing car parking area on the site and will be accessed via Holden Road.
- Additional screen planting is proposed on the site along the western boundary of the land and to the north of the proposed new kennel buildings.
- The number of dogs to be boarded on site is proposed to increase from 125 dogs to 300 dogs.

Refer to **Appendix 3** for plans of the proposal



**Planning Controls**

Zone	(Clause 35.04 – Green Wedge Zone)	A permit is required for the use of land for domestic animal boarding to increase the number of dogs on the site from 125 dogs to 300 dogs.  A permit is required for buildings and works associated with a domestic animal boarding establishment.
Overlays	Nil	Not applicable
Particular Provisions	(Clause 52.06 – Car Parking)	Whilst there is no set rate for car parking for a domestic animal boarding establishment in the Melton Planning Scheme, car parking must be to the satisfaction of the Responsible Authority.

A full assessment of the proposal against the relevant State and Local planning policies is included in **Appendix 4**.

**Is the land affected by a Restrictive Covenant?**

The land is not burdened by a Registered Restrictive Covenant.

The land is affected by a Section 173 Agreement (Dealing No: V144531A) registered on Title on 10 December 1997 which relates to a previous subdivision of the land. The Section 173 Agreement requires that the land is not further subdivided and that prior to the issue of a Statement of Compliance for any subdivision affecting the land, a land management plan must be submitted to Council and implemented to the satisfaction of Council. A land management plan was submitted to Council and implemented to the satisfaction of Council resulting in a Statement of Compliance being issued for the subdivision and Title to the land being issued on 6 November 1998.

An additional requirement of the Section 173 Agreement was for a development plan to be submitted and complied with, showing the location of all existing and proposed buildings, elevation plans, materials, proposed landscaping and measures relating to protecting occupants of dwellings on the land from noise from the nearby kennels and disposal of wastewater.

The obligations of the Section 173 Agreement have been fulfilled to the satisfaction of Council.

**Is the land of Cultural Heritage Sensitivity?**

The land is not identified in an area of cultural heritage sensitivity. Given none of the land is in an area of cultural heritage sensitivity, a Cultural Heritage Management Plan is not required to be prepared under the *Aboriginal Heritage Act 2006 and the Aboriginal Heritage Regulations 2018*.

**2. Council and Wellbeing Plan Reference and Policy Reference**

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

2. A thriving and well-designed City.

*2.6 A greener City that protects and enhances its natural environment.*

**3. Financial Considerations**

No Council related financial considerations are involved with the application.



## 4. Consultation/Public Submissions

### Public notification of the application

Council gave notice of the application under Section 52 of the *Planning and Environment Act 1987*. Following notice, Council received 12 objections, from three properties.

The grounds of objection are summarised as follows:

- Excessive noise.
- Non-compliance with existing permit conditions.
- Odour and Hygiene concerns.
- Property devaluation.
- Site management.
- Traffic increase.
- Environmental impacts.
- Overdevelopment.

A complete list of responses to the objections is provided in **Appendix 5**.

### Referral of the application

The permit application was informally referred to several Council Departments and external authorities for consent and advice. A summary of the responses is provided in the below table:

Department	Comments
Infrastructure Planning	Conditional support.
Environmental Health	Conditional support.
Community Safety	Conditional support.
Agriculture Victoria	No objections.

## 5. Issues

### Planning Assessment

The permit application seeks an expansion of an existing animal boarding establishment that has been in operation since the early 1990's and seeks to increase the number of dogs permitted on the site from 125 dogs to 300 dogs, and to increase the number of kennel buildings and exercise yards on the site by an additional three, along with an additional utility building.

Council has assessed the permit application against the relevant considerations of the Melton Planning Scheme.

Council considers that the key considerations relate to the suitability of the use and development having regard to its location, whether the use generally serves the local community needs and whether any amenity impacts are acceptable.

An assessment of these key areas is provided as follows:

### Is the use and development suitable in the Green Wedge Zone?

The proposed expansion to the animal boarding establishment is consistent with the relevant provisions of the Melton Planning Scheme and Councils' adopted Western Plains North Green Wedge Management Plan.



In particular, the purpose of the Green Wedge Zone is to provide for the use of land for agriculture, to recognise, protect and conserve green wedge land for its agricultural opportunities and to provide opportunity for a variety of productive agricultural uses. The proposal is also consistent with the relevant state and local policies contained within the Planning Policy Framework of the Melton Planning Scheme.

Under the Victoria Planning Provisions, domestic animal boarding is defined as “...*Land used to board domestic animals such as boarding kennels and a cattery. It includes domestic animal day care...*” Domestic animal boarding, which is the use currently carried out on the land falls under the broader umbrella grouping of agriculture within the Victoria Planning Provisions. These definitions and groupings form part of all planning schemes, including the Melton Planning Scheme. The use therefore by virtue of being an agricultural land use is entirely consistent with the purpose of the Green Wedge Zone as it is using green wedge land for an agricultural purpose.

Council adopted the Western Plains North Green Wedge Management Plan at its' Ordinary Meeting of 23 September 2014. The plan seeks to achieve a balance between the protection of agricultural viability and agricultural features and opportunities for other appropriate uses in the Green Wedge. The subject land is located within Precinct 3 as outlined in the Western Plains North Green Wedge Management Plan. Precinct 3 broadly relates to the portion of the municipality around Leakes and Holden Roads and south of Diggers Rest-Coimadai Road and is characterised by expansive rural landscapes and vistas across the area. The openness of the landscape is to be taken into consideration when assessing planning permit applications in this area, and the land is to be used predominantly for agricultural uses. Indeed, the plan suggests that policy should be adjusted to recognise this precinct as a key area for agriculture, and to discourage strip residential development along Holden Road to retain rural character.

The buildings proposed by the expansion to the facility to include three additional kennel buildings and an additional utilities building are well sited on the land to consolidate with other buildings on the land and will be found in a cleared area of the site adjacent to the existing buildings. The buildings will be of a similar character to the existing structures on the land (albeit treated acoustically better) and will not compromise the objectives of the Western Plains North Green Wedge Management Plan and are sited to ensure that the rural landscape of the broader area retains its' open views and vistas across the area. Further planting on the site will assist in contributing to the rural character of the locality and the use of the land will remain agricultural in nature in line with the objectives of the Western Plains North Green Wedge Management Plan.

The proposed buildings and works and expansion to allow for an increase in the number of dogs being boarded on the subject site is considered appropriate having regard for the existing use on the land, the rural context in which the use is currently operating, the siting and design of the proposed buildings on the land and the landscape features of the site that is existing and proposed as part of the permit application.

The siting, layout, scale, height, built form and appearance of the proposed additional kennel buildings and utilities building are appropriate and will complement the existing character of the site and rural setting in which it is to be located. The proposed kennel buildings will be consistent in height, scale and materials with the existing kennel buildings, however, the applicant has advised that the new kennel buildings.

Additionally, the permit applicant has advised that the new kennel buildings will be better treated acoustically as the buildings will be fully enclosable and constructed with 50mm steel and EPS laminated polystyrene panels, which will have a Weighted Sound Reduction Index (Rw) of Rw24, which is satisfactory for the use. The proposed new buildings are well consolidated with other buildings on the land and present the most logical location to facilitate an expansion as they will be adequately setback, shielded to adjoining land by existing and proposed landscape buffers and are located further away from objectors' properties than the existing kennel buildings.



Clause 52.06 of the Melton Planning Scheme does not have a standard rate of car parking for domestic animal boarding, and car parking must be to the satisfaction of the Responsible Authority. There is an existing gravel car parking area on the site just off the Holden Road entry which can accommodate approximately six car spaces, and it is proposed that this gravel car parking area be expanded to the east to allow for another six car parking spaces. There is ample area on the site to accommodate additional car parking if needed, and it is considered that the car parking provision proposed is satisfactory for the use.

Agriculture Victoria has the Code of Practice for the Operation of Boarding Establishments, and the purpose of this code is to specify minimum standards of accommodation, management and care which are appropriate to the physical and behavioural needs of dogs and cats housed in boarding establishments. The proposal complies with the requirements of the Code of Practice, and this can also be reinforced via permit conditions. There have been no known breaches of the current operation on the land as it relates to the Code of Practice, and the establishment has passed annual inspections without any issues. When there have been complaints made about the facility in the past, these have been investigated and Notices to Comply have been issued, and on each occasion the operators have complied with these notices.

The permit application asserts that there is a manager on site at all times to ensure compliance with the existing planning permit and requirements of the relevant Code of Practice, and this will continue with the proposed expansion.

The grounds of objection are acknowledged, are not found be substantiated such that they reasonably impact the recommendation to grant the permit.

The proposal is compliant with relevant Melton Planning Scheme provisions and responds well to adopted strategic plans and the relevant Code of Practice for the Operation of Boarding Establishments. The siting of the proposed buildings are consolidated with other existing buildings on the land and will be screened by existing and proposed vegetation.

Noise from barking dogs is the main reason of objection from other residents along Holden Road, however, Council Officers are unaware of any noise complaints arising from the current operations on the site with 125 dogs, and the new kennel buildings are to be treated acoustically better than the existing buildings on the site to attenuate noise. Appropriate conditions have been proposed if the permit is issued, which aim to mitigate amenity impacts and to address other relevant matters such as site management and waste management.

## **6. Options**

Council can:

1. Support the application by issuing a Notice of Decision to Grant a Permit; or
2. Not support the proposal by issuing a Notice of Refusal.

## **7. Conclusion**

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

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

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



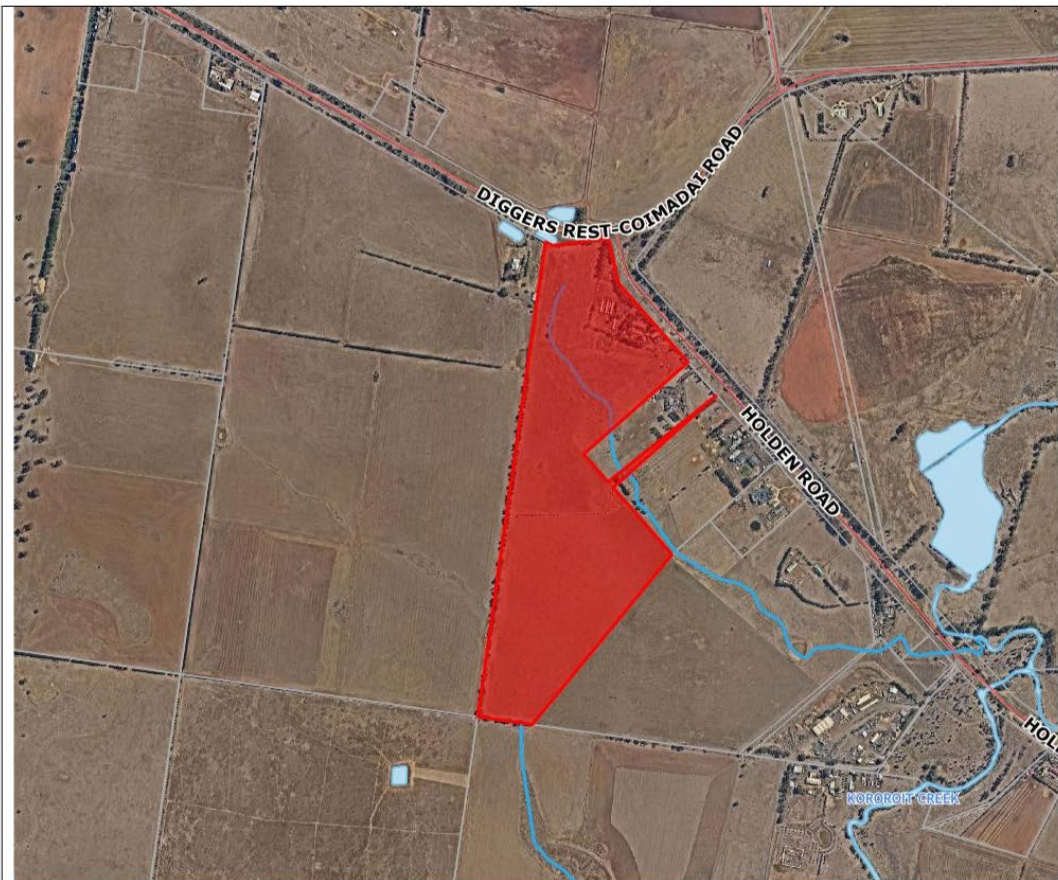


**LIST OF APPENDICES**

1. Site Locality Plan - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale
2. Site Photos - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale
3. Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale
4. Assessment against Planning Scheme - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale
5. Response to Objections - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale
6. Notice of Decision to Grant a Permit conditions - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale



Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

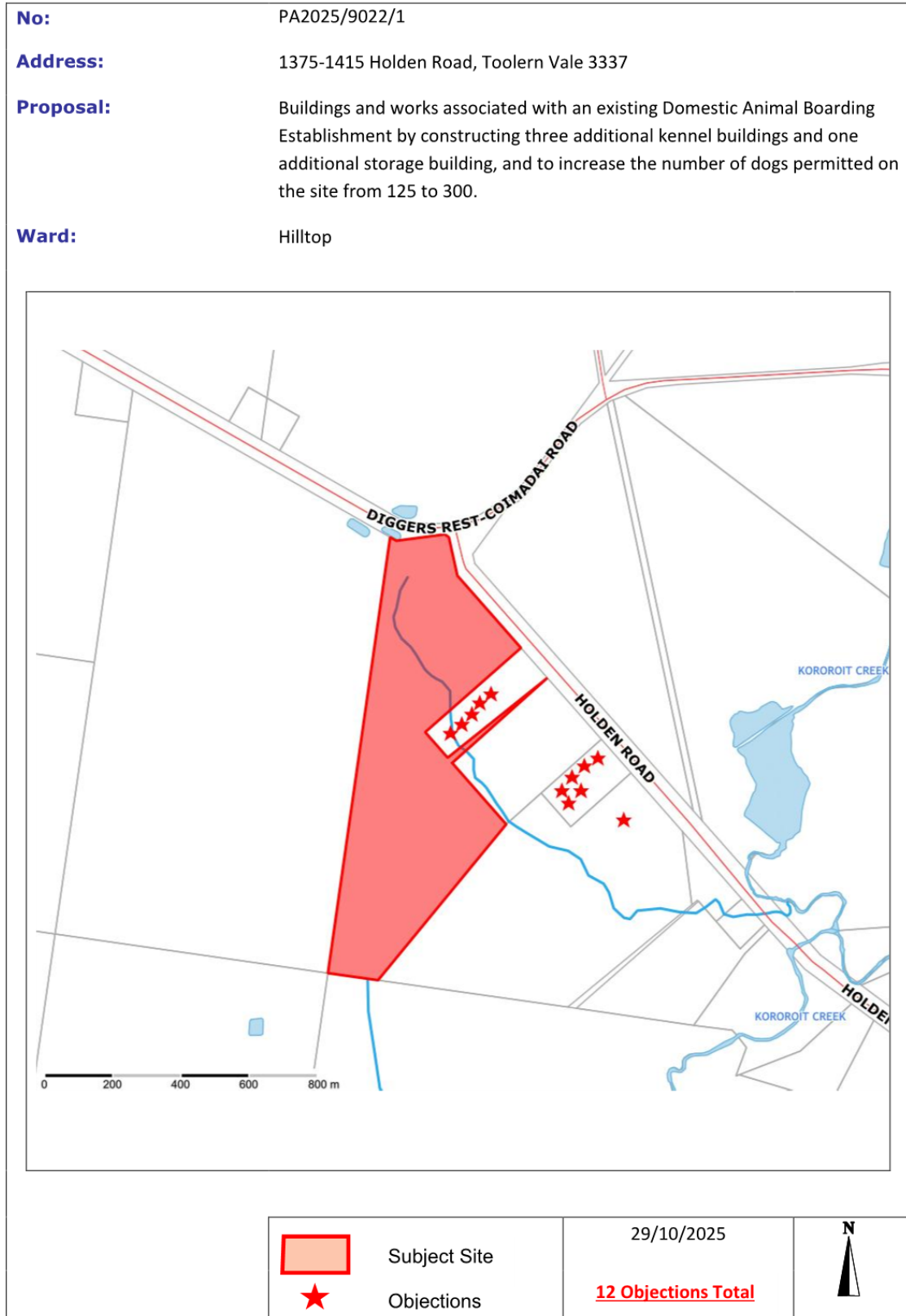
Appendix 1 Site Locality Plan - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale

No:	PA2025/9022/1		
Address:	1375-1415 Holden Road, Toolern Vale 3337		
Proposal:	Buildings and works associated with an existing Domestic Animal Boarding Establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300.		
Ward:	Hilltop		
			
 Subject Site		29/10/2025	



Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

Appendix 1 Site Locality Plan - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale





Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

Appendix 2 Site Photos - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale

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**Appendix 2 – Photos of the subject site and surrounding area (Planning Application PA2025/9022/1).**



**Photo 1** – Subject land showing existing kennel buildings – 1375-1415 Holden Road, Toolern Vale.



**Photo 2** – Main entrance point and car park – 1375-1415 Holden Road, Toolern Vale.



Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

Appendix 2 Site Photos - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale

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**Photo 3** – Subject land showing site of proposed new kennel buildings – 1375-1415 Holden Road, Toolern Vale.



**Photo 4** – View to the west of the subject land showing closest dwelling to the kennels – 1375-1415 Holden Road, Toolern Vale.



Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

Appendix 2 Site Photos - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale

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**Photo 5** – Subject land showing other buildings and landscaping on site – 1375-1415 Holden Road, Toolern Vale.



**Photo 6** – Secondary access point from Holden Road – 1375-1415 Holden Road, Toolern Vale.



Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

Appendix 2 Site Photos - Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale

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**Photo 7** – View to the South-East of the site with adjoining dwelling in the background.



**Photo 8** – View of agricultural land to the north opposite the subject land.



Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

Appendix 3 Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale

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### **Application: PA 2023/100271/1 – Dogdayz, Holden Road Toolern Vale**

The application relates to the existing dog boarding operation (Dogdayz) at 1375 – 1415 Holden Road Toolern Vale.

The business conducted at the site has a current clear permit to operate per Planning Permit 0745, issued 10<sup>th</sup> December 1990 and allowing 125 dogs and 100 cats to be housed at the site. (Refer attachment)

However not all buildings as approved for that permit were completed at the time of the initial development. The present proposal is to now add those buildings and to increase the allowable number of dogs to 300. A new permit will be needed for both things.

300 dogs is by no means excessive by commercial standards given the overall size of the subject site (approximately 40 ha) and the low residential density of the Green Wedge Zone.

The permit limit for 100 cats will remain unchanged and is not a focus of this application.

### **The Need**

**The need for adequate dog-minding services is pressing.** As Melbourne's population has continued to grow, so has the number of dogs – and *beyond* a proportionate increase – as individuals and families look for the reassurance of animal companionship. The *Covid-lockdown puppy boom* was a notable contributor to the upward trend in overall dog-numbers.

- The Department of Agriculture Victorian Pet Census (October 2023) identified that 41% of adult Victorians owned at least one dog.
- The total number statewide was estimated at more than **1.32 million dogs** statewide, overwhelmingly in the suburbs of Melbourne. (Same source)
- The number of registered dogs increased 80% over the past five years. (Same source).

**Further contributing** to demand for dog-boarding is that people are travelling more frequently, than ever for business or leisure or family reasons.

**A (very) small part of this pressing demand** can be met through private arrangements with neighbours and family. Not all people have access to such connections, and the reliability, security and standards of such arrangements can vary greatly.

**A relatively recent response** to the growing demand involves ad-hoc and informal commercial arrangements via social media and 'tasker' websites. By definition, such 'gig' providers will have limited or no qualifications or experience. *This aspect of market supply is currently totally unregulated, unmonitored and unsupervised* and will often involve exceeding the allowable limit of two dogs per household with no control as to standards of care, security or animal welfare. Local Laws officers in all Councils will be well aware of the problem of unregulated gig providers being used to meet the pressing community demand.

***The expectation of responsible pet-owners, as with most services, is for a consistent and properly regulated standard of professional care, overseen by the appropriate authority and compliant with the relevant Code of Practice.***

Put simply, for lack of capacity, this pressing community need is not being adequately met.



Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

Appendix 3 Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale

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**A further need** for professional dog-boarding services arises from welfare organisations as well as government at all levels. Dogdayz is the designated provider of accommodation for bio-security detector dogs for the federal Department of Agriculture, Forests and Fisheries . Dogdayz also provides emergency accommodation to animal rescue services and has provided the same for Melton Council when requested.

### The Applicant

Dogdayz has a well-established history of responsible operation, currently at three sites across metropolitan Melbourne. All these sites are regularly reviewed by and approved for registration by the relevant Council. The Toolern Vale site has been in operation for over thirty years, reviewed annually and approved by Melton Council officers, maintaining compliance with the required Code of Practice and with *no history of noise complaints*. (Current Registration: Refer attachment.)

### Location and Zoning:

**The subject site is approximately 40 ha** in area. Of this, a total of approximately 5 ha on the Holden Road frontage is used for the animal boarding operation inclusive of the residence of the live-in Night Manager. The proposed additional buildings will all be contained within this portion of the property.

**Green Wedge Zone.** The subject site is within the Green Wedge Zone. Dog boarding is a Section 2 permissible use within the Zone and in many ways a very appropriate one given that Green Wedge zones are in each case adjacent to the more densely settled areas where dog-boarding is most needed. In the current use and application, the open-space aims of the Green Wedge are maintained through extensive grassed areas for outdoor exercise of dogs.

**Current nearby land-use** is primarily agricultural: grazing of sheep, cattle and goats, agistment of thoroughbred horses, free-range egg and poultry production and broad-acre cropping. There is a quarry approximately 1 km. away and an active landfill project within 300m. A substantial farm-fencing-supply business operates 500m away, also the site of one of three residences in the vicinity.

**Residential density** in the vicinity is low, consistent with Green Wedge provisions. There is one neighbouring residence (Coimadai Road) approximately 240m from the nearest kennel building, another on Holden Road approximately 317m distant, and a third, also on Holden Road, 500m distant. There are no other residences within 500m.

### Specific Considerations:

#### Acoustic Attenuation.

A typical concern with any proposal to provide accommodation for dogs is the presumed impact of noise from barking. Relevant to this application will be:

- **The existing kennel business** has been long-established with no history of noise complaints during the tenure of the current operator (11 years) nor at any stage of its 33 year history of operation.
- **As noted, the subject site** is in a rural/Green Wedge area with few houses close by. The two nearest neighbouring houses are 300m and 240m distant from the closest of the proposed new kennel buildings.



Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

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- **Materials.** *Existing kennels* are clad in colorbond steel sheets *without* acoustic impedance. As noted this older-style construction *has not resulted* in excessive noise or any noise complaint to date. The materials used in the proposed new kennel buildings will have significantly acoustic attenuation, walls doors and roof being constructed with Bondor Steel/EPS laminated panels having an acoustic impedance rating of Rw 24-25.
- **Staff on-site day and night** – the practice at all Dogdayz kennels – ensures the safety and security of resident dogs and consistent noise monitoring and management.

#### **Waste and waste-water.**

Solid waste is collected every day from kennels and is taken for disposal off-site. *Hose-down water* from the proposed kennels thus contains minimal contaminants: very small traces of urine and dirt. This hose-down water will be channeled directly from each of the new kennels to a septic tank as shown on site-plan, thence to the existing *purpose-designed wetland swale and reed-bed*, thence to the on-site dam from where it is used to water grassed exercise-areas: an environmentally sound and effective management of wastewater, entirely contained within the property with no negative impacts.

#### **Visual Amenity**

The impact of the proposed buildings on the visual amenity of the area will be negligible. From the Holden Road aspect the proposed buildings will be behind existing kennels and/or well screened by established trees and embankments currently in place. From the Comadai Road aspect the proposed buildings will be no more visible than current buildings being in each case well distant from the road ( 200 m) and well-screened by existing trees and proposed plantings as shown on the site-plan.

#### **Landscape Treatment**

*No trees have been or will be removed* as a result of the construction of the proposed kennels. Indigenous tree species will be planted to augment existing trees.

On the Holden Road frontage to the site there are established stands of Black Ironbark (*E. Tricarpa*), Grey Box ( *E. Microcarpa* ) and Moonah (*Melalleuca Lanceolata*) on raised embankments that function as a windbreak and as visual screening from the road. Several established trees - variously Blackwood (*Acacia Melanoxylon*), Grey Box, Black Ironbark and some Pinus - have in previous years been planted on the internal fenceline immediately behind and adjacent to the proposed new buildings, also providing windbreak and visual screening. A gap in this fenceline planting will be planted out with Blackwood, Moonah and Black Ironbark, currently on order.

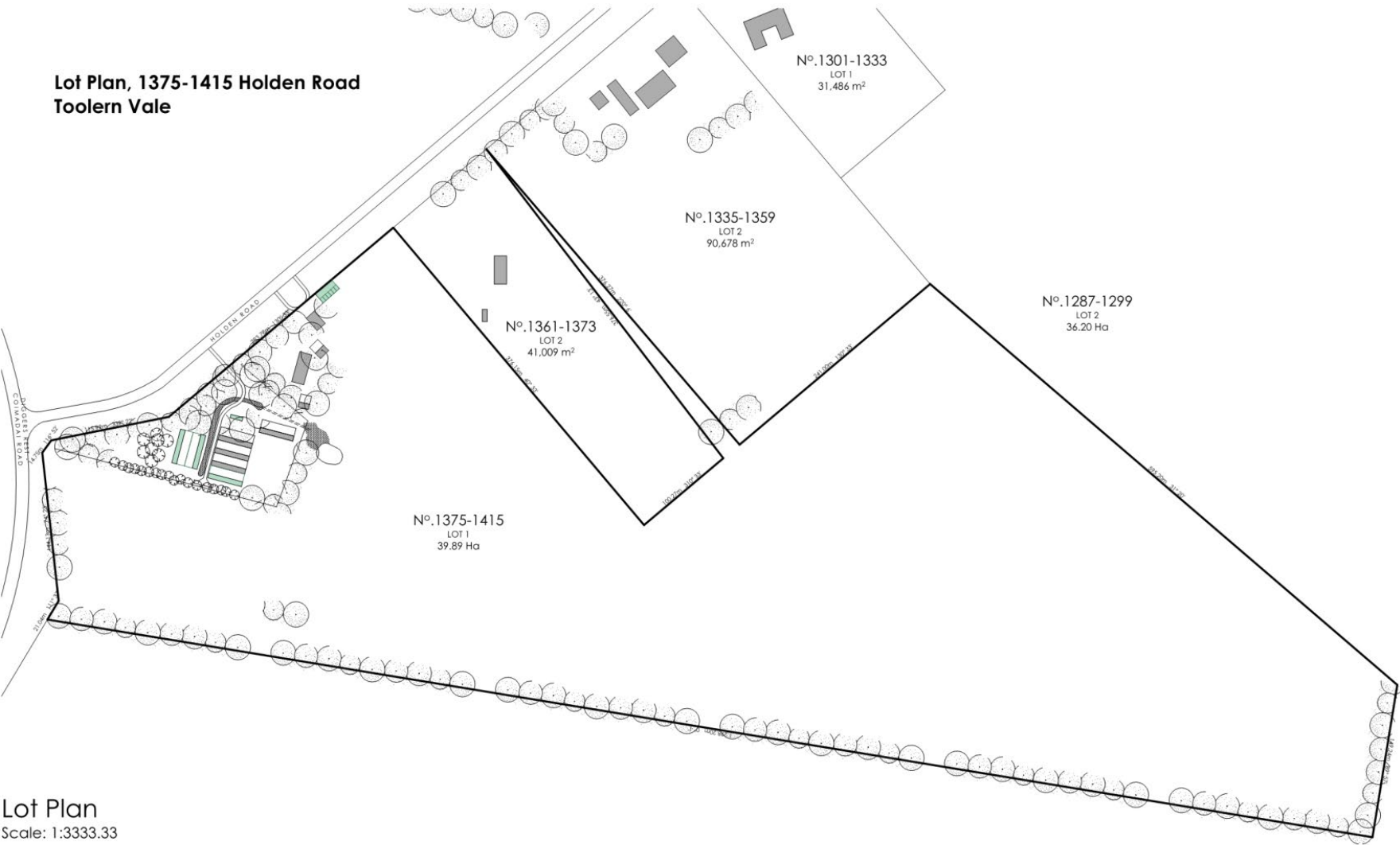
*Grassed areas:* Apart from the footprint of the buildings themselves, open grassed areas have been substantially retained.

*The wetland swale and reed-bed* as indicated is planted with a variety of species including *Carex*, Club Rush (*Ficinia nodosa*) and Hop Bush (*Dodonea viscosa*).



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Appendix 3 Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale



**Lot Plan**  
Scale: 1:3333.33

ADDRESS	29 Fishermans Dr, Blind Blight 3980
TELEPHONE	0415 446 316
EMAIL	info@eastcad.com.au
WEBSITE	www.eastcad.com.au
REGISTERED BUILDING PRACTITIONER	DP-AD 74540

CLIENT	Dogdayz
PROPOSED WORKS	Boarding Kennel Extension
PROJECT ADDRESS	1375 Holden Road, Toolern Vale, 3337

Construction  
Issue



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DRAWN	BT	CHECKED	AH

**eastcad**  
BUILDING DESIGN

REV	DESCRIPTION	DATE
A	CONSTRUCTION DRAWINGS	1/10/24



Item 12.2	Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale
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CLIENT	Dogdayz
PROPOSED WORKS	Boarding Kennel Extension
PROJECT ADDRESS	1375 Holden Road, Toolern Vale, 3337

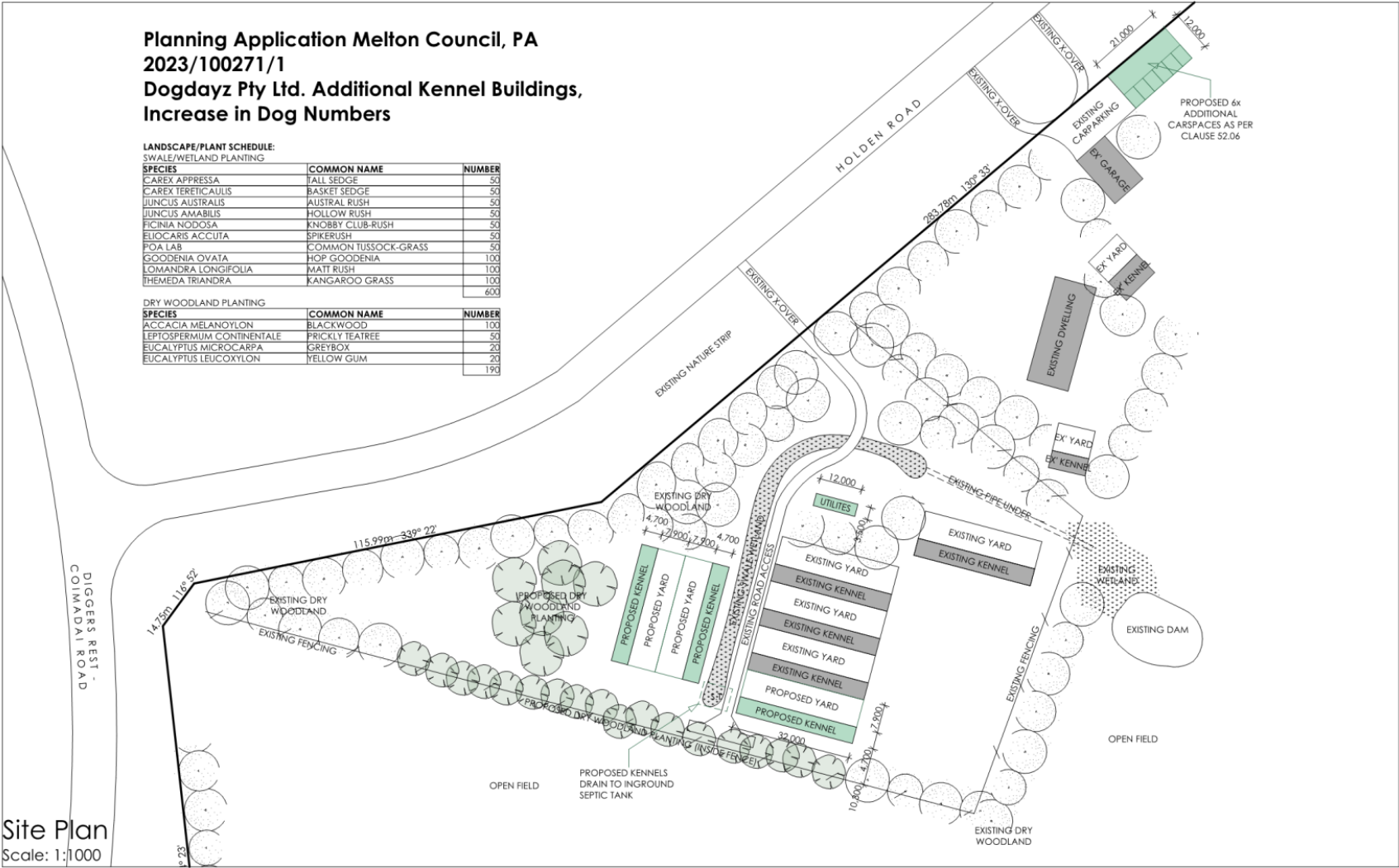
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REV	DESCRIPTION	DATE
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Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale

Appendix 3 Planning Application PA2025.9022 - 1375-1415 Holden Road, Toolern Vale



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TELEPHONE 0415 446 316  
EMAIL info@eastcad.com.au  
WEBSITE www.eastcad.com.au  
REGISTERED BUILDING PRACTITIONER DP-AD 74540

CLIENT Dogdayz  
PROPOSED WORKS Boarding Kennel Extension  
PROJECT ADDRESS 1375 Holden Road, Toolern Vale, 3337  
Construction Issue



Proposed Site Plan  
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eastcad  
BUILDING DESIGN

REV	DESCRIPTION	DATE
A	CONSTRUCTION DRAWINGS	1/10/24

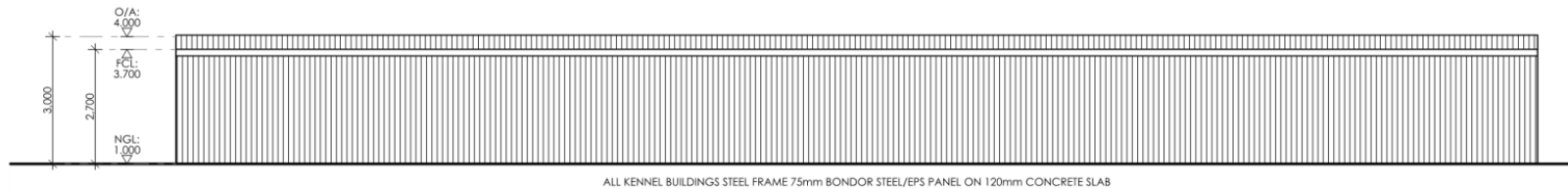


# MINUTES OF THE MEETING OF COUNCIL

24 NOVEMBER 2025

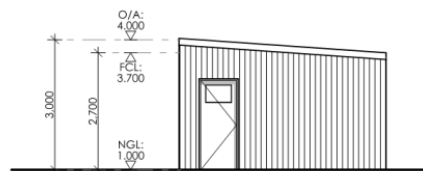
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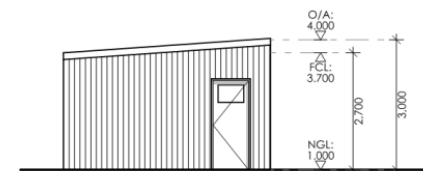
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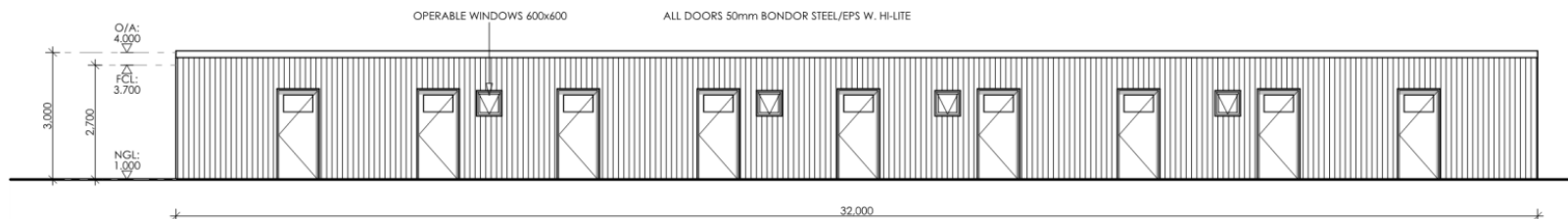
Side Elevation

Scale: 1:100




Side Elevation

Scale: 1:100



Front Elevation

Scale: 1:100


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**CLIENT** Dogdayz  
**PROPOSED WORKS** Boarding Kennel Extension  
**PROJECT ADDRESS** 1375 Holden Road, Toolern Vale, 3337  
**Construction Issue**

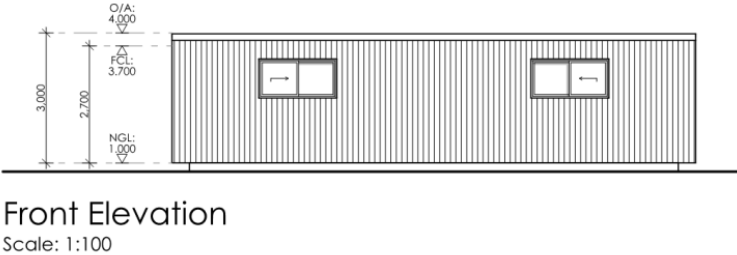
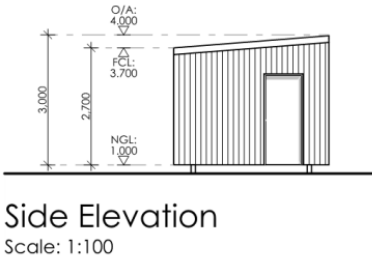
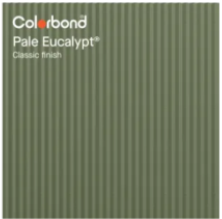
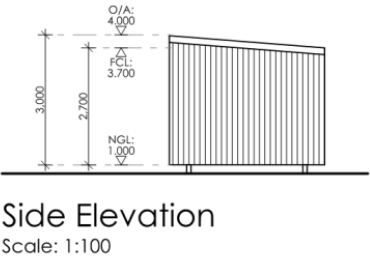
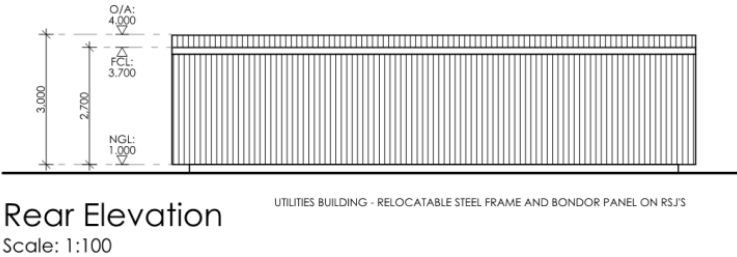
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**BUILDING DESIGN**

REV	DESCRIPTION	DATE
A	CONSTRUCTION DRAWINGS	1/10/24



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ADDRESS 29 Fishermans Dr, Blind Blight 3980  
TELEPHONE 0415 446 316  
EMAIL info@eastcad.com.au  
WEBSITE www.eastcad.com.au  
REGISTERED BUILDING PRACTITIONER DP-AD 74540

CLIENT Dogdayz  
PROPOSED WORKS Boarding Kennel Extension  
PROJECT ADDRESS 1375 Holden Road, Toolern Vale, 3337  
Construction Issue



Utilities Elevations  
PAGE REF WDS SET REF - JB00546  
DRAWN BT CHECKED AH  
eastcad  
BUILDING DESIGN

REV	DESCRIPTION	DATE
A	CONSTRUCTION DRAWINGS	1/10/24



- Item 12.2 Planning Application PA 2025/9022/1 - Buildings and works associated with an existing Domestic Animal Boarding establishment by constructing three additional kennel buildings and one additional storage building, and to increase the number of dogs permitted on the site from 125 to 300 At 1375-1415 Holden Road, Toolern Vale
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#### Appendix 4 – Assessment against relevant Planning Scheme controls

<i>Planning Scheme Reference</i>	<i>Assessment</i>
<b>Planning Policy Framework</b>	
Clause 11 - Settlement	<p>The proposal is generally consistent with the requirements of this policy which seeks to facilitate the orderly development of urban areas and prevent environmental, human health and amenity problems by siting incompatible land uses together.</p> <p>The proposal involves expanding an existing animal boarding business that has operated from the land for over 30 years (with the current owner operating since 2013) and this use has co-existed with adjoining land without issue since that time. The proposed new buildings on the land are consolidated with existing buildings on site and will be well sited to ensure that there are no visual amenity impacts on adjoining land, nor will there be any environmental or biodiversity issues arising from the expansion. There will be additional screen planting provided on the land along the western boundary of the site, and within the site to ensure that the buildings are appropriately screened from adjoining land.</p> <p>Whilst the proposal also envisages an increase in the number of dogs permitted on the site from 125 dogs to 300 dogs, the new buildings proposed will have better acoustic measures than existing buildings on the site to ensure that noise is appropriately attenuated to ensure that off-site amenity impacts will be addressed. These measures include thicker and better insulated walls than the existing buildings, and the new buildings will also be fully enclosed to mitigate any noise issues.</p> <p>The increase in dogs and the associated buildings and works is appropriate for this rural locality and contribute to the expansion of an agricultural land use on land that is in the Green Wedge and should be used for such purposes.</p> <p>The use serves a genuine community service which allows people to board their dogs and ensure that they are well looked after if they need to work or travel and have nobody to look after their pets. Facilities such as this are limited in the western suburbs of Melbourne, and with a rapidly increasing population in the west, the expansion is also aimed at addressing a growing need for these types of facilities. In addition, Dogdayz also fills a need in the professional dog-boarding services space by assisting welfare organisations when needed, and government bodies by housing bio-detector dogs</p>



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	used by the Federal Government. These needs are ongoing and will continue with the expansion.
Clause 11.01-1R – Green Wedges – Metropolitan Melbourne	<p>The objective of this policy is to protect the green wedges of Metropolitan Melbourne from inappropriate development. Amongst the strategies associated with this objective is to support development in Green Wedges that provides for environmental, economic and social benefits and to support existing and potential agribusiness activities.</p> <p>The proposal is entirely consistent with this policy as domestic animal boarding falls under the broad definition of agriculture in the Melton Planning Scheme. This is an agricultural land use on land zoned for that purpose and represents an expansion of an existing domestic animal boarding establishment on the land.</p> <p>The use, as outlined above, serves a genuine social and economic benefit, and approval of the proposal will support the existing agricultural land use operating from the site.</p> <p>The animal boarding establishment currently operating from the land has demonstrated that it can co-exist with other more sensitive land uses in the locality by virtue of the minimal number of complaints that have been received in relation to the facility over an in excess of 30 year period, and the new buildings will be better noise attenuated by current buildings on the land. Further site management conditions can be implemented to protect the amenity of surrounding landowners and occupiers.</p>
Clause 13.05-1S – Noise Management	<p>The objective of this policy is to assist in the management of noise effects on sensitive land uses and to ensure that community amenity and human health is not adversely impacted by noise emissions.</p> <p>The proposal is consistent with this policy. The site has a long history of operating as an animal boarding business for more than 30 years. The current operator has been on the site since 2013, and in that time there have been a minimal number of complaints in relation to noise. The proposed new buildings will have better noise attenuation measures than the current buildings on the site, and the proposed new buildings and exercise yards will be located further away from objectors' properties than the current buildings.</p> <p>The closest dwelling to the existing kennels, and proposed kennels is approximately 240 metres to the west, and it is noted that the owner/occupier of this dwelling has not objected to the proposal. The objectors</p>



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	live approximately 320 metres, 680 metres and 900 metres respectively to the south-east of the kennels, which represents some quite substantial distances, and the distance from the kennels of sensitive uses coupled with noise attenuation measures will assist in ensuring that the expanded animal boarding business is not detrimental to surrounding landowners and occupiers. Further site management conditions can be applied to any permit issued to further protect amenity.
Clause 13.07-1S – Land Use Compatibility	<p>The objective of this policy is to protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.</p> <p>The locality is entirely appropriate for the proposal. Apart from a few small land holdings which do have dwellings on them to the south-east of the site along Holden Road, the area is characterized by large rural allotments used for cropping, grazing and agistment purposes.</p> <p>The site has been used for an animal boarding establishment for more than 30 years with minimal complaint, and to allow for an expansion is fair and reasonable considering that suitable site management practices and noise attenuation measures form part of the proposal to ensure that off-site amenity impacts are addressed.</p>
Clause 14.01-1L – Protection of Agricultural Land	<p>The Policy seeks to preserve areas of broad acre farming to allow for a range of agricultural and equine activities, and in particular to facilitate agriculture in the Leakes Road – Holden Road Precinct as identified in the Western Plains North Green Wedge Management Plan.</p> <p>The proposal is consistent with this policy as the site is located in the Leakes Road – Holden Road Precinct as per the Western Plains North Green Wedge Management Plan, and domestic animal boarding falls under the broader definition of agriculture in the land use terms in the Melton Planning Scheme. The proposal merely seeks to expand on the already existing agricultural use of the land, with the proposed new buildings on the site being consolidated with other buildings in the northern portion, with the bulk of the 39.90 hectare parcel of land remaining as vacant rural land.</p>
Clause 14.01-2S – Sustainable Agricultural Land Use	One of the strategies of this policy is to ensure that the use and development of land for animal keeping or training is appropriately located and does not detrimentally impact the environment, the operation of



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	<p>surrounding land uses and the amenity of the surrounding area.</p> <p>The proposal is consistent with this policy given the existing agricultural use of the land, the siting and context of existing and proposed buildings and works on the site, the separation distance from any sensitive land uses and the management regime and noise attenuation measures proposed by the expansion. In addition, the proposal is consistent with the Code of Practice for the Operation of Boarding Establishments, management and amenity concerns can be reinforced via permit conditions.</p>
Clause 15.01-6S – Design for Rural Areas	<p>The objective of this policy is to ensure that development respects valued areas of rural character.</p> <p>The proposal is consistent with this policy as the new buildings forming part of the proposal will be consistent with the design and scale of existing buildings on the land, albeit acoustically better, and are in an area of the land that consolidates the new buildings with existing buildings on the site. The proposal will be screened by existing and proposed landscaping to ensure that visual impacts are minimized and there is little impact on the surrounding natural scenery.</p>
<b>Zone</b>	
Clause 35.04 - Green Wedge Zone	<p>Amongst the purposes of the Green Wedge Zone are the need to provide for the use of land for agriculture, to recognize, protect and conserve green wedge land for its agricultural opportunities, to encourage sustainable farming activities and provide opportunity for a variety of productive agricultural uses and to protect the open rural character of landscapes.</p> <p>The proposal is consistent with the purposes of the green wedge zone since it is proposed to retain and enhance the existing agricultural use on the land as an animal boarding establishment. Consolidating the proposed new kennel buildings with existing kennel buildings in the northern portion of the site and enhancing the site with additional landscaping will assist in ensuring that the rural landscape of the locality is retained.</p>
<b>Other</b>	
Clause 51.02 – Metropolitan Green Wedge Land: Core Planning Provisions	<p>Amongst the purposes of this Clause are to protect metropolitan green wedge land from uses and development that would diminish its agricultural, environmental and landscape values.</p>



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	Domestic animal boarding is a legitimate agricultural land use, and the use has been operating on the site for more than 30 years by virtue of Planning Permit 0745 issued on 10 December 1990. The expansion is appropriate for the land in this rural context, with the buildings being consolidated with other buildings on the land, and of a similar scale and materials (albeit better acoustically treated) to ensure that environmental and landscape values of the land are not compromised. Further site management requirements and compliance with the relevant Code or Practice for the Operation of Boarding Establishments will ensure that site and waste management are appropriate and won't compromise environmental values of the land or locality.
Clause 52.06 – Car Parking	<p>There is no standard rate of car parking designated within the Planning Scheme for a domestic animal boarding establishment, and car parking just needs to be to the satisfaction of the Responsible Authority.</p> <p>There is an existing gravel car parking area near the Holden Road entrance to the land, which can accommodate approximately six cars, and it is proposed to extend this area to provide another six spaces as part of the expansion. There are also other areas on the land that can be used for staff and overflow car parking if required. Given the short-term nature of stay of clientele using the facility and the nature of the use, the car parking provision is satisfactory.</p>



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#### Appendix 5 – Response to Objections

<b>Objection</b>	<b>Comment</b>
Noise	<p>The objectors have raised concerns related to existing and excessive noise emanating from the animal boarding establishment as the primary concern in relation to the proposal.</p> <p>The use of the land for animal boarding has been established on the land for more than 30 years and in that time, Council has recorded a small number of complaints in relation to noise. The current operator of the site, Dogdayz has been operating the establishment for the last 12 years and there have been only a small number noise complaints that Council Officers are aware of in relation to the current operations on site.</p> <p>The proposed outlines that the new buildings on the land will have improved acoustic treatment as compared to the buildings existing on the site. This is due to the new buildings proposed to be fully enclosed and treated with 50mm steel and polystyrene insulated walls which will aid in reducing the incidence of noise impacting on neighbouring properties.</p> <p>The closest dwelling to the animal boarding establishment is approximately 240 metres west of the kennel buildings.</p> <p>The properties of the objectors' vary in distance from the subject site and are situated approximately 320 metres, 680 metres and 900 metres south-east of the kennel buildings, representing a significant distance from the kennels. The distance from the kennels of sensitive uses coupled with noise attenuation measures will mitigate amenity impacts on surrounding properties.</p> <p>The proposed permit conditions include a condition which requires the permit applicant to obtain an acoustic report and implement any recommendations to the satisfaction of the Responsible Authority.</p>



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Non-compliance with existing permit conditions.	This claim is not substantiated. Council has no record of any incidents of non-compliance with the existing planning permit conditions by the permit applicant over a period of twelve years.
Odour and hygiene concerns	<p>This claim is not substantiated. Council has no record of any incidents of non-compliance with the existing planning permit conditions by the permit applicant over a period of twelve year, including reports of odour or hygiene concerns.</p> <p>There exist several strict requirements which the operator must comply with, including the Code of Practice for the Operation of Boarding Establishments which cover matters such as site management, hygiene and cleaning of facilities.</p>
Property Devaluation	Property devaluation not being a relevant consideration on planning permit matters is a well-established principle and has not been considered further.
Site Management	<p>This objection is not substantiated. The facility has successfully passed annual inspections by Council Officers. There exist several strict requirements which the operator must comply with, including the Code of Practice for the Operation of Boarding Establishments which covers matters such as site management, hygiene and cleaning of facilities.</p> <p>The permit applicant has asserted that a site manager will be present on site at all times to address any concerns should they arise and is responsible for regular monitoring of animal safety, security and to address and mitigate amenity impacts.</p>
Traffic increase	<p>This objection is not substantiated. A modest increase in the amount of traffic in the locality is recognised. Both Holden Road and Diggers Rest-Coimadai Road are well placed to accommodate the anticipated traffic increase of this permit application.</p> <p>Car parking on the site can accommodate the facility, with six additional car parking spaces proposed adjoining an existing car parking area near the Holden Road frontage and other areas available on site for overflow car parking if needed.</p>



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	<p>In addition, any clientele utilising the facility will be generally a very short-term stay to either drop-off or pick-up animals, and the Dogdayz business also transports 2-4 dogs at a time in their own vehicles. Other animals in use by the Federal Government are more permanent residents of the facility which further limits the amount of traffic in the area.</p>
Environmental Impacts	<p>This claim is not substantiated. Objectors are concerned that waste and noise from the facility will have an impact on wildlife and biodiversity values in the area.</p> <p>The proposed new buildings are proposed to be better acoustically treated than the existing buildings on the land and are fully enclosed to mitigate noise impacts. Waste and hygiene are strictly covered by the relevant Code of Practice for the Operation of Boarding Establishments, with waste being directed to a septic tank, and solid wastes collected daily and disposed of off-site.</p> <p>The new buildings and works are to be consolidated with existing buildings on the site, in already cleared areas and do not diminish existing environmental features of the site. Further screen planting proposed along the western boundary and within the site will enhance the environmental features of the site, and will not only assist in shielding the buildings from adjoining properties, but will provide extra habitat for wildlife.</p>
Overdevelopment	<p>This objection is not substantiated. The site is a 39.90 hectare parcel of land. The existing dog boarding facility is located in the northern portion of the land and only covers a small portion of the wider land holding.</p> <p>The proposed new buildings will be consolidated with the existing buildings on the land and will only cover about 4% of the site, with the balance of the land left as vacant rural land. The expansion is not an overdevelopment.</p>



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#### Appendix 6 – Notice of Decision to Grant a Permit conditions

<b>Permit Address:</b>	1375-1415 Holden Road, Toolern Vale
<b>Planning Scheme Clause No.</b>	<b>Matter for which the permit has been granted</b>
Clause 35.04-1	Use of the land for domestic animal boarding by increasing the number of dogs permitted on site from 125 dogs to 300 dogs.
Clause 35.04-5	Buildings and works associated with a Section 2 use of Clause 35.04-1 (Domestic animal boarding).

A Notice of Decision to Grant a Planning Permit is recommended to be issued subject to the following conditions:

1. Before the development commences, a noise attenuation plan must be submitted to and approved by the Responsible Authority in its absolute discretion. The plan must:
  - (a) Be prepared by a suitably qualified person to the satisfaction of the Responsible Authority.
  - (b) Include acoustic measures to be used to mitigate noise from the domestic animal boarding establishment on the land.
  - (c) Include details of the likely noise to be experienced from nearby sensitive land uses once the acoustic measures have been incorporated into proposed buildings on the land.
  - (d) Include recommendations to be adopted in the event that noise from the premises exceeds accepted levels.
  - (e) Be submitted in electronic form.

The applicant must implement to the satisfaction of the Responsible Authority all recommendations as set out in the noise attenuation plan and provide evidence of such implementation, before the use commences.
2. At all times what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the responsible authority.
3. Before the use and development commences, a waste management plan must be approved and endorsed by the Responsible Authority. The waste management plan must:
  - (a) Be prepared to the satisfaction of the Responsible Authority.
  - (b) Be submitted in electronic form.
  - (c) Include the following:
    - i. Anticipated volumes of waste and recycling that will be generated and how they are determined.
    - ii. The type and number of waste bins
    - iii. The type and size of trucks required for waste collection.
    - iv. A plan detailing adequate areas for waste bin storage and collection for the required type and number of bins.



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- v. Frequency of collection.
- vi. Hours for waste collection.
- vii. Methods of cleaning.

The Responsible Authority may consent in writing to vary these requirements.

- 4. The use and development as shown on the endorsed plans must not be altered or modified without the prior written consent of the Responsible Authority.
- 5. Prior to the commencement of the use of the new kennel buildings hereby permitted, the landscaping as shown on the endorsed plans must be planted to the satisfaction of the Responsible Authority.
- 6. All landscaped areas and planting shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority and must not be used for any other purpose.
- 7. Before the use or occupation of the development commences, the area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
  - (a) Paved with crushed rock or gravel of adequate thickness as necessary to prevent the formation of potholes and depressions according to the nature of the sub-grade and the vehicles which will use the areas.
  - (b) Adequately drained.
  - (c) Marked to indicate each car space and all access lanes

to the satisfaction of the Responsible Authority.

Car spaces, access lanes and driveways must be kept available for these purposes at all times.

- 8. Drainage from the proposed buildings must be directed to a point 18 metres downslope from the building for disposal and to the satisfaction of the Responsible Authority.
- 9. No more than three hundred (300) dogs shall be accommodated on the site at any one time.
- 10. There must be a site manager on site at all times who will be responsible for the overall management and conduct of the establishment and for the welfare of animals boarded on the site.
- 11. At all times, the use and development must comply with the requirements of the *Code of Practice for the Operation of Boarding Establishments* (Agriculture Victoria) or any succession document.
- 12. The kennels and exercise yards must be kept clean at all times and must not cause a nuisance to nearby land by reason of smell, appearance or otherwise.
- 13. Prior to the commencement of any buildings and works, an application to install an all waste, on site wastewater system must be submitted to and approved by Council's Environmental Health Services Department.
- 14. A detailed outline of the extent of use and management of recycled grey water within the facility must be submitted to Council's Environmental Health Services Department for review and approval.



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15. Solid animal waste/refuse shall be removed from the site by an appropriate contractor and disposed of in accordance with the approved Waste Management Plan to the satisfaction of the Responsible Authority.
16. The operation of this use must at all times ensure that noise levels do not exceed those required to be met under Environment Protection Regulations 2021 (*Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues*), Publication No. 1826.
17. All washdown water, wastewater or water which has been in contact with dog manure or putrescible matter must not directly or indirectly enter any watercourse but shall receive treatment adequate for the method of effluent disposal used. Where treatment is by land absorption or transpiration bed, sufficient land, to the satisfaction of the Responsible Authority, shall be set aside and kept available for the purpose of effluent disposal.
18. All available means must be used to prevent the barking of dogs to ensure that the use does not become a nuisance to the surrounding area by reason of noise, including that all dogs can be confined in kennels or suitable enclosures to the satisfaction of the Responsible Authority.
19. Any portion of the land, including kennel yards, where dogs are to be exercised or let loose between the hours of 9 am and 5 pm, must be enclosed with a chain wire mesh fence (or other approved fencing) to a height of at least 1.8m which must be erected and maintained to the satisfaction of the Responsible Authority.
20. Where external lighting is to be provided, it must be fitted with suitable baffles so as to prevent the emission of direct light onto adjoining properties or roadways to the satisfaction of the Responsible Authority.
21. Any existing works affected by the development works must be reinstated at no cost to, and to the satisfaction of the Responsible Authority.
22. In the event that on-site parking becomes insufficient and causes a nuisance, additional carparking must be provided on site to the satisfaction of the Responsible Authority, within three months of a request in writing from the Responsible Authority.
23. Staff vehicles associated with the operation of the use must be parked within the site and not on nearby roads.
24. A directional sign of not more than 0.3 metres square in area must be provided within 3 metres of the street frontage in such a manner as to clearly indicate the area set aside for the parking of vehicles.
25. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:
  - (a) Transport of materials, goods or commodities to or from the land.
  - (b) Appearance of any building, works or materials.
  - (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
  - (d) Presence of vermin.
  - (e) Any other way to the satisfaction of the Responsible Authority.



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26. This permit will expire if one of the following circumstances applies:

- (a) The development is not commenced within two years of the date of this permit.
- (b) The development is not completed within four years of the date of this permit.
- (c) The use does not commence within two years from the completion of the development.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

**NOTES:**

The buildings must comply with the Building Regulations and the Building Code of Australia.



## 12.3 FINAL DOMESTIC ANIMAL MANAGEMENT PLAN 2026-2029

**Author: Debbie Blandford - Manager Operations**  
**Presenter: Neil Whiteside - Director City Delivery**

### PURPOSE OF REPORT

To present the Final Domestic Animal Management Plan 2026-2029 for Council's consideration for adoption.

### RECOMMENDATION:

That Council:

1. Adopts the Domestic Animal Management Plan 2026-2029, as presented at **Appendix 1**.
2. Submits the Domestic Animal Management Plan 2026-2029 to the Victorian Government's Secretary of the Department of Skills, Jobs, Industries and Regions in accordance with section 68A of the *Domestic Animals Act 1994*.
3. Update the Council website to include the Domestic Animal Management Plan 2026-2029.
4. Thank the community members who provided feedback on the Draft Domestic Animal Management Plan 2026-2029.

### Motion

Crs Shannon/Zada.

That Council:

1. Adopts the Domestic Animal Management Plan 2026-2029, as presented at **Appendix 1**.
2. Submits the Domestic Animal Management Plan 2026-2029 to the Victorian Government's Secretary of the Department of Skills, Jobs, Industries and Regions in accordance with section 68A of the *Domestic Animals Act 1994*.
3. Update the Council website to include the Domestic Animal Management Plan 2026-2029.
4. Thank the community members who provided feedback on the Draft Domestic Animal Management Plan 2026-2029.

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

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

## REPORT

### 1. Executive Summary

In accordance with the Domestic Animals Act 1994 (Vic) (**DA Act**), all Victorian councils must develop a Domestic Animal Management Plan (DAMP) every four years to provide strategic direction for Council's animal management services.

The DAMP 2026-2029 has been prepared following both internal and external stakeholder engagement and community consultation through an information session, a survey via Council's Conversations Page and social media posts.



At the Council Meeting on 27 October 2025, Council endorsed the Draft DAMP 2026-2029 for the purposes of community consultation.

Through this latest round of consultation, 15 submissions were received. This feedback has been considered in finalising the final version of the DAMP 2026-2029 at **Appendix 1** to this report.

The DAMP highlights the ongoing requirement for review and refinement of animal management services to ensure compliance with DA Act obligations and to meet community expectations. It also highlights the key challenges and proposed actions to address animal-related issues, noting a focus on a grassroots approach that influences change in community values and behaviour and builds partnerships.

Subject to Council's consideration and adoption of the Final DAMP 2026-2029, Council is required to submit its DAMP to the Victorian Government's Secretary of the Department of Energy, Environment and Climate Action (DEECA) by 4 December 2025.

Council is also required to review its DAMP annually and, if appropriate, amend the DAMP and publish an evaluation of its implementation of the DAMP in its annual report.

## **2. Background/Issues**

At the Council Meeting on 27 October 2025, Council considered a report on the Draft DAMP 2026-2029.

The report detailed that the purpose of the DAMP is to provide strategic direction for Council's animal management services for the next four years. At a minimum, the DAMP must:

- Establish a method for evaluating whether the animal control services provided by Council are adequate to give effect to the requirements of the DA Act and the regulation;
- Outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of the DA Act; and
- Outline programs, services and strategies which Council intends to pursue, including:
  - to promote and encourage the responsible ownership of dogs and cats;
  - to ensure that people comply with the DA Act, the regulations and any related legislation;
  - to minimise the risk of dog attacks on people and animals;
  - to address any over-population and high euthanasia rates for dogs and cats;
  - to encourage the registration and identification of dogs and cats;
  - to minimise the potential for dogs and cats to create a nuisance;
  - to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs and to ensure that those dogs are kept in compliance with the DA Act and the regulations;
  - provide for the review of existing orders made under the DA Act and local laws with a view to determining whether further orders or local laws dealing with the management of dogs and cats are desirable;
  - provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
  - provide for the periodic evaluation of any program, service, strategy or review outlined under the DAMP.



The report also provided details on the regulatory and planning context of a DAMP and the process to develop the Draft DAMP, including the stakeholder and community consultation completed to inform the Draft DAMP 2026-2029.

Council resolved as follows:

*That Council:*

1. *Endorse the Draft Domestic Animal Management Plan 2026-2029, as presented at Appendix 1, for the purposes of community consultation.*
2. *Note a Final Draft Domestic Animal Management Plan 2026-2029 will be presented to a future Council Meeting for Council's consideration for adoption.*

Based on Council's resolution community consultation on the Draft DAMP 2026-2029 was conducted from 28 October 2025 to 10 November 2025, noting please refer to the Consultation/Public Submissions section below for details.

### 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

*3.4 A future focused organisation where success is measured by outcomes, impact and continuous improvement.*

### 4. Financial Considerations

The resources required to implement the DAMP are included in the current Operational Budget and will be considered on an annual basis through the Annual Budget process.

### 5. Consultation/Public Submissions

The Draft DAMP 2026-2029 was developed following engagement with both internal and external stakeholders. Engagement consisted of internal workshops, engagement with Council's Animal Management team, community pop up information session, information via Council's website (City of Melton Conversations Page) including a survey, and the opportunity to provide written submissions seeking information on Council's DAMP.

There were 187 submissions received during the main consultation phase, with a further 15 submissions received during the final round of consultation held from 28 October to 10 November 2025.

A summary of the feedback received during this final round of consultation is outlined in Table 1 below:

Table 1: Summary of Submissions and Officer Response

Feedback	Officer Comment
Free and discounted desexing of dogs and cats	Council currently offers discounted desexing predominantly for cats throughout the year. Further opportunities to increase this program will be investigated throughout the term of the DAMP.
Keeping registration, impoundment and microchipping fees affordable	Council's fees and charges are reviewed annually as part of Council's Annual Budget process. This feedback will be considered in future budget processes.



Feedback	Officer Comment
<p>Dog off leash areas</p> <ul style="list-style-type: none"> <li>• Request for more designated dog off leash areas</li> <li>• Request for more fenced designated dog off leash areas</li> <li>• Request for designated dog off leash areas specifically for small dogs</li> </ul>	<p>Council currently has nine (9) designated dog off leash areas. Future locations will be considered throughout the life of the DAMP. As new sites are considered or existing sites renewed, the infrastructure at each site will be investigated to meet the broader needs of the community and their dogs.</p>
<p>Public place infrastructure</p> <ul style="list-style-type: none"> <li>• Request for more lighting</li> <li>• Request for more dog water bowls</li> <li>• Request for more rubbish bins along walking paths to enable easier access to dispose of dog waste</li> </ul>	<p>This feedback has been noted and these items will be considered for inclusion as public spaces are renewed.</p>
<p>Introduction of a cat curfew</p>	<p>A key action in the DAMP is to develop a sustainable cat management program. Introducing a cat curfew, in addition to other strategies, will be considered as part of this program and will be subject to further community consultation.</p>
<p>Excess animal permits should not be required</p>	<p>Excess animal permits are required under the Local Law 2025 when:</p> <ul style="list-style-type: none"> <li>• A person living on land 4,000 square metres or less owns more than two dogs or more than two cats; and</li> <li>• A person living on land more than 4,000 square metres and less than 20,000 square metres owns more than five dogs or more than five cats.</li> </ul> <p>People who live on land of 20,000 square metres or more may have unlimited animals.</p> <p>Excess animal permits are intended to ensure that large numbers of animals are kept responsibly and do not create a nuisance.</p>
<p>Providing low cost veterinary checks and immunisations</p>	<p>This suggestion is out of Council's scope, however Council does provide discounted desexing throughout the year to assist low income pet owners.</p>
<p>Animal pound experiences</p>	<p>The feedback provided has been noted.</p>
<p>Comprehensive and well researched Plan</p>	<p>The feedback provided has been noted.</p>



Based on the submissions received Council officers do not consider any changes are required to the DAMP 2026-29, noting Council officers have made some minor administrative changes from the draft to final version of the DAMP 2026-29.

## **6. Risk Analysis**

Not adopting the DAMP would result in Council not being able to meet its legislative requirement to provide a copy of the new DAMP to DEECA ahead of the timeframe required by the DA Act being 4 December 2025.

The risk of not meeting community needs has been mitigated through significant consultation and will be further mitigated as the DAMP is reviewed annually.

Financial risks to deliver the DAMP will be managed through the annual budget process.

## **7. Options**

Council may:

1. Adopt the Final Domestic Animal Management Plan 2026-2029; or
2. Determine not to adopt the Final Domestic Animal Management Plan 2026-2029, noting the risks outlined in the Risk Analysis section of this report.

## **LIST OF APPENDICES**

1. Domestic Animal Management Plan 2026-2029



**MELTON CITY COUNCIL**

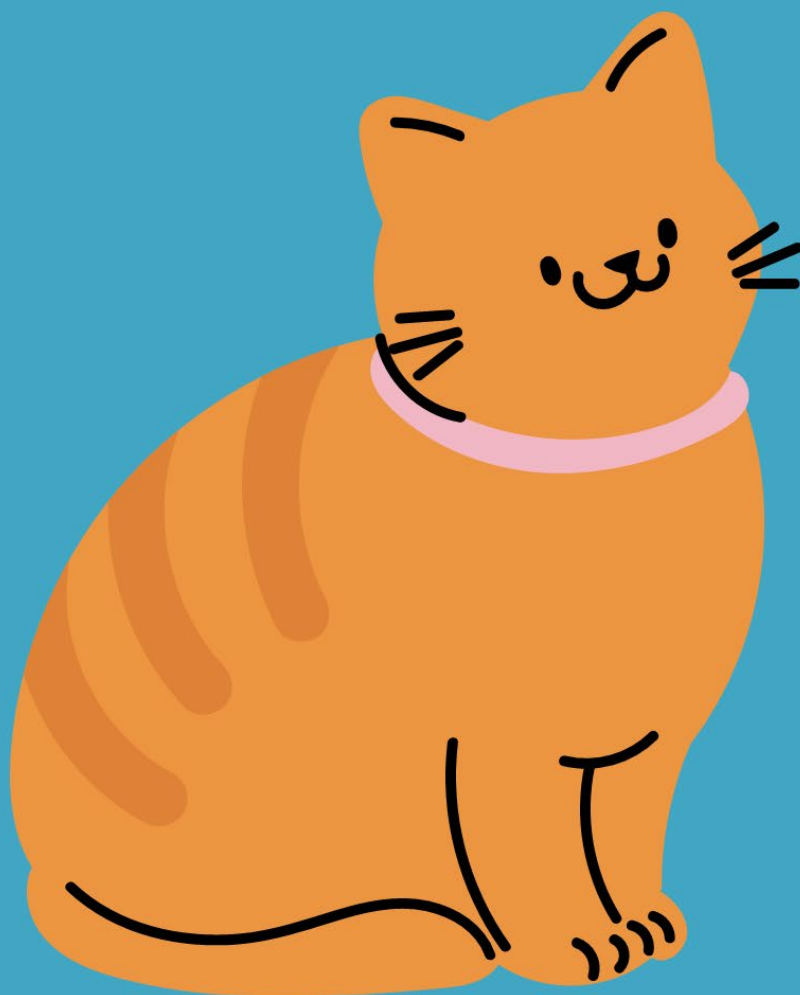


**DOMESTIC  
ANIMAL  
MANAGEMENT  
PLAN  
2026-2029**

[melton.vic.gov.au](https://melton.vic.gov.au)









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## Acknowledgement of Country

Melton City Council acknowledges the Kulin Nations as the Traditional Owners and custodians of this land and pays respect to their Elders past and present.

### Definitions

<b>AIAM</b>	Australian Institute of Animal Management
<b>AMOs</b>	(Council) Animal Management Officers
<b>Authorised Officer</b>	A person authorised by Council under the <i>Local Government Act 1989</i> (Vic) or the <i>Domestic Animals Act 1994</i> (Vic) as an Authorised Officer
<b>AVA</b>	Australian Veterinary Association
<b>DA Act</b>	<i>Domestic Animals Act 1994</i> (Vic)
<b>DAMP</b>	Domestic Animal Management Plan
<b>Designated off-lead area</b>	Areas where dogs can be exercised off-lead, noting dogs must be kept under effective control
<b>Effective control</b>	Effective control means dogs must be on a leash, chain or cord in a Public Place unless in a designated dog off-leash area. Dogs in designated off-leash areas must respond to their owner's verbal commands to be effectively recalled
<b>LG Act</b>	<i>Local Government Act 2020</i>
<b>LGA/s</b>	Local Government Authority/ies
<b>Local Laws</b>	Legislation made by Council pursuant to the <i>Local Government Act 2020</i>
<b>Orders in Council</b>	Legislation made by Council pursuant to the <i>Domestic Animals Act 1994</i> (Vic)
<b>Owner</b>	Registered owner of pet or carer of the pet
<b>Council</b>	Melton City Council
<b>Pet Survey</b>	Melton Pet Survey 2025
<b>POCTA legislation</b>	<i>Prevention of Cruelty to Animals Act 1986</i> (Vic)
<b>RSPCA</b>	Royal Society for the Prevention of Cruelty to Animals
<b>Public place</b>	Includes all streets, roads, footways, reserves, parks, schools etc.



# Vision for 2051

In 2051, our vibrant and inclusive community thrives with safety, sustainability, health and innovation.

- We cherish diversity, foster community relationships. And provide abundant opportunities.
- We are progressive in promoting liveability, sustainability, and greater proximity to transport links.
- We nurture our natural environment as we grow.
- We are a safe and healthy community with quality open spaces and places to support active lifestyles, mental health, and wellbeing. We have access to a hospital and local health and community services.
- We are known as a learning city and we value education, innovation, as well as delivering local employment and investment opportunities.
- Melton City Council - Council and Wellbeing Plan 2025-29

\*This vision was established in the 2021 DAMP and holds true for the service as we implement the 2026-2029 DAMP.





## Animal management services: what we want to achieve\*

A service that responds to industry best practice when it comes to the care and management of pets, while working closely with the community to ensure outcomes are optimal for pets, the environment, and the wider community.

### **The values we want our service to be recognised for:**

- being approachable, friendly and helpful
- creating and maintaining safe environments for the community
- professionalism that is underpinned by knowledge and an openness to social-scientific research and innovation that will help address service needs
- consistency, even-handedness and understanding when applying Council and government policy and legislation

### **We understand and acknowledge:**

- that science demonstrates animals are 'sentient'. That is, they experience feelings and emotions such as pleasure, comfort, discomfort, fear and pain
- the important role that pets play in the City of Melton's households and the social, emotional, mental and physical benefits of pet ownership
- that pet owners have a responsibility to ensure their pets do not adversely impact on other pets, people or the environment; and to ensure their safety and wellbeing
- some of our service challenges are complex and solutions may trigger competing interests and points of view
- that we need the community to understand our service challenges and work with us to help resolve them
- openness to partnerships with key stakeholders to investigate opportunities to address service priorities and challenges.



## 1. What is a Domestic Animal Management Plan (DAMP)?

A Domestic Animal Management Plan (DAMP) is a 4-year plan that guides the planning and management of services, primarily relating to cats and dogs but also other small pets.

The DAMP reviews the effectiveness of current service levels, identifies new issues and existing issues that are escalating. It also articulates the principles that underpin the service, strategies for addressing issues and opportunities, and, the resources required to achieve the best outcomes in line with available budget.

### Importantly, the DAMP:

- ensures service objectives and recommendations are consistent with the Council and Wellbeing Plan and other service planning documents
- identifies internal and community partnerships necessary to achieve the outcomes desired from the DAMP
- identifies the role that Council will play in implementing recommendations.





## 2. People and pets in the City of Melton

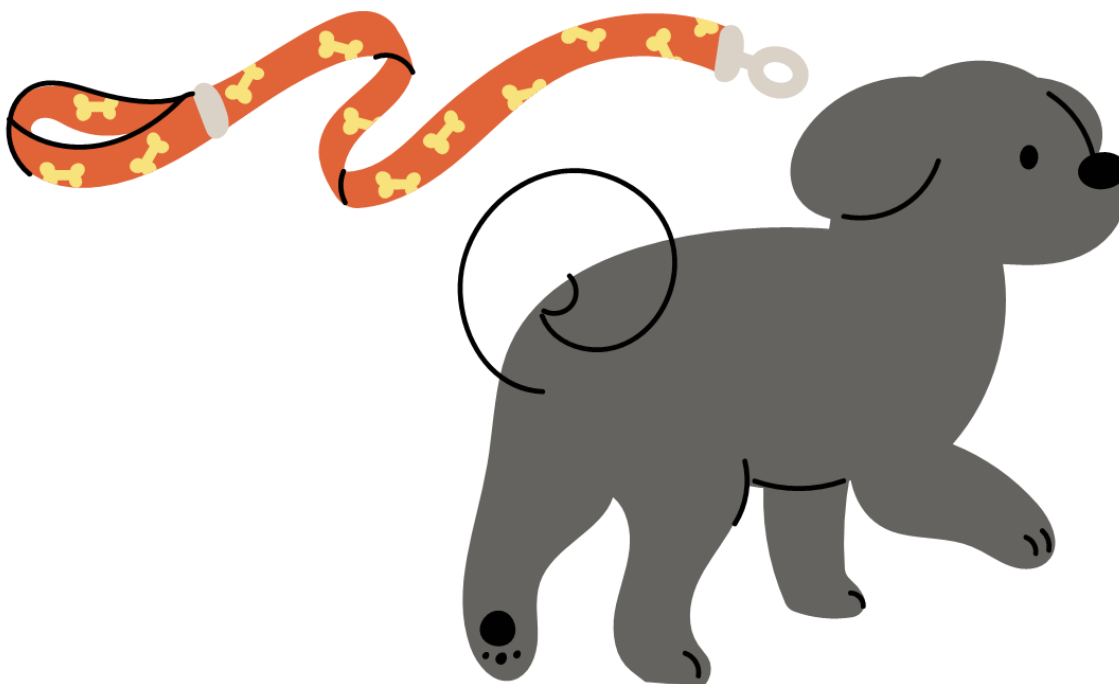
### 2.1 What residents say about their pets

Consistent with industry research, pets are an important component of City of Melton households where they are recognised for the health and wellbeing, companionship and social benefits they bring to their families. As is the case across the nation, pets are not considered an adjunct to City of Melton households but as an important member of the family.

The DAMP survey<sup>1</sup> indicates City of Melton households continue to regard their pets as an important part of their family (97 per cent) and state it is important to have an animal in their life (92 per cent). Survey respondents acknowledge the importance of the unconditional affection provided by their pets (94 per cent), their comfort in times of need (94 per cent) and as a key inspiration for living (83 per cent).

Consistent with the 2021 community survey results, the current survey demonstrates pets are an important channel through which people connect. 68 per cent percent of respondents talk to more people because of their pet, 46 per cent have more to do with neighbours, and 42 per cent of respondents have looked after a neighbour's pets. As might be expected, these interactions are even more pronounced in relation to dog owners.

Pet owner relations with Council can be strengthened when Council communicates its understanding of the importance of pets. This in turn can lead to enhanced relationships to address challenges associated with pets.



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<sup>1</sup> DAMP survey, June 2025



## 2.2 Demographic implications for the DAMP

Dogs are part of an estimated 48 per cent of Australian households, with 75 per cent of these households owning one dog and 21 per cent owning 2 dogs. Cats are part of an estimated 33 per cent of Australian households of which the 67 per cent have one cat, 23 per cent two cats, and 10 per cent three or more cats.

**Of the 69% of pet owning households in Australia<sup>2</sup>:**

**86%** have children under 18

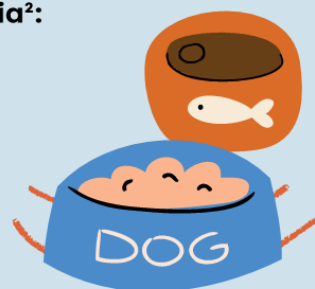
**75%** live in multi-person households

**79%** are 18-24, **80%** are 25-39

**74%** live in rural or regional areas

**73%** are from a non-CALD background

**72%** are homeowners as opposed to 36% renters



This is particularly relevant to the planning of animal management services because many of these factors correlate with the City of Melton's demographic profile.

For example, in comparison to the Greater Melbourne Area (GMA), City of Melton has a higher proportion of:

- multi-person households (41.4 per cent vs 59.8 per cent)
- children under the age of 18 (21.5 per cent vs 28.4 per cent). This age cohort is estimated to increase to 30.1 per cent by 2031 in the City of Melton
- residents owning or buying a home (65 per cent vs 72 per cent).
- lower proportion of residents renting (20.7 per cent vs 26.8 per cent).

Other demographic factors have particular implications for Animal Management services in the City of Melton including<sup>3</sup>:

- the significant proportion of the population born overseas (35.7 per cent) which can impact the degree of comfort or discomfort particularly in relation to dogs, fear of dogs and safe practices around dogs.
- the large proportion of residents who are on a low income or who receive benefits. This can impact on the household capacity to care for pets appropriately or long term, particularly in times of economic downturns.

<sup>2</sup> Pets in Australia: A national survey of pets and people; Animal Medicines Australia 2022; p12

<sup>3</sup> Compared to the Greater Melbourne Area



## 3. Animal management services

### 3.1 Staff roles and responsibilities

Animal management services are delivered through the Animal Management Unit, which is part of Council's Community Safety Business Unit. The following provides an overview of the Animal Management team:

#### Roles and key responsibilities

##### **Coordinator - Animal management**

Responsible for the overall management of the Ranger and Pound Services teams; budget control; marketing/promotion; officer training; community engagement; and project management.

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##### **Administration support**

Responsible for the day-to-day administration consisting of registrations, permits, notices to comply, invoicing, customer enquiries, annual registration rollover and data entry.

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##### **Team Leader - Ranger services**

Responsible for the management of the Ranger Services team; service administration; assessing infield incidents, compiling incident reports and briefs of evidence and court matters; assisting with infield patrols; liaising with Domestic Animal Businesses; report writing; and community liaison engagements.

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##### **Rangers**

Responsible for attending/investigating nuisance complaints and dog attacks; undertaking park patrols; responsible pet ownership education; collecting stray animals; seizure of animals; preparing briefs of evidence; on-call after hours service.

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##### **Team leader - Pound services**

Responsible for pound operations; managing Animal Attendants, service administration, and report writing; developing and maintaining relations with rescue groups; assisting with pound operations; community engagement and relations.

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##### **Animal attendants**

Positions vary between fulltime and permanent part time and are responsible for the impounding of animals; feeding/cleaning and welfare of animals in the pound; adoptions, reuniting pets with their owners; liaising with rescues/shelters for re-homing; responsible pet ownership education.

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### 3.2 Staff training and expertise

Council is committed to ensuring that Animal Management Officers have the requisite skills and knowledge to respond to the demands of the service, and to ensure they are confident in their capacity to carry out their work safely.

**Table 1: Training and review schedule**

Training/education	Rangers	Animal attendants	Team leaders	Co-ordinator	Admin staff
Cert IV Animal Control/Gov't Reg./ Related Industry Experience	M	M	M	M	
Customer Service Training/ Dealing with Difficult Customers	M (1)	M (1)	M (1)	M (1)	M (1)
Animal Holding Facility/ Shelter Operations		M (2)	M (2)	M (2)	
Breed Identification	M (1)	M (1)	M (1)	M (1)	M (1)
Aggressive Dog Handling Training	M (1)	M (1)	M (1)	M (1)	
Bite Stick Training	M (2)	M (2)	M (2)	M (2)	
Animal Assessment	M (2)	M (2)	M (2)	M (2)	
Writing-Reports/Procedures/ General Correspondence	M (2)	M (2)	M (2)	M (2)	M (2)
Investigation/ Prosecution/ Statement Taking Training	M (2)	M (2)	M (2)	M (2)	M (2)
MARAM (Family Violence Multi-Agency Risk Assessment and Management Framework) (formerly CRAF)	M (1)	M (1)	M (1)	M (1)	
AIAM Conference			Team Allocation		
G2Z Conference			Team Allocation		
Livestock Training	M (2)	M (2)	M (2)		

Legend: M = Mandatory; (2) = Year of revision



### 3.3 The regulatory context of the service

Council is required by the *DA Act* to prepare a new Domestic Animal Management Plan every 4 years, to evaluate the effectiveness of the service including reviewing staff training, policies and operational plans.

The *DA Act* also requires consideration of key issues relating to the management of cats and dogs including:

- dangerous dogs, dog attacks
- nuisance issues such as stray/semi-owned cats, barking dogs and uncontained dogs
- minimising pet abandonment and euthanasia rates
- registration and microchipping of pets.

There are State Government and Council regulations that apply to the keeping and management of cats and dogs. These include:

#### State Government legislation, plans and initiatives

- *Domestic Animals Act 1994* (Vic)
- Victorian Cat Management Strategy
- Victorian Targeted Cat Desexing Program
- Code of Practice for the Management of Dogs and Cats in Shelters and Pounds
- Animal Welfare Action Plan

#### Melton City Council

- Local Law 2025



#### Melton City Council Local Law 2025

Part 6 of the Local Law 2025 regulates the keeping of Animals and to prohibit Owners of Animals from allowing those animals to be a nuisance.<sup>4</sup> Part 6 of the Local Law 2025 is all relevant to the DAMP, but Council notes the following sections in particular:

##### Animal Litter

6.2.1 A Person who is in control of any Dog, Cat, Livestock or other Animal in or on a Public Place must:

- have in their possession a bag or other receptacle for the purpose of removing from the Public Place excrement from that Dog, Cat, Livestock or other Animal deposited in or on the Public Place;
- not allow excrement of the Dog, Cat, Livestock or other Animal to remain in or on the Public Place; and
- remove from the Public Place any excrement of the Dog, Cat, Livestock or other Animal if directed to do so by an Authorised Officer.

##### Animals kept in or on Council Land

6.4 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, keep any Animal in or on any Council Land.

##### Animal Keeping

6.5.1 The Owner or Occupier of a Property must not keep any Animal on that Property except in accordance with any relevant Code of Practice made under the:

- Prevention of Cruelty to Animals Act 1986*;
- Domestic Animals Act 1994*; or
- any other relevant Law

<sup>4</sup> [melton.vic.gov.au/Regulations/Local-Laws/General-local-law](https://melton.vic.gov.au/Regulations/Local-Laws/General-local-law)



### Orders in Council

Council has made the 'Orders' pursuant to section 26 of the *DA Act*. These orders relate to:

- the compulsory desexing of cats
- the control of dogs when in public places
- the number of dogs people can have in their charge
- areas where dogs can be off the leash.

#### In the City of Melton dog/cat owners:

- **must have effective control over their dog whether on or off the leash (effective control means dogs must be on a leash, chain or cord in a Public Place unless in a designated dog off-leash area. Dogs in designated off-leash areas must respond to their owner's verbal commands to be effectively recalled)**
- **prevent their dog from worrying, chasing or threatening another person or animal**
- **keep their dog in visual and audible range when off the leash and be able to effectively recall the dog when required;**
- **not attempt to keep more than two dogs under effective control;**
  - carry sufficient litter devices appropriate for the collection of animal excrement and must immediately collect and dispose of the excrement as not to cause an inconvenience or nuisance to any other person **Council Order (29 April 2014) pursuant to section 26(2) of the *Domestic Animals Act 1994***
  - the compulsory desexing of cats **Council Order (26 June 2017) pursuant to section 10A(1) of the *Domestic Animals Act 1994*.**

### 3.4 The planning context of the service

The integrated planning approach taken for the DAMP ensured the identification of matters relating to pets and owners that are traditionally considered to sit outside the role of compliance operations.

Notwithstanding this, Council recognises that community expectations have significantly changed in relation to the role of councils in terms of the care and treatment of animals. It also acknowledges the pressure to provide a service that transcends baseline legislated service obligations as outlined in the *DA Act*.

This is highlighted through discussions with staff across a diverse range of Council service areas including:

- Recreation and open space assets
- Family, children and older adult services
- Services for people with diverse needs and from diverse backgrounds
- Information, technology and customer services
- Risk management/minimisation
- Finance
- Capital works

Council policy and planning documents were reviewed to identify research findings and recommendations relevant to the DAMP. These included the:

- Council and Wellbeing Plan, 2025-29
- Gender Equity Action Plan
- Open Space Plan, 2016-26
- Environment Plan, 2017-27



The DAMP has particular relevance to the following objectives in the Council and Wellbeing Plan 2025-29:

- 1.2.1 Implement improvements to enhance safety in our streets and public places (e.g. managing aggressive/menacing dogs)
- 2.4.2 Deliver fit-for-purpose community infrastructure that is accessible, inclusive and designed to enhance community safety (e.g. provision of designated off-leash areas).
- 2.6.4 Protect and enhance biodiversity and the cultural and heritage values across our city (e.g. reducing stray cat populations)
- 3.2.2 Develop a new Council website to improve accessibility of information available online (eg. provision of information in relation to Council and partner organisations' animal management services)
- 3.4.2 Implement Council's Technology Change Program to uplift core technology systems to improve service delivery (eg. use of customer enquiries data to target education/information campaigns in relation to responsible pet management)
- 3.4.3 Continue a program of service reviews to ensure services are fit for purpose to meet community needs (eg. pound feasibility)

A Gender Impact Assessment (GIA) was undertaken in line with State Government and Council policy. This highlighted:

- the vulnerability of, primarily women and children, in situations of domestic violence
- the vulnerability of and the need for specific actions to address the needs of pet owners and pets in these situations
- the vulnerability of pet owners experiencing economic hardship
- the need to ensure actions to address animal control and care issues employ gender and culture specific strategies to optimise outcomes.





## 4. Our priorities for the DAMP and why

Council has a legislative obligation to manage animal management services in line with the DA Act and continues to review and refine service levels to ensure compliance with these obligations.

Additionally, Council has identified that to address key challenges facing the service it must focus on a grass-roots approach that influences change in community values and behaviour and builds partnerships. This approach is underpinned by science and research and will focus the DAMP on:

- **The management and care of semi-owned and stray cats**

Research identifies the need to build trust between Council and carers of stray cats and owners of excessive numbers of cats; to encourage adoption, registration and desexing of stray cats; and where appropriate rehoming of cats through Council's pound and partner rescue groups. This is a priority because of the high and escalating number of customer enquiries relating to stray cats and concern for the health and wellbeing of these cats.

- **The management/control of dogs in public places**

Research identified a number of factors that need to be addressed in order to reduce customer enquiries relating to dogs. These include community-based programs which consider parallel enforcement and engagement initiatives to build trust and joint promotional opportunities between Council and the community. The focus will be on decreasing incidence of dog attacks, poor compliance with dog leashing regulations and ensuring secure confinement of dogs.

- **Pound and shelter facilities**

Council will investigate the merits of various pound/shelter provision models to identify which model will achieve the best short- and longer-term social/cultural, health and wellbeing (e.g. pets and people), and economic (e.g. service level security and viability) outcomes for the City.

Over the term of this DAMP Council will complete the Pound/Shelter Feasibility Study and develop a plan of action that will determine how pound and shelter services will be provided in the future.





## 5. Project findings

### 5.1 Service enhancement and profile

#### Service enhancement

**Objective 1:** To achieve best practice service delivery by regularly reviewing Council's capacity to provide a service the community has trust in and that is in line with community expectations of a modern-day service.

Council has invested additional resources in the improvement of Animal Management services over the last 4 years, resulting in:

- enhancements to pound/shelter facilities
- significantly improved perceptions of the City of Melton pound as an 'Animal Care Facility', the professionalism of staff and level of care of animals
- commencement of the Pound/Shelter Feasibility Study
- the appointment of two additional field officers
- strengthened relationships with rehoming groups
- increase in animals rehomed directly from the pound facility.

Significant in precipitating these additional resources was increased caseloads associated with dog rushes and dog attacks; poor compliance with containment of dogs and stray cats; and demand at the pound facility.

The service improvements have assisted in building a strong and committed service culture, that brings professionalism and extensive experience across all facets of the service, and that is building community trust.

While additional resources have added flexibility within the service, customer enquiry demand is continuing to increase placing pressure on the service to respond in required timeframes.



#### Profile of animal management services

As detailed in the DAMP 2021-2025 there remains an opportunity to continue to raise the profile of the service and promote vital aspects of the service the community may be unaware of.

For example, survey results indicate the community is relatively unaware pound staff undertake training to recognise pets and families that may be victims of domestic violence (21 per cent of respondents); that rangers attempt to return pets to owners rather than impound them (30 per cent of respondents); that impounded animals receive veterinary care when needed (52 per cent of respondents); and that staff liaise with over 50 rescue groups to rehome abandoned pets and minimise euthanasia rates (29 per cent of respondents).

There is an opportunity to profile new initiatives such as in-school programs and induction visits of the pound.

There is also an opportunity to increase the profile of the service through revised/updated details on Council's website and social media channels highlighting service enhancements and Council's commitment to the welfare of pets in their care.

These factors are essential to building community faith and trust in the service, to counter negative perceptions that are not necessarily accurate, and encourage community involvement to address service challenges.

Enhanced service levels including those relating to resourcing and expertise and infrastructure have resulted in Council being able to shelter and rehome double the number of cats as in the previous 5 years. As a result, this has improved the position responses of the community, and:

- doubled the monthly carrying capacity for cats
- increased the number of cats rehomed directly from the pound 4-fold from a 5-year average of 55 to 222 in the 2024/25 financial year
- decreased the pressure on volunteer cat rescue groups by an average of 16 per cent/116 cats per year
- maintained low levels of euthanasia despite an increased number of cats through the facility.



### Actions to address findings

1. Increase promotion and profile of the service by:
  - a. reviewing Council's web page to identify opportunities to enhance the profile of the service and present a more engaging connection with the service
  - b. enhancing the profile of lost and found pets and the work of the pound

## 5.2 Registration and identification of pets

**Objective 2:** To increase and maintain cat and dog registrations in line with industry estimates.

There are 15,635 dogs and 5,800 cats on Council's registration database. This is 1,362 fewer dogs and 106 more cats than in 2021 when the last DAMP was prepared. This reduction in dog registrations and minimal increase in cat registrations is contrary to the significant increase in population (+55,650) and households (+22,389) since 2021.

The last four years, including the COVID pandemic period, has seen a significant increase in both cat and dog ownership in Australia resulting in an estimated 69 per cent of households owning a pet compared to 61 per cent prior to the pandemic. There has been a significant increase in both dog and cat ownership.<sup>5</sup>

Based on pre and post COVID pet ownership levels there are likely to be between 26,478 – 34,796 more dogs and between 25,131 – 37,667 more cats than are on the registration database.

By 2046 when the population is forecast to reach 363,485 and households to reach 160,103 and based on current estimated number of dogs and cats in the City of Melton (ie. current registrations + estimate of non-registered pets) it is likely dog and cat populations could be in the order of 100,000 and 85,000 respectively.<sup>6</sup>

This has significant implications for Council, particularly in terms of:

- the likely corresponding increase in demand on pound housing facilities
- the resourcing capacity of rescue groups both practically and financially to sustain current levels of rehoming support provided to Council with likely implications for euthanasia rates, especially of cats and kittens
- the likely inability of limited third-party providers to assist Council because of the demand from councils with existing pound/shelter contracts. This will have particular implications because many of these organisations reach capacity during kitten season which results in high rates of euthanasia for cats

It is likely there will be a corresponding increase in stray and abandoned cats given that research demonstrates a significant proportion of the population has a reluctance to take stray cats to the pound because of a fear of euthanasia. Council recognises the need to increase rates of registration but that this needs to be done in such a manner that enhances the relationship between Council and pet owners and demonstrates the value to pet owners of registration fees. For example, door knocks to identify unregistered pets and the issuing of infringement notices may undermine the relationship between residents if not conducted alongside a community awareness and information program and incentives such as a moratorium period and strategies to address associated issues.

### Actions to address findings

2. Develop a community engagement plan to increase rates of registration that:
  - a. clearly demonstrates the benefits of registration and how registration fees are expended and the allocation of additional fees;
  - b. includes 1-2 moratorium periods per annum during which non-registered pets can be registered without penalty

<sup>5</sup> Based on the number of dog owning households at 47.8 per cent and cat owning households at 33.3 per cent with a household penetration rate of 1.3 and 1.6 respectively; Pets in Australia: A National Survey of Pets and People; Animal Medicines Australia 2022; p12

<sup>6</sup> Pets in Australia: A National survey of Pets and People; Animal Medicines Australia, 2022



### 5.3 Domestic Animal Businesses (DABs) and foster care groups

**Objective 3:** To identify DABs that may be operating outside their legal obligations and provide information and support to ensure DABs comply with these requirements.

**Objective 4:** To support rescue groups in line with the critical role they play in maintaining high rehoming rates and minimising the euthanasia of cats in the city.

#### Domestic Animal Businesses

There are 11 Domestic Animal Businesses registered with Council. These include:

- 2 boarding establishments
- 3 cat or dog breeding/rearing establishments
- 5 pet supply shops/veterinary establishments that sell pets
- 1 dog obedience training school

Council has an obligation under the *DA Act* to ensure that all DABs operate in line with relevant Codes of Practice or Acts including:

- The Code of Practice for the Management of Dogs and Cats in Shelters and Pounds (Revision 1) which stipulates requirements relating to animal hygiene, security and exercise; enrichment and socialisation; veterinary care and relationship of pounds/shelters with foster care groups
- the Code of Practice for the Operation of Pet Shops which stipulates requirements relating to the training/qualification of staff, the sourcing of animals, animal handling and veterinary care
- Code of Practice for the Operation of Boarding Establishments
- *Prevention of Cruelty to Animals Act 1986 (POCTA Act)*
- *The Domestic Animals Act 1994 (Vic)*

#### Foster care groups

Council has 84Y agreements<sup>7</sup> with 56 foster care groups and regular interaction with 8 of these organisations. An 84Y agreement is an agreement between Council and a person or body, under which the person or body may be able to do a number of specified actions.

Council acknowledges the immeasurable support the City receives from these persons or bodies in terms of optimising rehoming rates of abandoned animals and minimising euthanasia rates.

Information provided by 12 of these groups indicates that collectively, they have prevented over 750 cats from entering the Council's pound over the last 12 months because of direct surrenders from residents of the City of Melton. This is in addition to the 450 cats transferred from the pound into their care and does not include the rehoming services provided by the additional 44 foster groups that support Council.

Council also notes the recommendations of the Victorian State Government Action Plan For Successful Rehoming of Cats and Dogs in Victoria 2019 and the State Government response to these recommendations. Council will consider the recommendations and identify how it can be proactive in responding to the findings of the taskforce.

These groups note they are under extreme pressure because of the economic climate and associated relinquishment of pets and cost of desexing. In addition, many foster groups rely on volunteers who will cover the cost of fostering animals. Whilst larger foster care groups can attract donations and can support foster carers, the sector remains under pressure with many volunteers unable to cover the cost of fostering.

#### Actions to address findings

3. Continue to inspect DABs in line with the *DA Act* and to provide information to support compliance with legislative obligations.
4. Review and update 84Y Agreements as required.
5. Investigate opportunities to better support rescue groups, particularly in relation to:
  - a. Microchipping and registration fees
  - b. Desexing
  - c. Veterinary care and medicines
  - d. Food donations
  - e. Pet behavioural training
  - f. Provision of education and support to owners
  - g. Rehoming assistance
  - h. Promotion of initiatives such as the Home2Home Pet Rescue Program<sup>8</sup>.

<sup>7</sup> Refer *Domestic Animals Act 1994* | [legislation.vic.gov.au](http://legislation.vic.gov.au) Division 8 – 84Y – Agreements to seize, retain or dispose of dogs or cats

<sup>8</sup> [petrescue.com.au/home2home](http://petrescue.com.au/home2home)



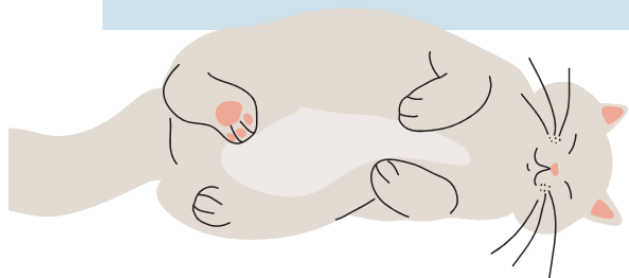
***“There needs to be more low costs desexing programs in the area being a lower socio-economic area than some areas we work with. We have to work at the base of the problem, which is people not desexing their pets and letting them roam. If we can solve that problem, we would be on our way to slowing the flow of unwanted cats and kittens.”***

***“Rescue is the hardest it has ever been, and the flow of cats especially is getting worse not better.” (Economic hardship)***

***“We can see that changes are being made for the better and really appreciate them.” (Melton pound)***

***“There is a problem with backyard breeding in the City of Melton. And all the cats!”***

Comments from Foster Care Groups



## 5.4 Welfare and management of stray cats

**Objective 5:** To significantly reduce semi and unowned cat populations.

**Objective 6:** Improve Council’s customer enquiry data collection procedures to ensure adequacy of information to enable specific identification of problematic areas and targeting of remedial strategies.

### The situation in the City of Melton

Customer enquiries or complaints relating to stray and semi-owned cats continues to escalate/prevail and is highest in low socio-economic areas. Customer enquiries relating to cats in 2023/24 and 2024/25 were 143 and 210<sup>9</sup> respectively, an increase of 2/every 10,000 residents over 2021 levels.

- DAMP survey results indicate:
  - Stray cats noted as an issue by 59 per cent of respondents in 2021 and 66 per cent in 2025
  - community perception that stray cats taken to the pound will likely be euthanised (62 per cent)
  - respondents are concerned about the impact of stray cats on wildlife, but find the euthanising of cats confronting (64 per cent)
  - respondents favour targeted desexing programs (80 per cent) rather than euthanising of cats (20 per cent)
  - a lack of awareness and publicity about positive rehoming rates for cats in the City of Melton
  - Respondents have ignored stray cats because they find trapping distressing (33 per cent).
- Council’s customer enquiry system to be enhanced to enable recording of location/site specific data that can then allow staff to identify problematic catchments and target programs to priority/problematic areas
- Rescue Groups are an important part of Council’s capacity to rehome pets and minimise euthanasia rates of cats in the City of Melton
- Upgrades to the pound/shelter facility have increased Council’s capacity to accommodate impounded and relinquished pets.

<sup>9</sup> Approximate only due to data recording inconsistencies



### What the science and research indicate<sup>10</sup>

- Most semi/unowned and entire cats are from disadvantaged areas and are under the age of one
- Current cat management approaches are outdated and ineffective and fail to reduce stray cat numbers
- 'Whole of LGA/generic' and enforcement-based strategies (e.g. cat containment, ownership limits) are ineffective unless coupled with 'community-driven/based' and assistive-based strategies (e.g. low cost/free desexing, microchipping, registration)
- Lack of resourcing is a major impediment to community-building/based initiatives that are a key building/grass roots initiative.
- Mandatory containment and registration has not reduced issues relating to stray/semi-owned cats which are the primary source of stray cats
- High levels of euthanasia cause emotional distress, burnout, job dissatisfaction and turnover among veterinary, shelter, and municipal staff, and volunteers
- Community favour sterilisation (65 per cent) over euthanasia (35 per cent) of cats
- Cost is a barrier to increasing desexing, registration and microchipping of cats
- Strategies must ensure they don't isolate 'responsible' cat owners by 'weaponising cats'
- Attitude relating to stray/semi-owned cats can differ in terms of gender and culture.

### Actions to address findings

6. Review Council's customer enquiry data collection procedures and capacity as part of the Technology Change Program in order to record cat (and dog) related customer enquires down to a 'neighbourhood' level to enable targeted actions to address issues.
7. Develop a sustainable cat management program over the next 4 years involving the following 3 phases:

#### Phase 1 – Planning

- Research and adopt a science-based framework<sup>11</sup>
- Identification of potential community and government partnerships, partnership engagement and agreement on roles. Include engagement with survey respondents who expressed a desire to work with Council on initiatives relating to cats.
- Review Council's customer enquiry system as part of the Technology Change Program to accurately record incidents by type, specific neighbourhood location etc. so spatial mapping/location of issues can be undertaken and programs targeted to problematic neighbourhoods
- Assistance incentives identified and agreed (e.g. low/no-cost desexing, micro-chip, registration)
- Preliminary engagement of community members who have expressed an interest in working with Council to address issues associated with cats<sup>12</sup>.
- Consideration of community development function included in Animal Management service
- Continued identification, engagement and partnerships with desexing agencies/groups.

#### Phase 2 – The modelling

- Funding for trial initiatives
- Trial programs based on up to 2 targeted locations/neighbourhoods
- Evaluation of trials including cost-benefit analysis

#### Phase 3 – Scaling up and consolidation

8. Ensure information is incorporated on Council's website that outlines the situation relating to stray cats, 'emotive' challenges associated with addressing issues (e.g. environmental, euthanasia), the pressure to address complaints in the short-term (e.g. trespass), the partnerships needed with the community, and the strategies Council will consider over the short to longer term.

Information must be presented in a manner that optimises connection with different cultural groups and likely carers of semi-owned cats (e.g. females).

<sup>10</sup> Situational Analysis of Cat Ownership & Cat Caring Behaviors in a Community with High Shelter Admissions of Cats. J. Rand, P. Bennett et al; 2024.

<sup>11</sup> 'Urban Cat Management in Australia - Evidence-Based Strategies for Success; Animals; J. Cotterell, J. Rand, R. Scotney

<sup>12</sup> Recognises the 78 per cent of survey respondents who expressed an interest in working with Council on addressing cat related matters



## 5.5 Nuisance issues

**Objective 7:** To contain complaints with a particular focus on strategies to address the number of complaints relating to free roaming dogs.

This section addresses matters associated primarily with dogs. Customer enquiries relating to cats are addressed in Section 5.4.

Customer enquiries/complaints overall related to cats and dogs<sup>13</sup> continue to increase. Compared to the previous year, overall customer enquiries increased by 18 per cent in 2023/24 and an additional 13 per cent in 2024/25.

Customer enquiries of a general nature accounted for the most significant increase of 57 per cent/205 in 2023/24 and an additional 16 per cent/90 in 2024/25. In 2023/24, 203 of these enquiries related to dogs and in 2024/25 192.

Adding to the complexity of issues associated with dogs are the complaints relating to stray dogs which in 2024/25 accounted for 60 per cent of all complaints relating to cats and dogs.

However, customer enquiries relating to barking dogs has dropped as a proportion of population.

Based on the suburb data available suburbs with consistently high numbers of customer enquiries over the last 2 years are Melton and Caroline Springs followed by Diggers Rest, Melton South, Kurunjang and Melton West.

These are the more populous suburbs, however the majority of them have areas of significant disadvantage which is synonymous with lower levels of compliance with pet management regulations including confinement.<sup>14</sup>

Research demonstrates that effective (e.g. targeted, consistent) community education initiatives are required, but essentially community-based initiatives are key to addressing poor levels of compliance with animal management legislation and the responsible care of pets.<sup>15</sup> A primarily enforcement focused approach will not bring about desired attitude and behaviour change but stands to isolate these segments of the community.

### Actions to address findings

9. Develop a targeted plan to address issues associated with dogs wandering at large with a priority on:
  - a. identifying neighbourhoods with the highest incidence of dogs wandering at large. This will require Action 6 to be implemented in order to identify customer enquiries at a 'neighbourhood' level
  - b. preparing relevant written/explanatory material for residents in targeted areas
  - c. identifying incentives that will optimise engagement by non-compliant dog owners
  - d. establishing neighbourhood/grass roots partners and project groups inclusive of relevant procedural requirements and information as may be required (e.g. MoU, scope of role, customer service training etc.)

**Table 2: Customer Service Requests**

	2022/23		2023/24		2024/25	
Population (Est)	199,000		219,697		241,121	
	No	/10,000 res	No	/10,000 res	No	/10,000 res
Barking dog	30	1.50	34	1.55	33	1.38
Stray stock/ wandering dog	912	45.60	937	42.59	1,050	43.75
Animal Complaints (general)	362	18.10	567	25.77	657	27.38
Total	1,304	65.20	1,538	69.91	1,740	72.50

<sup>13</sup> Excluding complaints relating to dog attacks and rushes)

<sup>14</sup> Animals, Attitudes and Beliefs of a Sample of Australian Dog and Cat Owners towards Pet Confinement, J. Rand et al, 2023; Journal of Applied Animal Welfare Science; Why Let the Dogs Out?: Exploring Variables Associated with Dog Confinement and General Characteristics of the Free-ranging Owned-Dog Population in a Peri-urban Area, F. Astorga et al, 2020

<sup>15</sup> Animals; Urban Cat Management in Australia—Evidence-Based Strategies for Success, J. Cotterell, J. Rand, R. Scotney et al, 2025



## 5.6 Dog attacks

**Objective 8:** To reduce the number of dog attacks, rushes and uninvited approaches by dogs on people and other dogs.

A 2024 report<sup>16</sup> shows injuries from pets in Australia more than doubled in the decade 2012/13 to 2021/22, from 19 to 47.5 per 10,000 people respectively. There was a 10 per cent increase in hospitalisations between 2019/20 to 2020/21 due to pets with 46.7 per cent attributed to being bitten or struck by a dog.

This period coincides with COVID-19 restrictions and lockdowns during which 47 per cent of dogs were acquired by inexperienced dog owners.<sup>17</sup> Research<sup>18</sup> conducted in 2021 found that 2 in 10 people purchased puppies during the pandemic. The same research identified potential long term behavioural and welfare implications for these dogs due to indiscriminate/backyard breeding to satisfy demand, lack of puppy socialisation and access to dog obedience/educational programs.

Twenty-nine percent (29 per cent) of respondents to 2021 and the 2025 surveys stated they had witnessed a 'dog attack'<sup>19</sup> recently or in the last 12 months, and 39 per cent of 2025 survey respondents stated that aggressive dogs were an issue over the same time frame.

In 2024/25 customer enquiries relating to dog attacks continue to decrease as a proportion of the population with a significant decrease of 30/15.6 per cent over the last 12 months or nearly 2/10,000 residents. It is noted that 'dog attacks' and 'dog rushes' are not recorded separately as they were in data available to the previous DAMP.

Customer enquiries relating to dogs wandering at large accounted for the most significant increase, though there has been fluctuations over the last three years. A significant 55 per cent of 2025 survey respondents stated that dogs wandering at large was currently an issue or had been in the last 12 months.

In 2022/23 Council appointed two additional Rangers which has resulted in a substantial increase in proactive park patrols where Rangers speak directly with dog owners about the safety and penalty implications for not observing requirements.

Animal Welfare Victoria reports that most dog attacks in public places occur on the footpath or road in front of the dog's place of residence and that effective confinement of dogs would prevent 80 per cent of dog attacks in public places.

Consistent with postal workers internationally, Australia Post staff are at an increasingly high risk of being a victim of a dog attack with at least 10 dog related incidents a day across Australia. Australia Post now equips staff with citronella spray as a deterrent against aggressive dogs and are taking action against negligent owners.<sup>20</sup>

### Actions to address findings

10. Investigate a trial location-based initiative (e.g. neighbourhood with high incidence of the relevant customer enquiries) to identify reasons for dogs escaping their residence and implement education (e.g. information) and assistive strategies (e.g. fencing advice) to improve confinement of dogs.
11. Liaise with Australia Post to:
  - a. identify problematic neighbourhoods for dog related incidents relating to postal workers and consider targeting these areas.
  - b. promote the need for owners to take responsibility for securing their dog/s and preventing rushes and attacks on postal staff.

<sup>16</sup> Australian Institute of Health and Welfare

<sup>17</sup> Pets and the Pandemic A Social Research Snapshot of Pets and People in the COVID-19 Era, p14

<sup>18</sup> Animals, Pandemic Puppies: Characterising Motivations and Behaviours of UK Owners Who Purchased Puppies during the 2020 COVID-19 Pandemic; 2021; R. Packer, C. Brand et al

<sup>19</sup> It is noted that 'dog attack' can be interpreted very differently and that these statistics include 'rushes'

<sup>20</sup> Australia Post Confirms Posties Using Citronella Spray to Defend Against Rising Dog Attacks; [www.news.com.au/technology/science/animals/australia-post-confirms-posties-using-citronella-spray-to-defend-against-rising-dog-attacks/news-story/4bdd3143ee8f45e268963fb5cc6ea7a9](https://www.news.com.au/technology/science/animals/australia-post-confirms-posties-using-citronella-spray-to-defend-against-rising-dog-attacks/news-story/4bdd3143ee8f45e268963fb5cc6ea7a9)



**Of dog attacks on postal workers:**

**50%** occur on customer properties, with  
**33%** of these at the front door  
**34%** occur on the street of which  
**8%** involved dogs with owners and 26% unattended dogs.



## 5.7 Dangerous, menacing, and restricted breed dogs

**Objective 9:** To ensure owners of dangerous, menacing and restricted breed dogs are aware of their obligations including those relating to registration, confinement and control.

Under the DA Act, Council can declare a dog as to be menacing if it displays signs of aggression such as snarling, growling, barking or raised hackles when within 3 metres of any person. A dog can also be declared as a menacing dog if it chases or rushes at a person. If an owner can prove they have undertaken the necessary steps to change their dog's behaviour, then the 'menacing dog' declaration can be revoked.

If the owner receives two further infringement notices relating to menacing behaviour, the dog may then be declared as a 'dangerous' dog.

Council can also declare a dog as 'dangerous dog' if it has caused serious injury to a person or other animal. Guard dogs or attack dogs are automatically declared as dangerous dogs.

Dangerous and restricted breed dogs are required to wear a prescribed red and yellow collar to clearly show the dangerous or restricted breed status. When in a public place these dogs must be under the control of someone at least 18 years of age, leashed and muzzled.

### Actions to address findings

12. Continue to regularly cross-reference microchip database information with Council registration database for potential restricted breed dogs not registered with Council.

### In Australia the following are declared as 'restricted breed dogs'

- Pitbull or American Pitbull Terrier
- Perro de Presa Canario
- Dogo Argentino
- Japanese Tosa
- Filo Brasileiro





## 5.8 Control of dogs

**Objective 10:** To increase compliance with dog control regulations and decrease customer enquiries relating to non-compliant dog owners.

In line with national and international research, dog litter continues to be the source of more complaints relating to dogs than other matters.

In terms of behavioural control, it is dogs being let off the leash in on-leash areas that is of most concern to survey respondents. The proportion of survey respondents identifying this as an issue has risen significantly from 54 per cent to 69 per cent of respondents between 2021 and 2025.

Findings from research undertaken in 2021<sup>21</sup> by Council demonstrate that many dog owners use areas in which regulations require dogs to be on the leash.

There are currently nine sites in the City of Melton where dogs can legally be off the leash. Accessibility to off-leash areas is likely giving rise to the level of community concern and frustration with dogs being off the leash where not permitted.

As noted in written comments, owners are letting dogs off-leash on fenced sports fields, and local parks regardless of them being designated as 'no-dog' and on-leash areas respectively.

Over 40 per cent of survey respondents are concerned about dog owners not respecting the rights of people and other dogs when in the public domain.

Current strategies to encourage dog owners to comply with leashing and dog control regulations are not having the desired impact. These strategies primarily rely on information via Council's website, information provided to dog owners during ranger patrols of parks and information sought by dog owners on the internet.

The study of 'ethical behaviour' and 'ethical blind spots' suggests there is often a significant difference between how individuals state they would behave and how they actually do behave when situational factors come into play.<sup>22</sup> For example, most dog owners claim to always pick up their dog's litter, yet litter along isolated trails or at times when fewer people are around is greater than in more open environments and busy locations.

**Table 3: Issues of concern noted by survey respondents over the last 12 months about dog owners**

Issue of Concern	2021 (148)		2025 (186)	
	No.	%	No.	%
Not picking up dog litter	120	81.0%	151	81.6%
Letting dogs off-lead in on-lead areas	80	54.0%	128	69.2%
Letting dogs annoy my dogs	66	44.6%	85	45.9%
Letting dogs annoy other people	71	47.9%	79	42.7%
Letting dogs annoy other people's dogs	63	42.6%	76	41.0%
Letting dogs annoy me/my family	48	32.4%	67	36.2%
Lettings dogs disturb children's sport	39	26.4%	55	29.7%
Dog attacks	40	27.0	54	29.2%

21 Community survey; Melton Draft Dogs Off-Lead Strategy

22 Blind Spots: Why We Fail to do What's Right and What to do About it; M. Bazerman, A. Tenbrunsel



Similarly, most dog owners claim they comply with leashing regulations, yet many admit to letting dogs off-leash in on-leash areas. Survey results support this insight with 69 per cent of respondents concerned about unleashed dogs in areas where leashing is required.

Strategies to address issues where ethics plays a key role in situational behaviour in the wider community must be based in an understanding of human behaviour and involved behaviour change initiatives.

### **Actions to address findings**

13. Investigate opportunities to expand dog off-leash areas across the City of Melton.
14. Review communication/engagement options to address non-compliance with dog leashing and control regulations (including litter collection). Include:
  - a. engagement with survey respondents who expressed a desire to work with Council on initiatives relating to dogs
  - b. community-based/lead initiatives
  - c. educational and penalty-based strategies where appropriate.



### **How dog owners use public spaces...**

***“I walk my dogs every day using the footpaths and also the park on Monticano Dr.”***

***“Lots of people use our fully enclosed sports oval.”***

***“I prefer locations where dogs are on-leash.”***

***“I never have my dog off-leash and use parks to walk”***

***“We use all the parks around the City of Melton but have our dog mostly on the leash.”***

***“Not a lot of options (off-leash areas) in Taylors Hill.”***

***“I’ll use a sportsfield when no games are on.”***

***“I have my spots around town that I take my dogs and rarely see other dogs.”***

***“I do not use these (fenced off-leash areas) as I feel unsafe for me and my dog.”***

Written comments from 2021 and 2025 surveys



## 5.9 Pound operations

**Objective 11:** To consolidate and formalise pound and shelter operations in line with good practice and community expectations.

### Pound Feasibility Study (PFS)

Council recognises the limitations of existing pound/shelter facilities and the impact on the service, volunteer involvement and negative perceptions about pound operations as expressed by survey respondents.

In response, Council commissioned a Feasibility Study to assess various pound or shelter options for the City of Melton. The study which is currently underway will consider:

- a. Community expectations relating to:
  - i. the condition of pound facilities and the treatment of animals in pound and shelter environments
  - ii. Council's role in providing and supporting shelter and rehoming of abandoned animals
  - iii. euthanasia of impounded animals
  - iv. 'fair and reasonable' access to pound facilities
  - v. trust in and transparency of the service
  - vi. desire for volunteering, e.g. socialising of animals /providing 'environmental enrichment' support
- b. Analysis will be undertaken of different service delivery models such as:
  - i. a pound only service that only retains animals for the statutory 8 days and then relocates animals
  - ii. an integrated in-house facility with pound, shelter, rehoming facilities etc.
  - iii. a regional pound only service/facility that caters for the City of Melton and nearby LGAs
  - iv. an external provider of both pound and shelter services.

- c. Considerations associated with a third-party pound provider or one that operates 'at a distance' from the City, including:
  - i. diminished capacity because of multiple pound contracts, particularly during peak periods such as kitten season and without having to increase euthanasia of healthy animals
  - ii. a limited/reducing number<sup>23</sup> of providers in the industry and reported increase in euthanasia rates
  - iii. departure of major providers from the industry<sup>24</sup> or potential relocation out of/away from the LGAs catchment
  - iv. loss of existing and potential community partnerships because of divergent operational ethics with commercial providers and resulting increase in euthanasia rates
  - v. loss of community trust
  - vi. decrease in rehoming and reclaim rates.

Council faces several operational challenges in arranging cat accommodation. After the 8-day statutory holding period cats are required to be held in enlarged pens. This reduces the number of cats that can be impounded in the City of Melton pound. This situation is currently being managed because of the strong relationship with foster care groups and a growing profile as a direct rehoming centre.

The Pound Feasibility Study will consider the longer-term needs of the service, the appropriateness of an unsupported reliance on volunteer-based foster carers, and Council's vision as a progressive service provider.

### Community perceptions of pound operations

Respondents to the DAMP 2021 and 2025 surveys held negative perceptions/concerns about the pound and the future of pets impounded. Of 2025 respondents:

- a. 62 per cent viewed the pound as a place where animals were euthanised rather than 'cared for' or rehomed, and 85 per cent perceived the wider community to hold to this view; and
- b. 61 per cent feared if their pet was impounded it would be euthanised before they could claim them.

<sup>23</sup> [www.theage.com.au/national/victoria/lost-dogs-home-relocation-under-a-cloud-as-negotiations-stall-20250121-p5l62n.html](http://www.theage.com.au/national/victoria/lost-dogs-home-relocation-under-a-cloud-as-negotiations-stall-20250121-p5l62n.html)

<sup>24</sup> The RSPCA notified Monash Council that a change in the organisation's business model means RSPCA would no longer be providing pound facilities to Victorian councils



Foster care groups have continued to observe a significant shift in terms of the care of impounded animals, the care and commitment of pound staff, and operational efficiencies especially in terms of the integration between Ranger and pound teams.

Council determined to upgrade some of the facilities at the pound while the Pound Feasibility Study is completed.

These upgrades were undertaken in acknowledgement of community expectations of modern-day service and community feedback via the previous DAMP.

Feedback from Council's closest rehoming partners indicate these efforts, together with improved service levels, have been positively received.

This is evident from the proportion of foster care groups scoring aspects of the service 5/5 in 2025 compared to their perceptions of the service in 2023:

- a. Care and compassion of staff (80 per cent vs 34 per cent)
- b. Helpfulness of staff (73 per cent vs 33 per cent)
- c. Availability of staff (60 per cent vs 40 per cent)
- d. Support to the group (40 per cent vs 15 per cent)
- e. Procedural efficiency (57 per cent vs 36 per cent)
- f. Professionalism of staff (53 per cent vs 27 per cent)
- g. Cleanliness of the pound (42 per cent vs 20 per cent)

These groups perceive little change in terms of the presentation and condition of the pound but acknowledged an improvement in cleanliness.

# 55 %

**The number of DAMP survey respondents who were concerned about the treatment of impounded animals.**

<sup>25</sup> Community Cat Program; 2024; Australian pet Welfare Foundation

<sup>26</sup> Refer Section 5.1 Service Enhancement and Profile

## Building community trust

The pound team are in the process of identifying organisations, business and schools that Council can partner with to expand community outreach initiatives.

Research demonstrates that community-based programs lead by Council are the only proven method to reduce pound intakes and euthanasia rates, increase rehoming rates, and address nuisance issues associated with pets<sup>25</sup>

Ninety-one percent of 2025 survey respondents agree with the need to change the title of the pound to better reflect the changes Council has made at the facility, and the work being done at the pound to rehome and care for pets and to build community confidence and trust.

Terminology such as 'Animal Care Facility/Centre' is used by some LGAs. However, trust will only be established and maintained between LGAs and their communities if facility terminology translates into operational policy and action.

Profiling of Council initiatives, staff and success stories in the media will enhance community understanding and knowledge of the service<sup>26</sup>

## Actions to address findings

15. Continue to optimise the operations of the pound/shelter facility including the rehoming of animals directly from the facility and via foster care groups.
16. Finalise the Pound/Shelter Feasibility Study to assess various pound or shelter options for the City of Melton.
17. Continue to conduct service satisfaction surveys with foster care groups and extend surveys to include other service partners and customer groups (e.g. adoptees, owners of impounded animals).
18. Upon completion of the Pound/Shelter Feasibility Study and determination of the services to be provided in the future consider whether the City of Melton Pound should be renamed.



## 5.10 Other matters<sup>27</sup>

**Objective 12:** To identify sectors of the community that may be experiencing hardship and promote Council, agency and not-for-profit groups that can potentially provide assistance.

### 5.10.1 Domestic violence

Whilst domestic violence impacts men and women, it is recognised as a gender-based issue where men are more likely to be the perpetrators. Women with children and pets are likely to defer leaving an abusive situation out of concern for their pets.

Research demonstrates the trauma of leaving a pet behind when fleeing domestic violence is likely substantial because of having shared the experience of abuse together.<sup>28</sup>

Options for women fleeing domestic violence with pets continues to be problematic, with limited longer-term options to house pets and an increased likelihood that pets and families will be separated, increasing trauma.

Animal Management staff undertake MARAM<sup>29</sup> training to identify animals that may be involved in family violence disputes or be victims of family violence. In addition, Animal Management staff work closely with Child, Family and Youth Services staff to optimise support for families and their pets and referral to additional support agencies.

### 5.10.2 Economic hardship

The cost-of-living crisis is impacting on the ability of a significant number of pet owners to care for their pets resulting in high numbers of pets being surrendered to shelters and rehoming groups.

The Australian Veterinary Association<sup>30</sup> reports a downturn in visitations for annual vaccinations and checkups, an increase in 'financial euthanasia' and associated concerns about the health of pets.

Foodbank reports 42 per cent of their clients purchased cheaper food so their pets could eat, 34 per cent reduced their own food and 24 per cent skipped meals so their pets could eat.<sup>31</sup>

According to research, up to 12 per cent of homeless adults, and up to 47 per cent of homeless youth may own a companion animal and owners of these pets are more likely to be female, single and homeless for the first time.<sup>32</sup> While pets provide great comfort to these owners, they are also associated with challenges relating to accommodation, travel, employment and accessing services because of they have nowhere safe to leave their pets.

### 5.10.3 Community connection and pets

Research demonstrates that pets help create and strengthen community connections with pet owners reporting they interact with people they would not otherwise connect with. Pets were found to diminish cultural, generational and social divides and strengthen connection between neighbours.

The DAMP 2021-2025 survey identified that a significant number of survey respondents were keen to obtain information about recreation activities they could share with their dogs.

<sup>27</sup> Pets Connect Us Report, Mars Petcare, 2023; Social Capital and Pet Ownership – A Tale of Two Cities, L. Wood et al; 2017

<sup>28</sup> The Impact of Forced Separations Between Women and Their Pets in Domestic Violence Situations and the Effectiveness of Crisis Response: Protocol for a Conceptual Framework; PubMed Central, 2024; J. Montgomery, J. Lloyd et al

<sup>29</sup> MARAM (Multi-Agency Risk Assessment and Management Framework)

<sup>30</sup> Vet Practice; Abandoned pets in tough economic times, 2023

<sup>31</sup> Foodbank Paws in Need; The Impact of Food Insecurity on Pets and Their Owners in Australia

<sup>32</sup> Services and Interventions for People Who are Homeless with Companion Animals (pets): A Systematic Review; Journal of Social Distress & Homelessness. McKosker, A. Maujean et al, 2024



#### 5.10.4 Welfare of pets

The RSPCA reported 9,961 cases of animal cruelty or neglect in the 2023/24 financial year. Concerns about a lack of food, water, shelter, or veterinary care was the basis for the majority of all reports made by concerned community members.

In the 2023/24 financial year Melton LGA had the second highest number of animals seized/surrendered to the RSPCA at 1.57 per 1,000 residents.

The proportion of DAMP 2026-2029 survey respondents concerned about the welfare of an animal in their neighbourhood was 35 per cent compared to 22 per cent in 2021.

#### Actions to address findings

19. In line with Action 1, review Council's website to consider promotion of:
  - a. agencies and organisations that can provide support to pet owners in times of crisis
  - b. RSPCA channels through which animal neglect or cruelty can be reported and requirements for the safe and responsible keeping of cats and dogs
  - c. channels through which owners can rehome pets and access support including the Pet Rescue Home2Home program<sup>33</sup> and local Rescue/Foster Care groups
  - d. local veterinary practices and programs, such as The Vet Project, offering discount desexing services.
20. Strengthen partnerships with agencies and the not-for-profit sector to promote support channels for owners needing to rehome pets or needing support to retain pets in times of crisis.

<sup>33</sup> [petrescue.com.au/library/articles/home2home-for-councils](https://petrescue.com.au/library/articles/home2home-for-councils)

## 6. How we will implement the DAMP

### 6.1 Setting priorities for the next four years

The Action Plan (refer Section 8) identifies the year in which Council proposes to address the recommendations, noting priorities in the DAMP may change over the life of the DAMP depending on:

- a. changing Animal Management service demands and priorities
- b. other Council service delivery priorities
- c. partnership opportunities
- d. external funding opportunities.

### 6.2 Council's role in implementing the DAMP

Council will not necessarily perform the same function when implementing each of the recommendations in the Action Plan. The following outlines the various roles that Council may undertake to optimise use of Council resources:

- a. infrastructure provision
- b. service management
- c. advice and information
- d. partnership engagement
- e. advocacy
- f. innovation

The Action Plan identifies the primary role that Council will take when implementing recommendations, anticipated timeframe for implementation and resource requirements.



## 7. Consultation and research for the DAMP

Consultation and research for the DAMP involved:

1. Workshop and discussion session with key Council departments
2. Workshop with Animal Management staff including pound staff
3. An online community survey attracting 171 survey responses including written comments.
4. 2 shopping centre popup display/talking posts
5. Workshop with rescue groups
6. Survey of benchmark LGAs
7. A review of industry/science-based research papers
8. A review of internal strategic planning documents and research, and policies

## 8. Monitoring and reviewing the DAMP

Council will review the Domestic Animal Management Plan annually to ensure actions and priorities are still relevant and can be completed within available resources.

Council will undertake a major review of the plan in year four.

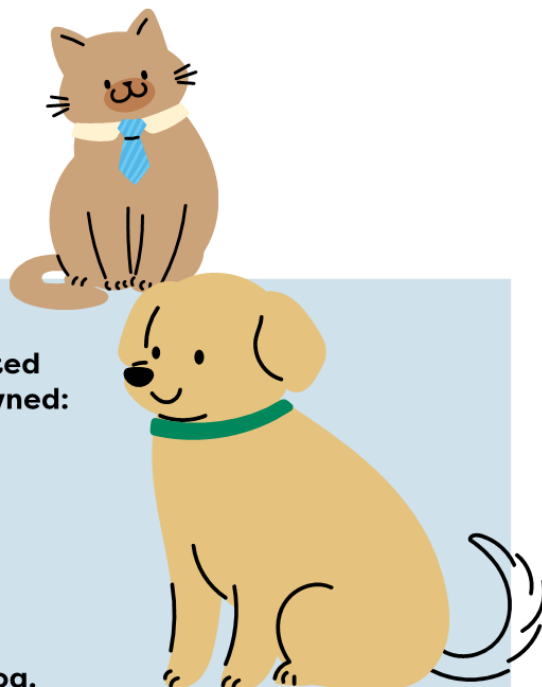
Of the **157** respondents that indicated the number and type of animal they owned:

**18.5%** only owned cats

**37.5%** only owned dogs

**30%** owned both, and

**14%** did not own either a cat or dog.





## 9. Consolidated Action Plan

Table 4 (below) provides a summary of actions to address the findings of the review, indicative year of implementation and resourcing requirements. The table also identifies the primary Council and Wellbeing Plan (C&WP), 2025-2029 Strategic Priority that the Action most applies to.

**Table 4: Action Plan**

Actions	Year of plan/resourcing
<b>Service Enhancement and Profile</b>	<b>C&amp;WP Ref: 1.2, 3.2, 3.4</b>
1. Increase promotion and profile of the service by:	Yr 1 (then ongoing)
a. reviewing Council's web page to identify opportunities to enhance the profile of the service and present a more engaging connection with the service	Within operational budget
b. enhancing the profile of lost and found pets and the work of the pound.	
<b>Registration of Cats and Dogs</b>	<b>C&amp;WP Ref: 3.1</b>
2. Develop a community engagement plan to increase rates of registration that:	Yr 1-2 (then ongoing)
a. clearly demonstrates the benefits of registration and how registration fees are expended and the allocation of additional fees	Within operational budget
b. includes 1-2 moratorium periods a year during which non-registered pets can be registered without penalty.	
<b>Domestic Animal Businesses (DABs) and Foster Care Groups</b>	<b>C&amp;WP Ref: 3.2</b>
3. Continue to inspect DABs in line with the <i>DA Act</i> and to provide information to support compliance with legislative obligations.	Annual Within operational budget
4. Review and update 84Y Agreements as required.	Yr 1 Within operational budget
5. Investigate opportunities to better support rescue groups, particularly in relation to:	Yr 1 Within operational budget
a. microchipping and registration fees	
b. desexing	
c. veterinary care and medicines	
d. food donations	
e. pet behavioural training	
f. provision of education and support to owners	
g. rehoming assistance	
h. promotion of initiatives such as the Home2Home Pet Rescue Program.	



Actions	Year of plan/resourcing
<b>Welfare and Management of Stray Cats</b>	<b>C&amp;WP Ref: 2.6, 3.1, 3.4</b>
<p>6. Review Council's customer enquiry data collection procedures and capacity as part of the Technology Change Program in order to record cat (and dog) related customer enquires down to a 'neighbourhood' level to enable targeted actions to address issues.</p>	
<p>7. Develop a sustainable cat management program over the next 4 years involving the following 3 phases:</p> <p>Phase 1 – Planning</p> <ul style="list-style-type: none"> <li>• Research and adopt a science-based framework<sup>34</sup></li> <li>• Identification of potential community and government partnerships, partnership engagement and agreement on roles. Include engagement with survey respondents who expressed a desire to work with Council on initiatives relating to cats.</li> <li>• Review Council's customer enquiry system as part of the Technology Change Program to accurately record incidents by type, specific neighbourhood location etc. so spatial mapping/location of issues can be undertaken and programs targeted to problematic neighbourhoods</li> <li>• Assistance incentives identified and agreed (e.g. low/no-cost desexing, micro-chip, registration)</li> <li>• Preliminary engagement of community members who have expressed an interest in working with Council to address issues associated with cats<sup>35</sup>.</li> <li>• Consideration of community development function included in Animal Management service</li> <li>• Continued identification, engagement and partnerships with desexing agencies/groups.</li> </ul> <p>Phase 2 – The modelling</p> <ul style="list-style-type: none"> <li>• Funding for trial initiatives</li> <li>• Trial programs based on up to 2 targeted locations/neighbourhoods</li> <li>• Evaluation of trials including cost-benefit analysis.</li> </ul> <p>Phase 3 – Scaling up and consolidation.</p>	<p>Yr 1-4</p> <p>Any additional budget to be considered as part of Council's Annual Budget process</p>
<p>8. Ensure information is incorporated on Council's website that outlines the situation relating to stray cats, emotive' challenges associated with addressing issues (e.g. environmental, euthanasia), the pressure to address complaints in the short-term (e.g. trespass), the partnerships needed with the community, and the strategies Council will consider over the short to longer term. Information must be presented in a manner that optimises connection with different cultural groups and likely carers of semi-owned cats (e.g. females).</p>	<p>Yrs 1-4</p> <p>Within operational budget</p>

34 'Urban Cat Management in Australia - Evidence-Based Strategies for Success; Animals; J. Cotterell, J. Rand, R. Scotney

35 Recognises the 78 per cent of survey respondents who expressed in an interest in working with Council on addressing cat related matters



Actions	Year of plan/resourcing
<b>Nuisance Issues</b>	<b>C&amp;WP Ref: 3.1, 3.2</b>
<p>9. Develop a targeted plan to address issues associated with dogs wandering at large with a priority on:</p> <ul style="list-style-type: none"> <li>a. identifying neighbourhoods with the highest incidence of dogs wandering at large. This will require Action 6 to be implemented in order to identify customer enquiries at a 'neighbourhood' level</li> <li>b. preparing relevant written/explanatory material for residents in targeted areas</li> <li>c. identifying incentives that will optimise engagement by non-compliant dog owners</li> <li>d. establishing neighbourhood/grass roots partners and project groups inclusive of relevant procedural requirements and information as may be required (e.g. MoU, scope of role, customer service training etc.)</li> </ul>	<p>Yr 2-3</p> <p>Any additional budget to be considered as part of Council's Annual Budget process</p>
<b>Dog Attacks</b>	<b>C&amp;WP Ref: 1.2, 3.4</b>
<p>10. Investigate a trial location-based initiative (e.g. neighbourhood with high incidence of the relevant customer enquiries) to identify reasons for dogs escaping their residence and implement education (e.g. information) and assistive strategies (e.g. fencing advice) to improve confinement of dogs.</p>	<p>Yr 3</p> <p>Within operational budget</p>
<p>11. Liaise with Australia Post to:</p> <ul style="list-style-type: none"> <li>a. identify problematic neighbourhoods for dog related incidents relating to postal workers and consider targeting these areas.</li> <li>b. promote the need for owners to take responsibility for securing their dog/s and preventing rushes and attacks on postal staff.</li> </ul>	<p>Yr 3</p> <p>Within operational budget</p>
<b>Dangerous, Menacing, and Restricted Breed Dogs</b>	<b>C&amp;WP Ref: 1.2</b>
<p>12. Continue to regularly cross-reference microchip database information with Council registration database for potential restricted breed dogs not registered with Council.</p>	<p>Annual</p> <p>Within operational budget</p>
<b>Control of Dogs</b>	<b>C&amp;WP Ref: 1.1, 2.3, 2.4, 2.6, 3.3</b>
<p>13. Investigate opportunities to expand dog off-leash areas across the City of Melton.</p>	<p>Yrs 1-2</p> <p>Within operational budget</p>





Actions	Year of plan/resourcing
14. Review communication/engagement options to address non-compliance with dog leashing and control regulations (including litter collection). Include: <ul style="list-style-type: none"> <li>a. engagement with survey respondents who expressed a desire to work with Council on initiatives relating to dogs</li> <li>b. community-based/lead initiatives</li> <li>c. educational and penalty-based strategies where appropriate.</li> </ul>	Yr 1-2 (then ongoing)
Pound Operations	C&WP Ref: 3.1, 3.4
15. Continue to optimise the operations of the pound facility including the rehoming of animals directly from the facility and via foster care groups.	Ongoing
16. Finalise the Pound/Shelter Feasibility Study to assess various pound or shelter options for the City of Melton.	Yr 1 Within operational budget
17. Continue to conduct service satisfaction surveys with foster care groups and extend surveys to include other service partners and customer groups (e.g. adoptees, owners of impounded animals).	Annual Within operational budget
18. Upon completion of the Pound/Shelter Feasibility Study and determination of the services to be provided in the future consider whether the City of Melton Pound should be renamed.	Yr 2 Within operational budget
Other Matters - Domestic Violence, Economic Hardship, Welfare of Pets	C&WP Ref: 1.1, 3.1, 3.3, 3.4
19. In line with Action 1, review Council's website to consider promotion of: <ul style="list-style-type: none"> <li>a. agencies and organisations that can provide support to pet owners in times of crisis</li> <li>b. RSPCA channels through which animal neglect or cruelty can be reported and requirements for the safe and responsible keeping of cats and dogs</li> <li>c. channels through which owners can rehome pets and access support including the Pet Rescue Home2Home program<sup>36</sup> and local Rescue/Foster Care groups</li> <li>d. local veterinary practices and programs, such as The Vet Project, offering discount desexing services.</li> </ul>	Yr 1 (then ongoing) Within operational budget
20. Strengthen partnerships with agencies and the not-for-profit sector to promote support channels for owners needing to rehome pets or needing support to retain pets in times of crisis.	Yrs 1-3 Within operational budget

<sup>36</sup> <https://www.petrescue.com.au/library/articles/home2home-for-councils>



## 1. Appendices

### Appendix 1: Dog and human population data

Table 5: Actual/Probable Human, Cat and Dog Populations for 2025 and 2036

Suburb	2025 Registrations				2025				Probable Actual 2025 Populations @ pre 2021 levels				Probable Actual 2025 Populations @ post 2021 levels				Probable Actual 2036 Populations @ pre 2021 levels				Probable Actual 2036 Populations @ post 2021 levels			
	Dogs	Cats	H'holds	SEIFA	Dogs	Cats	H'holds	SEIFA	Dogs	Cats	H'holds	SEIFA	Dogs	Cats	H'holds	SEIFA	Dogs	Cats	H'holds	SEIFA	Dogs	Cats	H'holds	SEIFA
Aintree	350	75	3,205	1,054	1,662	1,211	1,992	1,708	2,450	1,786	2,935	2,517	2,450	1,786	2,935	2,517	2,450	1,786	2,935	2,517	2,450	1,786	2,935	2,517
Bonnie Brook	95	40	889	1,019.9	461	336	552	474	1,511	1,101	1,810	1,552	1,511	1,101	1,810	1,552	1,511	1,101	1,810	1,552	1,511	1,101	1,810	1,552
Brookfield	900	332	3,774	950.5	1,958	1,427	2,345	2,011	2,829	2,062	3,389	2,906	2,829	2,062	3,389	2,906	2,829	2,062	3,389	2,906	2,829	2,062	3,389	2,906
Burnside	377	121	2,087	994.7	1,083	789	1,297	1,112	1,191	868	1,427	1,224	1,191	868	1,427	1,224	1,191	868	1,427	1,224	1,191	868	1,427	1,224
Burnside Heights	332	93	1,730	994.7	897	654	1,075	922	898	655	1,076	923	898	655	1,076	923	898	655	1,076	923	898	655	1,076	923
Caroline Springs	1,770	608	6,484	1,016	3,363	2,451	4,029	3,455	3,486	2,541	4,176	3,581	3,486	2,541	4,176	3,581	3,486	2,541	4,176	3,581	3,486	2,541	4,176	3,581
Cobblebank/Strathulloh	461	160	4,350	972.4	2,256	1,644	2,703	2,318	5,192	3,784	6,220	5,333	5,192	3,784	6,220	5,333	5,192	3,784	6,220	5,333	5,192	3,784	6,220	5,333
Deanside	235	91	3,852	1,019.9	1,998	1,456	2,394	2,052	4,441	3,236	5,320	4,561	4,441	3,236	5,320	4,561	4,441	3,236	5,320	4,561	4,441	3,236	5,320	4,561
Diggers Rest	607	275	3,101	966.5	1,608	1,172	1,927	1,652	3,350	2,441	4,013	3,441	3,350	2,441	4,013	3,441	3,350	2,441	4,013	3,441	3,350	2,441	4,013	3,441
Eynesbury	526	6	1,808	1,089.8	938	683	1,123	963	1,865	1,359	2,235	1,916	1,865	1,359	2,235	1,916	1,865	1,359	2,235	1,916	1,865	1,359	2,235	1,916
Exford/Parwan	17	4	125	65	47	78	67	67	67	49	80	69	67	49	80	69	67	49	80	69	67	49	80	69
Fieldstone	5	0	11	6	4	7	6	6	6	5	7	6	6	5	7	6	6	5	7	6	6	5	7	6
Fraser Rise	764	220	6,993	1,050	3,627	2,643	4,345	3,726	6,598	4,808	7,904	6,777	6,598	4,808	7,904	6,777	6,598	4,808	7,904	6,777	6,598	4,808	7,904	6,777
Grangefields	13	36	4,202	1,019.9	19	14	22	19	438	319	524	450	438	319	524	450	438	319	524	450	438	319	524	450
Harkness	1,186	429	4,202	952	2,180	1,588	2,611	2,239	2,613	1,904	3,130	2,684	2,613	1,904	3,130	2,684	2,613	1,904	3,130	2,684	2,613	1,904	3,130	2,684
Hillside	1,482	398	5,068	1,035.3	2,629	1,916	3,149	2,700	2,634	1,920	3,156	2,706	2,634	1,920	3,156	2,706	2,634	1,920	3,156	2,706	2,634	1,920	3,156	2,706
Kurunjang	1,416	589	3,845	941.2	1,994	1,453	2,389	2,049	2,073	1,510	2,483	2,129	2,073	1,510	2,483	2,129	2,073	1,510	2,483	2,129	2,073	1,510	2,483	2,129
Melton	863	418	3,316	850.9	1,720	1,253	2,061	1,767	2,147	1,565	2,572	2,205	2,147	1,565	2,572	2,205	2,147	1,565	2,572	2,205	2,147	1,565	2,572	2,205
Melton South	925	481	5,163	852.1	2,678	1,952	3,208	2,751	3,090	2,252	3,702	3,174	3,090	2,252	3,702	3,174	3,090	2,252	3,702	3,174	3,090	2,252	3,702	3,174
Melton West	1,005	447	3,211	923.8	1,666	1,214	1,995	1,711	1,802	1,314	2,159	1,851	1,802	1,314	2,159	1,851	1,802	1,314	2,159	1,851	1,802	1,314	2,159	1,851
Mount Cottrell/Rockbank	241	84	2,886	991.6	1,497	1,091	1,793	1,538	3,630	2,645	4,349	3,729	3,630	2,645	4,349	3,729	3,630	2,645	4,349	3,729	3,630	2,645	4,349	3,729
Taylors Hill	1,132	308	5,652	1,035.2	2,932	2,136	3,512	3,011	2,935	2,139	3,516	3,015	2,935	2,139	3,516	3,015	2,935	2,139	3,516	3,015	2,935	2,139	3,516	3,015
Thornhill Park	226	83	2,919	1,019.9	1,514	1,103	1,814	1,555	2,877	2,097	3,447	2,955	2,877	2,097	3,447	2,955	2,877	2,097	3,447	2,955	2,877	2,097	3,447	2,955
Toolern Vale/Plumpton	152	37	338	1,018.5/966.5	175	128	210	180	178	130	213	183	180	178	130	213	180	178	130	213	180	178	130	213
Truganina/Ravenhall	161	50	3,384	1,054.6	1,755	1,279	2,103	1,803	3,681	2,682	4,409	3,781	3,681	2,682	4,409	3,781	3,681	2,682	4,409	3,781	3,681	2,682	4,409	3,781
Weir Views	288	133	2,557	930.8	1,326	967	1,589	1,362	2,306	1,681	2,763	2,369	2,306	1,681	2,763	2,369	2,306	1,681	2,763	2,369	2,306	1,681	2,763	2,369
<b>TOTAL (Melton)</b>	15,529	5,482	<b>80,986</b>		<b>42,007</b>	<b>30,613</b>	<b>50,325</b>	<b>43,149</b>	<b>64,289</b>	<b>46,850</b>	<b>77,018</b>	<b>66,037</b>	<b>64,289</b>	<b>46,850</b>	<b>77,018</b>	<b>66,037</b>	<b>64,289</b>	<b>46,850</b>	<b>77,018</b>	<b>66,037</b>	<b>64,289</b>	<b>46,850</b>	<b>77,018</b>	<b>66,037</b>

Shaded cells indicate highest human and pet populations, highest registrations etc.



## Appendix 2: Comparative operational data

Table 6: Performance Indicators

Measure	2016/17	2020/21	2024/25
Resident population [1]	141,420	185,471	241,121
Households	45,339	58,597	80,986
<b>DOGS</b>			
Number of registered dogs	14,652	16,997	15,635
Number of desexed registered dogs	NK	10,708	10,704
As a per cent of registered dogs	NK	63.00%	64.46%
Number of registered 'declared' dogs	43	56	35
Number of impounded dogs	1,181	1,112	926
Number of impounded dogs returned to owner	790	699	426
As a per cent of impounded dogs	66.89%	62.86%	46.0%
Number of dogs rehoused	307	150	278
As a per cent of impounded dogs	25.99%	13.49%	30.0%
Number of dogs euthanased	38	75	105
As a per cent of impounded dogs	3.22%	6.74%	11.34%
Number dogs not registered when impound	NK	NK	703
As a per cent of impounded dogs	NK	NK	75.9%
<b>CATS</b>			
Number of registered cats	3,697	5,694	5,800
Number of desexed registered cats	NK	5,523	5,800
As a per cent of registered cats	NK	97%	100%
Number of impounded cats	676	1,251	1,489
Number of impounded cats returned to owner	46	60	86
As a per cent of impounded cats	6.80%	4.80%	5.8%
Number of cats rehoused	256	587	783
As a per cent of impounded cats	37.90%	46.92%	52.6%
Number of cats euthanased	336	200	159
As a per cent of impounded cats	49.70%	15.99%	10.7%
Number cats registered when impounded	NK	NK	84
As a per cent of impounded cats	NK	NK	5.6%



### Appendix 3: Documented guidelines, work instructions and procedures

Table 7: Work guideline/procedures

Document	Year of Review
1 Impounding of Domestic Animals	1
2 Wandering animals	1
3 Impounding of Livestock Work Instruction	2
4 Dog attack/ rush	3
5 Pound Operations	3
6 Impounding of seized dogs	2
7 Animal registration and renewal	1
8 Barking dogs	4
9 Seizing of dogs	4
10 Dog attack prosecution investigation	1
11 Issuing of Infringements notices	2
12 Permit application – Excess animals	2
13 Working in isolation – Rangers	4
14 Feeding of Animals	3
15 Pound Security	1
16 Surrendered Animals	2
17 Use of Catchpole	3
18 Animal Adoption	1
19 Animal Transport	4
20 Cleaning/set Up of Animal Pens	2
21 Cleaning of Pound	2
22 Euthanasia of Animals	1
23 Socialising of Cats	1
24 Handling non-urbanised/feral cats	3
25 High Risk Dogs	2
26 Animal Assessment	3
27 Quarantining of Animals	2
28 Ranger Responsibilities	2
29 Re-Homing	1
30 Use of Bite Sticks	3
31 Radio/Body worn cameras/Mepac devices	3

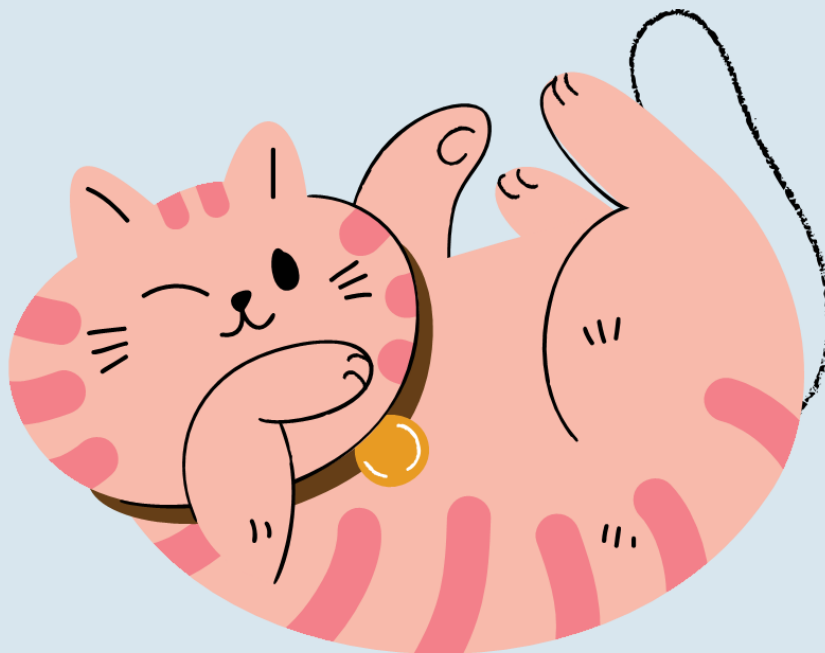


## Appendix 4: Pound performance data - Cats

Table 8: No. of animals impounded and source of transfer

	2019/20	2020/21	2021/22	2022/23	2023/24	Average 2019/20-24/5	2024/25
Impound	1,251	1,171	1,003	1,128	1,087	1,128	1,285
Reclaimed	9.5% (60)	9.5% (111)	9.1% (91)	5.9% (66)	6.9% (75)	7% (81)	5.6% (72)
Euthanised	18.3% (200)	18.3% (214)	12.2% (122)	18.4% (208)	13.8% (150)	11% (179)	10.5% (135)*
Adopted	4.2% (49)	4.2% (49)	3.8% (38)	3.7% (42)	8.7% (95)	5% (55)	17.3% (222)
Sent to Rescue	60.2% (538)	60.2% (705)	63.6% (638)	49.8% (562)	43.3% (471)	52% (583)	36.3% (467)
Average cats held/month	41	22	15	27	35	28	61

\*Does not include 172 cats declared as 'feral' that were euthanised.





## Appendix 5: Melton City Council Local Law 2025 – Part 6 (part)

### 6.2 Animal Litter

- 6.2.1 A Person who is in control of any Dog, Cat, Livestock or other Animal in or on a Public Place must:
- have in their possession a bag or other receptacle for the purpose of removing from the Public Place excrement from that Dog, Cat, Livestock or other Animal deposited in or on the Public Place;
  - not allow excrement of the Dog, Cat, Livestock or other Animal to remain in or on the Public Place; and
  - remove from the Public Place any excrement of the Dog, Cat, Livestock or other Animal if directed to do so by an Authorised Officer.

### 6.3 Animal Numbers

- 6.3.1 A Person must not, without a Permit, and other than in accordance with such Permit keep, or cause or allow to be kept:
- any more of each species or group of Animals than is stated in Table 1 in this clause O; or
  - any Animal that is not listed in Table 1 in this clause O.

Type of Animal or Bird	On land of 4,000m <sup>2</sup> or less	On land more than 4,000m <sup>2</sup> and less than 20,000m <sup>2</sup>	On land of 20,000m <sup>2</sup> or more
Dogs	2	5	Unlimited
Cats	2	5	Unlimited

### 6.4 Animals kept in or on Council Land

- 6.4.1 A Person must not, without a Permit, and other than in accordance with the conditions of such Permit, keep any Animal in or on any Council Land.

### 6.5 Animal Keeping

- 6.5.1 The Owner or Occupier of a Property must not keep any Animal on that Property except in accordance with any relevant Code of Practice made under the:
- Prevention of Cruelty to Animals Act 1986*;
  - Domestic Animals Act 1994*; or
  - any other relevant Law.
- 6.5.2 The Owner or Occupier of a Property on which any Animal is kept must ensure that the Property is adequately secured to the satisfaction of Council or an Authorised Officer to prevent such Animal from escaping from that Property.



**Melton Civic Centre**

232 High Street, Melton

T 9747 7200

**Melton Library and Learning Hub**

31 McKenzie Street, Melton

T 9747 7200

**Caroline Springs Library  
and Learning Hub**

193 Caroline Springs Boulevard

Caroline Springs

T 9747 7200

[melton.vic.gov.au](https://melton.vic.gov.au)





## 12.4 MELTON VALLEY GOLF CLUB

**Author: Sian Rainford - Senior Lawyer and Property Advisor**

**Presenter: Emily Keogh - Head of Governance**

### PURPOSE OF REPORT

To consider granting two leases to Melton Valley Golf Club for the land situated at 2-30 Melton Valley Drive, Melton and 183-225 High Street, Melton

### RECOMMENDATION:

That Council:

1. Note the report;
2. Resolve to grant two Leases to the Melton Valley Golf Club Inc. (ABN 75 381 928 467) for the land situated at 2-30 Melton Valley Drive, Melton and 183-225 High Street, Melton, being:
  - a. One standard lease for all land owned by Council; and,
  - b. One section 17D Lease for Crown land where Council is the appointed committee of management.
3. Note the Section 17D Lease is subject to the approval of the Department of Energy, Environment and Climate Action.
4. Resolve that the lease includes the following commercial terms:
  - a. **Term:** 20-year term with no Further Term options;
  - b. **Rent:** \$1,000 per annum exclusive of GST;
  - c. **Permitted Use:** all activities required to and ancillary to the operation of a golf course.
  - d. **Rates:** The Club to be responsible for rates on the rateable land.
5. Delegate to the Chief Executive Officer the authority to do all things necessary to give effect to this resolution.

### Motion

Crs Ramsey/Majdlik.

That Council:

1. Note the report;
2. Resolve to grant two Leases to the Melton Valley Golf Club Inc. (ABN 75 381 928 467) for the land situated at 2-30 Melton Valley Drive, Melton and 183-225 High Street, Melton, being:
  - a. One standard lease for all land owned by Council; and,
  - b. One section 17D Lease for Crown land where Council is the appointed committee of management.
3. Note the Section 17D Lease is subject to the approval of the Department of Energy, Environment and Climate Action.
4. Resolve that the lease includes the following commercial terms:
  - a. **Term:** 20-year term with no Further Term options;



- b. **Rent:** \$1,000 per annum exclusive of GST;
  - c. **Permitted Use:** all activities required to and ancillary to the operation of a golf course.
  - d. **Rates:** The Club to be responsible for rates on the rateable land.
5. Delegate to the Chief Executive Officer the authority to do all things necessary to give effect to this resolution.

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

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

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## REPORT

### 1. Executive Summary

The Land situate at 2-30 Melton Valley Drive, Melton and 183-225 High Street, Melton (**the Subject Land**) is approximately 40.22 hectares and has been leased to the Melton Valley Golf Club since 1 September 1994.

The Lease is currently in overholding. Council and the Club are now considering the further occupation and use of the Land.

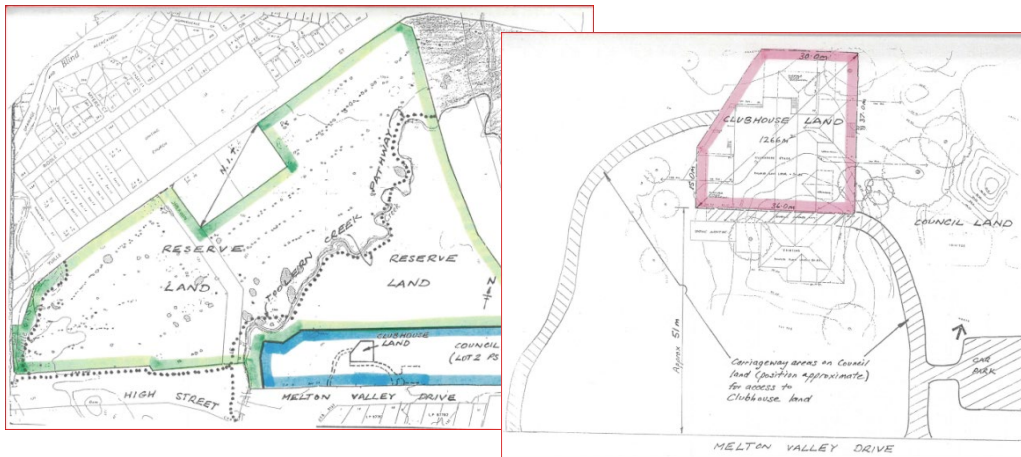
### 2. Background/Issues

The Land situate at 2-30 Melton Valley Drive, Melton and 183-225 High Street, Melton (**the Subject Land**) is approximately 40.22 hectares made up of a public 18-hole golf course, 491m<sup>2</sup> clubhouse, 186m<sup>2</sup> Pro- shop, 31m<sup>2</sup> maintenance shed and yard facilities and approximately 80 carparks. The Subject Land is used wholly for golf related activities.

The Subject Land is comprising an agglomeration of multiple title holdings, several of which are Crown Land, which are managed but not owned by Council. A majority of the titles are held in proprietorship of Council in estate fee simple. Melton Valley Golf Course is the only course within a 15-kilometre radius.

The Subject Land is identified on the below plan.





The below provides a visual representation of the Subject Land in accordance with its current use.



The golf course occupies an agglomeration of multiple title holdings, several of which are crown land and not owned by Council. Crown land cannot be sold unless it is alienated from the Crown estate. This process is regulated by the Victorian Government land Transactions policy (dated April 2022), which states:

*“Crown land is owned by the Crown in right of the State of Victoria and can be reserved for a particular public use, or unreserved. Reserved Crown land is managed by agencies, local councils or committees of management and cannot be sold”.*

## 2.1 Melton Valley Golf Club

Council is the Landlord of a lease with Melton Valley Golf Club Inc. (ABN 75 381 928 467) (**the Club**) which commenced 1 September 1994, for an initial term of thirty (30) years, and (1) option to extend for a period of twenty (20) years (**Further Term**). The Club did not formally exercise their option to extend in line with the Lease.

Melton Valley Golf Club are registered as a Not-for-Profit (**NFP**). The Club are not registered as a charity under the Australian Charities and not for profits Commission.



The Club have maintained a positive and productive working relationship with Council throughout the period of the Lease.

## 2.2 Town Planning Controls

The Subject Land has the following town planning controls, which ultimately affect any proposed use and development of the land:

- a. The Subject Land is zoned for Public Park and Recreation.
- b. The Subject Land has an Environmental Significance Overlay. The purpose of an ESO is broadly to implement the MPS and Planning Policy, to identify areas where land may be affected by environmental constraints and to ensure any development is compatible with identified environment values.
- c. The Subject Land has a Heritage Overlay. The purpose of a HO is to conserve specified heritage places by allowing a use that would otherwise be prohibited and to ensure development does not adversely affect the heritage significance.

No part of the golf course is identified in the Melton Planning Scheme as prone to flooding (either by flood overlay, inundation overlay or flood zone) and Officers are of the view the land is not prone to flooding. Use of the land as a public golf course, is consistent with the town planning designation.

## 2.3 Maintenance

The Lease requires the Club to undertake all major maintenance, and development works for the purpose of the preservation maintenance and further improvement of the golf course in accordance with the five-year plan included in Council's annual budget. Council does not internally possess the skills or expertise, nor would it be operationally practicable, for Officers to maintain the site as a golf course. The Club have remained responsible for the day-to-day operations of the site throughout the period of the Lease and Officers recommend any future arrangements remain status quo.

## 2.4 Lease Agreement

The parties agree that the Lease is significantly outdated and difficult to implement and have, pending a decision of Council, agreed that an updated form of lease as Council's standard lease document, would be appropriate. On 24 March 2025, Council resolved:

*That Council:*

1. *Note the report;*
2. *Resolves that the required statutory procedures be commenced to advertise Council's notice of intention to Lease the land situate at 3-20 Melton Valley Drive, Melton and 183-225 High Street, Melton (**the Land**) be leased to the Melton Valley Golf Club inclusive of the following commercial terms:*
  - a. **Term:** 20-year term with no Further Term options;
  - b. **Rent:** \$1,000 per annum exclusive of GST;
  - c. **Permitted Use:** all activities required to and ancillary to the operation of a golf course.
3. *Note that any proposal to lease the Land where Council is the appointed Committee of Management, is subject to the approval of the Department of Energy, Environment and Climate Action;*
4. *Note that any public notice will include the division of the land which is Council land and Crown land and the associated terms.*



5. *Directs that, in accordance with Council's Community Engagement Policy, Officers publish a public notice of the proposal in the Melton & Moorabool Star Weekly and on Council's website of its intention to lease.*
6. *Receive a further report following the close of the notice period to enable Council to make a final decision on the above matter.*

Since that time, Officers have worked with the Club to resolve the details on the future terms of the Lease. The parties have reach in principle agreement, subject to a decision of Council.

### **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

*1.3 A City that invests in and promotes positive public health and wellbeing outcomes..*

### **4. Financial Considerations**

Council engaged Matheson Stephens Valuations on 7 January 2025 to provide freehold and market rental assessment. The valuation produced a market rental valuation of \$36,000 per annum.

An accurate freehold market value cannot be easily ascertained due to combination of title holdings. In the event Council sought to undertake the process to purchase land from the Crown, it would be required to pay the value determined by the Valuer General Victoria and would be subject to agreement with the Department of Energy, Environment and Climate Action and may be a timely and costly exercise. No freehold market valuation was provided on the above basis.

The negotiations with the Club have resulted in an in-principal agreement whereby the Club is to pay \$1,000 per annum from the date of the formal commencement of the Lease, being August 2024, and for a shared responsibility of the retrospective maintenance obligations. All future obligations of the parties will be detailed and implemented as per the Lease.

### **5. Consultation/Public Submissions**

Pursuant to section 115 of the *Local Government Act 2020*, a Council must include any proposal to lease land in a financial year in the budget, where the lease is –

- a. for one year or more and—
  - i. the rent for any period of the lease is \$100 000 or more a year; or
  - ii. the current market rental value of the land is \$100 000 or more a year; or
- b. for 10 years or more.

As the lease is not included in the Financial Year budget, Council was required pursuant to section 115 of the *Local Government Act 2020* to undertake community engagement in line with the Council's community engagement policy. A public notice was published on Council's website and in the Melton and Moorabool Star Weekly on 14 May 2025 for a period of 28 days. No responses were received in respect of the notice.

As part of the land is Crown land, Council sought the endorsement of the Department of Energy, Environment and Climate Action pursuant to the *Crown Land (Reserves) Act 1978*. the Ministers Delegate provided grant and purpose approval on 2 July 2025.



## **6. Risk Analysis**

### **Future Use**

The Subject Land is not appropriate for development due to the overlays and zoning, coupled by the fact that Council is not the freehold owner of the whole Subject Land, significantly restricting any options of disposal or redevelopment.

There are risks to Council deciding not to continue to allow the Subject Land to be occupied, and therefore managed by an external party. Council does not currently possess the skills, expertise or resources to internally manage the Subject Land as a golf course and would incur costs to outsource the provision of this service.

## **7. Options**

1. To resolve in line with the recommendation set out in this report;
2. To not resolve in line with the recommendation set out in this report.

## **LIST OF APPENDICES**

Nil



## 12.5 COUNCILLOR REPRESENTATION NOMINATIONS ON ADVISORY COMMITTEES AND OTHER BODIES 2025/2026

Author: Troy Delia - Senior Coordinator Governance

Presenter: Emily Keogh – Head of Governance

### PURPOSE OF REPORT

To present Councillor representation nominations for Advisory Committees of Council and other bodies for the approval of Council for the 2025/2026 year.

### RECOMMENDATION:

That Council:

1. Accept and endorse the proposed Councillors for representation on Delegated and Advisory Committees of Council and other bodies as set out in the minutes of the meeting of the Councillor Representation Nominations Advisory Committee held Monday 10 November 2025, provided as **Appendix 1** to this report, with the exception of the Youth Advisory Committee.
2. Appoint the following Councillors as representatives on Council's Youth Advisory Committee for the 2025/26 Municipal Year:
  - a. \_\_\_\_\_ (Chair)
  - b. \_\_\_\_\_ (Councillor Representative)
  - c. \_\_\_\_\_ (Councillor Representative)
  - d. \_\_\_\_\_ (Councillor Representative)
  - e. \_\_\_\_\_ (Reserve)

### Motion

Crs Zada/Majdlik.

That Council:

1. Accept and endorse the proposed Councillors for representation on Delegated and Advisory Committees of Council and other bodies as set out in the minutes of the meeting of the Councillor Representation Nominations Advisory Committee held Monday 10 November 2025, provided as **Appendix 1** to this report, with the exception of the Youth Advisory Committee.
2. Appoint the following Councillors as representatives on Council's Youth Advisory Committee for the 2025/26 Municipal Year:
  - a. Cr Abboushi (Chair)
  - b. Cr Turner (Councillor Representative)
  - c. Cr Vandenberg (Councillor Representative)
  - d. Cr Verdon (Councillor Representative)
  - e. Cr Zada (Reserve)

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

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY



## REPORT

### 1. Executive Summary

The appointment of Councillors as representatives on delegated committees, advisory committees, and external bodies plays an integral part in Councillors exercising their representation and advocacy responsibilities on behalf of the community.

It is an established practice to annually review the Councillor representation on delegated committees, advisory committees, and external organisations. This process allows Councillors the opportunity to consider the committees and groups on which they are able to represent Council for the forthcoming year.

The minutes of the meeting of the Councillor Representation Nominations Advisory Committee held Monday 10 November 2025, provided as **Appendix 1** to this report contains a list of Councillors recommended to represent Council on Committees and other external bodies for the 2025/26 Municipal Year:

### 2. Background/Issues

Representation on Council committees and on external organisations plays an essential role in policy development, advocacy, planning and provision of a wide range of services directly relevant to the community and provides a framework for Council to receive community feedback and external advice.

The *Local Government Act 2020* (the Act) provides for Delegated Committees (which include joint delegated committees). Delegated Committees of Council have delegated power from the Council as set out in an Instrument of Delegation. The Instrument outlines the extent and limitations of the Delegated Committee's powers and functions with these to be exercised in accordance with the guidelines or policies adopted by the Council.

Advisory Committees are not defined in the 2020 Act, however Council has the power to create such Committees pursuant to its general power set out in section 10 of the 2020 Act.

An Advisory Committee is a Committee established by Council to provide advice to it or its delegate. It considers issues and makes recommendations to the full Council. Advisory Committees have no delegated power and so their recommendations need to be adopted or endorsed by the full Council at a Council meeting before they can be implemented.

The role, composition, and operating arrangements for both Delegated and Advisory Committees are set out in their respective Terms of Reference.

Finally, there are organisations external to Council that also include representation of Council by Councillors or Council officers. Councillors and Council officers appointed to these groups/committees have a responsibility to report to Council. These reports can be in writing in the form of minutes of the meetings. Where there are no Council Officers present or minutes taken, items of significance from those meetings can be read into the minutes of the Council meeting via a short verbal report.

### 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**

Costs associated with Councillor representation on committees and external bodies are borne through normal budget estimates each financial year.

**5. Consultation/Public Submissions**

No public consultation is required.

**6. Risk Analysis**

Not Applicable.

**7. Options**

Council may endorse the list of Councillors to represent Council on Committees and other external bodies for the 2025/2026 year as detailed in the minutes provided as **Appendix 1** or it may vary the representation of Councillors on Committees and external bodies.

**LIST OF APPENDICES**

1. Councillor Representation Nominations Advisory Committee Meeting - 10 November 2025



# MINUTES



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## Councillor Representation Nominations Advisory Committee Meeting

held on Monday 10 November 2025 in the Grey Box Forest Room, Melton Civic Centre

<b>Present:</b>	Cr Carli	Mayor
	Cr Dr Zada	<u>Deputy Mayor</u>
	Cr Abboushi	Councillor
	Cr Majdlik	Councillor
	Cr Morris	Councillor
	Cr Ramsey	Councillor
	Cr Shannon	Councillor
	Cr Turner	Councillor
	Cr Vandenberg (online)	Councillor
	Cr Verdon	Councillor
<b>In Attendance:</b>	R Wai	Chief Executive Officer
	B Howard	Interim Director Organisational Performance
	S Romaszko	Director City Futures
	T Scoble	Director City Life
	N Whiteside	Director City Delivery
	E Keogh	Head of Governance
	R Hodgson	Manager Governance
<b>Guests:</b>	Nil	
<b>Quorum:</b>	5 Councillors	
<b>Chairperson:</b>	Cr Carli	Mayor
<b>Minute Taker:</b>	R Hodgson	Manager Governance

---

### 1. Welcome

The Chairperson opened the meeting at 8.05pm and welcomed the Committee members and attendees.

### 2. Acknowledgement of Country

The Chairperson gave an Acknowledgement of Country.

### 3. Apologies

Nil

### 4. Declaration of Interest and/or Conflict of Interest

Councillors Abboushi and Ramsey declared a potential Conflict of Interest in Agenda Item 7.1 in relation to Western BACE in consideration they are both current board members of Western BACE.

### 5. Confirmation of Minutes of Previous Meeting

Nil.



# MINUTES



## 6. Business Arising from Previous Minutes

Nil.

## 7. General Business

### 7.1. Councillor Representatives on Advisory Committees for 2025/26

ADVISORY COMMITTEES		
Committee or Body	2024/25 Representatives	2025/26 Representatives
<b>Arts &amp; Culture Advisory Committee</b> (Minimum 2 Councillors)	Cr Carli (Chair) Cr Morris Cr Turner	Cr Carli (Chair) Cr Morris Cr Turner
<b>CEO Employment and Remuneration Committee</b> (4 Councillors)	Cr Abboushi (Chair) Cr Carli Cr Majdlik Cr Verdon	Cr Carli (Chair) Cr Abboushi Cr Majdlik Cr Shannon
<b>Community Achievement Awards Assessment Panel</b>  <b>Recommend change of name to: "City of Melton Volunteer Achievement Assessment Panel" to reflect change of Policy name.</b> (All Councillors)	All Councillors	All Councillors
<b>Councillor Representation Nominations Advisory Committee (CRNAC)</b> (All Councillors)	All Councillors	All Councillors
<b>Disability Advisory Committee</b> (Minimum 2 Councillors)	Cr Carli (Chair) Cr Majdlik Cr Ramsey  Reserve: Cr Shannon	Cr Carli (Chair) Cr Majdlik Cr Ramsey  Reserve: Cr Shannon
<b>Heritage Advisory Committee</b> (Minimum 2 Councillors)	Cr Turner (Chair) Cr Ramsey  Reserve: Cr Morris	Cr Turner (Chair) Cr Ramsey  Reserve: Cr Morris
<b>Intercultural Advisory Committee</b> (Minimum 4 Councillors)	Cr Morris (Chair) Cr Turner Cr Vandenberg Cr Dr Zada  Reserve: Cr Shannon	Cr Dr Zada (Chair) Cr Shannon Cr Turner Cr Vandenberg  Reserve: Cr Abboushi
<b>Melton Weir Development Committee</b> (Minimum 2 Councillors)	Cr Shannon (Chair) Cr Morris Cr Ramsey Cr Turner Cr Vandenberg	Cr Shannon (Chair) Cr Morris Cr Ramsey Cr Turner Cr Vandenberg



# MINUTES



ADVISORY COMMITTEES		
Committee or Body	2024/25 Representatives	2025/26 Representatives
<b>Policy Review Panel</b> (Minimum 2 Councillors)	Cr Carli (Chair) Cr Majdlik Cr Ramsey Cr Shannon Reserve: Cr Verdon	Cr Carli (Chair) Cr Majdlik Cr Ramsey Cr Shannon Reserve: Cr Morris
<b>Preventing Family Violence Advisory Committee</b> (Minimum 4 Councillors)	Cr Carli (Chair) Cr Ramsey Cr Shannon Cr Dr Zada	Cr Dr Zada (Chair) Cr Ramsey Cr Shannon Cr Turner
<b>Safe City Advisory Committee</b> (Minimum 2 Councillors)	Cr Carli (Chair) Cr Morris Cr Ramsey Cr Shannon Cr Verdon Cr Dr Zada	Cr Carli (Chair) Cr Morris Cr Ramsey Cr Shannon Cr Dr Zada
<b>Youth Advisory Committee</b> (Minimum 2 Councillors)	Cr Abboushi (Chair) Cr Morris Cr Turner Cr Verdon Reserve: Cr Vandenberg	Cr Abboushi (Chair) Cr Zada Cr Turner Cr Vandenberg Cr Verdon Reserve: Cr Ramsey

OTHER COMMITTEES AND EXTERNAL REPRESENTATION		
Committee or Body	2024/25 Representatives	2025/26 Representatives
<b>Calder Highway Improvement Committee</b>	(New committee for consideration for 2025/26)	Delegate: Cr Zada Substitute Delegate: Cr Verdon
<b>Interface Councils</b>	Mayor - Cr Abboushi	Mayor - Cr Carli
<b>Melbourne Regional Landfill Community Reference Group</b>	Cr Turner	Cr Turner
<b>Metropolitan Transport Forum</b>	Cr Verdon	Cr Morris
<b>Municipal Association of Victoria</b>	Cr Majdlik Reserve: Cr Verdon	Delegate: Cr Dr Zada Substitute Delegate: Cr Majdlik
<b>National Growth Areas Alliance (NGAA)</b>	Cr Abboushi	Cr Abboushi
<b>Road Safe Westgate</b>	Cr Ramsey	Cr Ramsey
<b>Victorian Local Governance Association</b>	Cr Dr Zada	Cr Morris
<b>Western Highway Action Committee</b>	Cr Dr Zada	Cr Dr Zada



# MINUTES



OTHER COMMITTEES AND EXTERNAL REPRESENTATION		
Committee or Body	2024/25 Representatives	2025/26 Representatives
<b>Western Melbourne Tourism Board</b>	Cr Shannon	Cr Shannon
<b>Western Region Mayors Forum</b>	Mayor - Cr Abboushi	Mayor - Cr Carli

JOINT DELEGATED COMMITTEE		
Committee or Body	2024/25 Representatives	2025/26 Representatives
<b>LeadWest Joint Delegated Committee</b>	Cr Dr Zada	Cr Dr Zada
	Reserve: Cr Ramsey	Reserve: Cr Ramsey

**8. Next Meeting**

Date, time, and venue to be advised.

**9. Close of Business**

The meeting closed at 8.51pm.



## 12.6 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 - 2** to this report, and adopt the recommendations arising within the Minutes:

1. Policy Review Panel – 30 October 2025
2. Policy Review Panel – 6 November 2025

### Motion

Crs Morris/Shannon.

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 2** to this report, and adopt the recommendations arising within the Minutes:

1. Policy Review Panel – 30 October 2025
2. Policy Review Panel – 6 November 2025.

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

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

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## REPORT

### 1. Executive Summary

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

The minutes of the Advisory Committees attached to this report form 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 2020 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

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

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The Councillor representation on Advisory Committees for the 2024/25 municipal year was approved by Council at its Scheduled Meetings on 25 November and 16 December 2024.

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.	Policy Review Panel	30 October 2025
2.	Policy Review Panel	6 November 2025

## 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. Policy Review Panel Meeting Minutes - 30 October 2025
2. Policy Review Panel Meeting Minutes - 6 November 2025





## **MELTON CITY COUNCIL**

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

**30 October 2025**

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MINUTES OF THE POLICY REVIEW PANEL30 OCTOBER 2025

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MINUTES OF THE POLICY REVIEW PANEL30 OCTOBER 2025

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**MELTON CITY COUNCIL**

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL  
HELD VIA MICROSOFT TEAMS  
ON 30 OCTOBER 2025 AT 12:30 PM

Present: Cr Carli (Chair)  
Cr Majdlik  
Cr Shannon  
Cr Ramsey

In Attendance:	R Wai	Chief Executive Officer
	B Howard	Interim Director Organisational Performance
	R Hodgson	Manager Governance
	A Biscan	Manager Recreation & Facility Activation
	S Prestney	Manager Libraries and Learning
	N Irwin	Manager Procurement

**1. WELCOME**

The Chair, Cr Carli, opened the meeting at 12.37pm 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 meeting held on 4 September 2025 and adopted by Council at the Scheduled Meeting held on 22 September 2025.

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

Nil.



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Manager Recreation & Facility Activation, A Biscan, joined the meeting at 12.38pm

## 6. PRESENTATION OF STAFF REPORTS

### 6.1 GROUP FITNESS PERSONAL TRAINING - USE OF PUBLIC OPEN SPACE

**Responsible Officer:** Troy Scoble - Director City Life

**Document Author:** Aaron Biscan - Manager Recreation and Facility Activation

#### **Motion**

Crs Shannon/Majdlik.

That the Policy Review Panel recommend Council approve the revised Group Fitness and Personal Training – Use of Public Open Space Policy provided as **Appendix 3** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

## 1. Background

### 1.1 The Policy

The Group Fitness and Personal Training – Use of Public Open Space Policy (the Policy) provides guidelines to support the management of group fitness and personal training in Council owned/managed open spaces that encourages increased participation in physical activity, whilst maintaining equitable access to the broader community.

The current Policy was due for review on 12 May 2025.

The updated Group Fitness and Personal Training – Use of Public Open Spaces Policy (2025) is attached as **Appendix 3** to this report. It outlines the minor changes required to the policy.

The key changes include updates to ensure the policy aligns with the Allocation of Sport and Recreation Facilities Policy, which guides Council's decision making in relation to the fair access to, and use of, sport and recreation facilities in the City of Melton. The Allocation of Sport and Recreation Facilities Policy was adopted by Council on 16 September 2024.

### 1.2 Sources/benchmarking

As the minor amendments provide an update to the current policy, industry trends and network updates were still examined as part of informing the development of the policy.

### 1.3 Consultation

Recreation officers responsible for the allocation of permits have been consulted about amendments required to the policy. The key changes as a result of this feedback include updates to ensure the policy reflects current practice for allocating access to sport and recreation facilities consistent with Council policy for allocating facilities.



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MINUTES OF THE POLICY REVIEW PANEL30 OCTOBER 2025

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**1.4 Communication and Implementation**

Subject to endorsement by the Policy Review Panel and Council, the revised Group Fitness and Personal Training – Use of Public Open Space Policy will be uploaded on the Council website and intranet.

**1.5 Compliance**

All operators are required to submit an Application for a Group Fitness and Personal Training Permit prior to being issued with a permit. A planning permit is not required for the issuing of permits in accordance with this policy.

**1.6 Measures of Success**

The policy will be reviewed in three years and further amendments made as required. The number of permits issued during this three-year period will provide an indication of the success of the policy.

There have been five (5) Group Fitness and Personal Training permits issued in the past three years.

**LIST OF APPENDICES**

1. Group Fitness and Personal Training - Use of Public Open Space Policy - current
2. Group Fitness and Personal Training - Use of Public Open Space Policy - tracked changes
3. Group Fitness and Personal Training - Use of Public Open Space Policy - with PRP changes



## MINUTES OF THE POLICY REVIEW PANEL

30 OCTOBER 2025

Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 1 Group Fitness and Personal Training - Use of Public Open Space Policy - current

	<b>Group Fitness and Personal Training – Use of Public Open Space Policy</b>
<b>Version No.</b>	V2.0 4 May 2022
<b>Endorsement</b>	Executive 26 April 2022 Policy Review Panel 12 May 2022
<b>Authorisation</b>	Council 30 May 2022
<b>Review date</b>	12 May 2025
<b>Responsible officer</b>	Manager Recreation and Youth
<b>Policy owner</b>	Recreation Development Coordinator

**1. Purpose**

To provide guidelines to support the management of group fitness and personal training in Council owned/managed open spaces that encourages increased participation in physical activity, whilst maintaining equitable access to the broader community.

**2. Scope**

This policy applies to all individuals and business' requesting to use Council owned/managed public open spaces to conduct group fitness and personal training activities.

**3. Definitions**

Word/Term	Definition
Trainer	A person or business who conducts group/individual training activities primarily for a commercial benefit such as personal training, small group training, boot camps, sporting academies, coaching, yoga etc.
Council	Refers to the Melton City Council.
Public Open Space	Melton City Council owned/managed active or passive open spaces e.g. sporting reserve, local park etc.

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

The City of Melton provides a variety of active and passive open spaces for community use. Such areas offer valuable places for City of Melton residents and visitors to participate in recreation and leisure activities.

Trainers often request the use of public open space to conduct activities such as group fitness and personal training, boot camps, private fitness coaching and sporting academies.

Whilst the City of Melton is committed to providing physical activity and recreation opportunities to the local community and sees great benefit in these types of activities, it is also important to maintain public open space areas to be free and accessible for the whole community to utilise.

Group Fitness and Personal Training-Use of Public Space Policy

V2.0 4 May 2022



## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 1 Group Fitness and Personal Training - Use of Public Open Space Policy - current

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**4.2 Objectives**

Through implementation of this policy, Council aims to:

- Promote active and healthy communities
- Ensure equity of access to public open space
- Ensure Trainers are appropriately accredited and insured
- Ensure group fitness and personal training activities conducted in Council open space are orderly in nature
- Limit the impact that group fitness and personal training has on open space asset condition and maintenance.

**4.3 Group Fitness and Personal Training Use of Public Open Spaces**

- Trainers may use designated open spaces as agreed to by Council. Sportsgrounds may be available for use by trainers however community use will take priority e.g. club training/matches.
- Trainers will be required to undertake pre-training inspection on the open space prior to use to ensure safety and suitability of the facility.
- Characteristics of preferred open space locations include no disturbance caused to others e.g. residents, it is well lit and ground conditions are suitable for use.
- Group Fitness and Personal Training Permits will be issued for a maximum period of 6-months.
- Council reserves the right to decline requests to issue a permit to a trainer. Requests for hire will be declined where a facility is unavailable or unsuitable for the intended use or where the trainer has a history of substantiated complaints regarding its behaviour from local residents, other user groups or Council officers.
- Council reserves the right to suspend or terminate a permit if it has good cause including, but not limited to:
  - The trainer has breached the terms and conditions of the agreement.
  - The trainer has failed to pay their fees.
  - The trainer has refused or ignored reasonable requests to share the space.
- Council may transfer a trainer to another venue to allow a community event or maintenance works to occur.

**4.4 Trainer Requirements**

- All Trainers must submit an Application for a Group/Personal Training Permit and be legally incorporated.
- Trainers must at all times of the permit hold the following:
  - Public Liability Insurance covering a minimum of \$20 million.
  - Professional Indemnity insurance covering a minimum of \$5 million.
  - Accreditation with a recognised peak body whose membership conditions requires trainers to be fully qualified (e.g. Fitness Australia).
  - First Aid and CPR Accreditation.

Group Fitness and Personal Training-Use of Public Space Policy

V2.0 4 May 2022



## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 1 Group Fitness and Personal Training - Use of Public Open Space Policy - current

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- Risk management plan in dealing with emergency response.
- In the event that industry standards minimum requirements change e.g. insurance, first aid and qualifications, operators will be required to ensure they adhere.
- Trainers must provide Council with documentation of the requirements listed above and those contained in the Guidelines for Group Fitness and Personal Training in Public Open Space.

**4.5 Cost**

- Fees for Group/Personal Training Permits will be determined as part of Council's annual budget process and specified in Council's Annual Fees and Charges Schedule.

**4.6 Enforcement**

- Trainers found to operate unauthorised on Council owned/managed open spaces may be fined under the relevant local law.

**4.7 Criteria for Assessing Applications**

Applications for a Group/Personal Training Permit will be assessed on the following grounds:

- Previous performance of the trainer against this policy and associated guidelines for use
- Trainers which primarily serve the needs of the City of Melton community over other use
- The provision of opportunities for specific target groups such as women, young people, older adults, people with disabilities and people from diverse backgrounds.
- The type of activities to be undertaken, the number of participants and the potential impact on other users and neighbouring residents during the time requested.
- Other activities (passive and active) being undertaken in the area.

**5. Roles and responsibilities**

<b>5.1 Recreation Officer</b>	Responsible for the allocation of Group/Personal Training Permits.
<b>5.2 Local Laws Officer</b>	Responsible for enforcement of Group/Personal Training Permits.
<b>5.3 Recreation Development Coordinator</b>	Responsible for implementation and ongoing review of the Group Fitness and Personal Training – Use of Public Open Space Policy.
<b>5.4 Managers, Coordinators, Team Leaders and Supervisors</b>	Ensure all employees are made aware of the policy.



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Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 1 Group Fitness and Personal Training - Use of Public Open Space Policy - current

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

Name	Location
Application for Group/Personal Training Permit	<a href="#">Recreation Unit</a>
Guidelines for Group Fitness and Personal Training in Public Open Space	<a href="#">Recreation Unit</a>



## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 2 Group Fitness and Personal Training - Use of Public Open Space Policy - tracked changes

## Group Fitness and Personal Training – Use of Public Open Space Policy

<b>Date adopted</b>	V2.0 4 May 2022TBC
<b>Adopted by</b>	Executive 26 April 2022TBC Policy Review Panel 12 May 2022TBC
<b>Review due</b>	12 May 2025 3 years from adoption
<b>Responsible officer</b>	Manager Recreation and Facility Activation
<b>Records reference</b>	Sport and Recreation Development Coordinator

### 1. Purpose

The purpose of the Group Fitness and Personal Training – Use of Public Open Space Policy is to provide guidelines to support the management of group fitness and personal training activities in Council owned/managed public open spaces, that encourages increased participation in physical activity, whilst maintaining equitable access to the broader community.

### 2. Application And Scope

The Group Fitness and Personal Training – Use of Public Open Space Policy describes the framework that will be used to manage requests from all individuals and business' requesting trainers to use Council owned/managed public open spaces to conduct group fitness and personal training activities. The policy will be implemented to ensure consistency with the Allocation of Sport and Recreation Facilities Policy.

### 3. Policy General Provisions

#### 3.1. Background

The City of Melton provides a variety of active and passive open spaces for community use. Such areas offer valuable places for City of Melton residents and visitors to participate in recreation and leisure activities.

Trainers often request the use of public open space to conduct activities such as group fitness and personal training, boot camps, private fitness coaching and sporting academies.

Whilst the City of Melton is committed to providing physical activity and recreation opportunities to the local community and sees great benefit in these types of activities, it is also important to maintain public open space areas to be free and accessible for the whole community to utilise.

#### 3.2.3.1. Policy Objectives

Through implementation The objectives of this policy are, Council aims to:



## MINUTES OF THE POLICY REVIEW PANEL

30 OCTOBER 2025

Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 2 Group Fitness and Personal Training - Use of Public Open Space Policy - tracked changes

- To promote active and healthy communities
- To ensure equity of access to public open space
- To ensure trainers are appropriately accredited and insured
- To ensure group fitness and personal training activities conducted in Council managed public open space are orderly in nature
- To limit the impact that group fitness and personal training has on open space asset condition and maintenance.

### 3.3.3.2. Group Fitness and Personal Training Use of Public Open Spaces

- Trainers may use designated public open spaces as agreed to by Council. ~~Sports grounds may be available for use by trainers however community use will take priority e.g. club training/matches.~~
- Trainers will be required to undertake pre-training inspection on the public open space prior to use to ensure safety and suitability of the facility.
- ~~Characteristics of preferred open space locations include no disturbance caused to others e.g. residents, it is well lit and ground conditions are suitable for use.~~
- ~~Hire agreements for group fitness and personal training activities~~ Permits will be issued for a maximum period of 6-months.
- Council reserves the right to decline requests ~~to issue a permit to a from~~ trainers ~~to use public open space~~. Requests for hire will be declined where a facility is unavailable or unsuitable for the intended use or where the trainer has a history of substantiated complaints regarding its behaviour from local residents, other user groups or Council officers.
- Council reserves the right to suspend or terminate a ~~hire agreement~~ permit if it has good cause including, but not limited to:
  - The trainer has breached the terms and conditions of the agreement.
  - The trainer has failed to pay their fees.
  - The trainer has refused or ignored reasonable requests to share the space.
- Council may transfer a trainer to another venue to allow a community event or maintenance works to occur.

### 3.4.3.3. Trainer Requirements

- ~~All Trainers must submit an Application for a Group/Personal Training Permit and be legally incorporated, formal application to the Recreation and Facility Activation business unit to use public open space for personal training or group fitness activities. Applicants must provide Council with all information requested to consider the application.~~
- Trainers must at all times of the ~~permit hire agreement~~ hold the following:
  - Public Liability Insurance covering a minimum of \$20 million.
  - Professional Indemnity insurance covering a minimum of \$5 million.
  - Accreditation with a recognised peak body whose membership conditions requires trainers to be fully qualified (e.g. Fitness Australia).
  - First Aid and CPR Accreditation.
  - Risk management plan ~~in dealing with~~ outlining emergency response procedures.
- ~~In the event that industry standards minimum requirements change e.g. insurance, first aid and qualifications, operators will be required to ensure they adhere.~~
- ~~Trainers must provide Council with documentation of the requirements listed above and those contained in the Guidelines for Group Fitness and Personal Training in Public Open Space.~~



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Appendix 2 Group Fitness and Personal Training - Use of Public Open Space Policy - tracked changes

**3.5.3.4. Cost**

- Hire Fees for Group Fitness and Personal Training activities Permits will be determined as part of Council's annual budget process and specified in Council's Annual Fees and Charges Schedule.

**3.6. Enforcement**

- Trainers found to operate unauthorised on Council-owned/managed open spaces may be fined under the relevant local law.

**3.7.3.5. Criteria for Assessing Applications**

- The Allocation of Sport and Recreation Facilities Policy guides Council decision making in relation to access to sportsgrounds for use by trainers.
- Council will consider all issues associated with applications from trainers to access public open space including: Applications for a Group/Personal Training Permit will be assessed on the following grounds: the availability, suitability, capacity and condition of the open space for the intended use; and
- Previous performance of the trainer against this policy and associated guidelines for use Where more than one application is received for a particular space, priority access will be provided to trainers that:
  - can demonstrate that they have a higher proportion of participants that live in the City of Melton than other applicants Trainers which primarily serve the needs of the City of Melton community over other use
  - can best demonstrate alignment with the Fair Access Policy Roadmap; and The provision of opportunities for specific target groups such as women, young people, older adults, people with disabilities and people from diverse backgrounds.
  - can demonstrate they are inclusive by ensuring people living with disability can fully participate in the activities.
- The type of activities to be undertaken, the number of participants and the potential impact on other users and neighbouring residents during the time requested.

Other activities (passive and active) being undertaken in the area.

**4. Definitions**

Term	Definition
Trainer	A person or business who conducts group <u>fitness and personal /individual</u> training activities primarily for a commercial benefit, <u>such as personal training, small group training, boot camps, sporting academies, coaching, yoga etc.</u>
Council	Refers to the Melton City Council.
Public Open Space	Melton City Council <u>owned/managed</u> active or passive open spaces e.g. sporting reserve, <u>sportsground</u> , local park etc.



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Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 2 Group Fitness and Personal Training - Use of Public Open Space Policy - tracked changes



Term	Definition
<a href="#">Group Fitness and Personal Training</a>	<a href="#">A broad range of group/individual training activities including personal training, small group training, boot camps, sporting academies, coaching, yoga etc.</a>
<a href="#">Hire agreement</a>	<a href="#">A short-term or casual agreement entered into between Council and a trainer for the use of public open space.</a>
<a href="#">Fair Access Policy Roadmap</a>	<a href="#">The Fair Access Policy Roadmap aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.</a>

##### 5. [Related references and links to legislation and other documents](#)

Name	Location
Application for Group <a href="#">Fitness</a> or <a href="#">Personal Training Permit</a>	<a href="#">Available via Council's website</a> <a href="#">Recreation Unit</a>
Guidelines for Group Fitness and Personal Training in Public Open Space	<a href="#">Available via Council's website</a> <a href="#">Recreation Unit</a>
<a href="#">Allocation of Sport and Recreation Facilities Policy</a>	<a href="#">Available via Council's website</a>
<a href="#">Fair Access Policy Roadmap</a>	<a href="#">changeourgame.vic.gov.au</a>

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## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 3 Group Fitness and Personal Training - Use of Public Open Space Policy – with PRP changes

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**Group Fitness and Personal Training – Use of Public Open Space Policy**

<b>Date adopted</b>	<Insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	October 2028
<b>Responsible officer</b>	Manager Recreation and Facility Activation
<b>Records reference</b>	9179595

**1. Purpose**

The purpose of the Group Fitness and Personal Training – Use of Public Open Space Policy is to guide the management of group fitness and personal training activities in Council managed public open space.

**2. Application And Scope**

The Group Fitness and Personal Training – Use of Public Open Space Policy describes the framework that will be used to manage requests from trainers to use Council managed public open space to conduct group fitness and personal training activities. The policy will be implemented to ensure consistency with the Allocation of Sport and Recreation Facilities Policy.

**3. General Provisions****3.1. Policy Objectives**

The objectives of this policy are:

- To promote active and healthy communities
- To ensure equity of access to public open space
- To ensure trainers are appropriately accredited and insured
- To ensure group fitness and personal training activities conducted in Council managed public open space are orderly in nature
- To limit the impact that group fitness and personal training has on open space asset condition and maintenance.

**3.2. Group Fitness and Personal Training Use of Public Open Spaces**

- Trainers may use designated public open space as agreed to by Council.
- Trainers will be required to undertake pre-training inspection on the public open space prior to use to ensure safety and suitability of the facility.




## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 3 Group Fitness and Personal Training - Use of Public Open Space Policy – with PRP changes

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- Hire agreements for group fitness and personal training activities will be issued for a maximum period of 6-months.
  - Council reserves the right to decline requests from trainers to use public open space. Requests for hire will be declined where a facility is unavailable or unsuitable for the intended use or where the trainer has a history of substantiated complaints regarding its behaviour from local residents, other user groups or Council officers.
  - Council reserves the right to suspend or terminate a hire agreement if it has good cause including, but not limited to:
    - The trainer has breached the terms and conditions of the agreement.
    - The trainer has failed to pay their fees.
    - The trainer has refused or ignored reasonable requests to share the space.
  - Council may transfer a trainer to another venue to allow a community event or maintenance works to occur.

**3.3. Trainer Requirements**

- Trainers must submit a formal application to the Recreation and Facility Activation business unit to use public open space for personal training or group fitness activities. Applicants must provide Council with all information requested to consider the application.
- Trainers must at all times of the hire agreement hold the following:
  - Public Liability Insurance covering a minimum of \$20 million.
  - Professional Indemnity insurance covering a minimum of \$5 million.
  - Accreditation with a recognised peak body whose membership conditions requires trainers to be fully qualified (e.g. Fitness Australia).
  - First Aid and CPR Accreditation.
  - Risk management plan outlining emergency response procedures.

**3.4. Cost**

- Hire fees for Group Fitness and Personal Training activities will be determined as part of Council's annual budget process and specified in Council's Annual Fees and Charges Schedule.

**3.5. Criteria for Assessing Applications**

- The Allocation of Sport and Recreation Facilities Policy guides Council decision making in relation to access to sportsgrounds for use by trainers.
- Council will consider all issues associated with applications from trainers to access public open space including: the availability, suitability, capacity and condition of the open space for the intended use; and
- Where more than one application is received for a particular space, priority access will be provided to trainers that:
  - can demonstrate that they have a higher proportion of participants that live in the City of Melton than other applicants



## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Group Fitness Personal Training - Use of Public Open Space

Appendix 3 Group Fitness and Personal Training - Use of Public Open Space Policy – with PRP changes

- can best demonstrate alignment with the Fair Access Policy Roadmap; and
- can demonstrate they are inclusive by ensuring people living with disability can **fully** participate in the activities.

**4. Definitions**

Term	Definition
Trainer	A person or business who conducts group fitness and personal training activities primarily for a commercial benefit.
Council	Refers to the Melton City Council.
Public Open Space	Melton City Council managed active or passive open spaces e.g. sporting reserve, sportsground, local park etc.
Group Fitness and Personal Training	A broad range of group/individual training activities including personal training, small group training, boot camps, sporting academies, coaching, yoga etc.
Hire agreement	A short-term or casual agreement entered into between Council and a trainer for the use of public open space.
Fair Access Policy Roadmap	The Fair Access Policy Roadmap aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.

**5. Related documents**

Name	Location
Application for Group Fitness or Personal Training Permit	Available via Council's website
Guidelines for Group Fitness and Personal Training in Public Open Space	Available via Council's website
Allocation of Sport and Recreation Facilities Policy	Available via Council's website
Fair Access Policy Roadmap	<a href="http://changeourgame.vic.gov.au">changeourgame.vic.gov.au</a>

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Manager Recreation & Facility Activation, A Biscan, departed the meeting at 12.58pm

Manager Healthy Connected Communities, S Prestney, joined the meeting at 12.58pm.

## 6.2 COMMUNITY EVENTS POLICY

Cr Carli departed the meeting at 1.14pm and Cr Majdlik assumed the Chair.

Cr Carli rejoined the meeting at 1.16pm and assumed the Chair.

**Responsible Officer:** Troy Scoble - Director City Life

**Document Author:** Susie Prestney - Manager Libraries & Arts

### Motion

Crs Ramsey/Majdlik.

That the Policy Review Panel recommend Council approve the revised Events Policy, renamed as Community Events Policy provided as **Appendix 3** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

## 1. Background

### 1.1 The Policy

The current Events Policy (the policy) outlines the role of Council in supporting both internal and external (community-facing) events.

The current Policy was due for review on 1 October 2024. The updated Community Events Policy (2025) is attached as **Appendix 3** to this report.

Key changes to the Community Events Policy (2025) include a focus only on Council's role in supporting externally managed events staged within the City of Melton for the enjoyment of the community; reference to internal events management is no longer included in the policy. All matters relating to event permitting procedures have also been removed from the policy and are available on Council's Events Webpage and will form part of Council's new Community Events Framework.

### 1.2 Sources/benchmarking

To inform the review of the Events Policy, benchmarking of policies from the following councils was undertaken:

- Moonee Valley
- Yarra
- Boroondarra
- Melbourne
- Casey

These policies provide robust direction to support the role of local government in supporting the running of safe community events that adhere to relevant legislation and regulations.



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MINUTES OF THE POLICY REVIEW PANEL30 OCTOBER 2025

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**1.3 Consultation**

The responsible for the allocation of permits to event organisers have been consulted. The Executive Leadership Team have also been briefed, and feedback has also been incorporated into the revised Community Events Policy.

**1.4 Communication and Implementation**

Subject to endorsement by the Policy Review Panel and Council, the revised Community Events Policy will be uploaded on the Council website and intranet.

**1.5 Compliance**

The Policy is compliant with the Local Government Act 2020 and the Corporate Policy Management Framework.

All community event organisers are required to apply for a Community Event Permit via the Council website. Other permits and permissions may also be required as outlined in the Policy.

**1.6 Measures of Success**

The Community Events Policy will be reviewed in three years and further amendments made as required. The number of Community Event Permits issued during this three-year period will provide an indication of the success of the policy.

**LIST OF APPENDICES**

1. Events Policy - current
2. Events Policy - tracked changes
3. Community Events Policy - with PRP Changes



## MINUTES OF THE POLICY REVIEW PANEL

30 OCTOBER 2025

Item 6.2 Community Events Policy

Appendix 1 Events Policy - current

	<h2>Events Policy</h2>
<b>Version No.</b>	V3.0 August 2021
<b>Endorsement</b>	Executive, 7 October 2021 Policy Review Panel, 3 November 2021
<b>Authorisation</b>	Council, 13 December 2021
<b>Review date</b>	1 October 2024
<b>Responsible officer</b>	Manager Engagement and Advocacy
<b>Policy owner</b>	Events Coordinator

### 1. Purpose

To provide a framework for Council to advise and support events managed and delivered internally by Council Officers and by external parties, including community groups, commercial entities and individuals. This policy aims to provide clarity; outlining roles and responsibilities to support event organisers in the delivery of events in accordance with the legislative and regulatory regime applicable at the time

#### Scope

The policy applies to organisers of all outdoor events and activities which are of a size and nature that may impact on residents and businesses and are to be conducted on public open spaces and roadways under the care and control of Melton City Council.

This policy applies to all Councillors, staff and contractors conducting public place events on behalf of Council.

This policy applies to all events whether they are organised by not-for-profit or other community organisations, commercial entities, and Council.

This policy applies for events on Council owned or operated land that involves:

- A reservation of a specific location
- 50 or more attendees (including artists, staff, contractors and volunteers)
- Amplified sound
- Catering by an external supplier
- A plan to erect any temporary infrastructure (e.g. marquees) or large structures such as portable movie screens, staging, PA systems or toilets
- Includes the sales of products or market stalls
- Charges a fee
- Plans to close a road or use a carpark or footpath
- Needs vehicle access to open space

Council have developed a framework of supporting guidelines, plans and procedures to support this policy. These provide key details for applicants. This policy is supported by the following guidelines and procedures:

- Internally Managed Event Procedure (for Council owned and run events)
- Externally Managed Event Procedure (for community events organised by non-for-profit entities)
- Commercial Event Procedure (for events run by for-profit entities).
- Fireworks Policy



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- Community Event Management Guide
- Internal Events Matrix (for events associated Federal and/or State Government funded projects).

The policy does not apply to regular community facility hire bookings that are covered by the venue hire arrangements, or private activities such as wedding and funerals or other gatherings that are by invitation only occurring on private property as these are not deemed to fall within the definition of public community events.

Council will not become involved in events held on Crown land, Education Department land and private land, unless there is an impact on the community or where Council is the event organiser. Impact on community examples include, but are not limited to pyrotechnics and fireworks, traffic and car park congestion, road events, temporary structures, amplified noise, large gatherings of people, lengthy event set up and pack down, and airborne activities.

The policy excludes civic events delivered by the City of Melton such as Australian Citizenship Ceremonies.

**2. Definitions**

Word/Term	Definition
Event	<p>An organised one-off or infrequent occurrence to be held within the City of Melton on public land (outdoors) or public buildings (indoors), where people assemble at a given time and location for the purpose of entertainment, recreation, community, ceremonial or promotional purposes, either for free or for the payment of a fee and include but not limited to:</p> <ul style="list-style-type: none"> <li>• Festivals</li> <li>• Cultural events</li> <li>• Concerts and shows or other gatherings showcasing performing arts</li> <li>• Fundraising events</li> <li>• Military Commemoration</li> <li>• One off sporting events (separate to seasonal rostered games)</li> <li>• Film screenings</li> <li>• Festivals and fairs</li> <li>• Exhibitions</li> <li>• Civic, civil and religious ceremonies</li> <li>• Faith based events</li> <li>• Historical or significant commemorative celebrations</li> <li>• Corporate activations or promotions</li> <li>• Publicised social gatherings with or without infrastructure</li> </ul> <p>For the purpose of this Policy, an event is any planned public or social occasion that takes place wholly or partly on public land (including roads, footpaths, parks, Council venues, community facilities and sports grounds).</p>



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Word/Term	Definition
Event Organiser	The entity or person who is responsible for organising the event and is authorised to make decisions about the event
Equipment Loan	Event equipment currently listed in the Event department's inventory list – whereby made available to internal or external parties for the purpose of their event. All event equipment loaned out is required to be returned within 24 hours of the event.
Event Approval Application	The application for all events run externally, by third party event organisers. Successful completion of the application is required for the proposed event to be granted an Event Permit.
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External Event	An event planned by any agency (i.e. community groups, commercial entities or individuals) other than Melton City Council
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Word/Term	Definition
Event permit	<ul style="list-style-type: none"> <li>An official document providing authorisation/approval to hold an event.</li> </ul>
Reoccurring Event	A market or similar event that occurs on a regular basis (e.g. once a month).

**3. Policy**

Melton City Council supports a diverse range of events which contribute to community development, enhance the liveability of the region, provide cultural, social, environmental, and economic opportunities, are accessible and safe for the community. Council will invest in their own events and encourages third parties to do same, ensuring that community events are safe, inclusive, and always cause no harm to the municipality's assets (both natural and built).

Council's will continue to support and/or deliver events where there is alignment with the objectives of the Melton City Council and Wellbeing Plan, and benefits to the City are demonstrable.

Through this policy, Council aims to:

- Establish an operational framework that ensures a consistent, coordinated, and equitable approach in the assessment and approval of public community events.
- Provide the City of Melton and community with a set of guidelines and procedures that ensures best practice event management.

Council may determine from time to time that:

- a quota system for a maximum number of events may be imposed where the number of events in a specified location and/or time of year will adversely impact the following: residents; community infrastructure; overall access; and amenity to the environment; and
- an event is not suitable for conduct or does not comply or align with its statutory, corporate, operational and/or community service or regulatory obligations and requirements.

All events are subject to Council approval

**4.1 Role of Events**

- Events can generate significant social, cultural, faith based and economic benefits to the community. Well managed local events offer a range of benefits including:
  - Improve social cohesion, community spirit and pride.
  - Build community involvement, interest and participation
  - Increased health and well being
  - Providing advocacy and education opportunities in an informal setting
  - Support local economic development
  - Contributing to a positive image of the municipality
  - Foster and strengthen civic pride and encouraging community connections.
  - Encourage and support a diverse community by promoting access and inclusion for all



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**4.2 The Role of Council**

Melton City Council recognises that there a "whole of organisation" role in supporting the successful and safe management and delivery of events.

Council's four primary roles in the management of events in its public spaces includes:

- Event Support
- Delivery of Council Run Events
- Event Compliance • Event Approval

**4.2.1 Event Support**

Council's Event Unit will provide advice and information to organisers of Melton City Council events at the planning stage to assist with delivering best practice planning and management. **Promotion –**

Council will continue to promote Council and community events through its various mediums.

**Grants and Event Equipment Loans**

Council will promote and encourage community event organisers to apply for appropriate event related Grants and Sponsorship opportunities. Council will provide event specific equipment loans to Council and community event organisers who meet the eligibility criteria. Provision of equipment is subject to availability.

**4.2.2 Delivery of Council Run Events**

Council will conceive, fund, plan and deliver an annual program of events for the City of Melton.

Council is committed to providing a diverse and balanced program of events that meets the community's needs and covers all genres, such as culture, sport, technology, entertainment, and business. These events will be geographically spread across the city, where infrastructure and resources support this. Events will also be strategically timed throughout the year to maximise their effectiveness.

All events, new and existing, will be assessed against the strategic objectives to make sure they deliver Council's priorities, have broad appeal, and deliver value for money.

Occasionally, an event opportunity may arise which is exceptional and predominantly meets Council's strategic objectives. A flexible approach to the annual program of events will enable Council to act quickly and take advantage of such opportunities, whilst retaining a balance with ongoing commitments.

**Event Compliance**

It is Council's responsibility to act as a statutory authority on a number of areas that are associated with the operation of events, such as statutory planning, building regulation, occupational health and safety, food safety, public safety etc.

As part of Council' event approval processes, all community event organisers (both Council officers as part of the Internal Event Approval process and



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external entities as part of the Community Event Permit Application process) are required to supply Council's Event Unit with the following:

- Event Details including date, time, duration and expected audience numbers
- Proposed entertainment, activities, vendors, and stalls
- Site Map
- Traffic Management Plan if applicable
- Event Management Plan
- Risk Management and Safety Plan.
- Any State or Federal mandated health/safety plans (e.g. COVIDSafe Plans)

Several permits, licenses and approvals may be required to deliver a safe and legally compliant event. These requirements must be factored into the event planning process with time allocated accordingly in the planning and development phase.

- **Places of public entertainment (POPE)**

If you are organising a public entertainment event, you may need to obtain an occupancy permit for a place of public entertainment.

- **Temporary siting approvals**

If you are planning to erect a temporary structure for a function within the City of Melton, you need to be aware of your responsibilities under the Building Act 1993, building regulations and relevant City of Melton policies.

- **Town Planning Permit**

A planning permit may be required for any events that:

- Are commercially focused.
- Are ongoing (annual or more than once a year)
- Cost more than \$1m to stage.
- Are of more than one day duration (including set up and pack up)

- **Public Transport Victoria**

If you are organising an event which is likely to have an impact on public transport services, then you are required under Victorian legislation to notify Public Transport Victoria (PTV).

- **Victoria Police**

A highway event permit must be obtained by anyone wishing to conduct a foot or bike race (including triathlons and marathons) on a Victorian road.

- **Temporary and mobile food premises**

If you are providing any food or beverages (sale or service) to the general public, you must liaise directly with Environmental Health Services prior to the event, to ensure all temporary food stall vendors become registered and meet all requirements of the *Food Act 1984*. To make it easy to use the state-wide registration or notification scheme, a website for temporary and mobile food premises, [Streptrader](#), has been



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set up by the Department of Health in partnership with local government.

- **Gas Safety**  
Community event organisers and caterers must comply with the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria. This ensures the safe use of gas cylinders and gas appliances. Energy Safe Victoria Gas Safety Checklist is available from [www.esv.vic.gov.au](http://www.esv.vic.gov.au)
- **Traffic Management Plan**  
A Traffic Management Plan (TMP) is required if the event is predicted to cause any changes to the normal traffic conditions. Traffic impacts within the road reserve (i.e. road closure and on-road events) will require a traffic management plan prepared by a suitably qualified traffic management consultant and is subject to approval from the responsible road authority (Council Traffic Engineers and Department of Transport/VicRoads).
- **WorkSafe**  
For inspection and approvals of fireworks. Please refer to Melton City Council's Fireworks Policy.
- **VicRoads**  
To hold an event on a road in Victoria, you will need to get permission from VicRoads.
- **Event Promotional Signage Permission**  
Designated locations within the municipalities are approved for the use of event promotional signage. Signage requests must be submitted to Council's Compliance Unit at least two months prior to the proposed event. Unauthorised signage, which may include oversized signs, unapproved signage or signage in unauthorised locations will be removed. Signage that is offensive or discriminatory in nature is strictly prohibited.
- **Australian Performing Rights Association (APRA) License**  
Copyright laws may apply if songs are performed (live music) or played (recorded music) at an event. An Australian Performing Rights Association (APRA) license ensures that the performers' rights fees are paid. All event organisers who plan to use live and / or background music must contact APRA to obtain a license.
- **Victorian Commission for Gambling and Liquor Regulation (VCGLR)**  
If you are serving alcohol, VCGLR processes and determines temporary limited and major event licences for Melbourne and Victorian events.
- **Outdoor music noise and event permits**  
Community event organisers who want to hold a public outdoor event such as a local community festival where music is part of the event may require a permit from the Environment Protection Authority Victoria (EPA). All event organisers are required to be familiar with the laws around music noise and how to measure music noise. Refer to the EPA's website for details.



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- **Raffles and Competitions**

Community events that offer raffles and competitions with prizes must comply with the Gambling Regulation Act 2003.

**3.4.1. Event Approval**

Council's regulation and assessment of events proposed on community land requiring will be subject to the following principles:

- **Community Safety and Risk Planning**

Event organisers have an obligation to ensure that all risks associated with an event are identified and managed. Council will request details of risk management plans and OHS protocols for the event to ensure that these obligations are being met.

The following are key requirements of an event risk management plan: Hazard identification (including the identification of possible hazards in the lead up to, during and at the conclusion of the event):

- Risk Assessment (identifying all possible risks associated with each of the hazards identified and their impact on specific groups of people including officials, employees, volunteers, contractors, vendors, exhibitors, performers, members of the public and residents.
- Risk Control (identifying the detailed plan that has been developed to manage identified hazards)
- Measures and protocols for COVIDSafe planning as outlined by the Department of Health and Human Services

- **Impacts on community assets are managed.**

Council aims to limit the potential for any damage to Council buildings, open spaces, facilities, and infrastructure during public events. Events must not adversely impact on the environment, public infrastructure, or other community assets. Events in locations susceptible to bad weather must provide detailed contingency plans and meet the cost of any repair and reinstatement of community assets.

- **Impacts on residents and local businesses are managed.**

Council will set limits on the number and nature of events in key precincts in the municipality in order to control impacts on residents and local businesses. New or additional road closures will be avoided, particularly in high use areas or where alternate routes are not available.

- **Melton City's range of events are diverse and inclusive.**

Melton City Council supports event organisers to plan and develop strategies to promote social inclusion and remove barriers to access and participation. Council aims to ensure the range of events held in the City of Melton are diverse, socially inclusive, supports broad community participation (including different cultural backgrounds, race, ethnicity, religion, disability, age, gender or sexual orientation) and that each event provides clear community benefits.



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- **Events employ sustainable practices.**

All events managed under this Policy must reflect Council's strong commitment to environmental sustainability. Council's Environmental Policy contains key principles to be considered by event organisers when making decisions about events.

Council will prescribe minimum requirements for waste management and other measures. Annual and repeat events must demonstrate continuing improvement in sustainable environmental practices and progress toward best practice in event management, waste management and sustainable transport.

In accordance with State legislation, balloons (and the release of) are further prohibited for all events.

- **Locally owned and operated businesses are preferred.**

The City of Melton is home to a vibrant and connected business community. Council encourages event organisers to source supplies from local businesses and engage local professional for event delivery.

- **Not-for-profit community groups are preferred.**

Events run by incorporated not-for-profit community groups will generally be preferred over for-profit organisations.

- **Ratepayers do not subsidise events by for-profit organisations.**

A user-pays approach will be applied to ensure there is no ratepayer subsidy of permit administration for events by for-profit organisations.

#### 4. Limitations and Restrictions and Cancellations

5.1 Melton City Council takes social responsibility seriously. Events which feature tobacco, gaming or alcohol will be considered for Council support in line with relevant Council bylaws and policies. Exercising sole discretion, Council may choose not to provide material support to events which are deemed to compromise Council or community standards in which no further correspondence will be entered. For the purpose of this section, social responsibility extends to, but is not limited to, racism, sexism or other discriminatory practice, animal welfare or environmental hazards.

5.2 Organisers of a public rallies, demonstrations, fun-runs or similar must notify Council and Victoria Police of their intention to use public land or local roads (no permit is required.) Where a demonstration or rally or fun-run seeks to install infrastructure, staging or marquees on public land; or access Council infrastructure (including power and water) then an event permit is required.

5.3 Council may cancel or direct the modification of events at any stage in its development including, but not limited to:

- Extreme weather
- Identified high risks
- Site safety or conditions
- Public Health Advice



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**5. Responsibility/Accountability****6.1 Senior Events Officer**

The Senior Events Officer is the policy owner and is responsible for updating and amending this policy and related policy procedures.

**6.2 Event Organisers**

All event organisers are responsible for ensuring they notify Council and relevant departments of their intention to host an event.

**6.3 All Officers that advise and have a regulatory/compliance role in the delivery of events within the City of Melton.****6.3.1 Events Team (Engagement and Advocacy)**

- Able to provide specialist advice in event development (concept stage), event planning, advice on event delivery and evaluation options
- Responsible for maintaining Council's event calendar.
- Responsible for issuing Event Permits and approving all Council and Community run events

**6.3.2 Communications Team (Engagement and Advocacy)**

- Responsible for ensuring the correct use of Council logos for any Council supported events
- Responsible for developing the Mayor's speech for any formalities at which he/she is to speak.

**6.3.3 Design & Traffic (Engineering Services)**

- Responsible for approving Traffic Management Plans for events in the municipality. They will advise on requirements and permissions for road closures and considerations for event parking.

**6.3.4 Building Services (Compliance)**

- Able to assess if a proposed event site is suitable for an event (based on anticipated crowd, traffic, safety and other measures)> Responsible for issuing Places of Public Entertainment (POPE) permits for Temporary Structure permits. A minimum of eight weeks is required for the assessment and approval of these permits. Permit fees apply.

**6.3.5 Environmental Health (Compliance)**

- Responsible for issuing temporary food premises permits. Application forms for permits must be received at least one month prior to the event. Permit fees apply. Environmental Health can advise if caterers are registered under the Food Act and carry out random inspections of events to ensure compliance with Food Safe Practices.

**6.3.6 Local Laws (Compliance)**

- Responsible for ensuring compliance with Local Laws in conduct and activities in Council buildings, on reserves and roads.

**6.3.7 Planning Enforcement (Compliance)**

- Responsible for determining and enforcing the location of road side event signage.



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**6.3.8 Statutory Planning (Planning)**

- Responsible for issuing town planning permits for commercial and ongoing (annual) events. Event organisers must consider that the permit may take up to one year to be approved if any objections are received (objections must go through VCAT hearing). Permit fees apply.

**6.3.9 Recreation (Recreation and Youth)**

- Responsible for taking bookings and advising which recreation reserves and sporting facilities may be used as event sites.

**6.3.10 Venues (Community Planning)**

Responsible for taking bookings for Council venues available for private functions. Community or commercial use.



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

Name	Location
Council and Wellbeing Plan 2021-2025	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
<i>Building Act</i> 1993	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Melton City Council General Local Law (2015)	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Reconciliation Policy	Policy Intranet
APRA License Information	<a href="http://www.apra.com.au">www.apra.com.au</a>
Liquor Licensing	<a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a>
Raffles (Gambling Licence or Permit)	<a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a>
Alcohol Risk Management Policy	Policy Intranet



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	<b>Community Events Policy</b>
<b>Date adopted</b> <b>Version- No:</b>	<insert date> V3.0 August 2024
<b>Endorsement</b>	Executive, 7 October 2024 Policy Review Panel, 3 November 2024
<b>Adopted by</b> <b>Authorisation</b>	Council <insert date>, 13 December 2024
<b>Review due</b> <b>date</b>	<insert date> 4 October 2024
<b>Responsible officer</b>	<insert responsible position title> Manager- Engagement and Advocacy
<b>Records reference</b> <b>Policy owner</b>	<insert reference> Events Coordinator

**4. Purpose**

~~This policy provides~~ To provide a ~~mechanism~~ framework for Council to ~~advise and~~ support community and commercially events managed events through the Events Permit process.

**Application And AND-DELIVERED INTERNALLY Scope**

~~This policy applies to all outdoor events organised by by Council Officers and by external parties, including community groups, sporting clubs, commercial entities and individuals. This policy aims to provide clarity, outlining roles and responsibilities to support event organisers in the delivery of events in accordance with the legislative and regulatory regime applicable at the time~~

**SCOPE**

~~that~~ The policy applies to ~~to~~ organisers of all outdoor events and activities which are of a size and nature that may impact on residents and businesses and are to be conducted on public open spaces and roadways under the care and control of Melton City Council.

~~In scope are This policy applies to all outdoor~~ Council officers, staff and contractors conducting public place events on behalf of Council.

~~This policy applies to all events whether they are organised by not for profit or other community organisations, commercial entities, and Council.~~

~~This policy applies for events on Council owned or operated land that~~ involve involves:

- ~~Public gatherings of 50A reservation of a specific location~~



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- ~~50~~ or more ~~people~~attendees (including artists, staff, contractors and volunteers)
- ~~A significant impact on traffic and/or parking conditions~~
- ~~Use of electrical power or mechanical power supplies and amplified sound~~
- ~~The sale of food or alcohol~~
  - ~~Erection of Amplified sound~~
  - ~~Catering by an external supplier~~
- ~~A plan to erect any temporary infrastructure (e.g. marquees) or large structures (e.g. marquees such as portable movie screens, staging, lighting, PA systems or toilets, etc.)~~
- ~~Charging fees, selling, includes the sales of products or one-off market stalls for commercial trading~~
- ~~Fireworks~~
- ~~Amusements and rides including slides, jumping castles, merry-go-rounds, etc.~~
- ~~Potential impact on the natural environment, Council infrastructure or nearby residents or businesses~~
  - ~~Charges a fee~~
- Plans to close a road or use a ~~carpark~~ or footpath
- Needs vehicle access to open space

~~Council have developed a framework of supporting guidelines, plans and procedures to support this policy. These provide key details for applicants. This policy is supported by the following guidelines and procedures:~~

- ~~Internally Managed Event Procedure (for Council owned and run events)~~
- ~~Externally Managed Event Procedure (for community events organised by non-for-profit entities)~~
- ~~Commercial Event Procedure (for events run by for-profit entities).~~
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Word/Term	Definition



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Event permit	• An official document providing authorisation/approval to hold an event.
Reoccurring Event	A market or similar event that occurs on a regular basis (e.g. once a month).

- Policy Covered by an existing agreement with Council (e.g. sports ground allocation and hiring of community facilities/venues)
- Required to have a Planning Permit (e.g., outdoor events held on private land, place of assembly or a place of worship)
- Held entirely outside Council managed open land such as
  - o Private properties
  - o School grounds
  - o Road reserves managed by VicRoads (i.e., arterial road)
  - o Any other land or open space not owned or managed by Council



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### General Provisions

3. —

Melton City Council supports a diverse range of events ~~that~~<sup>which</sup> contribute to community development, enhance the ~~livability~~<sup>liveability</sup> of the region, provide cultural, social, environmental, and economic opportunities, ~~and~~ are accessible and safe for the community.

Council will invest in their own events and ~~encourages~~ third parties to do same ~~for the benefit of the Melton Community~~, ensuring that community events are safe, inclusive, and always cause no harm to the municipality's assets (both natural and built).

Council will actively support organisations and individuals through Council's Community Event Framework and the Events Permit process.

### Policy Objectives

The Community Events Policy supports community organisations, individuals and businesses will continue to lead support and manage community or deliver events that:

- Make responsible use of council assets and are compliant where there is alignment with all relevant legislation.
- Build community capacity and strengthen partnerships with Council in response to local needs.
- Enable Council to achieve its strategic the objectives as outlined in of the Melton City Council and Wellbeing Plan.

### Policy Principles

The Community Events Policy is guided by –and benefits to– the following principles regarding the role of events in community life. City are demonstrable:

<u>Capacity Building</u>	<u>Community events support the capacity of local organisations and individuals to achieve long-term benefits for the community.</u>
<u>Community Engagement</u>	<u>Community events build community involvement, interest and participation, and can lead to increased social cohesion, community spirit and pride.</u>
<u>Access and Equity</u>	<u>Community events provide opportunities to celebrate inclusivity and diversity.</u>
<u>Responsiveness</u>	<u>Community events respond to emerging community priorities and assist Council realise its strategic objectives.</u>
<u>Economic Development</u>	<u>Community events bring economic benefits to the community and contribute to a positive image of the municipality.</u>

Council can play the following roles in community events:

<u>Statutory Authority</u>	<u>As manager of public land use and authority on areas association with the operation of events such as statutory planning, building</u>
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	<u>regulation, occupational health and safety, food safety and public safety.</u>
<u>Supporter</u>	<u>Council supports eligible individuals and organisations to deliver events through a competitive Community Grants Program and sponsorship opportunities.</u>
<u>Enabler</u>	<u>Council provides permission and permits for community, commercial and private organisers wishing to hold events on Council land. Council provides guidance, support, and direction to event organisers to ensure events are well managed, safe and inclusive and adhere to Local Laws.</u>
<u>Partner</u>	<u>Council may partner with community or commercial groups to deliver events within the municipality.</u>

Through this policy, Council aims to:

### Establish a ~~Policy~~ Implementation

- The Policy is supported by a community events operational framework that ensures a consistent, coordinated, and equitable approach to the assessment and approval of public-community managed events. All information is available on Council's website.

### Event Permits

Permits for Provide the City of Melton and community managed events must be applied for and undertaken in accordance with the process outlined on Council's website set of guidelines and in line with this Policy.

- Staff-Council will ~~support~~ procedures that ensures best practice event organisers through the process. It is the responsibility of the event organiser to seek and gain all approvals relating to their event management.

### Approvals

All events that require an Event Permit are subject to Council approval.

Council reserves the right to decline any event or activity which is not in line with this policy or cause impact to community.

Council may ~~decline any event or activity~~ determine from time to time that clashes with Councils calendar of major events.

### Assessment

Assessment and permitting of events will include a variety of stakeholders across Council and where relevant will involve consultation with other agencies, including eVictoria Police, Parks Victoria, relevant State Departments and Department of Transport and Planning (formerly VicRoads).

Additional information and requirements may be needed to assess an Event Permit application based on the impact level of the event.

Timeframes for event permit approvals will be outlined on Council's website and will be dependent on the complexity and size of the event.



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Additional requirements and information may apply before a permit is approved and specific conditions may also be placed on the permit.

Additional conditions may be placed on permits to protect parks, gardens, grounds, and turf depending on the event impact and activities.

#### Disallowances-Community Events Not Supported

Council may decline an event permit if it is deemed that event is not suitable for conduct or does not comply or align with its statutory, corporate, operational and/or community service or regulatory obligations and requirements.

- A quota system for a maximum number of events may be imposed where the number of events in a specified location and/or time of year will adversely impact the following: residents; community infrastructure; overall access; and amenity to the environment; and
- an event is not suitable for conduct or does not comply or align with its statutory, corporate, operational and/or community service or regulatory obligations and requirements.

All events are subject to Council may decline, cancel or modify approval

#### 4.1 ROLE OF EVENTS

- Events can generate significant social, cultural, faith-based and economic benefits to the community. Well-managed local events offer a range of benefits including:
- Improve social cohesion, community spirit and pride.
- Build community involvement, interest and participation
- Increased health and well-being
- Providing advocacy and education opportunities in an informal setting
- Support local economic development
- Contributing to a positive image of the municipality
- Foster and strengthen civic pride and encouraging community connections.
- Encourage and support a diverse community by promoting access and inclusion for all



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**4.2 THE ROLE OF COUNCIL**

Melton City Council recognises that there is a "whole of organisation" role in supporting the successful and safe management and delivery of events.

Council's four primary roles in the management of events in its public spaces includes:

- Event Support
- Delivery of Council Run Events
- Event Compliance — Event Approval

**4.2.1 EVENT SUPPORT**

Council's Event Unit will provide advice and information to organisers of Melton City Council events at any the planning stage during the application to assist with delivering best practice planning and management. ~~Promotion~~

Council will continue to promote Council and community events through its various mediums.

**4.2.2 GRANTS AND EVENT EQUIPMENT LOANS**

Council will promote and encourage community event organisers to apply for appropriate event related Grants and Sponsorship opportunities. Council will provide event specific equipment loans to Council and community event organisers who meet the eligibility criteria. Provision of equipment is subject to availability.

**4.2.2 DELIVERY OF COUNCIL RUN EVENTS**

Council will conceive, fund, plan and deliver an annual program of events for the City of Melton.

Council is committed to providing a diverse and balanced program of events that meets the community's needs and covers all genres, such as culture, sport, technology, entertainment, and business. These events will be geographically spread across the city, where infrastructure and resources support this. Events will also be strategically timed throughout the year to maximise their effectiveness.

All events, new and existing, will be assessed against the strategic objectives to make sure they deliver Council's priorities, have broad appeal, and deliver value for money.

Occasionally, an event opportunity may arise which is exceptional and predominantly meets Council's strategic objectives. A flexible approach to the annual program of events will enable Council to act quickly and take advantage of such opportunities, whilst retaining a balance with ongoing commitments.



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**EVENT COMPLIANCE**

~~It is Council's responsibility to act as a statutory authority on a number of areas that are associated with the operation of events, such as statutory planning, building regulation, occupational health and safety, food safety, public safety etc.~~

~~As part of Council event approval processes, all community event organisers (both Council officers as part of the Internal Event Approval process or after the and~~



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external entities as part of the Community Event Permit Application process, are required to supply Council's Event Unit with the following:

- Event Details including date, time, duration and expected audience numbers
- Proposed entertainment, activities, vendors, and stalls
- Site Map
- Traffic Management Plan if applicable
- Event Management Plan
- Risk Management and Safety Plan
- Any State or Federal mandated health/safety plans (e.g. COVIDSafe Plans)

Several permits, licenses and approvals may be required to deliver a safe and legally compliant event. These requirements must be factored into the event planning process with time allocated accordingly in the planning and development phase.

#### • PLACES OF PUBLIC ENTERTAINMENT (POPE)

If you are organising a public entertainment event, you may need to obtain an occupancy permit for a place of public entertainment.

#### • TEMPORARY SITING APPROVALS

If you are planning to erect a temporary structure for a function within the City of Melton, you need to be aware of your responsibilities under the Building Act 1993, building regulations and relevant City of Melton policies.

#### • TOWN PLANNING PERMIT

A planning permit may be required for any events that:

- Are commercially focused
- Are ongoing (annual or more than once a year)
- Cost more than \$1m to stage
- Are of more than one day duration (including set up and pack up)

up)

#### • PUBLIC TRANSPORT VICTORIA

If you are organising an event which is likely to have an impact on public transport services, then you are required under Victorian legislation to notify Public Transport Victoria (PTV).

#### • VICTORIA Police

A highway event permit must be obtained by anyone wishing to conduct a foot or bike race (including triathlons and marathons) on a Victorian road.



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### TEMPORARY AND MOBILE FOOD PREMISES

If you are providing any food or beverages (sale or service) to the general public, you must liaise directly with Environmental Health Services prior to the event, to ensure all temporary food stall vendors become registered and meet all requirements of the Food Act 1984. To make it easy to use the state-wide registration or notification scheme, a website for temporary and mobile food premises, Streetrader, has been



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set up by the Department of Health in partnership with local government.

#### • **GAS SAFETY**

Community event organisers and caterers must comply with the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria. This ensures the safe use of gas cylinders and gas appliances. Energy Safe Victoria Gas Safety Checklist is available from [www.esv.vic.gov.au](http://www.esv.vic.gov.au)

#### • **TRAFFIC MANAGEMENT PLAN**

A Traffic Management Plan (TMP) is required if the event is predicted to cause any changes to the normal traffic conditions. Traffic impacts within the road reserve (i.e. road closure and on road events) will require a traffic management plan prepared by a suitably qualified traffic management consultant and is subject to approval from the responsible road authority (Council Traffic Engineers and Department of Transport/VicRoads).

#### • **WORKSAFE**

For inspection and approvals of fireworks. Please refer to Melton City Council's Fireworks Policy.

#### • **VicRoads**

To hold an event on a road in Victoria, you will need to get permission from VicRoads.

#### • **EVENT PROMOTIONAL SIGNAGE PERMISSION**

Designated locations within the municipalities are approved due to for the use of event promotional signage. Signage requests must be submitted to Council's Compliance Unit at least two months prior to the proposed event. Unauthorised signage, which may include oversized signs, unapproved signage or signage in unauthorised locations will be removed. Signage that is offensive or discriminatory in nature is strictly prohibited.

- safety concerns
- extreme weather
- identified high risks

unsafe

- **Australian Performing Rights Association (APRA) License**  
Copyright laws may apply if songs are performed (live music) or played (recorded music) at an event. An Australian Performing Rights Association (APRA) license ensures that the performers' rights fees are paid. All event organisers who plan to use live and / or background music must contact APRA to obtain a license.

#### • **VICTORIAN COMMISSION FOR GAMBLING AND LIQUOR REGULATION (VCGLR)**

If you are serving alcohol, VCGLR processes and determines temporary limited and major event licenses for Melbourne and Victorian events.



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### OUTDOOR MUSIC NOISE AND EVENT PERMITS

Community event organisers who want to hold a public outdoor event such as a local community festival where music is part of the event may require a permit from the Environment Protection Authority Victoria (EPA). All event organisers are required to be familiar with the laws around music noise and how to measure music noise. Refer to the EPA's website for details.



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### TRAFFLES AND COMPETITIONS

Community events that offer raffles and competitions with prizes must comply with the Gambling Regulation Act 2002.

### 2.4.1. EVENT APPROVAL

Council's regulation and assessment of events proposed on community land requiring will be subject to the following principles:

#### COMMUNITY SAFETY AND RISK PLANNING

Event organisers have an obligation to ensure that all risks associated with an event are identified and managed. Council will request details of risk management plans and OHS protocols for the event to ensure that these obligations are being met.

The following are key requirements of an event risk management plan: Hazard identification (including the identification of possible hazards in the lead-up to, during and at the conclusion of the event):

- Risk Assessment (identifying all possible risks associated with each of the hazards identified and their impact on specific groups of people including officials, employees, volunteers, contractors, vendors, exhibitors, performers, members of the public and residents.
- Risk Control (identifying the detailed plan that has been developed to manage identified hazards)
- Measures and protocols for COVIDSafe planning as outlined by the Department of Health and Human Services

#### IMPACTS ON COMMUNITY ASSETS ARE MANAGED.

Council aims to limit the potential for any damage to Council buildings, open spaces, facilities, and infrastructure during public events. Events must not adversely impact on the environment, public infrastructure, or other community assets. Events in locations susceptible to bad weather must provide detailed contingency plans and meet the cost of any repair and reinstatement of community assets.

#### IMPACTS ON RESIDENTS AND LOCAL BUSINESSES ARE MANAGED.

Council will set limits on the number and nature of events in key precincts in the municipality in order to control impacts on residents and local businesses. New or additional road closures will be avoided, particularly in high use areas or where alternate routes are not available.

#### MELTON CITY'S RANGE OF EVENTS ARE DIVERSE AND INCLUSIVE.



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~~Melton City Council supports event organisers to plan and develop strategies to promote social inclusion and remove barriers to access and participation.~~

~~Council aims to ensure the range of events held in the City of Melton are diverse, socially inclusive, supports broad community participation (including different cultural backgrounds, race, ethnicity, religion, disability, age, gender or sexual orientation) and that each event provides clear community benefits.~~



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- ~~Events employ sustainable practices.~~
- ~~illegal practices~~
- ~~the event differing from the original application~~
- ~~the event not meeting the requirements of this policy or the outlined requirements of provisional approval. Including but not limited to payment of invoices, meeting deadlines, other agency approvals and/or submission of appropriate documentation.~~
- ~~in the event of a State Emergency~~

Appeals

Appeals regarding the event permitting process are to be addressed in writing to Council. Appeals will be assessed against this policy and relevant legislature.

~~All events managed under this Policy must reflect Council's strong commitment to environmental sustainability. Council's Environmental Policy contains key principles to be considered by event organisers when making decisions about events.~~

~~Council will prescribe minimum requirements for waste management and other measures. Annual and repeat events must demonstrate continuing improvement in sustainable environmental practices and progress toward best practice in event management, waste management and sustainable transport.~~

~~In accordance with State legislation, balloons (and the release of) are further prohibited for all events.~~

~~• **LOCALLY OWNED AND OPERATED BUSINESSES ARE PREFERRED.**~~

~~The City of Melton is home to a vibrant and connected business community. Council encourages event organisers to source supplies from local businesses and engage local professional for event delivery.~~

~~• **NOT FOR PROFIT COMMUNITY GROUPS ARE PREFERRED.**~~

~~Events run by incorporated not for profit community groups will generally be preferred over for-profit organisations.~~

- ~~Ratepayers do not subsidise events by for-profit organisations.~~  
~~A user pays approach will be applied to ensure there is no ratepayer subsidy of permit administration for events by for-profit organisations.~~

**4. Limitations and Restrictions and Cancellations**

Deposits are non-refundable.

Refunds will not be given will be considered to cancellations due to acts of nature and/or



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bad weather. The possibility of inclement weather needs to be considered in the planning process.

Refund timeframes will be outlined in provisional approval and/or permit approval documentation.

Cancellations and requests for refunds are only accepted in writing. The event provider is responsible for notifying Council, contractors, ticketholders, and the general public of any cancellations.

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TerminationMelton City Council reserves the right to terminate an event permit if:

- ~~5.1 — permit~~ Melton City Council takes social responsibility seriously. Events which feature tobacco, gaming or alcohol will be considered for Council support in line with relevant Council bylaws and policies. Exercising sole discretion, Council may choose not to provide material support to events which are deemed to compromise Council or community standards in which no further correspondence will be entered. For the purpose of this section, social responsibility extends to, but is not limited to, racism, sexism or other discriminatory practice, animal welfare or environmental hazards.
- ~~5.2 —~~ Organisers of a public rallies, demonstrations, fun runs or similar must notify Council and Victoria Police of their intention to use public land or local roads (no permit is required.) Where a demonstration or rally or fun run seeks to install infrastructure, staging or marquees on public land, or access Council infrastructure (including power and water) then an event permit is required.
- ~~5.3 —~~ Council may cancel or direct the modification of events at any stage in its development including, but not limited to:
- ~~• Extreme weather~~
  - ~~• Identified high risks~~
  - ~~• Site safety or conditions are breached~~
  - ~~• any laws are broken~~
  - ~~• significant safety issues are identified and unable to be mitigated~~
  - ~~• a misrepresentation is identified in an application.~~
  - ~~• a State of Emergency is declared~~
  - ~~• Public Health Advice~~

Fines may be applied for breaching conditions or the local law.FeesFees are set through the annual Council budget process, or as varied by Council resolution.Event Permit fees are payable to the Council before the commencement of the event. Event providers are responsible for all event related costs.Eligible applicants may make an application through the Melton City Council Community Grants Program or seek Sponsorship from Council to offset some of their costs.Asset ProtectionEvent providers are required to reimburse Council for the cost of any restoration or repairs which are required caused by the event and/or its associated activities. All repairs will be undertaken by approved Council contractors.~~A bond in advance may be required.~~Council reserves the right to include requirements for the lodgment of bonds to cover



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any cost of damage that may occur. Costs of damage include any requirements for pre- and post-event site inspections in order to assess any damage that has occurred as result of the event.

In cases where large infrastructure and/multiple vehicle access is required, Council will request a bond be paid – returnable within three days after the event.

Damage whereby the user may be held liable includes (but not limited to) major damage to grassed or garden areas (churned up ground), damage to irrigation system, broken locks, fencing and any other intentional damage to the property.

Additional fees may be applied for other approvals, such as Building Permits (for large structures or fencing) or Planning Permits (for events on private land).

Where it is envisaged that costs will be incurred by Council to facilitate delivery of the event, Council reserves the right to recover costs from the event ~~organiser~~, in excess of the standard Permit Fees.

Other relevant laws and policies

Events must meet all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, health, and liquor licensing. See Related Documents.



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**6. Responsibility/Accountability**

<b>6.1</b>	<b>Senior Events Officer</b>
	The Senior Events Officer is the policy owner and is responsible for updating and amending this policy and related policy procedures.
<b>6.2</b>	<b>Event Organisers</b>
	All event organisers are responsible for ensuring they notify Council and relevant departments of their intention to host an event.
<b>6.3</b>	<b>All Officers that advise and have a regulatory/compliance role in the delivery of events within the City of Melton.</b>

**6.3.1 Events Team (Engagement and Advocacy)**

- Able to provide specialist advice in event development (concept stage), event planning, advice on event delivery and evaluation options
- Responsible for maintaining Council's event calendar.
- Responsible for issuing Event Permits and approving all Council and Community run events

**6.3.2 Communications Team (Engagement and Advocacy)**

- Responsible for ensuring the correct use of Council logos for any Council supported events
- Responsible for developing the Mayor's speech for any formalities at which he/she is to speak.

**6.3.3 Design & Traffic (Engineering Services)**

- Responsible for approving Traffic Management Plans for events in the municipality. They will advise on requirements and permissions for road closures and considerations for event parking.

**6.3.4 Building Services (Compliance)**

- Able to assess if a proposed event site is suitable for an event (based on anticipated crowd, traffic, safety and other measures). Responsible for issuing Places of Public Entertainment (POPE) permits for Temporary Structure permits. A minimum of eight weeks is required for the assessment and approval of these permits. Permit fees apply.

**6.3.5 Environmental Health (Compliance)**

- Responsible for issuing temporary food premises permits. Application forms for permits must be received at least one month prior to the event. Permit fees apply. Environmental Health can advise if caterers are registered under the Food Act and carry out random inspections of events to ensure compliance with Food Safe Practices.

**6.3.6 Local Laws (Compliance)**

- Responsible for ensuring compliance with Local Laws in conduct and activities in Council buildings, on reserves and roads.

**6.3.7 Planning Enforcement (Compliance)**



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	<ul style="list-style-type: none"> <li>Responsible for determining and enforcing the location of road side event signage.</li> </ul> <p><b>6.2.8 Statutory Planning (Planning)</b></p> <ul style="list-style-type: none"> <li>Responsible for issuing town planning permits for commercial and ongoing (annual) events. Event organisers must consider that the permit may take up to one year to be approved if any objections are received (objections must go through VCAT hearing). Permit fees apply.</li> </ul> <p><b>6.2.9 Recreation (Recreation and Youth)</b></p> <ul style="list-style-type: none"> <li>Responsible for taking bookings and advising which recreation reserves and sporting facilities may be used as event sites.</li> </ul> <p><b>6.2.10 Venues (Community Planning)</b></p> <p>Responsible for taking bookings for Council venues available for private functions. Community or commercial use.</p>
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~~6. References and links to legislation and other documents~~**Definitions**

~~<OPTIONAL> Include definitions for key terms and acronyms referred to in the policy. Definitions should be consistent with other Council documents. The Local Government Act 2020 is included below as an example.>~~

<u>Term</u>	<u>Definition</u>
<u>The Act</u>	<del>means the Local Government Act 2020</del>
<u>Event</u> <del>&lt;INSERT TEXT HERE&gt;</del>	<del>A planned occasion involving members of the community for the purpose of entertainment, recognition, celebration, social connection or other activities that are not services or programs. May be led by Council or community &lt;INSERT TEXT HERE&gt;</del>
<u>Event Organiser</u>	<del>The entity or person who is responsible for organising the event and is authorised to make decisions about the event</del>
<u>Event Permit</u>	<del>A permit that allows for an activity to operate on Council managed public space and outlined conditions of this approval. Permits are only issued once all plans are approved and all requirements are met. The City of Melton Local Law allows for the use of public land for events with the written permission of an authorised Council Officer.</del>
<u>Impact on Community</u>	<del>Factors of an event which may impact on the community and event site. Examples may include but are not limited to: traffic and parking impacts, temporary structures, noise, impact on the environment/infrastructure.</del>

**Related Documents**

~~<State here any Federal or State legislation, directives or guidelines, or any Council Local Law, which provides the broad framework for which this policy operates and with which it needs to comply. If the policy is derived from Council Plan strategies, priorities or other Council policies, then state here.>~~

~~State related internal documents such as associated procedures, guidelines, checklists, forms, templates or schedules, as well as relevant websites. The Local Government Act 2020 is included below as an example.>~~



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Name	Location
<u>Local Government Act 2020</u> <u>Council and Wellbeing Plan 2021-2025</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a> <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
<u>Building Act 1993</u> <u>&lt;INSERT TEXT HERE&gt;</u>	<u>&lt;INSERT TEXT HERE&gt;</u> <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<u>Melton City Council General Local Law (2016)</u>	<a href="https://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law">https://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law</a> <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
<u>Crown Land (Reserves) Act 1978</u> <u>Reconciliation Policy</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/crown-land-reserves-act-1978/121">https://www.legislation.vic.gov.au/in-force/acts/crown-land-reserves-act-1978/121</a> <u>Policy Intranet</u>
<u>The Environment Protection Act 2017</u> <u>APRA License Information</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/environment-protection-act-2017/004">https://www.legislation.vic.gov.au/in-force/acts/environment-protection-act-2017/004</a> <a href="http://www.epa.vic.gov.au">www.epa.vic.gov.au</a>
<u>Filming Approval Act 2014</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/filming-approval-act-2014/008">https://www.legislation.vic.gov.au/in-force/acts/filming-approval-act-2014/008</a>
<u>Fundraising Act 1998</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/fundraising-act-1998/042">https://www.legislation.vic.gov.au/in-force/acts/fundraising-act-1998/042</a>
<u>Liquor Control Reform Act 1998</u> <u>Licensing</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/liquor-control-reform-act-1998/100">https://www.legislation.vic.gov.au/in-force/acts/liquor-control-reform-act-1998/100</a> <a href="http://www.vagr.vic.gov.au">www.vagr.vic.gov.au</a>
<u>Major Sporting Events Act 2009</u> <u>Raffles (Gambling License or Permit)</u>	<a href="https://www.legislation.vic.gov.au/as-made/acts/major-sporting-events-act-2009">https://www.legislation.vic.gov.au/as-made/acts/major-sporting-events-act-2009</a> <a href="http://www.vagr.vic.gov.au">www.vagr.vic.gov.au</a>
<u>Occupational Health and Safety Act 2004</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/043">https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/043</a>
<u>Planning and Environment Act 1987</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/155">https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/155</a>
<u>Road Alcohol Risk Management Act 2004</u> <u>Policy</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/road-management-act-2004/059">https://www.legislation.vic.gov.au/in-force/acts/road-management-act-2004/059</a> <u>Policy Intranet</u>
<u>Working With Children Act 2005</u>	<a href="https://www.legislation.vic.gov.au/as-made/acts/working-children-act-2005">https://www.legislation.vic.gov.au/as-made/acts/working-children-act-2005</a>
<u>Child and Wellbeing Safety Act 2004</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/child-wellbeing-and-safety-act-2005/038">https://www.legislation.vic.gov.au/in-force/acts/child-wellbeing-and-safety-act-2005/038</a>

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## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Community Events Policy

Appendix 3 Community Events Policy - with PRP Changes

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**Community Events Policy**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date>
<b>Responsible officer</b>	Manager Healthy Connected Communities
<b>Records reference</b>	9198919

**1. Purpose**

The Community Events Policy provides a mechanism for Council to support commercial and community group event organisers who stage events within the City of Melton for the enjoyment of the community. Council recognises the need for safe and successful events, and seeks to work collaboratively with groups and organisations to develop and provide a range of events for Melton residents.

Council will not become involved in events held on Crown land, Education Department land and private land, unless there is an impact on the community or where Council is the event organiser.

**2. Application And Scope**

This policy applies to all outdoor events that are of a size and nature that may impact on residents and businesses and/or are to be conducted on public open spaces and roadways **that are** under the care and control of Melton City Council.

In scope are all outdoor events that involve:

- Public gatherings of 50 or more people (including artists, staff, contractors and volunteers)
- Vehicle access to Council owned or managed land
- A significant impact on traffic and/or parking conditions
- Plans to close a road or use a carpark or footpath
- The sale of food or alcohol
- Use of electrical power or mechanical power supplies and amplified sound
- Erection of temporary structures (e.g. marquees, staging, lighting, toilets, amusements and rides including slides, jumping castles, merry-go-rounds)
- Hosted activities such as face painting, craft, workshops
- Charging fees, selling products or one-off market stalls for commercial trading
- Fireworks and/or firecrackers
- Potential impact on the natural environment, Council infrastructure or nearby residents or businesses

This policy does not apply to events that are:

- Council organised and led, including civic events delivered by the City of Melton such as Australian Citizenship Ceremonies.



## MINUTES OF THE POLICY REVIEW PANEL

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- Covered by an existing agreement with Council (e.g., sporting events as part of a regular fixture run by clubs with existing leasing agreements)
- Events held indoors including in Council buildings, halls and community centres
- Private events on Council land such public parks that don't involve temporary structures, including BBQs, birthday parties, Christmas functions, etc.
- Held entirely outside Council managed open land such as
  - Private properties
  - School grounds
  - Road reserves managed by VicRoads (i.e., arterial road)
  - Any other land or open space not owned or managed by Council

### 3. General Provisions

Melton City Council supports a diverse range of events that contribute to community development, enhance the livability of the region, provide cultural, social, environmental, and economic opportunities, and are accessible and safe for the community.

Council will invest in their own events and encourages third parties to do same for the benefit of the Melton Community, ensuring that community events are safe, inclusive, and always cause no harm to the municipality's assets (both natural and built).

Council will actively support organisations and individuals through Council's Community Event Framework and the Community Events Permit process.

#### 3.1. Policy Objectives

The Community Events Policy supports community organisations, individuals and businesses to lead and manage community events that:

- Make responsible use of council assets and are compliant with all relevant legislation.
- Build community capacity and strengthen partnerships with Council in response to local needs.
- Enable Council to achieve its strategic objectives as outlined in the Council Wellbeing Plan.

#### 3.2. Policy Principles

The Community Events Policy is guided by the following principles:

<b>Capacity Building</b>	Community events support the capacity of local organisations and individuals to achieve long-term benefits for the community.
<b>Community Engagement</b>	Community events build community involvement, interest and participation, and can lead to increased social cohesion, community spirit and pride.
<b>Access and Equity</b>	Community events provide opportunities to celebrate inclusivity and diversity.
<b>Responsiveness</b>	Community events respond to emerging community priorities and assist Council realise its strategic objectives.
<b>Economic Development</b>	Community events bring economic benefits to the community and contribute to a positive image of the municipality.



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Council can play the following roles in community events:

<b>Statutory Authority</b>	As manager of public land use and authority on areas association with the operation of events such as statutory planning, building regulation, occupational health and safety, food safety and public safety.
<b>Supporter</b>	Council supports eligible individuals and organisations to deliver events through a competitive Community Grants Program and sponsorship opportunities.
<b>Enabler</b>	Council provides permission and permits for community, commercial and private organisers wishing to hold events on Council land. Council provides guidance, support, and direction to event organisers to ensure events are well managed, safe and inclusive and adhere to Local Laws.
<b>Partner</b>	Council may partner with community or commercial groups to deliver events within the municipality.

### 3.3. Policy Implementation

The Community Events Policy is supported by an operational framework that ensures a consistent, coordinated, and equitable approach to the assessment and approval of community managed events. All information is available on Council's website.

#### 3.3.1. Event Approval Process

A Community Event Permit must be applied for and undertaken in accordance with the process outlined on Council's website and in line with this Policy.

Council will support event organisers through the process. It is the responsibility of the event organiser to seek and gain all approvals relating to their event.

The review process can take between three to six months depending on the size and complexity of the event.

If additional permits are required, the process **and can** take up to twelve months.

#### 3.3.2. Additional Permits

Additional information and requirements may be needed to assess a Community Event Permit application based on the impact level of the event.

Additional conditions may be placed on permits to protect parks, gardens, grounds, and turf depending on the event impact and activities.

Event organisers may need to apply for additional permits before obtaining an Event Permit. These permits may attract additional fees.

A Planning Permit or, amendment to an existing Planning Permit, may be required for any events that:

- Occur on privately owned land, including places of worship and
- Trigger a Planning Permit (for use and/or development) in the Melton Planning Scheme.

Certain structures will need additional approval by the Victorian Building Authority (VBA) and Melton City Council. These include

- a stage or platform bigger than 150 square metres
- a tent, marquee or booth with a floor area bigger than 100 square metres



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- a seating stand for more than 20 people
- a prefabricated building with a floor area bigger than 100 square metres.
- **Jumping castles, inflatables and amusement rides, which must be erected, secured and managed according to Australian Standard AS 3533.4.1 – 2018: Amusement rides and devices: Part 4.1: Specific requirements - Land-borne inflatable devices.**

A Building Permit, or occupancy permit for Place of Public Entertainment is required if:

- The size of your event space is more than 500 square metres
- You are expecting more than 5000 at your event
- The site is enclosed, partially enclosed, or an entry fee is required

A Traffic Management Plan is required if an event organiser is planning any changes to road conditions e.g., speed reductions or closures, then the traffic management plan will need to be assessed and approved by Council's Traffic Engineers.

If the event organiser intends to reduce speed or close a road that is managed by Vic Roads, then a Vic Roads permit will be required in addition to the Council permit.

The sale of food at events from temporary and mobile food premises requires vendors to have a Food Act registration with Council. The sale of alcohol at events must comply with the Liquor Control Reform Act 1998

### 3.3.3. Community Event Permit Assessment

Council reserves the right to decline any event or activity which is not in line with this policy. **All applications for a Community Event Permit are assessed on an individual basis.**

Council may decline any event or activity that clashes with Councils calendar of major events.

Assessment and permitting of events can include a variety of stakeholders across Council and where relevant will involve consultation with other agencies, including Victoria Police, Parks Victoria, relevant State Departments and Department of Transport and Planning (formerly VicRoads).

### 3.3.4. Events Not Supported

Council may decline a Community Event Permit, Planning application or additional permit if it is deemed that the event is not suitable for conduct or does not comply or align with its statutory, corporate, operational and/or community service or regulatory obligations and requirements.

A quota system for a maximum number of community events on Council land may be imposed where the number of events in a specified location and/or time of year will adversely impact the following: residents; community infrastructure; overall access; and amenity to the environment.

Council may decline, cancel or modify events at any stage during the Community Event Permit application process or after the permit has been approved due to:

- the event differing from the original application
- the event not meeting the requirements of this policy or the outlined




## MINUTES OF THE POLICY REVIEW PANEL

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requirements of provisional approval. Including but not limited to payment of invoices, meeting deadlines, other agency approvals and/or submission of appropriate documentation.

- in the event of a State Emergency

#### 3.3.5.Appeals

Appeals regarding the community event permitting process are to be addressed in writing to Council. Appeals will be assessed against this policy and relevant legislature.

#### 3.3.6.Cancellations

Deposits are non-refundable.

Refunds will be considered to cancellations due to acts of nature and/or bad weather. The possibility of inclement weather needs to be considered in the planning process.

Refund timeframes will be outlined in provisional approval and/or permit approval documentation.

Cancellations and requests for refunds are only accepted in writing. The event provider is responsible for notifying Council, contractors, ticketholders, and the general public of any cancellations.

#### 3.3.7.Termination

Melton City Council reserves the right to terminate a community event permit if:

- permit conditions are breached
- any laws are broken
- significant safety issues are identified and unable to be mitigated
- a misrepresentation is identified in an application.
- a State of Emergency is declared
- Public Health Advice
- Extreme weather

Fines may be applied for breaching conditions or the local law.

#### 3.3.8.Fees

Fees are set through the annual Council budget process, or as varied by Council resolution.

Event Permit fees apply to commercial events and are payable to the Council before the commencement of the event. Event providers are responsible for all event related costs.

#### 3.3.9.Asset Protection

Event providers are required to reimburse Council for the cost of any restoration or repairs which are required caused by the event and/or its associated activities. All repairs will be undertaken by approved Council contractors.



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Council reserves the right to include requirements for the lodgment of bonds to cover any cost of damage that may occur. Costs of damage include any requirements for pre- and post-event site inspections in order to assess any damage that has occurred as result of the event.

In cases where large infrastructure and/multiple vehicle access is required, Council will request a bond be paid – returnable within three days after the event.

Damage whereby the user may be held liable includes (but not limited to) major damage to grassed or garden areas (churned up ground), damage to irrigation system, broken locks, fencing and any other intentional damage to the property.

Additional fees may be applied for other approvals, such as Building Permits (for large structures or fencing) or Planning Permits (for events on private land).

Where it is envisaged that costs will be incurred by Council to facilitate delivery of the event, Council reserves the right to recover costs from the event organiser, in excess of the standard Permit Fees.

### 3.3.10. Other relevant laws and policies

Events must meet all legal requirements, including (but not limited to) obtaining approvals related to building occupancy, health, and liquor licensing. See Related Documents.

## 3 Definitions

Term	Definition
Event	A planned occasion involving members of the community for the purpose of entertainment, recognition, celebration, social connection or other activities that are not services or programs. May be led by Council or community.
Event Organiser	The entity or person who is responsible for organising the event and is authorised to make decisions about the event
Event Permit	A permit that allows for an activity to operate on Council managed public space and outlined conditions of this approval. Permits are only issued once all plans are approved and all requirements are met. The City of Melton Local Law allows for the use of public land for events with the written permission of an authorised Council Officer.
Impact on Community	Factors of an event which may impact on the community and event site. Examples may include but are not limited to: traffic and parking impacts, temporary structures, noise, impact on the environment/infrastructure.

## 4 Related Documents



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Name	Location
<i>Local Government Act 2020</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
<i>Building Act 1993</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/building-act-1993/143">https://www.legislation.vic.gov.au/in-force/acts/building-act-1993/143</a>
<i>Melton City Council General Local Law</i>	<a href="https://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law">https://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law</a>
<i>Crown Land (Reserves) Act 1978</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/crown-land-reserves-act-1978/121">https://www.legislation.vic.gov.au/in-force/acts/crown-land-reserves-act-1978/121</a>
<i>The Environment Protection Act 2017</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/environment-protection-act-2017/004">https://www.legislation.vic.gov.au/in-force/acts/environment-protection-act-2017/004</a>
<i>Filming Approval Act 2014</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/filming-approval-act-2014/008">https://www.legislation.vic.gov.au/in-force/acts/filming-approval-act-2014/008</a>
<i>Food Act 1984</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/food-act-1984/118">https://www.legislation.vic.gov.au/in-force/acts/food-act-1984/118</a>
<i>Fundraising Act 1998</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/fundraising-act-1998/042">https://www.legislation.vic.gov.au/in-force/acts/fundraising-act-1998/042</a>
<i>Liquor Control Reform Act 1998</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/liquor-control-reform-act-1998/106">https://www.legislation.vic.gov.au/in-force/acts/liquor-control-reform-act-1998/106</a>
<i>Major Sporting Events Act 2009</i>	<a href="https://www.legislation.vic.gov.au/as-made/acts/major-sporting-events-act-2009">https://www.legislation.vic.gov.au/as-made/acts/major-sporting-events-act-2009</a>
<i>Occupational Health and Safety Act 2004</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/043">https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/043</a>
<i>Planning and Environment Act 1987</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/155">https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/155</a>
<i>Road Management Act 2004</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/road-management-act-2004/059">https://www.legislation.vic.gov.au/in-force/acts/road-management-act-2004/059</a>
<b>Standards Australia</b>	<a href="https://www.standards.org.au/">https://www.standards.org.au/</a>
<i>Working With Children Act 2005</i>	<a href="https://www.legislation.vic.gov.au/as-made/acts/working-children-act-2005">https://www.legislation.vic.gov.au/as-made/acts/working-children-act-2005</a>
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**6.3 GAMBLING HARM PREVENTION AND REDUCTION POLICY**

Cr Carli departed the meeting at 1.50pm and Cr Majdlik assumed the Chair.

Cr Carli rejoined the meeting at 1.52pm and resumed the Chair.

Cr Majdlik departed the meeting at 1.53pm and rejoined the meeting at 1.54pm

Cr Shannon departed the meeting at 2.00pm and rejoined the meeting at 2.02pm

Interim Director Organisational Performance, B Howard, departed the meeting at 2.06pm and rejoined the meeting at 2.07pm

**Responsible Officer:** Troy Scoble - Director City Life

**Document Author:** Susie Prestney - Manager Libraries & Arts

**Motion**

Crs Ramsey/Majdlik.

That the policy review panel recommend the consideration of this policy be deferred to a future Policy Review Panel meeting following presentation to a Briefing of Councillors to seek councillor feedback.

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

The current Gambling Harm Prevention and Reduction Policy are due for renewal. The policy's priorities align with the 2023 inquiry report, "You win some You Lose More" - in particular, Council's commitment to:

- continue to advocate for harm prevention and reduction measures and
- limit the exposure of gambling products to minors.

Council plays a crucial role in local gambling regulation, particularly in managing EGMs through the Melton Planning Scheme. Council's responsibilities include assessing gambling venue applications to ensure they align with community wellbeing objectives and engaging with stakeholders to promote responsible gambling practices.

Council has a legislated responsibility to promote the health and wellbeing of the community. Council plays a key role in gambling harm minimisation with a focus on awareness and education and continuing to provide alternative recreational activities options to our residents to gambling within the community.

The following recommendations have been incorporated into the updated policy:

*Strengthen policy and regulatory frameworks*

- Maintain the current criteria for the approval and renewal of gambling licenses and lease arrangements.
- Assess applications for EGMs and gambling venues and oppose applications where there is evidence of net social or economic detriment.

*Enhance community engagement and education efforts*

- Council could play an increased role in enhancing community understanding through educational initiatives / awareness and support partners (Vic Health and Western Health as an example) with promotion of key messages. For example:



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- Increase awareness of gambling harms through targeted community education programs.
- Engage local communities in discussions about gambling and its impacts to inform policy development.
- Promote alternative recreational activities to gambling within the community.

**1.2 Sources/benchmarking**

To inform review of the Gambling Harm Prevention and Reduction Policy, a background paper was developed to assess local gambling issues and current harm prevention policies and practices.

A summary of the findings include:

- The City of Melton has seen a surge in losses on electronic gaming machines (EGMs or 'pokies').
- In 2024-2025 financial losses were more than \$247,999 per day across the City of Melton.
- The average loss per EGM in Melton in 2022-23 was \$165,856.02, placing Melton in the top 5 Victorian LGAs for losses per machine, behind Whittlesea, Brimbank, Casey, and Hume, indicating a significant gambling impact within the community.
- This is commensurate with population growth, with City of Melton now ranked the 6<sup>th</sup> most populous LGA in the State.
- Most EGM venues in the municipality are in areas that are amongst the most disadvantaged in Victoria, specifically the suburb of Melton where there are 217 EGMs across 3 venues, with 127 machines in 2 venues situated within 1 kilometre of each other.

An analysis was conducted of recent gambling harm prevention policies of other Victorian Councils operating in similar gambling environments to Melton City Council (Banyule, Darebin, Hobsons Bay, Kingston, Macedon Ranges and Monash). Common policy interventions were:

- Advocating for legislative and regulatory reforms to reduce or prevent harm
- Challenging applications for new EGM venues or for EGMs.
- Ceasing any Council activities that promote gambling
- Some Councils have banned on giving grants, funding, and in-kind support to organizations that operate, or promote gambling
- Some Councils have elected to not hold any community activity, event, program, or social outing in venues that have EGMs or gambling activities
- Prohibiting gambling promotion or advertising on Council-owned or managed properties or assets
- Raising the community's awareness of gambling harms occurring locally
- Monitoring the impacts of gambling or supporting research into gambling impacts

**1.3 Consultation**

The Executive Leadership Team and Council have been briefed on the report relating to Council's gambling harm prevention measures and inclusion in the updated Gambling Harm Prevention and Reduction Policy as part of developing the policy position.



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**1.4 Communication and Implementation**

Subject to endorsement by the Policy Review Panel and Council, the revised Gambling Harm Prevention and Reduction Policy will be uploaded on the Council website and intranet.

**1.5 Compliance**

The Policy is compliant with the Local Government Act 2020 and the Corporate Policy Management Framework.

**1.6 Measures of Success**

Council currently has indirect associations with gambling related activities through leasing arrangements, sponsorship and promotion on signage and community directories. Prior to a future policy update, Officers will undertake a detailed analysis of the costs and benefits of these indirect associations to inform Council's ongoing position.

It is proposed that this research takes place over the next 12 months and is incorporated into a review of the Gambling Harm Prevention and Reduction Policy in two years (2027).

**LIST OF APPENDICES**

1. Gambling Harm Prevention and Reduction Policy - current
2. Gambling Harm Prevention and Reduction Policy - proposed marked up
3. Gambling Harm Prevention and Reduction Policy - proposed clean - new template



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Item 6.3 Gambling Harm Prevention and Reduction Policy

Appendix 1 Gambling Harm Prevention and Reduction Policy - current

	<b>Gambling Harm Prevention and Reduction Policy</b>
<b>Version No.</b>	Version 1.0 - 25 July 2019
<b>Endorsement</b>	Executive - 25 July 2019
<b>Authorisation</b>	Council – 11 November 2019
<b>Review date:</b>	1 July 2024
<b>Responsible officer:</b>	Manager Community Planning
<b>Policy owner</b>	General Manager Community Services

**Introduction**

The Gambling Harm Prevention and Reduction Policy (Policy) is a key commitment of the Council and Wellbeing Plan 2017– 2021. It adopts a public health promotion approach and contributes to the achievement of Objective 1.5 '*Environments that enable and encourage positive public health and wellbeing outcomes*' and more specifically, Strategy 1.5.1 '*Contribute to reducing harm caused by gambling, liquor, tobacco and fast food consumption*'. The Policy is intended to be applied alongside the Melton Planning Scheme and read in conjunction with related Council policies and initiatives.

While the Melton Planning Scheme provides an important role in assessing gaming related planning applications, it is important to note that local planning policies are limited to addressing locational issues and to a lesser extent operation and design issues. This Policy identifies a range of harm prevention and reduction strategies that Council can support in addition to the Planning Scheme.

**Purpose**

The Policy aims to:

- identify Council's gambling harm reduction commitments and provide specific guidance in relation to their application
- address gambling related harms for individuals and the community by defining Council's harm prevention and reduction expectations associated with:
  - gambling product design, placement, access and availability
  - marketing, sponsorship and promotion
  - the appropriate location and design of new and redesigned gambling establishments
  - limiting the exposure of minors to gaming floors and other areas associated with gambling and the hours of operation where gambling products are available, and
  - demonstrating net community benefit.
- recognise the potential harms that can be fuelled by incidental exposure to gambling products, as a result of the normalisation of gambling behaviours

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Appendix 1 Gambling Harm Prevention and Reduction Policy - current

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- support relevant Planning Scheme provisions in relation to the interpretation of siting, design, locational and net community benefit and associated aspects of gambling establishments
- ensure harm reduction principles are incorporated in the design of new gambling establishments
- establish an internal referral and advice process to assess gambling product related applications and decisions, and
- assist Council in advocacy programs in relation to gambling harm reduction.

The relevant Council and Wellbeing Plan 2017-2021 commitment, Melton Planning Scheme provision and supporting evidence are indicated below each Policy commitment.

**Scope**

This Policy applies to:

- all gambling establishments within and adjoining the municipality
- gambling related matters, associated with land uses and activities covered by the Melton Planning Scheme as well as the land within a 2.5km (5km in new growth areas) radius of Council's municipal borders (falling within the Council's referral or decision making jurisdictions), and
- all Council decisions, leases, licences, requests for hire and events where gambling products may be available or are to involve a gambling operator.

**Gambling context and background****Victorian context**

Recent Victorian Responsible Gambling Foundation studies into gambling harm have shifted the focus away from individual action and responsibility, to understanding the structure and operation of the gambling industry and the design of gambling products themselves. Current Victorian research into gambling in Victoria has found that:

- gambling losses fuel harms to individuals, families and communities with the people who can least afford to lose large sums of money are the ones who are losing the most
- gaming machines are designed to exploit consumers and maximise player losses; their design features disguise losses as wins and accentuate near misses by employing visual and auditory stimuli to amplify the excitement and heighten the experience of the consumer
- gambling products apply game design elements and game principles (called gamification) to lure more people into game play and to maximise profits
- gamification is deliberate in its attempt to attract new market sectors including women, young people, older people and people from culturally diverse backgrounds
- gambling establishments are positioned as the predominate entertainment on offer in the most disadvantaged areas of Melbourne
- normalising the role of gambling is a key marketing strategy, which is often reflected in the location, design and function of a gambling establishment
- the design of the gambling establishment and level of exposure to gambling products, images, lights and sounds are key concerns, especially for children and young people (this is a key harm prevention target area of this Policy)

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Item 6.3 Gambling Harm Prevention and Reduction Policy

Appendix 1 Gambling Harm Prevention and Reduction Policy - current

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- people experience gambling harms in various gambling environments, including hotels and clubs; while clubs report Statements of benefit as a requirement to offset the taxation paid, few clubs actually report real community benefit
- enticements aimed at maximising revenue, including rewarding patrons with free food and drinks, free shuttle buses and room hire that feature strongly in gambling operations, are able to be claimed as a tax offset by clubs as benefits to the community.

Refer to [Responsible Gambling Foundation \(2019\) – Research Program](#) and selected references

**City of Melton context**

In 2018, over \$67.8million was lost in the City of Melton on gaming machine gambling alone; over \$185,703 lost per day. There are 515 gaming machines across seven gaming establishments in the municipality, being 61 per cent of the number allowed under the State Government's cap of 824 machines. With another 309 gaming machines permitted by the State Government, and at least some of these entitlements already purchased by gaming operators, it is reasonable to expect that player losses will rise above \$100million per annum in the City of Melton in the near future.

Refer to [Responsible Gambling Foundation - Pokies in Victoria, Melton](#)

**Harm prevention and reduction strategies**

In relation to electronic gaming venues, this Policy recognises that the State Government has implemented a number of statutory harm minimisation measures that go beyond the scope of planning considerations. As a result, meeting the statutory minimum harm minimisation measures is not generally considered to represent any particular benefit of the proposal, unless non-statutory venue specific initiatives have been proposed. As the aspirations of this Policy go beyond statutory requirements, incorporating its harm prevention and reduction strategies may indicate relative benefits of a new gaming venue proposal.

**Council venues, facilities and land**

Council's owned and managed infrastructure is developed to meet identified community need, for community use and benefit. As gambling products and activities are contrary to such purposes, Council prohibits the operation of any new gaming machine/s on Council owned land and will not support commercial gambling activities or the supply of gambling products in any of its civic venues or managed facilities.

As Council seeks to discourage the normalisation of gambling, fundraising activities that mimic gambling environments or those that involve multiple forms of simulated gambling are not exempt from the application of this Policy.

This section may also apply to land leased, purchased or proposed to be transferred from Council ownership at the sole discretion of Council.

Refer to [Council and Community Alcohol Policy](#), [Lease and Licence Policy](#) and [Community Facility Access Policy](#)

**Reduce exposure to gambling products**

Reducing the exposure to gambling related stimuli, particularly to young people who may attend a gambling establishment's bistro, family area, function room, play area or court yard is a key harm prevention strategy of this Policy.



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Council will require evidence of intentional design of any new or redeveloped gambling establishment. Intentional design will demonstrate that limited exposure to gambling products has been achieved, particularly in relation to minors, families and others seeking to avoid gambling products, while enjoying other aspects of the entertainment premises.

Design features that would fail to meet this commitment include:

- entrances that require passage to the bistro or family entertainment areas past the gaming room floor
- bistros, dining areas, function rooms, and any other place within the gambling establishment where minors might attend within the establishment, being located in such close proximity that gambling products, particularly electronic gaming machines (EGMs), are visible or audible at any time
- failing to screen or otherwise reduce exposure to more adult and gambling product availability and promotion
- passage ways to amenities located in audible or visual proximity to gambling products.

#### Opening hours

Opening hours are an integral harm reduction strategy of this Policy. The Melton Local Planning Policy on gaming requires a six hour shutdown. However for new venues, Council will encourage longer closure periods. Council has indicated a preference for an eight hour gaming floor shutdown.

For new gaming venues, this Policy recommends an eight hour shut down of the gaming floor, either between:

- 1am-9am, or
- 3am-9am and 3pm-5pm daily.

#### Gaming machine density

Avoiding clustering and saturation is a key harm reduction strategy of this Policy. New gambling establishments or additional gaming machines will not be supported where the density of gaming machines is above 5.5 per 1000 population at local community levels or within a 5km radius of the premises. This would apply to the Melton Township and surrounding suburbs where the EGM density is approximately 13.

#### Reduction of gambling products and exposure to minors

Gambling establishment operators seek to maximise the opportunity to expose their customers to the various gambling products on offer at their establishment. Gambling products on offer may include gaming machine areas, Keno, racing, sports betting, meat raffles, lucky cards or envelopes. It is an intention of this Policy that none of these products be available or visible within the areas of the venue that families and children are accessing.

#### Site context and compatibility of land uses

Gaming machines will not be permitted in locations in close proximity (within 400m) to family and children services, medical centres, Centrelink offices, justice providers and other similar community service locations.



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**Assessing net community benefit in electronic gaming machine applications**

Net community benefit refers to the overall benefits to the community derived from the operation of the gambling establishment as a whole. Council will consider the net community benefit of each application and proposal, and assess against the harm reduction strategies and aspirations of this Policy, including:

- how the proposal demonstrates the harm prevention and reduction strategies of this Policy in terms of overall siting, design, form, function and hours of operation of the gambling establishment and gambling product placement
- consideration of community perceptions of gambling in the overall proposal including the availability of alternative non-gambling related recreation activities
- the outcome of any community engagement undertaken, the data sources and strategies employed in addressing any community concerns raised in association with the proposal
- an assessment of land use impacts associated with gambling activities, describing the conditions and compatibility of current and emerging surrounding land uses, and that threshold distances (400m) have been achieved
- evidence that the gambling establishment is not proposed within an area of the municipality experiencing relative disadvantage.

**Electronic gaming machine applications**

The report submitted by an applicant to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) for new or additional EGMs, or to Council in for a Planning Permit, would normally include a comprehensive report prepared by a consultant. A component of this report is the retail gravity report, which is an approach preferred by the gambling industry employed to estimate the losses that might be incurred by the proposed new gaming machines. These reports have been found to be inaccurate, as they underestimate the dollar amounts actually lost as reported by the VCGLR. This is a concern, as these calculations often form the basis from which to calculate potential for harm and estimated benefits of a proposal.

For existing gambling establishments, the calculation of estimated gaming losses will be derived by dividing the total losses recorded by the licensed venue by the number of EGMs in operation over the reported period. This calculation will establish the average gaming player loss per EGM. This will provide the basis for Council's assessment of estimated loss for any new EGM proposed. For new gaming operator proposals, the estimated loss will be based on the average loss per EGM of similar establishments.

**Advocacy and engagement**

Council, through its delegated Officers, will continue to be involved in local government working groups to advocate for regulatory reform by the State Government to reduce harm from gambling. Council's advocacy will focus on the frequency of gambling consumption and expenditure, and the establishment of similar standards for gambling consumption to those established for alcohol.

The Canadian research of Currie et al. (2012) suggested the following limits for gambling consumption:

- gambling no more than three times per month
- spending no more than \$1000 per year (\$20 per week) on gambling
- spending less than one per cent of gross income on gambling.

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Local strategies recommend maximum \$1 bets, mandatory pre-commitment, limiting the number of EFTPOS transactions and amounts, and payouts over \$500 in the form of a cheque.

Council will continue advocate for harm prevention and reduction measures through its policy and regulatory reform.

**Community benefit and grants fund**

Council will honour existing agreements with gambling establishments that contribute to community funding in the City of Melton and will consider how it will be involved in any associated community funding administration in the future. Local considerations include:

- Council's administration of the Community Grants Contribution Agreements on behalf of contributing gaming establishments on a holistic benefit to community and net cost to Council basis
- when existing Community Grants Contribution Agreements or new agreements are proposed, a report will be presented to Council for consideration
- establishing and maintaining partnerships with clubs to advocate for the meaningful administration and distribution of the Community Benefit Funding allocation
- Community Benefit Statements and benefit activities reported to the VCGLR will be assessed for compliance with the stated commitments in the proponent's Social and Economic Impact Assessment Report (SEIA), Planning Permit conditions and other relevant commitments.

**Policy implementation**

All Council staff are expected to be aware of this Policy and the commitments it contains and are responsible for referring matters to the Community Planning department for discussion and advice. In situations as to whether the Policy applies, Council Officers are to contact the Delegated Officer in the Community Planning department to discuss further.

When this Policy is considered in relation to Council owned buildings, the establishment of new or renewed contracts, leases, legal agreements and recreation and leisure policies, a report will be presented to Council for consideration.

**Policy review**

This Policy will be reviewed within four years from the date of adoption; or as triggered by changes to legislation, government or Council policy or directive, or in response to any other requirement which may trigger the need to do so.

**References**

[Local Government Act 1989](#)

[Planning and Environment Act 1989](#)

[Gambling Regulation Act 2003](#)

[Municipal Public Health and Wellbeing Act 2008](#)

[Melton City Council, Melton Planning Scheme](#)

[Melton City Council, Council and Wellbeing Plan 2017-2021](#)

[Melton City Council, Council and Community Alcohol Policy](#)

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[\*Melton City Council, Lease and Licence Policy\*](#)

[\*Melton City Council, Community Facility Access Policy\*](#)

[\*Melton City Council, Electronic Gaming Planning Policy Project Reference Document \(2017\)\*](#)

[\*Responsible Gambling Foundation\*](#)

Blaszczynski, A, Collins, P, Fong, D, Ladouceur, R, Nower, L, Shaffer, HJ, Tavares, H & Venisse, JL 2011, 'Responsible gambling: general principles and minimal requirements', *Journal of Gambling Studies*, vol. 27, no. 4, pp. 565–73.

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	<b>Gambling Harm Prevention and Reduction Policy</b>
<b>Version No.</b>	Version 1.0 – 25 July 2019
<b>Endorsement</b>	Executive – 25 July 2019
<b>Authorisation</b>	Council – 11 November 2019
<b>Review date:</b>	1 July 2024 <u>October 2027</u>
<b>Responsible officer:</b>	Manager <u>Community Planning</u> <u>Healthy Connected Communities</u>
<b>Policy owner</b>	General Manager Community Services

**Introduction**

The Gambling Harm Prevention and Reduction Policy (Policy) is a key commitment of the Council and Wellbeing Plan 2017–2021. It adopts a public health promotion approach and contributes to the achievement of Objective 1.5 'Environments that enable and encourage positive public health and wellbeing outcomes' and more specifically, Strategy 1.5.1 'Contribute to reducing harm caused by gambling, liquor, tobacco and fast food consumption'. The Policy is intended to be applied alongside the Melton Planning Scheme and read in conjunction with related Council policies and initiatives.

While the Melton Planning Scheme provides an important role in assessing gaming related planning applications, it is important to note that local planning policies are limited to addressing locational issues and to a lesser extent operation and design issues. This Policy identifies a range of harm prevention and reduction strategies that Council can support in addition to the Planning Scheme.

**Purpose**

The Policy aims to:

- identify Council's gambling harm reduction commitments and provide specific guidance in relation to their application
- address gambling related harms for individuals and the community by defining Council's harm prevention and reduction expectations associated with:
  - gambling product design, placement, access and availability
  - marketing, sponsorship and promotion
  - the appropriate location and design of new and redesigned gambling establishments
  - limiting the exposure of minors to gaming floors and other areas associated with gambling and the hours of operation where gambling products are available, and
  - demonstrating net community benefit.
- recognise the potential harms that can be fuelled by incidental exposure to gambling products, as a result of the normalisation of gambling behaviours



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- support relevant Planning Scheme provisions in relation to the interpretation of siting, design, locational and net community benefit and associated aspects of gambling establishments
- ensure harm reduction principles are incorporated in the design of new gambling establishments
- establish an internal referral and advice process to assess gambling product related applications and decisions, and
- assist Council in advocacy programs in relation to gambling harm reduction.

The relevant Council and Wellbeing Plan 2017-2021 commitment, Melton Planning Scheme provision and supporting evidence are indicated below each Policy commitment:

The purpose of the Gambling Harm Prevention and Reduction Policy (the Policy) is to identify Council's gambling harm minimisation commitments and provide specific guidance in relation to their application. It also aims to support relevant Planning Scheme provisions in relation to the interpretation of siting, design, location and net community benefit and associated aspects of electronic gaming venues and other gambling establishments.

### **Application and Scope**

This Policy applies to all Melton City Council Councillors, employees, contractors, and volunteers. In addition, this Policy applies to:

- all gambling establishments within and adjoining the municipality
- gambling related matters, associated with land uses and activities covered by the Melton Planning Scheme as well as the land within a 2.5km (5km in new growth areas) radius of Council's municipal borders (falling within the Council's referral or decision making jurisdictions), and
- all Council decisions, leases, licences, requests for hire and events where gambling products may be available or are to involve a gambling operator.

### **Gambling context and background**

#### **Victorian context**

Recent Victorian Responsible Gambling Foundation studies into gambling harm have shifted the focus away from individual action and responsibility, to understanding the structure and operation of the gambling industry and the design of gambling products themselves. Current Victorian research into gambling in Victoria has found that:

- gambling losses fuel harms to individuals, families and communities with the people who can least afford to lose large sums of money are the ones who are losing the most
- gaming machines are designed to exploit consumers and maximise player losses; their design features disguise losses as wins and accentuate near misses by employing visual and auditory stimuli to amplify the excitement and heighten the experience of the consumer
- gambling products apply game design elements and game principles (called gamification) to lure more people into game play and to maximise profits
- gamification is deliberate in its attempt to attract new market sectors including women, young people, older people and people from culturally diverse backgrounds
- gambling establishments are positioned as the predominate entertainment on offer in the most disadvantaged areas of Melbourne



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- normalising the role of gambling is a key marketing strategy, which is often reflected in the location, design and function of a gambling establishment
- the design of the gambling establishment and level of exposure to gambling products; images, lights and sounds are key concerns, especially for children and young people (this is a key harm prevention target area of this Policy)
- people experience gambling harms in various gambling environments, including hotels and clubs; while clubs report Statements of benefit as a requirement to offset the taxation paid, few clubs actually report real community benefit
- enticements aimed at maximising revenue, including rewarding patrons with free food and drinks, free shuttle buses and room hire that feature strongly in gambling operations; are able to be claimed as a tax offset by clubs as benefits to the community.

*Refer to Responsible Gambling Foundation (2019) – Research Program and selected references*

#### **City of Melton context**

In 2018, over \$67.8million was lost in the City of Melton on gaming machine gambling alone; over \$185,703 lost per day. There are 515 gaming machines across seven gaming establishments in the municipality, being 61 per cent of the number allowed under the State Government's cap of 824 machines. With another 309 gaming machines permitted by the State Government, and at least some of these entitlements already purchased by gaming operators, it is reasonable to expect that player losses will rise above \$100million per annum in the City of Melton in the near future.

*Refer to Responsible Gambling Foundation – Pokies in Victoria, Melton*

#### **Harm prevention and reduction strategies**

In relation to electronic gaming venues, this Policy recognises that the State Government has implemented a number of statutory harm minimisation measures that go beyond the scope of planning considerations. As a result, meeting the statutory minimum harm minimisation measures is not generally considered to represent any particular benefit of the proposal, unless non-statutory venue specific initiatives have been proposed. As the aspirations of this Policy go beyond statutory requirements, incorporating its harm prevention and reduction strategies may indicate relative benefits of a new gaming venue proposal.

#### **General Provisions**

Council has a legislated responsibility to promote the health and wellbeing of the community. Melton City Council plays a crucial role in local gambling regulation, particularly in managing EGMs, through the Melton Planning Scheme. Council's responsibilities include assessing gambling venue applications to ensure they align with community wellbeing objectives and engaging with stakeholders to promote responsible gambling practices.

Council can play a positive role through increasing awareness of gambling harms and providing alternative recreational activities to gambling within the community. Council can also be an advocate for reforms, support services and divestment from EGMs.

#### **Electronic gaming venues and other gambling establishments**

#### **Council venues, facilities and land**

Council will:

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- ~~Council's owned and managed infrastructure is developed to meet identified community need, for community use and benefit. As gambling products and activities are contrary to such purposes, Council prohibits the operation of any new gaming machine/s on Council owned land and will not support commercial gambling activities or the supply of gambling products in any of its civic venues or managed facilities.~~
- ~~As Council seeks to discourage the normalisation of gambling, prohibit the operation of any new gaming machine/s on Council owned land and will not support commercial gambling activities or the supply of gambling products in any of its civic venues or managed facilities.~~
- ~~prohibit fundraising activities that mimic gambling environments on Council owned land, or those that involve multiple forms of simulated gambling are not exempt from the application of this Policy.~~
- ~~require evidence of intentional design of any new or redeveloped gambling establishment. Intentional design will demonstrate that limited exposure to gambling products has been achieved, particularly in relation to minors, families and others seeking to avoid gambling products, while enjoying other aspects of the entertainment premises. Design features that would fail to meet this commitment include:~~
  - entrances that require passage to the bistro or family entertainment areas past the gaming room floor
  - bistros, dining areas, function rooms, and any other place within the gambling establishment where minors might attend within the establishment, being located in such close proximity that gambling products, particularly electronic gaming machines (EGMs), are visible or audible at any time
  - failing to screen or otherwise reduce exposure to more adult and gambling product availability and promotion
  - passage ways to amenities located in audible or visual proximity to gambling products.
- require a six hour shutdown. However it is recommended to close the gaming floor between 1am-9am or 3am-9am and 3pm-5pm daily. For new venues, Council will encourage longer closure periods.
- ~~not support new gambling establishments or additional gaming machines where the density of gaming machines is above 5.5 per 1000 population at local community levels or within a 5km radius of the premises~~
- ~~not support any gambling products such as gaming machine areas, Keno, racing, sports betting, meat raffles, lucky cards or envelopes within the areas of the venue that families and children are accessing.~~
- ~~not permit gaming machines in locations in close proximity (within 400m) to family and children services, medical centres, Centrelink offices, justice providers and other similar community service locations~~
- ~~consider the net community benefit of each application and proposal, and assess against the harm reduction strategies and aspirations of this Policy, including:~~
  - ~~how the proposal demonstrates the harm prevention and reduction strategies of this Policy in terms of overall siting, design, form, function and hours of operation of the gambling establishment and gambling product placement~~



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- consideration of community perceptions of gambling in the overall proposal including the availability of alternative non-gambling related recreation activities
- the outcome of any community engagement undertaken, the data sources and strategies employed in addressing any community concerns raised in association with the proposal
- an assessment of land use impacts associated with gambling activities, describing the conditions and compatibility of current and emerging surrounding land uses, and that threshold distances (400m) have been achieved
- evidence that the gambling establishment is not proposed within an area of the municipality experiencing relative disadvantage.
- A consideration of existing gambling establishments, the calculation of estimated gaming losses will be derived by dividing the total losses recorded by the licensed venue by the number of EGMs in operation over the reported period. This calculation will establish the average gaming player loss per EGM. This will provide the basis for Council's assessment of estimated loss for any new EGM proposed. For new gaming operator proposals, the estimated loss will be based on the average loss per EGM of similar establishments.
- oppose applications where there is evidence of net social or economic detriment.

This section may also apply to land leased, purchased or proposed to be transferred from Council ownership at the sole discretion of Council.

*Refer to Council and Community Alcohol Policy, Lease and Licence Policy and Community Facility Access Policy*

#### **Reduce exposure to gambling products**

Reducing the exposure to gambling related stimuli, particularly to young people who may attend a gambling establishment's bistro, family area, function room, play area or court yard is a key harm prevention strategy of this Policy.

~~Council will require evidence of intentional design of any new or redeveloped gambling establishment. Intentional design will demonstrate that limited exposure to gambling products has been achieved, particularly in relation to minors, families and others seeking to avoid gambling products, while enjoying other aspects of the entertainment premises.~~

~~Design features that would fail to meet this commitment include:~~

- ~~not support any gambling products such as gaming machine areas, Keno, racing, sports betting, meat raffles, lucky cards or envelopes within the areas of the venue that families and children are accessing;~~
- ~~not permit gaming machines in locations in close proximity (within 400m) to family and children services, medical centres, Centrelink offices, justice providers and other similar community service locations~~

~~consider the net community benefit of each application and proposal, and assess against the harm reduction strategies and aspirations of this Policy, including:~~

~~how the proposal demonstrates the harm prevention and reduction strategies of this Policy in terms of overall siting, design, form, function and~~



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hours of operation of the gambling establishment and gambling product placement

consideration of community perceptions of gambling in the overall proposal including the availability of alternative non-gambling related recreation activities

the outcome of any community engagement undertaken, the data sources and strategies employed in addressing any community concerns raised in association with the proposal

an assessment of land use impacts associated with gambling activities, describing the conditions and compatibility of current and emerging surrounding land uses, and that threshold distances (400m) have been achieved

evidence that the gambling establishment is not proposed within an area of the municipality experiencing relative disadvantage.

For existing gambling establishments, the calculation of estimated gaming losses will be derived by dividing the total losses recorded by the licensed venue by the number of EGMs in operation over the reported period. This calculation will establish the average gaming player loss per EGM. This will provide the basis for Council's assessment of estimated loss for any new EGM proposed. For new gaming operator proposals, the estimated loss will be based on the average loss per EGM of similar establishments.

For new gaming venues, this Policy recommends an eight hour shut-down of the gaming floor, either between:

- 1am-9am, or
- 3am-9am and 3pm-5pm daily.

#### **Gaming machine density**

Avoiding clustering and saturation is a key harm reduction strategy of this Policy. New gambling establishments or additional gaming machines will not be supported where the density of gaming machines is above 5.5 per 1000 population at local community levels or within a 5km radius of the premises. This would apply to the Melton Township and surrounding suburbs where the EGM density is approximately 13.

#### **Reduction of gambling products and exposure to minors**

Gambling establishment operators seek to maximise the opportunity to expose their customers to the various gambling products on offer at their establishment. Gambling products on offer may include gaming machine areas, Keno, racing, sports betting, meat raffles, lucky cards or envelopes. It is an intention of this Policy that none of these products be available or visible within the areas of the venue that families and children are accessing.

#### **Site context and compatibility of land uses**

Gaming machines will not be permitted in locations in close proximity (within 400m) to family and children services, medical centres, Centrelink offices, justice providers and other similar community service locations.



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**Assessing net community benefit in electronic gaming machine applications**

Net community benefit refers to the overall benefits to the community derived from the operation of the gambling establishment as a whole. Council will

- consider the net community benefit of each application and proposal, and assess against the harm reduction strategies and aspirations of this Policy, including:
- how the proposal demonstrates the harm prevention and reduction strategies of this Policy in terms of overall siting, design, form, function and hours of operation of the gambling establishment and gambling product placement
- consideration of community perceptions of gambling in the overall proposal including the availability of alternative non-gambling related recreation activities
- the outcome of any community engagement undertaken, the data sources and strategies employed in addressing any community concerns raised in association with the proposal
- an assessment of land use impacts associated with gambling activities, describing the conditions and compatibility of current and emerging surrounding land uses, and that threshold distances (400m) have been achieved
- evidence that the gambling establishment is not proposed within an area of the municipality experiencing relative disadvantage.

**Electronic gaming machine applications**

The report submitted by an applicant to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) for new or additional EGMs, or to Council in for a Planning Permit, would normally include a comprehensive report prepared by a consultant. A component of this report is the retail gravity report, which is an approach preferred by the gambling industry employed to estimate the losses that might be incurred by the proposed new gaming machines. These reports have been found to be inaccurate, as they underestimate the dollar amounts actually lost as reported by the VCGLR. This is a concern, as these calculations often form the basis from which to calculate potential for harm and estimated benefits of a proposal.

For existing gambling establishments, the calculation of estimated gaming losses will be derived by dividing the total losses recorded by the licensed venue by the number of EGMs in operation over the reported period. This calculation will establish the average gaming player loss per EGM. This will provide the basis for Council's assessment of estimated loss for any new EGM proposed. For new gaming operator proposals, the estimated loss will be based on the average loss per EGM of similar establishments.

**Education, Advocacy and engagement Research**

Council, through its delegated Officers, will continue to be involved in local government working groups to advocate for regulatory reform by the State Government to reduce harm from gambling. Council's advocacy will focus on the frequency of gambling consumption and expenditure, and the establishment of similar standards for gambling consumption to those established for alcohol.

The Canadian research of Currie et al. (2012) suggested the following limits for gambling consumption:

- gambling no more than three times per month
- spending no more than \$1000 per year (\$20 per week) on gambling
- spending less than one per cent of gross income on gambling.

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Local strategies recommend maximum \$1 bets, mandatory pre-commitment, limiting the number of EFTPOS transactions and amounts, and payouts over \$500 in the form of a cheque.

Council will continue advocate for harm prevention and reduction measures through its policy and regulatory reform.

Council will:

- investigate and stay up to date with research on gambling-related harms
- increase awareness of gambling harms through targeted community education programs.
- engage local communities in discussions about gambling and its impacts to inform policy development.
- promote alternative recreational activities to gambling within the community.
- advocate for legislative and regulatory reforms aimed at reducing gambling harm.
- advocate for the enhancement of support services for individuals affected by gambling, including access to counselling and intervention programs.
- encourage clubs and other organisations to divest of EGMs if they operate on Council-owned or managed property.
- be a member of the Alliance for Gambling Reform to leverage their resources and expertise
- collaborate with other councils, government bodies, and non-profit organisations to address gambling issues.
- undertake detailed analysis of the costs and benefits of Council's indirect associations with gambling practices through leasing arrangements, sponsorship and promotion to inform

#### Community benefit and grants fund

Council will honour existing agreements with gambling establishments that contribute to community funding in the City of Melton and will consider how it will be involved in any associated community funding administration in the future. Local considerations include:

- Council's administration of the Community Grants Contribution Agreements on behalf of contributing gaming establishments on a holistic benefit to community and net cost to Council basis
- when existing Community Grants Contribution Agreements or new agreements are proposed, a report will be presented to Council for consideration
- establishing and maintaining partnerships with clubs to advocate for the meaningful administration and distribution of the Community Benefit Funding allocation

Council will

- assess for compliance Community Benefit Statements and benefit activities reported to the VCGLR VGCCC will be assessed for compliance with the stated commitments in the proponent's Social and Economic Impact Assessment Report (SEIA), Planning Permit conditions and other relevant commitments.

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- not accept funds from gambling establishments for any community grants programs or projects.

**Policy implementation**

All Council staff are expected to be aware of this Policy and the commitments it contains and are responsible for referring matters to the Community Planning department for discussion and advice. In situations as to whether the Policy applies, Council Officers are to contact the Delegated Officer in the Community Planning department to discuss further.

When this Policy is considered in relation to Council-owned buildings, the establishment of new or renewed contracts, leases, legal agreements and recreation and leisure policies, a report will be presented to Council for consideration.

**Policy review**

This Policy will be reviewed within four years from the date of adoption; or as triggered by changes to legislation, government or Council policy or directive, or in response to any other requirement which may trigger the need to do so.

**References**

Local Government Act 1989

Planning and Environment Act 1989

Gambling Regulation Act 2003

Municipal Public Health and Wellbeing Act 2008

Melton City Council, Melton Planning Scheme

Melton City Council, Council and Wellbeing Plan 2017-2021

Melton City Council, Council and Community Alcohol Policy

Melton City Council, Lease and Licence Policy

Melton City Council, Community Facility Access Policy

Melton City Council, Electronic Gaming Planning Policy Project Reference Document (2017)

Responsible Gambling Foundation

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Livingstone C., Rintoul A. & Francis L. (2014) What is the evidence for harm minimisation measures in gambling venues? Evidence Base 2

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Definitions

<u>Term</u>	<u>Definition</u>
<u>Electronic Gaming Machines (EGMs)</u>	<u>Devices used for gambling that operate electronically, commonly known as slot machines or pokies.</u>
<u>Gambling</u>	<u>Wagering money or something of value on an event with an uncertain outcome with the primary intent of winning additional money or material goods.</u>
<u>Gambling harm</u>	<u>Adverse impacts of gambling that extend beyond financial loss, affecting the gambler's life and wellbeing, including relationships, mental health, and employment.</u>
<u>Gambling licenses</u>	<u>Legal authorisations required for operating gambling services and venues, ensuring compliance with regulatory standards and laws.</u>
<u>Gambling operators</u>	<u>Companies or individuals that offer gambling services and manage gambling venues or platforms.</u>
<u>Gambling-related content</u>	<u>Information and promotional material associated with gambling, found in media, advertising, and online platforms.</u>
<u>Gambling venues</u>	<u>Places where gambling activities are legally conducted, such as casinos, betting shops, and clubs with gaming machines.</u>
<u>Harm minimisation</u>	<u>Strategies and policies aimed at reducing the negative impacts associated with a risky activity such as gambling.</u>

Related Documents

<u>Name</u>	<u>Location</u>
<u>Local Government Act 2020 (Vic)</u>	<u><a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a></u>
<u>Public Health and Wellbeing Act 2008 (Vic)</u>	<u><a href="https://www.legislation.vic.gov.au/in-force/acts/public-health-and-wellbeing-act-2008/068">https://www.legislation.vic.gov.au/in-force/acts/public-health-and-wellbeing-act-2008/068</a></u>
<u>Planning and Environment Act 1987 (Vic)</u>	<u><a href="https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/159">https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/159</a></u>
<u>Gambling Regulation Act 2003 (Vic)</u>	<u><a href="https://www.legislation.vic.gov.au/in-force/acts/gambling-regulation-act-2003/084">https://www.legislation.vic.gov.au/in-force/acts/gambling-regulation-act-2003/084</a></u>
<u>Victorian Gambling and Casino Control Commission Act 2011 (Vic)</u>	<u><a href="https://www.legislation.vic.gov.au/in-force/acts/victorian-commission-gambling-and-liquor-regulation-act-2011/010">https://www.legislation.vic.gov.au/in-force/acts/victorian-commission-gambling-and-liquor-regulation-act-2011/010</a></u>

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Name	Location
<a href="#">Victorian Responsible Gambling Foundation Repeal and Advisory Councils Act 2024</a>	<a href="https://www.legislation.vic.gov.au/bills/victorian-responsible-gambling-foundation-repeal-and-advisory-councils-bill-2024">https://www.legislation.vic.gov.au/bills/victorian-responsible-gambling-foundation-repeal-and-advisory-councils-bill-2024</a>

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## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Gambling Harm Prevention and Reduction Policy

Appendix 3 Gambling Harm Prevention and Reduction Policy - proposed clean - new template

**Gambling Harm Prevention and Reduction Policy**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	October 2027
<b>Responsible officer</b>	Manager Healthy Connected Communities
<b>Records reference</b>	9207598

**1. Purpose**

The purpose of the Gambling Harm Prevention and Reduction Policy (the Policy) is to identify Council's gambling harm minimisation commitments and provide specific guidance in relation to their application. It also aims to support relevant Planning Scheme provisions in relation to the interpretation of siting, design, location and net community benefit and associated aspects of electronic gaming venues and other gambling establishments.

**2. Application And Scope**

This Policy applies to all Melton City Council Councillors, employees, contractors, and volunteers. In addition, this Policy applies to:

- all gambling establishments within and adjoining the municipality.
- gambling related matters, associated with land uses and activities covered by the Melton Planning Scheme as well as the land within a 2.5km (5km in new growth areas) radius of Council's municipal borders (falling within the Council's referral or decision-making jurisdictions).
- all Council decisions, leases, licenses, requests for hire and events where gambling products may be available or are to involve a gambling operator.

**3. General Provisions**

Council has a legislated responsibility to promote the health and wellbeing of the community. Melton City Council plays a crucial role in local gambling regulation, particularly in managing EGMs, through the Melton Planning Scheme. Council's responsibilities include assessing gambling venue applications to ensure they align with community wellbeing objectives and engaging with stakeholders to promote responsible gambling practices.

Council can play a positive role through increasing awareness of gambling harms and providing alternative recreational activities to gambling within the community. Council can also be an advocate for reforms, support services and divestment from EGMs.

**3.1. Electronic gaming venues and other gambling establishments**

Council will:

- prohibit the operation of any new gaming machine/s on Council owned land and will



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not support commercial gambling activities or the supply of gambling products in any of its civic venues or managed facilities.

- prohibit fundraising activities that mimic gambling environments on Council owned land
- require evidence of intentional design of any new or redeveloped gambling establishment. Intentional design will demonstrate that limited exposure to gambling products has been achieved, particularly in relation to minors, families and others seeking to avoid gambling products, while enjoying other aspects of the entertainment premises. Design features that would fail to meet this commitment include:
  - entrances that require passage to the bistro or family entertainment areas past the gaming room floor
  - bistros, dining areas, function rooms, and any other place within the gambling establishment where minors might attend within the establishment, being located in such close proximity that gambling products, particularly electronic gaming machines (EGMs), are visible or audible at any time
  - failing to screen or otherwise reduce exposure to more adult and gambling product availability and promotion
  - passageways to amenities located in audible or visual proximity to gambling products.
- require a six hour shutdown. However, it is recommended to close the gaming floor for eight hours between 1.00 am-9.00 am or 3.00 am-9.00 am and 3.00 pm-5.00 pm daily. For new venues, Council will encourage longer closure periods.
- not support new gambling establishments or additional gaming machines where the density of gaming machines is above 5.5 per 1000 population at local community levels or within a 5km radius of the premises.
- not support any gambling products such as gaming machine areas, Keno, racing, sports betting, meat raffles, lucky cards or envelopes within the areas of the venue that families and children are accessing.
- not permit gaming machines in locations in close proximity (within 400m) to family and children services, medical centres, Centrelink offices, justice providers and other similar community service locations.
- consider the net community benefit of each application and proposal, and assess against the harm reduction strategies and aspirations of this Policy, including:
  - how the proposal demonstrates the harm prevention and reduction strategies of this Policy in terms of overall siting, design, form, function and hours of operation of the gambling establishment and gambling product placement
  - consideration of community perceptions of gambling in the overall proposal including the availability of alternative non-gambling related recreation activities
  - the outcome of any community engagement undertaken, the data sources and strategies employed in addressing any community concerns raised in association with the proposal



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- an assessment of land use impacts associated with gambling activities, describing the conditions and compatibility of current and emerging surrounding land uses, and that threshold distances (400m) have been achieved
- evidence that the gambling establishment is not proposed within an area of the municipality experiencing relative disadvantage.
- a consideration of estimated gaming losses. For existing gambling establishments, the calculation of estimated gaming losses will be derived by dividing the total losses recorded by the licensed venue by the number of EGMs in operation over the reported period. This calculation will establish the average gaming player loss per EGM. This will provide the basis for Council's assessment of estimated loss for any new EGM proposed. For new gaming operator proposals, the estimated loss will be based on the average loss per EGM of similar establishments.
- oppose applications where there is evidence of net social or economic detriment.

**3.2. Education, Advocacy and Research**

Council will:

- investigate and stay up to date with research on gambling-related harms
- increase awareness of gambling harms through targeted community education programs.
- engage local communities in discussions about gambling and its impacts to inform policy development.
- promote alternative recreational activities to gambling within the community.
- advocate for legislative and regulatory reforms aimed at reducing gambling harm.
- advocate for the enhancement of support services for individuals affected by gambling, including access to counselling and intervention programs.
- encourage clubs and other organisations to divest of EGMs if they operate on Council-owned or managed property.
- be a member of the Alliance for Gambling Reform to leverage their resources and expertise
- collaborate with other councils, government bodies, and non-profit organisations to address gambling issues.
- undertake detailed analysis of the costs and benefits of Council's indirect associations with gambling practices through leasing arrangements, sponsorship and promotion to inform



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### 3.3. Community benefit and grant funds

Council will:

- assess for compliance Community Benefit Statements and benefit activities reported to the VGCCC with the stated commitments in the proponent's Social and Economic Impact Assessment Report (SEIA), Planning Permit conditions and other relevant commitments.
- not accept funds from gambling establishments for any community grants programs or projects.

### 4. Definitions

Term	Definition
Electronic Gaming Machines (EGMs)	Devices used for gambling that operate electronically, commonly known as slot machines or pokies.
Gambling	Wagering money or something of value on an event with an uncertain outcome with the primary intent of winning additional money or material goods.
Gambling harm	Adverse impacts of gambling that extend beyond financial loss, affecting the gambler's life and wellbeing, including relationships, mental health, and employment.
Gambling licenses	Legal authorisations required for operating gambling services and venues, ensuring compliance with regulatory standards and laws.
Gambling operators	Companies or individuals that offer gambling services and manage gambling venues or platforms.
Gambling-related content	Information and promotional material associated with gambling, found in media, advertising, and online platforms.
Gambling venues	Places where gambling activities are legally conducted, such as casinos, betting shops, and clubs with gaming machines.
Harm minimisation	Strategies and policies aimed at reducing the negative impacts associated with a risky activity such as gambling.

### 5. Related Documents

Name	Location
Local Government Act 2020 (Vic)	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
Public Health and Wellbeing Act 2008 (Vic)	<a href="https://www.legislation.vic.gov.au/in-force/acts/public-health-and-wellbeing-act-2008/068">https://www.legislation.vic.gov.au/in-force/acts/public-health-and-wellbeing-act-2008/068</a>



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Name	Location
Planning and Environment Act 1987 (Vic)	<a href="https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/159">https://www.legislation.vic.gov.au/in-force/acts/planning-and-environment-act-1987/159</a>
Gambling Regulation Act 2003 (Vic)	<a href="https://www.legislation.vic.gov.au/in-force/acts/gambling-regulation-act-2003/084">https://www.legislation.vic.gov.au/in-force/acts/gambling-regulation-act-2003/084</a>
Victorian Gambling and Casino Control Commission Act 2011 (Vic)	<a href="https://www.legislation.vic.gov.au/in-force/acts/victorian-commission-gambling-and-liquor-regulation-act-2011/010">https://www.legislation.vic.gov.au/in-force/acts/victorian-commission-gambling-and-liquor-regulation-act-2011/010</a>
Victorian Responsible Gambling Foundation Repeal and Advisory Councils Act 2024	<a href="https://www.legislation.vic.gov.au/bills/victorian-responsible-gambling-foundation-repeal-and-advisory-councils-bill-2024">https://www.legislation.vic.gov.au/bills/victorian-responsible-gambling-foundation-repeal-and-advisory-councils-bill-2024</a>

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## MINUTES OF THE POLICY REVIEW PANEL

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Manager Healthy Connected Communities, S Prestney, departed the meeting at 2.07pm.

Manager Procurement, N Irwin, joined the meeting at 2.07pm

**6.4 PROCUREMENT POLICY**

**Responsible Officer:** Brandon Howard - Interim Director Organisational Performance

**Document Author:** Noel Irwin - Manager Procurement

**Motion**

Crs Majdlik/Shannon.

That the Policy Review Panel recommend Council approve the revised Procurement Policy provided as **Appendix 2** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

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

Melton City Council (MCC) developed its own Procurement Policy and updated this policy in 2024.

MAV has taken responsibility for the Local Government Best Practise Procurement Guidelines. They have then developed a Template Model Procurement Policy based upon those Guidelines. This Template was endorsed at the Policy Review Panel on 7 August 2025, to be used as the future basis for the Melton Procurement Policy.

The MAV Model Policy has been based upon a series of template policies developed across metropolitan councils. Western metropolitan councils are proposing to align as far as possible, to improve collaboration opportunities and to allow improved benchmarking.

In informing the development of the Melton Procurement Policy benchmarking has been completed, to support the recommended changes.

**1.2 Sources/benchmarking**

Melton tender thresholds were compared to Western Metro and Growth Councils, noting that they are well below the levels that other councils have operated at since 2021.

**Councils surrounding Melton have higher thresholds (2021 policy)**

Council	Tender Threshold Works	Tender Threshold Goods and Services
Melton	\$200,000	\$150,000
Wyndham	\$500,000	\$300,000
Brimbank	\$350,000	\$250,000
Maribyrnong	\$300,000	\$300,000
Hobsons Bay	\$300,000	\$300,000



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**Growth Councils have higher thresholds, including a Shire (2021 policy)**

<b>Council</b>	<b>Tender Threshold Works</b>	<b>Tender Threshold Goods and Services</b>
Melton	\$200,000	\$150,000
Wyndham	\$500,000	\$300,000
Casey Council	\$500,000	\$500,000
Whittlesea	\$300,000	\$300,000
Cardinia Shire	\$300,000	\$300,000
Hume	\$300,000	\$300,000

To provide context to the impact any change in threshold would have, if MCC increased its Tender Threshold to \$300,000 excluding GST, then the FY24/25 tender workload would have been 31 tenders compared 77. The remainder being managed through a Request for Quote (RFQ) process. Given the current tender workload is increasing and is unsustainable without additional resources, consideration should be given to increasing the delegation thresholds

Moving tenders to an RFQ will still require specifications, contracts and a formal process, however it does enable use of simplified documents and reduces the evaluation effort.

To mitigate any perceived risks with this increase, it is proposed that all RFQ's would be managed online.

Currently MCC has no visibility of RFQ activity. If the tender threshold is lifted, then greater visibility of RFQ activity will be required to manage risk. This is proposed to be achieved by requiring quotations to be managed via an etenderbox rather than via email. This will not change the process for most staff, as they will continue to release and accept responses and communicate with vendors using a tenderbox rather than email. This will allow Procurement to monitor activity and ensure consistency to policy.

Currently MCC requires three quotes above \$10,000. It is recommended that the tenderbox be required for all transactions requiring more than one quote.

Western Region Council thresholds and Growth Council thresholds are provided below to provide perspective.

**Councils surrounding Melton have higher thresholds (2021 policy)**

<b>Council</b>	<b>One written Quote</b>	<b>2 Quotes</b>	<b>3 Quotes</b>
Melton	\$0		\$10,000
Wyndham	\$5,000	\$50,000	\$150,000
Brimbank	\$5,000	\$20,000	\$50,000
Maribyrnong	\$0	\$20,000	\$50,000
Hobsons Bay**	\$15,000	\$50,000	\$150,000



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\*\* Hobson's Bay have just reviewed their thresholds, with the above limits currently being proposed subject to Council approval. They have also added in another level - \$150k to \$300k, which requires a formal RFQ managed by Procurement via a tender portal.

**Growth Councils have higher thresholds, including a Shire (2021 policy)**

Council	One written Quote	2 Quotes	3 Quotes
Melton	\$0		\$10,000
Wyndham	\$5,000	\$50,000	\$150,000
Casey Council	\$0	\$50,000	\$200,000
Whittlesea	\$5,000		\$25,000
Cardinia Shire	\$5,000	\$15,000	\$30,000
Hume	\$1,000	\$10,000	\$30,000

MCC volumetric data isn't available as Procurement currently has no visibility of quotes.

It is proposed that multiple quotes (two and three quotes) be sought via an etenderbox rather than email. This means any bid is managed via an auditable process. With this increased visibility, the thresholds can safely be increased to match those being used by other Councils since 2021.

Whilst Wyndham is a growth council and direct comparison, it is prudent to gradually make changes. Therefore, aligning more closely with Maribyrnong and Brimbank in the first instance is recommended, with the potential to increase over time.

Most councils base their thresholds on 'quotes sought' rather than 'quotes received'. Melton requires staff to achieve the quotes received threshold, not just seek them. This ensures the market is tested and dummy bids are not received.

Quotes are the primary way local business is engaged. Making the quotation process efficient for business whilst also making it more accountable will improve engagement. This will reduce the administration on local businesses and staff whilst expanding visibility to ensure staff are accountable.

## 2. Considerations

Based on the background and benchmarking above, the proposed changes have been made to the new Procurement Policy

### 2.1 Tender Threshold

The tender threshold be increased to \$300,000 for both 'Works' and 'Goods and Services'. This is an increase from \$200,000 and \$150,000 respectively.

### 2.2 RFQ Process and thresholds

Increasing the minimum single quote threshold to \$20,000, introduce a two-quote threshold from \$20,000 to \$50,000, and require three quotes for \$50,000 to \$300,000. With all quotes above the \$20,000 threshold to be managed via the etenderbox.

### 2.3 GST Price (Procurement Policy 3.1)

Council currently sets delegation thresholds using a value that includes GST. Council manages budgets using GST exclusive amounts, so it is logical to amend thresholds to match.



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Therefore, it is recommended that all delegation thresholds are excluding GST, aligning to MCC budget amounts. This will reduce confusion.

**2.4 Financial Delegations**

Currently the financial delegations and variations are incorporated within the Procurement Policy, as an appendix. It is proposed that this will be removed from the Procurement Policy, and either be included in a separate policy or under S7 delegations, as per advice from Governance. Note that there are no changes proposed to the current financial delegations.

The Financial Delegations will be developed and included with the proposed Procurement Policy, for approval by Council.

**2.5 Consultation**

The MAV Model Policy has been socialised widely and is well accepted across the sector.

Internally, the potential policy amendments are being socialised with business units, and systems are being tested, subject to formal approval.

**2.6 Communication and Implementation**

Subject to approval, MCC wide communications will be implemented.

A suitable tenderbox with a simplified quotation process is being tested, with guidance videos, written material and training sessions are in the early stages of being developed.

Once approved, all existing suppliers registered on the current system will be advised of the quotation tenderbox. Staff can raise vendors on the system to invite them to tender. Once registered, suppliers can see events from all councils using this tenderbox, which should improve local business opportunities.

**2.7 Compliance**

Using the model policy ensures Council complies with legislation and will support Best Practise Guidelines. It also ensures Council is alerted to any necessary updates via MAV.

**2.8 Measures of Success**

The new Procurement Policy provides improved visibility and governance of market engagement whilst improving efficiency for staff and suppliers. Success will be measurable through compliance with thresholds and the ability to cope with the increased number of events and still meet policy requirements.

**2.9 Comparison current Procurement Policy to Recommended Policy**

Due to the extent of changes between the MCC current and proposed procurement policy, changes have not been tracked.

The key improvements to the proposed policy include:

- Outlines quadruple bottom line benefits (financial, social, environment, governance), whereas the current policy focuses only on triple bottom line benefits (excludes governance).
- Offers a greater range of risk management strategies
- Outlines the role of the procurement function
- Provides guidance on what to do if no responses are received for a public tender
- Outlines collaborative procurement, which is a legislative requirement



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- Refers to types of key performance indicators and provides guidance. This is a significant maturity improvement and was a requirement of a recent audit recommendation. This guidance will assist staff.
- Variations are more clearly defined as financial and non-financial
- Acknowledging the caretaker period
- Values listed are now listed as GST exclusive
- The tender threshold has been recommended to increase to \$300,000 for 'Works' and 'Goods & Services'
- RFQ to have amended thresholds and be conducted via the etenderbox
- Staff delegations have been removed from the Procurement Policy and will be governed via a separate policy, noting that there is no change in delegation values.
- The requirement to apply a local weighting has been moved to the Sourcing Guidelines to allow more comprehensive guidance.

**LIST OF APPENDICES**

1. Current Procurement Policy - 2023
2. Proposed Procurement Policy with PRP changes



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Item 6.4 Procurement Policy

Appendix 1 Current Procurement Policy - 2023

**Procurement Policy**

<b>Date adopted</b>	25 September 2023
<b>Adopted by</b>	Council
<b>Review due</b>	December 2024
<b>Responsible officer</b>	Procurement Coordinator
<b>Records reference</b>	9185644

**1. PURPOSE**

The purpose of this Policy is to establish a framework for all Council procurement activity and to demonstrate public monies have been spent in line with legislative requirements, community objectives and expectations.

Council currently adopts a centre-led approach to procurement where the Procurement Team is an enabler business function that is responsible for creating, implementing and monitoring procurement governance, systems and processes; and providing templates, tools, training and guidance for Council Officers to undertake their own procurement activities.

This Policy further aims to:

- provide a procurement framework that seeks to achieve best value in price, quality and timeliness through consistent, competitive and transparent processes;
- provide guidance to achieve ethical behaviour in all procurement;
- demonstrate the application of elements of best practice in procurement;
- minimise and manage risks in procurement;
- prioritise, where practical, the procurement of environmentally, locally sourced, and socially responsible goods and services; and
- demonstrate accountability to rate payers.

**2. APPLICATION AND SCOPE**

This Policy is made under Section 108 of the *Local Government Act 2020* (the Act). The Act requires Council to:

- prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services, and the carrying out of works; and
- review its Procurement Policy at least once during each four-year term of Council.

This Policy applies to all procurement activities relating to goods, services and works by Council and is binding upon Councillors, employees and all contractors, agents and consultants engaged by Council.



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Item 6.4 Procurement Policy

Appendix 1 Current Procurement Policy - 2023

**3. GENERAL PROVISIONS****3.1. Best Practice Principles**

Council will apply the following fundamental best practice principles to each procurement activity irrespective of the value or complexity of that procurement:

- value for money;
- open and fair competition;
- sustainable procurement – economic (buy local), environmental and social;
- accountability and transparency;
- probity and ethical conduct; and
- risk management.

**3.2. Value for Money**

Council will undertake efficient and effective procurement activities to ensure that value for money is obtained. The value for money principle will take into account all relevant costs, non-cost factors and benefits of each proposal throughout the procurement cycle.

Cost factors include whole-of-life costs and transactional costs associated with acquiring, using, holding, maintaining and disposal of the goods, services or works. Non-cost factors include fit for purpose, quality, service, support, environmental impacts and social benefit.

Lowest price is not the sole determinant of value for money. Value for money purchasing decisions made by Council are made on the whole-of-life cost and non-cost factors including contributing to Council's strategic directions as set out in the Council and Wellbeing Plan 2025.

The strategic directions align with the triple bottom line principles including economic, environmental and social sustainability. Council is committed to reducing any negative social and environmental impacts and preferential purchasing of products and services that have been produced to ethical standards which have minimal negative impacts on the environment and human health.

**3.3. Open and Fair Competition**

All prospective contractors and suppliers must be treated (and be seen to be treated) fairly and in an open and transparent manner, with the same access to information about the procurement activity to enable them to submit prices, quotations and tenders on the same basis.

Council must adequately test the market in a consistent manner without any bias, or perception of bias, so that potential suppliers and the public have confidence in the outcome.

Where applicable, the provisions of the *Competition and Consumer Act 2010* (Cth), must be complied with in the procurement activity.



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Item 6.4 Procurement Policy

Appendix 1 Current Procurement Policy - 2023

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

Council recognises that it is a major purchaser of goods, services and works and that its procurement activities have the potential to impact the local economy.

Council will endeavour to support businesses and industries within the municipality and maximise these opportunities by means that are consistent with this Policy so as to help generate local employment and promote social inclusion.

Council commits to having local content as a weighted criteria in all its tenders, weighted at a minimum of 10%.

**3.5. Sustainable Procurement – Environmental**

Council is committed to safeguarding environmental quality and wellbeing for its present and future communities.

Council recognises the potential impact procurement activities have on the environment and where possible will reduce its impact on the natural environment by attempting to:

- decrease waste
- increase recycling
- decrease greenhouse gas emissions
- decrease water consumption
- minimise the degradation and destruction of natural resources; and
- limit Council's impact on climate change.

**3.6. Sustainable Procurement - Social**

Council recognises that its decisions have the ability to redress social disadvantage and improve social diversity in relation to ethnicity, gender and disability. Council will consider the effect of its decisions on diversity and equal opportunity in all procurement activity decision making.

Council's procurement activities will support the generation of positive social outcomes where it can be justified on a value for money basis including, but not limited to:

- giving preference to businesses that employ local or socially disadvantaged residents or residents living with a disability in the City of Melton municipality;
- giving preference to Aboriginal and/or Torres Strait Islander Businesses; and/or
- giving preference to businesses that provide evidence of gender equality in leadership (organisational structure) or prescriptive measures to address gender imbalance (e.g. copy gender equality policy or policies).



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Item 6.4 Procurement Policy

Appendix 1 Current Procurement Policy - 2023

**3.7. Procurement Thresholds and Methodology****3.7.1. Procurement Thresholds**

Council will undertake procurement of goods, services and works based on the following methodology thresholds:

<b>Total Contract Value (including GST):</b>	<b>Procurement Methodology Standard</b> In accordance with Procurement Procedures	<b>Procurement Methodology Pre-Qualified Panel</b> In accordance with panel engagement guidelines.
Up to \$2,500	Obtain one (1) written quote.	Obtain one (1) written quote.
\$2,501 to \$10,000	Obtain a minimum of one (1) written quote.	Obtain a minimum of one (1) written quote.
\$10,001 to \$149,999 (goods & services) or \$10,001 to \$199,999 (building & construction works)	Obtain a minimum of three (3) written quotes.  Where possible a <b>local business</b> supplier should be invited to participate.	Obtain a minimum of two (2) written quotes.
\$150,000 plus (goods & services) or \$200,000 plus (building & construction works)	A public tender process is required.	Obtain a minimum of three (3) written quotes, with one (1) being a <b>local business</b> or a <b>new supplier engagement</b> where possible.

If a Council Officer is unable to achieve the required number of quotes above, the Officer must contact the Procurement Team to determine the best way forward and potential exemption document to be completed.

If the estimated total contract value of a procurement activity is expected to be close to an upper band threshold in section 3.7.1, then the Officer should consider running this procurement activity at the next threshold to ensure no accidental breach of Policy can occur.



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**3.7.2. Exemptions from Thresholds**

In exceptional circumstances, Council may choose to exempt a particular procurement activity from the thresholds above based on the circumstances described in the table below. Where an exemption form is required to be completed Council Officers must seek authority from their Business Unit Manager and inform the Manager, Procurement Team prior to proceeding with the procurement activity:

Exemption Description	Explanation	Exempt Requisition Type
A contract made because of genuine emergency or hardship	Allows a contract to be entered into where the CEO or Municipal Emergency Management Officer, as a delegate, considers it necessary because of an emergency (e.g., to provide immediate response to a natural disaster, declared emergency, etc.)	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Extension of contracts while Council is at market to ensure continuation of supply of goods, services and works	Allows the extension of an existing contract where the procurement activity to replace the contract has commenced (or is imminent) and where the establishment of an interim short-term arrangement with an alternative supplier would lead to Council achieving lesser value for money or an adverse effect on public interest	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Must complete and attach exemption form when raising requisition under Exempt Purchases type</li> </ul>
Professional Services unsuitable for tendering	Allows the procuring of the following procurement activity: <ul style="list-style-type: none"> <li>Legal services coordinated through Governance or People and Culture teams</li> <li>Insurance</li> <li>Loans</li> <li>Purchase of land</li> <li>Electoral or valuation services</li> <li>Payroll expenses and deductions</li> <li>Refunds</li> <li>Professional membership payments and subscriptions</li> </ul>	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Novated Services	Allows a contract to be novated to a new third party where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party.	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party	Allows engagements: <ul style="list-style-type: none"> <li>with another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or</li> <li>in reliance on contracts, panels and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV), Procurement Australia (PA) or State Purchase</li> </ul>	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Must be in accordance with panel engagement guidelines</li> <li>Attach evidence of the sourcing activity i.e. number of quotes (as per panel guidelines 7.1) when raising requisition under Exempt Purchase type</li> </ul>



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Exemption Description	Explanation	Exempt Requisition Type
	Contracts (SPC), E-Services Register or Construction Supply Register (CSR).	
Information technology licensing, maintenance, and support renewals	Allows the renewal of software licenses and maintenance and support or an upgrade to existing systems who holds the intellectual property rights to the software over a defined contract period. Software application licenses should be reviewed at least every 5 years for sustained value and continued fit for purpose.	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Operating Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Monopoly market or sole supplier	<p>Allows engagements for monopoly markets:</p> <ul style="list-style-type: none"> <li>statutory compulsory insurance schemes (Workcover and motor vehicle insurance)</li> <li>supply of utilities or other services by statutory bodies (electricity, gas, water, essential services, relocation services without competition (non-contestable works)</li> </ul> <p>Sole source suppliers:</p> <ul style="list-style-type: none"> <li>insufficient known suppliers to meet quotes</li> <li>where the marketplace is restricted by license conditions or third-party ownership of an asset (excluding public utility plant)</li> <li>Council is party to a joint arrangement where Council jointly owns the Intellectual Property with a third-party provider</li> <li>library services and book purchases</li> <li>specific intellectual property (Facebook, Google and the like)</li> <li>advertising (newspapers, magazines, TV and radio)</li> </ul>	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Adverse effect on value for money or public interest	Where Council or the CEO considers the nature of the procurement activity or the characteristics of the market are such that a public tender process would lead to Council achieving lesser value for money or an adverse effect on public interest	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Other specific Council exemptions	<ul style="list-style-type: none"> <li>Engagement of Traditional Owners where the primary purpose is to gather information relating to Aboriginal culturally sensitive issues, including land management considerations pursuant to the Aboriginal Heritage Act 2006</li> <li>Regional Waste and Recovery Group</li> <li>Additional delivery of goods, services and works that are intended either as replacement parts, extensions</li> </ul>	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>



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Exemption Description	Explanation	Exempt Requisition Type
	<ul style="list-style-type: none"> <li>or continuing services for existing equipment</li> <li>Insurance claim due to damages or thefts requiring immediate action</li> <li>Repair works by a contractor under defects liability period who must carry out the works</li> </ul>	

**3.7.3. Financial Delegations**

Delegations define the limitations within which Council Officers are permitted to commit Council to the procurement of goods, services or works. Delegations also identify specified Council Officers that may undertake certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Council is responsible for setting the financial delegations of the Chief Executive Officer (CEO).

The CEO then sets the financial delegations for staff.

Council staff must only approve expenditure relating to contracts, quotations or purchasing cards in accordance with their financial delegations.

**3.7.4. Requirements for Proposals and Quotations**

Section 108 of the Act details that each Council will set the public tender threshold above which tenders or expressions of interest for contracts must be publicly invited. A public tender process must be used for all procurements valued at \$150,000 and above for goods and services or \$200,000 for building and construction works with the exception where procurement activities are undertaken through a pre-qualified panel as per section 3.7.1.

For all procurement activity below the public tender threshold, Council requires a written quotation to be obtained using the standard procurement methodology or the pre-qualified panel methodology.

A written quotation is a formal statement or proposal by a supplier setting out the offered price for the goods, services or works. A quotation should contain the supplier's business details, goods, services or works proposed, total and breakdown of price, and if applicable, the terms and conditions and quotation expiry date.

**3.7.5. Requirements for Pre-Qualified Panels**

A panel arrangement can be a panel established by Council or an existing collaborative agreement such as State Government bodies (defined in section 4).

Where possible, Council is encouraged to tender for a panel supplier arrangement. This means more than one supplier can be awarded the successful contract. When considering establishing a new panel, please reach out to the Procurement Team for guidance.




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Council should approach more than one supplier on a panel for a quote. Even though value for money has been demonstrated for the supplier to be on a panel, Council still needs to demonstrate value for money when engaging from a panel, and competition is one of the easier ways to demonstrate this.

Once a panel has been established the value of the engagement must follow the current procurement thresholds methodology as per section 3.7.1.

All panels have specific panel engagement guidelines that need to be followed which the Procurement Team can provide information on the process. Selecting who to approach on the panel, and how many suppliers, Council Officers should consider:

- a. competition
- b. size and scope of the procurement
- c. supplier performance; and
- d. providing an opportunity to new suppliers
- e. where possible a **local business** supplier should be invited to participate.

### 3.7.6. Collaborative Procurement

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

Council Officers must consider any opportunities for Collaborative Procurement Arrangements in relation to a Procurement activity undertaken by Council.

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

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

Procurement activities where the specifications of the goods, services or works required are unique to a specific Council site and are not applicable to other Councils will not be considered for collaboration. Any Federal or State Government grant funded projects may be excluded from collaborative procurement activities.

### 3.7.7. Public Tender Requirements

#### 3.7.7.1. Expressions of Interest

Prior to a public tender, Council may seek Expressions of Interest or engage a State Government Body / panel when:

- the requirement is complex, difficult to define or unknown;




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

**3.7.7.2. Tender Evaluation**

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

An internal or external probity advisor may be assigned to any tender evaluation panel and may be assigned to oversee the evaluation process, if deemed necessary based on criteria in section 3.7.9.

Tender evaluation panels:

- will be made up of representatives that reflect Council and the community, including representatives of different genders, cultural backgrounds, abilities and age;
- can include external personnel in order to ensure the best outcome for a procurement activity;
- must comprise of at least 3 persons; and
- must have an appointed chairperson, expert and independent (an officer who does not have an interest in the outcome of the project and cannot be part of the Project Working Group or Project Steering Group but can be within the same business unit).

A Tender Evaluation Plan shall be developed, approved and strictly adhered to by that panel. Amongst other things, this involves the establishment of more detailed evaluation criteria and the application of a pre-approved and robust weighted scoring system. The Tender Evaluation Plan should be completed and signed off by both the Procurement Team and the Evaluation Panel members prior to the tender or quotation being issued.

**3.7.7.3. Evaluation Criteria**

The Council should consider evaluation criteria categories to determine whether a proposed contract provides value for money and can be assessed consistently, including:




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- mandatory compliance criteria, including ABN registration, OH&S, quality systems, environmental management, compliance to specification and contract;
  - methodology;
  - capacity of a tenderer to provide the goods and/or services and/or works;
  - capability of a tenderer to provide the goods and/or services and/or works;
  - past experience and personnel;
  - demonstration of local content (minimum 10% - mandatory); and
  - tendered price; (set price ratio of (lowest price / tendered price)\*5).

**3.7.7.4. Shortlisting and Negotiations**

Council may conduct a shortlisting process during Expression of Interest, tender and quotation processes. Shortlisting will occur only in pursuit of value for money by Council. Shortlisted tenderers may be invited by Council to submit a best and final offer in relation to all or certain aspects of their respective tenders or quotations. This would not include the Expression of Interest process as no financial offers are submitted.

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

Following the outcome of the shortlisting, the preferred tenderer is subject to a Detailed Financial Assessment via Council's approved credit reporting agency based on the level of risk. Generally, the detailed financial assessment is satisfactory unless the project is high risk and high value. Depending on the financial risk assessment, it may be necessary to manage these risks through financial instruments like bank guarantees, retentions, issuing work packages etc. to ensure the procurement activity outcomes can be realised.

**3.7.8. Contract Variations**

A contract variation is a change to a contract which includes, but not limited to, a change to the service level or type, product, delivery, timeframe or price. The conditions of contract will generally prescribe the circumstances in which a variation might arise. The method of calculating the value of a variation should also be contained within the conditions of contract.

A Budget Variation is a variation of the project budget allocation.




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If a Budget Variation is required before a Contract is entered into or whilst the Contract is ongoing the Budget Variation must be approved before the Contract is entered into or a Contract Variation is approved.

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

- the monetary value of the proposed variation, i.e. the value of the variation in the context of the thresholds fixed by this policy;
- the subject matter of the proposed variation, and whether it is consistent with the subject matter scope of the initial contract or some different and additional service or product scope.

The total of the original contract and all variations must be considered when determining if the change is within financial delegation limits.

To accept a contract variation, approval must be obtained from the relevant Delegated Officer based on whether the variation is:

- within the approved contract contingency;
- not within approved contract contingency but within the approved project budget; or
- the monetary value of a material variation

### 3.7.9. Probity Auditor and Advisor

In certain circumstances a probity auditor or advisor may be considered as part of the procurement activity.

A formal probity plan should be developed, and internal or external probity auditor or advisor appointed in the following circumstances:

- the integrity of the procurement activity may be called into question;
- where a project is technically complex or departs from standard contractual and legal obligations;
- where the activity is politically sensitive and/or potentially controversial, which may include protecting the reputation of Council;
- to avoid a perception of bias or favouritism;
- where there is substantial government funding involved; or
- where the proposed total contract value exceeds \$10 million (or any lesser value set by Council).

A probity risk matrix template has been developed to help evaluate the risks and determine if a probity advisor should be appointed and is available on the procurement intranet page.



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### 3.8. PROBITY REQUIREMENTS

In all procurement activities, the highest standards of probity, honesty and transparency must be observed. Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny.

#### 3.8.1. Organisational procurement structure

Council operates a centre-led procurement structure wherein all strategy, policy, processes, technology, best practice, document control, processes and networking in procurement matters will be the responsibility of the Procurement Team.

Council shall:

- establish a procurement management structure and appropriate delegations ensuring accountability, transparency and auditability of all procurement decisions made over the lifecycle of all goods, services and works purchased by Council;
- ensure that Council's procurement structure is flexible enough to purchase in a timely manner, the diverse range of material, goods, works and services required by Council;
- ensure that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
- encourage competition between tenderers; and
- ensures all policies that relate to purchasing practices are communicated and implemented.

#### 3.8.2. Internal Controls

The CEO will install and maintain a framework of internal controls over procurement activities that will ensure:

- more than one person is involved in and responsible for the authorisation of a transaction from end to end;
- transparency in the procurement activity;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented;
- systems are in place for appropriate monitoring and performance measurement;
- a process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the Senior Integrity Officer, the Executive Leadership Team, the Audit and Risk Committee and/or Council.



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- procurement will report quarterly compliance updates to the Executive Leadership Team.

Annual reviews and/or audits will be conducted to test the operation of procurement internal controls.

**3.8.3. Conduct of Councillors and Council Staff**

Councillors and Council staff must at all times conduct themselves in a manner that is, and is seen to be ethical, of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain the confidentiality of commercial-in-confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- provide all suppliers and tenderers with the same information and equal opportunity;
- be able to account for all decisions and provide feedback on them; and
- not perform any works under the contract they are supervising.

Councillors and Council staff belonging to professional organisations must, in addition to the obligations detailed in this Policy, ensure that they adhere to any code of ethics or professional standards required by that body.

**3.8.4. Accountability and Transparency**

Accountability in procurement means being able to explain and provide documented evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore, the processes by which all procurement activities are conducted will be in accordance with the Council's procurement policies and procedures as set out in this Policy and related and relevant Council policies and procedures.

Additionally, all Council staff must be accountable for all procurement decisions made over the lifecycle of all goods, services and works purchased by the Council and record and document all performance and other relevant matters to ensure a transparent audit trail for monitoring and reporting purposes. Records must be saved in Council's Electronic Records Management System as appropriate.

**3.8.5. Conflict of Interest, Gifts & Hospitality**

Councillors and Council staff must comply with the Act and Council's policies in relation to Conflict of Interest. Councillors and Council staff must at all times avoid situations in which private interests conflict, might be perceived to conflict, or have the potential to conflict, with their Council duties.



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Councillors and Council staff must not participate in any action or matter associated with the arrangement of a contract (i.e., evaluation, negotiation, recommendation, or approval), where that person has a conflict of interest, whether direct, indirect or perceived, in the matter.

The onus is on the Councillor or the member of Council staff involved being alert to, and promptly declaring a conflict of interest.

Councillors and Council staff are to comply with the Act and Council's policies in relation to dealing with offers of hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings. Councillors and Council staff should also avoid the ambiguous situation created by visiting the premises of a contractor, organisation, firm or individual uninvited and/or not on official business.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how minute the evidence available), must be promptly brought to the attention of the Senior Integrity Officer or CEO.

### 3.8.6. Disclosure of Information

Commercial-in-confidence information received by the Council must not be disclosed, unless compelled to do so by law, and is to be stored in a secure location.

Councillors and Council staff are to protect, by refusing to release or discuss the following:

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is commercial-in-confidence information; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Councillors and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised other than authorised pre-contract negotiations.

Following the awarding of the Contract the successful tenderers name and tender price will be disclosed to the unsuccessful tenderers and can be used in media releases about the project.

### 3.8.7. Performance Measurement and Continuous Improvement

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



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**3.8.8. References**

Councillors and Council staff are able to provide a reference for a contractor who has worked with Council for tender applications at other organisations. Councillors and Council staff cannot provide a reference for a tenderer applying for contracts at Council.

**3.8.9. Endorsement of Products or Services**

Councillors and Council staff must not endorse any external products or services. Individual requests received for endorsement must be referred to the Executive Leadership Team.

**3.8.10. Other Council Policies**

Further to complying with this Policy, Council and Council Officers must not engage in any activity during a procurement activity that would breach any law or any other Council Policy. To the extent that the law and this Policy are inconsistent, the law will prevail. Any such breaches may result in disciplinary action and where relevant, referred to the appropriate external agency such as IBAC or Victoria Police.

**3.9. RISK MANAGEMENT****3.9.1. General**

Risk management is to be appropriately applied at all stages of procurement activities. Risk management will be properly documented and carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

Council will manage all aspects of its procurement processes in such a way that all risks, including Occupational Health and Safety, are identified, analysed, evaluated, treated, monitored and communicated to the standard required by the law, in accordance with legislative, standards and Council Policies.

**3.9.2. Supply by Contract**

The provision of goods, services and works by contract potentially exposes the Council to risk.

The Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits where appropriate;
- referring specifications to relevant experts for advice;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.



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**3.9.3. Responsible Financial Management**

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council staff must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

**3.9.4. Fraud and Complaints**

Council takes allegations of fraudulent activity and complaints about procurement activities seriously and is committed to handling such disclosures sensitively and confidentially. Members of the public, suppliers, Councillors and Council employees are encouraged to report fraud allegations or complaints about procurement processes and/or staff taking part in procurement activity to Council's CEO or Council's Public Interest Disclosures Coordinator in accordance with Council's Public Interest Disclosure Procedures.

**3.10. RESPONSIBILITY AND ACCOUNTABILITY****3.10.1. Executive and Managers**

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

**3.10.2. All Staff**

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

**3.10.3. Policy Review process**

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

**3.10.4. Procurement Breaches**

Where the Procurement Policy has been breached, appropriate corrective action will be taken immediately in accordance with the Employee Code of Conduct and the Fraud and Corruption Control Plan.



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Council regards all allegations of improper conduct and complaints about the procurement activity as serious and is committed to handling such disclosures in a sensitive and confidential manner. Members of the public, suppliers, Councillors and Council Staff are encouraged to report allegations of improper or corrupt conduct by a public officer involved in any Council procurement activity to the Senior Integrity Officer. The Senior Integrity Officer will be responsible for reporting such matters to the Manager Procurement and/or Executive as necessary and allowed by law. Procurement will identify, monitor and report on procurement and fraud risks in the Procurement risk register.

## 4. DEFINITIONS

Term	Definition
The Act	means the Local Government Act 2020
Business Unit Manager	is a senior member of staff who directly reports to an Executive Member or Chief Executive Officer
Collaborative Procurement	is the arrangements established by the Council, government or a nominated agent, such as Procurement Australia, Municipal Association of Victoria (MAV), State government bodies (such as Construction Supply Register (CSR), E-Services Register or State Purchasing Contracts (SPC), which aims to achieve better value by leveraging the combined purchasing power and economies of scale provided by multiple participants.
Council	means the entire Melton City Council including Councillors, employees, all contractors, agents and consultants engaged by Council.
Council Officer and/or Officer	has the same meaning as 'member of Council staff' section 3(1) of the <i>Local Government Act 2020</i> . Officer does not include independent contractors or volunteers.
Contractor	means a person engaged to undertake a function by Melton City Council and does not include external vendors or suppliers.
Councillors	means Council's elected representatives (the Mayor or Councillors) or an Administrator(s) appointed to act in this capacity.
Local Content	means suppliers based within the City of Melton municipality. Local Content can be expanded to include neighboring municipalities, Metropolitan Victoria, Regional Victoria or all of Australia where applicable.
IBAC	means the Independent Broad-based Anti-corruption Commission.



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Term	Definition
Procurement	means the whole process of acquisition of external goods, services and works. The process spans the whole life cycle of an asset (including disposal) or the end of a service contract.
Procurement Procedures	are Council's Procedures that support this Policy contained or referred to in the Procurement Procedures.
Social Procurement	means a strategic approach to meeting social and economic objectives throughout a procurement activity using processes and purchasing power to generate positive social and economic outcomes in addition to the delivery of efficient goods, services and works.
Total Contract Value	means the sum of once-off or ongoing cumulative spend over the life of the contract, including: <ul style="list-style-type: none"> <li>costs applicable to any options for either party to extend the contract;</li> <li>applicable goods and services (GST);</li> <li>anticipated contingency allowances or variations; and</li> <li>all other known, anticipatory and reasonably foreseeable costs.</li> </ul>
Value for money	is the achievement of a desired procurement outcome at the best possible price - not necessarily the lowest price - based on a balanced judgement of financial and non financial factors relevant to the procurement.

## 5. RELATED DOCUMENTS

The Council's Procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with the Act and applicable policies and procedures. This Policy has clear linkages to a range of legislation and Council documents including:

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



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<i>Gender Equality Act 2020 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Social Procurement: A Guide for Victorian Local Government	<a href="http://www.dpcd.vic.gov.au">http://www.dpcd.vic.gov.au</a>
<i>Code of Conduct (Employee)</i>	<a href="#">Policies and Procedures Forms</a>
<i>Council Officer Conflicts of Interest Procedure</i>	<a href="#">Policies and Procedures Forms</a>
<i>Credit Card Policy</i>	<a href="#">Policies and Procedures Forms</a>
<i>Disciplinary Policy</i>	<a href="#">Policies and Procedures Forms</a>
<i>Fraud and Corruption Control Policy</i>	<a href="#">Policies and Procedures Forms</a>
<i>Gifts (including Benefits and Hospitality) Procedure</i>	<a href="#">Policies and Procedures Forms</a>
<i>Procurement Procedure Manual</i>	<a href="#">Policies and Procedures Forms</a>
<i>Public Interest Disclosure Procedure</i>	<a href="#">Policies and Procedures Forms</a>



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**APPENDIX 1 – FINANCIAL DELEGATIONS & VARIATIONS**

The financial delegations in relation to awarding contracts, approve invoices and payments and approving variations will be included in the next update of the s7 Delegation – CEO to Council Staff for Executive and below.

Once these Delegations have been updated, this Appendix will be removed from this Policy.

To the extent that this Policy and the Delegations are inconsistent, the Delegations will prevail.

**1. DELEGATIONS TO AWARD CONTRACT**

The Delegations define the limitations within which Council Officers are permitted to commit Council to the procurement of goods, services or works.

Position	Awarding of Contracts (including GST)	Conditions and Limitations
Council	Above \$500,000	Council decision to award contract and delegate to Chief Executive Officer to execute contract documents.
Chief Executive Officer	Up to \$500,000	Based on S5. Instrument of Delegation to the Chief Executive Officer
Executive	Up to \$250,000	
Manager	Up to \$50,000	
Coordinator	Up to \$10,000	
Team Leader / Officer	Up to \$5,000	



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## 2. DELEGATIONS TO APPROVE INVOICES, PAYMENTS AND VARIATIONS

Once a contract has been awarded from a procurement activity, Council Officers are permitted to approve invoices, payments and variations towards such contracts.

Position	Approved Contract Invoices and Payments (include GST)	Approve Contract Variations (include GST)
Council		Above \$500,000 or Service level changes (unless it is under legislation or Council is required to make payment i.e., non-contestable works, agreed material cost pass-throughs)
Chief Executive Officer	In line with Council decision to execute a contract based on Council decision.	Up to \$500,000 (unless it is under legislation or Council is required to make payment i.e., non-contestable works, agreed material cost pass-throughs)
Executive	Up to \$750,000	Up to \$250,000
Manager Capital Delivery	Up to \$500,000	Up to \$50,000
Head Major Project Delivery	Up to \$500,000	Up to \$50,000
Manager Operations	Up to \$500,000	Up to \$50,000
Head of Technology	Up to \$500,000	Up to \$50,000
Capital Projects Coordinator	Up to \$100,000	
Manager (all other Managers)	Up to \$50,000	
Coordinator (all other Coordinators)	Up to \$10,000	
Team Leader / Officer (only if requested)	Up to \$5,000	



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**3. CONTRACT VARIATIONS**

A contract variation is a change to a contract which includes, but not limited to, a change to the service level or type, product, delivery, timeframe or price. Contract variations must be made in accordance with Council's delegations.

Type of Variation	Approve Contract Variations (include GST)	Conditions and Limitations
<b>Non-Material Change:</b>		
Within contract contingency	Cumulative variation total approved up to Contract Manager's or Superintendent's delegations of authority then Executive or CEO	<ol style="list-style-type: none"> <li>1. In accordance with the table above Approve Contract Variations (include GST)</li> <li>2. Up to approved Contingency Sum</li> <li>3. Variation approval form completed</li> </ol>
Not within contract contingency but within project budget	Cumulative variation total approved up to Contract Manager's or Superintendent's delegations of authority then Executive or CEO	<ol style="list-style-type: none"> <li>1. In accordance with the table above Approve Contract Variations (include GST)</li> <li>2. Up to approved Project Funding Approval</li> <li>3. Variation approval form completed</li> </ol>
<b>Material Change:</b>		
Project Steering Group or Executive Leadership Team (Opex) endorse variation less than \$500k Or Non contestable works (any value) Agreed material cost pass-throughs (any value)	Cumulative variation total approved up to Contract Manager's or Superintendent's delegations of authority then Executive or CEO	<ol style="list-style-type: none"> <li>1. In accordance with the table above Approve Contract Variations (include GST)</li> <li>2. Report to Council through the Capital Works Report</li> <li>3. Variation approval form completed</li> </ol>
Project Steering Group or Executive Leadership Team (Opex) endorse variation greater than \$500k Or Service level changes	Council decision to approve contract variation, contingency and project funding.	<ol style="list-style-type: none"> <li>1. In accordance with the table above Approve Contract Variations (include GST)</li> <li>2. Report to Council through the Capital Works Report</li> </ol>



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**Procurement Policy**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	October 2027
<b>Responsible officer</b>	Procurement & Purchasing Coordinator
<b>Records reference</b>	9185644

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## 1. Definitions and Abbreviations

<b>Aggregate Purchasing</b>	Is the strategic consolidation of procurement activities for identical or similar goods, services, or works across multiple departments, projects, or entities. This approach is intended to optimise Value for Money by leveraging combined purchasing power, improving contract outcomes, and reducing duplication of effort.
<b>Authorised Agent</b>	A person or organisation formally empowered to act on behalf of the Council in relation to procurement activities
<b>Best Practice</b>	As defined in the Local Government Best Practice Procurement Guidelines or any other document specified by Council.
<b>Collaborative Procurement – also known as Approved Purchasing Scheme</b>	<p>Refers to a pre-established arrangement with a panel of suppliers or contractors, formed through a public tender process in accordance with the <i>Local Government Act 2020 (Vic)</i>, associated regulations and relevant procurement thresholds.</p> <p>These arrangements may be established by:</p> <ul style="list-style-type: none"> <li>• Individual Councils;</li> <li>• A group of Councils or public bodies working collaboratively; or</li> <li>• Recognised external agents such as Procurement Australia, Municipal Association of Victoria or State Government Agencies.</li> </ul> <p>Collaborative procurement Councils to procure goods, services, or works without undertaking a full tender process, provided the engagement complies with the scheme's terms and conditions.</p>
<b>Commercial in Confidence</b>	Information that, if released, may prejudice the business dealings or commercial interests of the Council or another party (e.g. prices, discounts, rebates, profits, methodologies, and process information etc.)
<b>Conflict of Interest</b>	Any general or material conflict as defined in sections 127–128 of the Act, where personal, professional or financial interests may, or may appear to, influence impartial decision-making.



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<b>Contract Management</b>	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, to deliver the contract objectives and provide Value for Money.
<b>Contract Variation</b>	A Contract Variation refers to any modification made to the original terms and conditions of an executed contract. Variations may be financial or non-financial in nature and must be managed transparently, appropriately documented and assessed to ensure they do not undermine the principles of value for money, probity, equity, or open and fair competition.
<b>Contract Variation - Financial</b>	A variation that alters the contract's monetary value. This includes: <ul style="list-style-type: none"> <li>Increases or decreases in contract cost,</li> <li>Whether within or exceeding approved contingencies,</li> <li>Subject to approval in line with Council's financial delegation limits and governance requirements</li> </ul>
<b>Contract Variation - Non-Financial</b>	A variation that does not result in a financial adjustment but alters other contractual parameters, such as: <ul style="list-style-type: none"> <li>Project timelines or milestones,</li> <li>Scope, specifications or design details,</li> <li>Working hours or access arrangements,</li> <li>Location or quantity changes or</li> <li>Any other aspect of the contract provided it doesn't impact cost</li> </ul>
<b>Council</b>	Means Melton City Council
<b>Council Officer</b>	Any Council employee, contractor or consultant authorised to act on behalf of the Council, <b>including Councillors in their official capacity.</b>
<b>Emergency</b>	A sudden or unexpected event requiring immediate action including the occurrence of a natural disaster, flooding or fire event at a Council property; the unforeseen cessation of trading of a core service provider; any other situation which is liable to constitute a risk to life or property.
<b>Local Supplier</b>	is defined as a commercial business that meets at least one of the following criteria: <ul style="list-style-type: none"> <li>Maintains an operational premises that is physically located within the municipal boundaries of Council; <b>or</b></li> <li>Delivers, sources or undertakes the majority of their goods, services or works within the Council area; <b>or</b></li> <li>is located within the Western Metropolitan Council region or Moorabool or Macedon</li> </ul>



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	Ranges where geographic proximity clearly contributes to local, economic, social or community outcomes
<b>Material breach</b>	Any breach of this policy that may also represent a breach of legislation such as procurement thresholds, fraud or corruption, and occupational health and safety.
<b>Panel Contract</b>	<p>A panel contract (or standing offer arrangement) is a procurement method where a council selects multiple suppliers through a tender process for works, goods and services on a regular basis over a specified time. They allow Council staff to purchase from these panel suppliers without a public procurement process for each individual purchase.</p> <p>Refer to the Rules of Use/ Buyers Guide for each panel contract or Council's Procurement Manual, whichever is relevant.</p> <p>Panel contracts cannot be used to purchase works, goods or services that fall outside the scope of the original arrangement. Any other service outside of the original scope would need to be procured via a different procurement process.</p>
<b>Probity</b>	<p>Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness, and honesty in a particular process.</p> <p>Probity is a defensible process which can withstand internal and external scrutiny, which achieves both accountability and transparency, providing respondents with fair and equitable treatment.</p>
<b>Procurement</b>	Refers to the end-to-end process of acquiring external goods, services, and works. It encompasses the entire lifecycle, from initial planning and concept development through to contract completion, asset disposal, or the conclusion of a service. Procurement also includes the organisational structures, governance, and compliance frameworks that support and guide procurement activities within the council operations.
<b>Procurement Manual</b>	is supporting documents to the Procurement Policy. It provides detailed procedures, guidance, tools, and templates to assist staff in implementing the Policy. It outlines the "how to" for undertaking procurement activities in a compliant, efficient, and consistent manner across the organisation.
<b>Purchase Order</b>	A form of contract, which is an official document used to authorise and record the purchase of goods or services or works by a buyer. It is the prime reference confirming the contractual situation between the buyer and supplier. A purchase order may be used in conjunction with an agreement for the supply of goods.



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	services or works, or to instigate supply against an agreement.
<b>Total Contract Sum</b>	<p>The potential total value of the contract including:</p> <ul style="list-style-type: none"> <li>costs for the full term of the contract, including any options for either party to extend the contract</li> <li>applicable goods and services tax (GST)</li> <li>anticipated contingency allowances or variations</li> <li>all other known, anticipated and reasonably foreseeable costs.</li> </ul>

**2. Purpose**

The purpose of this Policy is to guide Council's procurement activities in a manner that promotes open and fair competition, ensures Value for Money, and upholds the principles of transparency, probity, and accountability. It supports ethical, efficient, and effective procurement practices that deliver value to the community and align with Council's strategic objectives.

Council is required under sections 108 and 109 of the *Local Government Act 2020* (The Act) to prepare, adopt and comply with its procurement policy.

This Policy has been developed collaboratively by the Municipal Association of Victoria (MAV) in partnership with a working group of procurement professionals across the Victorian Local Government Procurement Sector. It builds upon previous policies developed by both the Northern and Southern Regions group of Councils with the aim of supporting effective and consistent collaborative procurement practices aligned with legislative requirements.

While based on a shared template, this policy has been tailored to reflect the specific needs and context of Melton City Council and may differ slightly from policies adopted by other Council's. It applies solely to procurement activities undertaken by Melton City Council.

**3. Council Policy and Applicability**

This policy applies to all procurement activities undertaken by Council and is binding upon all Council Officers, Councillors, Contractors, Consultants and or third parties acting on behalf of Council to comply with the principles and framework set out in this policy.

In accordance with *The Act*, this Policy seeks to ensure open and fair competition and Value for Money whilst upholding the principles of transparency, probity and accountability.

Key terms used throughout this policy are defined in the Definitions section within this policy.



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### 3.1 Treatment of GST

All monetary values stated in this policy Exclude GST unless specifically stated otherwise.

### 3.2 Procurement during the Caretaker Period

In accordance with section 69 of *The Act*, Council must not make major procurement decisions during the caretaker period that could influence the outcome of an election or bind an incoming Council.

All procurement activities during the caretaker period must:

- Be assessed for political or commercial risk;
- Be clearly and appropriately documented; and
- Comply with all relevant probity principles and legislative requirements.

Further guidance will be provided by Council through caretaker period protocols and/or be referenced within Council's procurement manual or guidelines.

## 4. Guiding Principles

Council's procurement processes shall be based on the following principles, irrespective of the value and complexity of that procurement.

### 4.1 Probity, Accountability and Transparency

Council is committed to upholding the highest standards of probity, accountability and transparency in all procurement activities, in line with *The Act*, and the Victorian Best Practice Procurement Guidelines (2024).

All Councillors, Council officers and authorised agents involved in procurement activities must act ethically, impartially and in public interest. They are individually accountable for their decisions and the outcomes of procurement processes undertaken on behalf of Council.

**All procurement activities must be conducted in a manner that:**

- Complies with *The Act*, this Procurement Policy, associated procurement manual or guidelines, relevant legislation and applicable standards.
- Demonstrates integrity, fairness, and transparency.
- Is defensible under internal and external scrutiny.
- Manages conflicts of interest and maintains public trust.
- Prevents and mitigates risks such as fraud, corruption or collusion.

Where procurement activities are carried out by authorised agents on Council's behalf (e.g. external parties, consultants, contractors), they must comply with the same legal, ethical and procedural obligations as Council officers.



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To support probity and accountability, Council will:

- Apply consistent and transparent processes that ensure fair and equitable treatment of all suppliers.
- Ensure procurement criteria and conditions are not changed after public release unless formally approved in line with policy or procedure.
- Require all participants involved in procurement activities to act in good faith, declare and manage conflicts of interest, and adhere to relevant codes of conduct and ethical standards.
- Prohibit the acceptance of any gifts, benefits or hospitality from current or prospective suppliers in accordance with Council's Gifts, Benefit's and Hospitality policy

#### 4.1.1 Disclosure of Information

Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure location. Councillors and Council Staff must take all reasonable measures to maintain confidentiality of:

- Information submitted by suppliers in tenders, quotations or during tender negotiations; and
- Information that is marked confidential, or reasonably understood to be confidential due to its nature; and
- Any details related to current or proposed contracts, particularly where disclosure could compromise Council's position or breach probity.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubts on what is being offered by that supplier.

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre-contract negotiations

#### 4.2 Strategic Procurement

Council adopts a strategic approach to procurement to maximise value and efficiency.

**Each procurement activity will be planned with consideration of:**

- opportunities for aggregated purchasing across Council or with other entities through approved purchasing schemes.
- Collaborative or joint procurement arrangements.
- utilisation of existing internal and external supplier panels or contracts; and
- alternative contracting models that best support the delivery of outcomes.



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Guidance materials and procurement planning templates are available to support council officers in applying these principles effectively throughout the procurement process.

#### 4.3 Value for Money and Quadruple Bottom Line

Council is committed to achieving Value for Money in all procurement decisions. This means selecting the option that offers the best overall outcome - not just the lowest price, but based on a balanced assessment of cost, quality, risk, sustainability and social impact over the entire lifecycle of the goods, services or works

Council's approach to Value for Money includes integration of Quadruple Bottom Line (QBL) principles which means ensuring that economic, environmental, social, and ethical considerations are embedded into procurement planning and decisions wherever practical and proportionate.

**In applying the Value for Money principle, Council will:**

- **Consider Whole-of-Life Costs**, including planning, acquisition, operation, maintenance, and disposal.
- **Optimise Quality and Performance**, ensuring goods, services, and works are fit for purpose, durable, and supported by service warranties where appropriate.
- **Deliver Broader Community Benefits**, encouraging procurement outcomes that generate positive social, economic, and environmental impacts, including through support of local, social, Indigenous, and inclusive suppliers.
- **Champion Sustainable and Ethical Procurement**, engaging suppliers who demonstrate compliance with fair, ethical, and socially responsible labour practices, and who meet legislative and regulatory obligations, including workplace safety and modern slavery to employees.
- **Minimise Environmental Impact**, selecting products and services that reduce resource consumption, emissions, waste, and environmental degradation.
- **Support Innovation**, encouraging new solutions, technologies, or delivery models that improve outcomes or efficiencies.
- **Promote Fair Competition and Efficiency**, ensuring open, transparent procurement processes that support innovation and reduce duplication.
- **Enable Collaboration and Aggregation**: leveraging shared services, panel arrangements, and approved purchasing schemes where appropriate.

##### 4.3.1 Quadruple Bottom Line (QBL) Principles

Council will, wherever appropriate, incorporate the following Quadruple Bottom Line considerations into its procurement planning and decision making:

##### 1.Economic

- Support local suppliers (as defined in this policy's definition), small to medium enterprises (SMEs), and regional businesses
- Create local jobs and stimulate economic development within the Council area and nominated surrounding regions



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- Consider long-term value and cost-effectiveness, not just upfront price

**2. Environmental**

- Reduce waste, greenhouse gas emissions, and resource use
- Prioritise recycled, energy-efficient, or sustainably made goods and services
- Support the circular economy and climate resilience through environmentally responsible purchasing

**3. Social**

- Promote diversity, equity, and inclusion across supply chains
- Support Indigenous-owned businesses, disability enterprises, and certified social benefit suppliers
- Provide employment and training opportunities for disadvantaged or marginalised groups

**4. Ethical Governance**

- Work with suppliers who follow ethical practices including fair labour, safe workplaces and compliance with modern slavery laws
- Maintain transparency, integrity, and compliance in all procurement activities

Council will apply Quadruple Bottom Line (QBL) principles in a manner that is practical, proportionate, and aligned to the size, risk and complexity of each procurement activity. These considerations may be factored into planning, specification, evaluation, and contract management stages.

For operational guidance on how to apply Value for Money and Quadruple Bottom Line principles, including evaluation weightings and engagement strategies, refer to Council's Procurement Manual.

**4.4 Risk Management**

Procurement activities must be properly planned and executed to protect Council from risks including but not limited to; personal injury, property damage, financial loss, reputational harm, legal exposure, and disruption to the delivery of goods, services, or works.

**To minimise procurement-related risks and uphold best practice, Council implements the following risk mitigation strategies:**

- **Procurement Planning:** allowing sufficient time for procurement preparation, market engagement, and internal approvals to reduce the risk of rushed or non-compliant processes.
- **Standardised Contract Documentation:** using Council approved templates that include legally reviewed terms and conditions to ensure consistency and reduce contractual ambiguity.
- **Securities:** requiring appropriate security deposits such as bank guarantees to protect against supplier non-performance or contract default



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- **Due diligence Checks:** undertaking financial and reference checks on new and existing suppliers, with periodic reviews as needed to ensure ongoing capability and compliance.
- **Subject Matter Expert input:** referring complex or technical specifications to qualified internal or external subject matter experts to ensure clarity, feasibility, and risk mitigation.
- **Contract Execution before Commencement:** ensuring that all contracts are fully executed and documented before any goods are delivered, services commenced, or payments issued.
- **Standards and Compliance:** incorporating relevant Australian Standards, legislative requirements, and industry best practices into specifications and contract terms. Exemption
- **Ongoing Contract Management:** requiring contract managers to actively monitor contractor performance, deliverables, and compliance throughout the contract term, with issues documented and addressed promptly.

These practices are consistent with the Local Government Best Practice Procurement Guidelines 2024, which emphasises proactive risk planning, transparency, and strong governance as essential to achieving Value for Money and ensuring public confidence in procurement outcomes.

## 5. Council Policy

### 5.1 Procurement Structure, Processes, Procedures and Systems

#### Council maintains a procurement function responsible for:

- Maintaining the Procurement Policy and associated guidelines, processes and procedures.
- Maintaining appropriate purchasing, procurement, and contract management systems and tools.
- Providing procurement-related advice and support to the organisation as required.
- Building organisational procurement and contract management capability (including delivery of training and provision of guidance materials).
- Promoting awareness and monitoring of compliance with this Policy.
- Ensuring Legislation is followed, reporting breaches and corrective actions in a timely manner.
- Collaborating with other councils and organisations to identify best practice in and achieving better value from procurement.

Council will maintain internal procurement control documents detailing the processes, procedures and systems related to procurement including maintaining details of tendered contracts.



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## 5.2 Procurement Methods

**The standard methods for procurement activities are:**

- Purchase Order
- Purchase Card
- Request for Quotation (RFQ) process, followed by a Contract and or Purchase Order
- Request for Tender (RFT) process, followed by a Contract and or Purchase Order
- Approved Purchasing Schemes or Panel Contracts

**All procurement activities must:**

- Be supported by identified and available funding
- Be authorised in accordance with Council's approved financial delegations and thresholds
- Involve more than one person with appropriate documentation and approvals to ensure transparency and accountability

All Requests for Tender (RFT), Expressions of Interest (EOI) and Requests for Quotation must be published on Council's online tendering portal.

### 5.2.1 Expressions of Interest (EOI)

Expressions of Interest may be used where:

- Multiple suppliers are likely.
- Full tendering is burdensome, or procurement is complex.
- Vendor interest or capability is uncertain.
- Council seeks preliminary advice from the market.

### 5.2.2 Alternative Approaches Following an Unsuccessful Tender

If a public tender process concludes with no submissions received, Council may consider alternative procurement approaches, including:

- Reissuing the tender in its original form.
- Revising the scope or requirements and reissuing the tender.
- Inviting a limited number of suitable suppliers to submit proposals (Select Sourcing).
- Entering direct negotiations with a supplier (Sole Sourcing).



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Any alternative procurement approach must be:

- Supported by documented market analysis and a clear rationale for the selected approach
- Demonstrated to achieve Value for Money, fairness, and probity, in line with The Act, this Policy, and best practice procurement principles

Where public tendered procurement is not pursued, only Council endorsed panels or approved purchasing schemes established through a compliant public tender process may be used as an alternative procurement method.

### 5.3 Collaborative Procurement

In accordance with Section 108 (c) of *the Act*, Council will actively seek opportunities to collaborate with other councils and public bodies in the procurement of goods, services or works, where such collaboration can deliver economies of scale, improved value for money, or other strategic benefits.

Council officers must give due consideration to collaborative procurement opportunities as part of the planning phase for all procurement activities.

**Where a procurement recommendation is brought before the Council, the accompanying report must include:**

- An outline of any potential collaborative procurement opportunities identified, including the public bodies or councils involved; and
- A statement explaining why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

### 5.4 Tender Evaluation

**Council is committed to ensuring a fair, consistent, and transparent approach to the evaluation of tenders. To uphold these principles:**

- Late tenders will not be accepted under any circumstances to ensure procedural fairness and integrity.
- Tender evaluation criteria and weightings will be documented and approved prior to issuing any tender to ensure transparency and consistency in assessment.
- An Evaluation Panel comprising appropriately qualified and briefed members will be established for each tender process. The panel will assess submissions objectively against the pre-determined criteria.
- Where beneficial, external representatives with relevant expertise may be included on the Evaluation Panel or engaged as advisors to enhance capability and ensure appropriate oversight.
- All panel members must complete a Conflict-of-Interest declaration before commencing any evaluation activities. Identified conflicts must be managed in accordance with Council's policies and procedures.



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- The evaluation process will be conducted in a manner that is robust, unbiased, and able to withstand internal and external scrutiny.
- A Probity Advisor should be engaged, and a Probity Plan developed for complex, high-value or high-risk procurements, particularly those exceeding \$10million.

**5.4.1 Contract Negotiations and Best and Final Offer (BAFO) Process**

To ensure the best value outcome for Council, contract negotiations may be conducted with one or more shortlisted tenderers, provided such negotiations remain consistent with the original scope, intent and probity principles of the tender process.

Council may also implement a shortlisting process as part of the evaluation. Where appropriate, shortlisted tenderers may be invited to submit a Best and Final Offer (BAFO) to allow Council to clarify, refine, or enhance proposals prior to final contract award.

Any negotiation or BAFO process will be conducted in a fair, transparent, and equitable manner, in line with The Act, relevant procurement best practice guidelines and Council's procurement manual.

**5.5 Procurement Exemptions and Sole Sourcing**

Council recognises that in defined and limited circumstances, procurement activities may be exempt from the standard requirements to seek tenders, quotations or expressions of interest.

Sole sourcing is the engagement of a single supplier without seeking competitive offers and is considered a procurement exemption under this policy. It is permitted only in exceptional circumstances where:

- The market is restricted (e.g. licensing software, intellectual property rights, regulatory exclusivity)
- Council has jointly developed or co-owns the relevant intellectual property
- There is an urgent public interest or emergency requiring immediate procurement
- A thorough market analysis has demonstrated no viable alternatives exist or that a prior public tender process was unsuccessful and Council proceeds to an alternative sourcing approach in accordance with Section 5.2.2

A number of defined procurement exemption justifications have been identified and are detailed in Section 8.3 of this policy. All exemptions must be:

- Endorsed in accordance with the Financial Delegations.
- Justified and documented using the approved Exemption Justification form or process for monitoring, reporting and auditing purposes.

**5.6 Select Sourcing and Panel Arrangements**

Council may, in specific circumstances, engage a limited number of suppliers without conducting a full public tendering process. This select sourcing approach is permitted under this Policy where it is appropriate to the procurement's value, risk and complexity, and where one or more of the following conditions apply:

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Appendix 2 Proposed Procurement Policy with PRP changes

- Suppliers are pre-qualified under a panel contract, approved purchasing scheme or collaborative contract (e.g. MAV, Procurement Australia, State Purchase Contracts);
- The market is limited in capacity, expertise or geographical reach (e.g. niche categories or regional delivery constraints);
- An existing agreement provides clear rationale for continued engagement within defined parameters;
- The procurement risk, value, and complexity are proportionate to a streamlined sourcing approach, supported by a documented rationale;
- A previous public tender process was unsuccessful, and Council proceeds to a limited sourcing approach in accordance with Section 5.2.2

Where Council has established an internal panel or is accessing a collaborative panel contract or approved purchasing scheme, the following provisions apply:

- Council may approve alternate procurement thresholds and sourcing methodologies specific to the panel;
- These must be documented at the time of panel formation (e.g. Panel Award Report or relevant process per Procurement Manual), approval is sought by the appropriate Financial Delegate, and sourcing methodologies for the panel are documented;
- Once endorsed, these thresholds override the standard thresholds set out in Section 8.1 for all procurement conducted under the panel;
- All procurement activities must align with the panel's scope, terms of use, use approved templates and processes in accordance with Council's Procurement Manual

A procurement exemption may be required only where the procurement exceeds the panel's approved scope or deviates from usage rules.

#### 6. Relevant Legislation Policy and Other Documents

Council's procurement activities shall be undertaken to a high professional standard and in full compliance with the Local Government Act 2020 (Vic), associated regulations, and all applicable internal and external policies, procedures, and codes of conduct.

All Council procurement must also be consistent with Council's broader policy framework and strategic plans. This policy has clear linkages to a range of legislation, standards, and strategic documents including:

##### Legislation and Guidelines

[Local Government Act 2020 | legislation.vic.gov.au](https://legislation.vic.gov.au)

[Local Government Best Practice Procurement Guidelines 2024](#)

Relevant provisions of the [Competition and Consumer Act 2010 \(Cth\)](#)

[Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#)

[Gender Equality Act 2020;](#)



## MINUTES OF THE POLICY REVIEW PANEL

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[Modern Slavery Act 2018 \(Cth\)](#);  
[Occupational Health and Safety Act 2004](#);  
[Working with Children Act 2005](#) and [Working with Children Regulation 2016](#)  
[Freedom of Information Act 1982](#);  
[Privacy and Data Protection Act 2014](#);  
[Public Records Act 1973](#);  
[Building & Construction Industry Security of Payment Act 2002](#);  
[Local Government \(Governance and Integrity\) Regulations 2020](#);  
[Local Government \(Planning and Reporting\) Regulations 2020](#); and  
Other relevant Australian Standards or legislation.

**Internal Policies and Frameworks**

Code of Conduct (Employee)

Council Officer Conflicts of Interest Procedure (as set out in Council's Governance Rules)

Credit Card Policy

Disciplinary Policy

Fraud and Corruption Control Policy

Gifts (including Benefits and Hospitality) Procedure

Procurement Procedure Manual

Public Interest Disclosure Procedure

**7. Procurement Monitoring, Reporting and Non-Compliance**

Council is committed to transparency, accountability, and continuous improvement in all procurement activities.

**The Procurement Team is responsible for monitoring procurement performance and compliance with this policy. This includes oversight of**

- Procurement activities and trends
- Use of Procurement exemptions
- Alignment with procurement thresholds and financial delegations
- Documentation and record keeping practices

**Non-compliance Management:**

- Minor or administrative non-compliance will be addressed by relevant Council staff in leadership positions, with a focus on education and corrective action.
- Serious or repeated breaches, or matters involving probity, integrity, or public interest concerns, will be escalated and investigated and dealt with by the relevant business area or level of management depending upon the details of the breach.

Any breach of this Policy may be considered a breach of organisational policy and could result in disciplinary action. Breaches will be assessed in accordance with relevant internal policies and frameworks, including those governing:




## MINUTES OF THE POLICY REVIEW PANEL

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- Staff and Councillor conduct
  - Fraud and corruption prevention
  - Ethical and accountable behaviour

**Ongoing Review and Reporting**

Detailed reporting and monitoring provisions, including documentation standards and escalation protocols, are provided in the appendices to this Policy and further supported by the Procurement Manual.

These processes will be reviewed periodically to ensure they remain aligned with legislative obligations and sector best practice.

This Policy will be reviewed at least once every four (4) years in accordance with the Local Government Act 2020 (Vic), or earlier if required.



## MINUTES OF THE POLICY REVIEW PANEL

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## 8. APPENDICES

All policy requirements contained within these Appendices are only applicable to Melton City Council and are to be reviewed and updated in line with internal governance and legislative obligations.

## 8.1 Appendix 1 - Procurement Thresholds

Estimated Contract Value (Exc GST)	Minimum Procurement Requirement	Additional Guidance (Methodologies)
\$0 - \$20,000	One (1) verbal quote or written quote (preferred) to be obtained. Note: Written quotes are preferred in all cases, however, verbal quotes may be obtained for standard, off-the-shelf items where no alterations to the specification are required. Written quotes are mandatory where the item is non-standard, customised, or involves any modification to the specification.	Use standard purchase order or purchase card. Council Officers are encouraged to consider local or pre-approved suppliers where practical
\$20,001 - \$50,000	Minimum two (2) written quotes	Two quotes from viable suppliers to be achieved. Quotations must be managed via the eTenderbox
\$50,001 - \$300,000	Minimum three (3) written quotes or Formal Request for Quotation (RFQ)	Three quotes from viable suppliers to be achieved. Quotations must be managed via the eTenderbox  Where 3 viable suppliers cannot be identified a public quotation must be utilised.
Over \$300,000	Public Tender required	A publicly advertised open tender process must be undertaken
Any value - Panels	Process as defined by the Panel	The process defined in the panel arrangements is to be followed to engage suppliers. This generally will involve quotations against panel members.

## General principles

- Thresholds refer to the total contract sum, including extension options and recurrent spend with the same supplier.
- Thresholds represent the minimum standards – Council officers may choose a more rigorous approach if it is in the best interests of Council
- Procurement transactions must not be split to circumvent the above thresholds.




## MINUTES OF THE POLICY REVIEW PANEL

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- Where Council has established panels, alternate thresholds and methodologies may apply as approved at the time of panel formation.
  - Where it is difficult to obtain sufficient quotations (e.g. due to limited suppliers or specialised work), an approved Procurement Exemption may be applied in accordance with Sections 5.5 and 8.33.

**8.1.1 Purchase Order Requirement "No PO or Claim, No Payment" Policy**

Council operates under a strict "No PO or Claim, No Payment" policy. A Council Purchase Order or correct claim must be created and provided to a supplier before commencement of any engagement for the supply of goods, services or works. Council will not be able to pay suppliers if they do not have a Purchase Order. This policy ensures financial control, transparency, and compliance with procurement and budgetary requirements.



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**8.2 Appendix 2 – Financial Delegations**

Financial Delegations are managed via a separate policy and apply to all procurement activity.



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## 8.3 Appendix 3 – Procurement Exemption Justifications

Exemption Justification	Explanation
<b>Genuine Emergency or Hardship</b>	Allows a contract to be entered into where the CEO or Municipal Emergency Management Officer, as a delegate, considers it necessary because of an emergency (e.g., to provide immediate response to a natural disaster, declared emergency, etc.)
<b>Extension of contracts while Council is at market to ensure continuation of supply of goods, services and works</b>	Allows the extension of an existing contract where the procurement activity to replace the contract has commenced (or is imminent) and where the establishment of an interim short-term arrangement with an alternative supplier would lead to Council achieving lesser value for money or an adverse effect on public interest
<b>Professional Services unsuitable for tendering</b>	Allows the procuring of the following procurement activity: <ul style="list-style-type: none"> <li>• Legal services</li> <li>• Insurance</li> <li>• Loans</li> <li>• Purchase of land</li> <li>• Electoral or valuation services</li> <li>• Payroll expenses and deductions</li> <li>• Refunds</li> <li>• Professional membership payments and subscriptions</li> </ul>
<b>Novated Contract</b>	Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party
<b>A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party</b>	Allows engagements: <ul style="list-style-type: none"> <li>• with another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or</li> <li>• in reliance on contracts, panels and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV), Procurement Australia (PA), Local Government Contracts Australia (LGCA) or State Purchase Contracts (SPC), E-Services Register or Construction Supply Register (CSR).</li> </ul>
<b>Operating Leases</b>	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle
<b>Information technology resellers and software developers</b>	Allows the renewal of software licenses and maintenance and support or an upgrade to existing systems who holds the intellectual property rights to the software over a defined contract period. Software application licenses should be reviewed at least every 5 years for sustained value and continued fit for purpose.
<b>Monopoly market or sole supplier</b>	Allows engagements for monopoly markets: <ul style="list-style-type: none"> <li>• statutory compulsory insurance schemes (Workcover and motor vehicle insurance)</li> </ul>



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	<ul style="list-style-type: none"> <li>supply of utilities or other services by statutory bodies (electricity, gas, water, essential services, relocation services without competition (non-contestable works)</li> </ul> <p>Sole source suppliers:</p> <ul style="list-style-type: none"> <li>insufficient known suppliers to meet quotes</li> <li>where the marketplace is restricted by license conditions or third-party ownership of an asset (excluding public utility plant)</li> <li>Council is party to a joint arrangement where Council jointly owns the Intellectual Property with a third-party provider</li> <li>library services and book purchases</li> <li>specific intellectual property (Facebook, Google and the like</li> <li>advertising (newspapers, magazines, TV and radio)</li> </ul>
<b>Adverse effect on value for money or public interest</b>	Where Council or the CEO considers the nature of the procurement activity or the characteristics of the market are such that a public tender process would lead to Council achieving lesser value for money or an adverse effect on public interest
<b>Other specific Council exemptions</b>	<ul style="list-style-type: none"> <li>Engagement of Traditional Owners where the primary purpose is to gather information relating to Aboriginal culturally sensitive issues, including land management considerations pursuant to the Aboriginal Heritage Act 2006</li> <li>Regional Waste and Recovery Group</li> <li>Additional delivery of goods, services and works that are intended either as replacement parts, extensions or continuing services for existing equipment</li> <li>Insurance claim due to damages or thefts requiring immediate action</li> <li>Repair works by a contractor under defects liability period who must carry out the works • Repair works by a contractor under defects liability period who must carry out the works</li> </ul>

- Emergency events & post-emergency procurement activities should meet all requirements of the Disaster Recovery Funding Arrangements. In addition, the Value for Money principals will still be applicable.
- Where Council expenditure is funded from State or Federal Government grant monies the requirement to comply with Division 2 Section 108 of the Act remains unless there are grant conditions which provide alternative arrangements.
- Should the nature of the requirement and the characteristics of the market be such that it is considered a public tender process is not possible, an exemption as outlined in Section 108 3 (d) may be sought from Council.
- If a state of emergency/disaster/pandemic Event is in place within Victoria, this exemption can be approved by the Chief Executive Officer.



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**MINUTES OF THE POLICY REVIEW PANEL****30 OCTOBER 2025**

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Manager Procurement, N Irwin, departed the meeting at 2.39pm.

**7. GENERAL BUSINESS**

Nil.

**8. NEXT MEETING**

The next meeting of the Policy Review Panel is scheduled for Thursday 6 November 2025 at 9.30am online.

**9. CLOSE OF BUSINESS**

The meeting closed at 2.30pm.

Confirmed

Date:

.....CHAIRPERSON





## **MELTON CITY COUNCIL**

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

**6 November 2025**

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MINUTES OF THE POLICY REVIEW PANEL6 NOVEMBER 2025

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**MELTON CITY COUNCIL**

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL  
HELD VIA MICROSOFT TEAMS  
ON 6 NOVEMBER 2025 AT 9:30 AM

Present: Cr Carli (Chair)  
Cr Majdlik  
Cr Shannon  
Cr Ramsey

In Attendance: R Wai Chief Executive Officer  
T Scoble Director City Life  
E Keogh Head of Governance  
R Hodgson Manager Governance  
S Prestney Manager Healthy Connected Communities

**1. WELCOME**

The Chair, Cr Carli, opened the meeting at 9.38am and welcomed the Panel Members.

**2. APOLOGIES**

Nil.

**3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST**

Nil.

**4. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Policy Review Panel meeting held on 30 October 2025 will be presented to Council at the meeting scheduled to be held on 24 November 2025.

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

Nil.



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MINUTES OF THE POLICY REVIEW PANEL6 NOVEMBER 2025

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**6. PRESENTATION OF STAFF REPORTS****6.1 PUBLIC ART POLICY****Responsible Officer:** Troy Scoble - Director City Life**Document Author:** Susie Prestney - Manager Libraries & Arts**Motion**

Crs Shannon/Ramsey.

That the Policy Review Panel recommend Council approve the revised Public Art Policy provided as **Appendix 3** to this report, with changes made by the Panel highlighted in yellow.

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

The current Public Art Policy (the policy) provides a framework for the development of public art in the City of Melton.

The current Policy was due for renewal in October 2025. The updated Public Art Policy (2025) is attached as **Appendix 3** to this report.

Key changes to the policy include the removal of operational processes from the policy. This information will be contained in internal facing procedural guidelines for managing the acquisition, commissioning process and maintenance of public art in the municipality.

The revised Public Art Policy outlines the principles for public art management and installations in the future. It proposes that a on a project-to-project basis to provide feedback on significant public art projects, proposals will be noted at the subsequent meeting of the Arts and Culture Advisory Committee.

**2.2 Sources/benchmarking**

To inform the review of the Events Policy, benchmarking of policies from the following councils was undertaken:

- Yarra
- Monash
- Melbourne

These policies provide robust direction to support the role of local government in delivering public art projects.

**2.3 Consultation**

The Executive Leadership Team has been briefed, and feedback has been incorporated into the revised Public Art Policy.



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MINUTES OF THE POLICY REVIEW PANEL6 NOVEMBER 2025

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**2.4 Communication and Implementation**

Subject to endorsement by the Policy Review Panel and Council, the revised Public Art Policy will be uploaded on the Council website and intranet.

**2.5 Compliance**

The Policy is compliant with the Local Government Act 2020 and the Corporate Policy Management Framework.

**2.6 Measures of Success**

The Public Art Policy will be reviewed in three years and further amendments made as required.

**LIST OF APPENDICES**

1. Public Art Policy - Current
2. Public Art Policy - Tracked changes
3. Public Art Policy - with PRP Changes



## MINUTES OF THE POLICY REVIEW PANEL

6 NOVEMBER 2025

Item 6.1 Public Art Policy

Appendix 1 Public Art Policy - Current

	<b>Public Art Policy</b>
<b>Version No.</b>	October 2022
<b>Endorsement</b>	Executive - 25 October 2022 Policy Review Panel - 8 November 2022
<b>Authorisation</b>	Council – 12 December 2022
<b>Review date</b>	October 2025
<b>Responsible officer</b>	Manager Libraries and Arts
<b>Policy owner</b>	Coordinator Library and Arts Activation

**1. Purpose**

This policy guides the commissioning, management, maintenance and deaccessioning of public art in the City of Melton.

**2. Scope**

This policy applies across all of Council and guides Council's engagement with third parties who may wish to collaborate in provision of public art on council land and in open public spaces.

It articulates the approach for works that are developed and managed by Council. It also defines Council and third party roles in facilitating privately commissioned works.

The policy applies to:

- Public art commissioned and developed by Council
- Public art commissioned and developed by private enterprises, associations, individuals, property developers, community groups, businesses or other third parties.
- Public art commissioned by third parties (including other government bodies) and transferred or donated to Council

The policy will influence guidelines for commissioning and maintenance of public art.

**3. Definitions**

Word/Term	Definition
<b>Artist</b>	For the purposes of the City of Melton public art collection, artists are defined as those with an established public art practice, artist led studios who work as a team, emerging and mid-career artists.
<b>Commissioning Models</b>	<b>Open Competition</b> An open competition method is a widely advertised call for an Expression of Interest (EOI) that attracts a broad range of artists. The competition is normally advertised for several weeks through a variety of media including newspapers and industry magazines, online and through email notifications. Clearly defined expectations on the level of expertise and experience of artists submitting proposals helps assist in ensuring submissions are relevant. An open competition involves considerable time and dedicated resources to promote, manage, and review submissions.

Public Art Policy

FINAL

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Document Set ID: 8842103

Version: 1, Version Date: 13/01/2023



## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Public Art Policy

Appendix 1 Public Art Policy - Current

	<p><b>Limited Competition</b></p> <p>A limited competition method is an invitation sent out to a short-listed group of artists. This model is useful when an artist's practice particularly suits the project vision and public art opportunities.</p> <p>The limited competition process is less time-consuming and less expensive than an open competition and enables the project team to target artists whose artwork methods and practices suit the project vision and public art opportunities</p> <p>An open or a limited competition can result in:</p> <ul style="list-style-type: none"> <li>• A short-list of artists who are invited to attend an interview</li> <li>• A short-list of artists invited to prepare a concept proposal for a fee or</li> <li>• The selection of a successful artist invited to prepare concept proposal for a fee</li> </ul> <p><b>Direct Commission</b></p> <p>A direct commission is an invitation to one artist to prepare a concept proposal in response to an artist brief. The direct selection of an artist is carried out where there is a clear choice of artist to meet the project brief. Established high profile artists generally are directly commissioned and do not expect to participate in an EOI process.</p>
<b>Deaccession</b>	The formal process of removal of public art from the collection.
<b>Integration</b>	An integrated artwork is one that is incorporated into another structure – such as a building, streetscape or landscape design. Typical examples of integrated public artworks include street paving, sculptural seating, and artist-designed glazing. Integration also refers to a site-specific response by an artist. A site-specific public artwork describes a situation when the artwork and the site are equally important, and each informs the other.
<b>Intellectual Property</b>	<p>Intellectual Property protects the rights in creative and inventive efforts. These rights are protected through a number of separate federal Acts of Parliament, including copyright legislation which is set out in the Copyright Act 1968.</p> <p>Copyright law acknowledges the creativity and skill of a creator as valuable 'property' and outlines the intellectual property rights in producing original artistic works. Exclusive rights to copyright are automatically assigned to the creator and are valid throughout their life and 70 years after their death. Copyright law outlines both economic rights (rights that can be sold or licensed) and non-economic rights (rights of the creator that can't be sold or transferred – moral rights).</p> <p><b>Copyright Licensing</b></p> <p>Similar to rights over physical property, the economic rights of copyright can be sold or licensed for use by other parties. Commissioning an artist using Council's set of contract agreements grants Council a royalty-free licence for the purposes of promoting, marketing, and publishing images of the artwork to the public, with the correct attribution for each image. This includes all images from the artist including images from their portfolio, concept designs, detailed designs, and the final artwork. Copyright ownership stays with the artist.</p> <p>An artist's work cannot be altered without their written consent. Consent from an artist is not required to remove or relocate an artwork, however Council must first advise the artist and give them the opportunity to respond. If the artwork is fixed to a building, structure, or area undergoing redevelopment, the artist must be notified with the opportunity to document the work in situ, and consulted over its removal, storage, deaccession or reinstatement</p>



## MINUTES OF THE POLICY REVIEW PANEL

6 NOVEMBER 2025

Item 6.1 Public Art Policy

Appendix 1 Public Art Policy - Current

	<p><b>Moral Rights</b></p> <p>Moral rights are the personal, legal rights of the creator and were enshrined in 2000 by amendments to the provisions of the Australian Copyright Act 1968. They are the rights of the artist to:</p> <ul style="list-style-type: none"> <li>• Be attributed for their work;</li> <li>• Not to have their work falsely attributed; and,</li> <li>• Integrity - not to have their work treated in a derogatory way</li> </ul> <p>The Copyright Act defines "derogatory treatment" as any act in relation to the work that is in any manner harmful to the author's honour or reputation"</p> <p>Moral rights apply whilst the artist is alive and 70 years after their death, and in contrast to economic rights of copyright, moral rights cannot be transferred, assigned, or sold.</p> <p><b>Attribution</b></p> <p>Under moral rights legislation, commissioners must correctly attribute the artist every time an artwork or an image of an artwork is displayed, published, communicated and/or promoted. An attribution plaque should be installed at the same time the artwork is installed in close proximity to the artwork.</p> <p>In line with moral rights, an artist's attribution is to acknowledge the artist as the creator of the work and as such, the attribution should be separate from any advertising and branding as this would compromise the integrity of the attribution.</p>
<b>Public Art</b>	<p>Public art encompasses a wide variety of creative expressions in the public realm. It includes works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all. Public art can be temporary or permanent.</p> <p>For some communities, public art is seen as a means of enhancing or personalizing otherwise impersonal spaces. For others, it's a way to activate civic dialogue, or provide a vehicle for communities to express their unique identity and includes works which are:</p> <p><b>Site specific/Site responsive:</b> works of art or projects that consider, interface with, or are otherwise informed by the surrounding environment. This includes the physical limitations of a site, weather conditions, history, audience demographics and usage, lighting and many other aspects.</p> <p><b>Permanent:</b> Public art can be designed and constructed as a permanent installation or be installed for a limited duration. Temporary public art can create delight in the unexpected, whereas permanent public art offers familiar aesthetics, long term benefits, and contributes to a sense of pride and community identity.</p> <p><b>Temporary:</b> Public art includes ephemeral work, performance, events, temporary installation of durable works, projections, light, and sound and land art. Permanent public art includes sculptures, wall reliefs, mosaics, ceramic pavement inlays and murals, memorials and monuments and integrated artworks.</p> <p><b>Functional:</b> Parts of a building, facility, or piece of infrastructure that have been made by an artist as an artwork that serves a specific function – e.g., downpipes, manhole covers, street furniture, lightshades.</p>



## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Public Art Policy

Appendix 1 Public Art Policy - Current

	<p><b>Integrated:</b> Art that has been designed to be seamlessly integrated into the building or surrounding environment – e.g., screen on a building façade, pavement inlays.</p> <p><b>Freestanding:</b> Art that tends to have been created independently and applied to a site. Freestanding artwork is generally a sculptural work that has been made to be viewed from all sides.</p> <p><b>Experiential:</b> Art that may not have a physical form but transforms public space into a creative, ephemeral, and sensory experience – e.g., using multi-media, sound, lighting projections, or tactile elements.</p> <p>Public art can also be described by the intent of the art project and its role within the city as:</p> <ul style="list-style-type: none"> <li>• <b>Iconic:</b> Art that has been created as a standalone and significant work. Iconic artworks frequently have civic importance and create a visual landmark or entry statement.</li> <li>• <b>Interpretive:</b> Art that has been created to communicate and educate about a place, events, issues, and ideas. Interpretive art can take on various forms, such as signage, seating, landscape design, multi-media; with the intent of making an experience more meaningful</li> <li>• <b>Commemorative or Celebratory:</b> Art that has been created to honour or celebrate important people, an activity, or significant events.</li> </ul> <p><b>Public Art is not:</b></p> <ul style="list-style-type: none"> <li>• Park furniture, equipment, or seating without an artist intention</li> <li>• Landscaping, landscape furniture or equipment</li> <li>• Public assets with a solely functional purpose</li> <li>• A memorial or monument with a heritage or historical focus</li> <li>• A heritage site or object of historical significance</li> </ul>
<b>Public Art Collection</b>	All Council managed public art works listed on the Public Art Register
<b>Public Art Curator</b>	A public art curator provides specialist advice and assistance on a range of public art matters relating to project management from initiation to completion of the public art project. Engaging a curator can provide confidence in the delivery of high quality, innovative, contemporary artwork, successful project integration and management and professional advice on how and who to select as potential project artists.
<b>Public Art Review Panel</b>	<p>The Public Art Review Panel is formed on a project to project basis to assess all proposals for permanent works and occasional proposals for significant temporary work such as large-scale wall murals. The panel will comprise:</p> <ul style="list-style-type: none"> <li>- Two Community members from the Arts and Culture Advisory Committee</li> <li>- One Councillor who is the appointed Chairperson of the Arts and Culture Advisory Committee</li> <li>- Three representatives from the Public Art Working Group</li> <li>- Team Leader Arts Engagement and Development</li> <li>- Coordinator Library and Arts Activation</li> <li>- Manager Libraries and Arts</li> </ul> <p>The panel is convened by the Team Leader Arts Engagement and Development at the beginning of the planning phase of each new public artwork. The broader Councillor group is kept abreast of meeting outcomes through the Chair.</p>



## MINUTES OF THE POLICY REVIEW PANEL

6 NOVEMBER 2025

Item 6.1 Public Art Policy

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<b>Public Art Working Group</b>	<p>The internal working group of Council that considers public art commissions, acquisitions, and de-accessions, led by the Libraries and Arts unit. The role of the Public Art Working Group (PAWG) will be to provide specific expertise and guidance on the development and management of the Public Art Collection.</p> <p>The PAWG will act as a first stage assessment panel, assisting the Team Leader Arts Engagement and Development to make initial recommendations to Council regarding public art proposals. Some members of the PAWG will be able to contribute to public art project installation and delivery.</p> <p>This cross-council working group includes representatives from:</p> <ul style="list-style-type: none"> <li>- Libraries and Arts (Chair of PAWG)</li> <li>- City Design &amp; Strategy</li> <li>- Capital Projects</li> <li>- Operations</li> <li>- Property Services</li> <li>- Engineering Services</li> <li>- Community Planning</li> <li>- Community Care and Inclusion (as required)</li> <li>- Recreation &amp; Youth (as required)</li> <li>- Engagement &amp; Advocacy (as required)</li> </ul>
<b>Transferred or donated work</b>	Public art of either permanent or temporary definition, which was not commissioned by Council, but which is now proposed by a third party for Council to acquire.

**4. Policy****4.1 Strategic alignment**

This Public Art Policy aligns strategically to the Council and Wellbeing Plan 2021-2025 by responding to the following objectives:

- Objective 1.1 A community that celebrates diversity and is inclusive of all
  - 1.1.2 Contribute to a welcoming community which embraces diversity
- Objective 1.2 A safe community where people feel proud to live
  - 1.2.2 Empower the community to strengthen civic pride, social cohesion, and a sense of belonging
- Objective 1.3 Local neighbourhoods are socially and culturally connected
  - 1.3.1 Provide opportunities for participation and appreciation of the arts, and support local artists

Further, this Public Art Policy aligns strategically to the Creative Melton 2030 Strategy by responding to the following objectives:

- Objective 1.6 We will activate the arts in public spaces, community events and festivals
- Objective 4.2 We will invest in creative projects to bring professional artists and communities together to achieve social and artistic outcomes
- Objective 4.3 We will increase participation in, and access to, arts and culture experiences
- Objective 4.4 We will increase opportunities for the professional development of local artists and creative practitioners
- Objective 4.5 We will strengthen our sense of place through the development and maintenance of our public art collection



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**4.2 Funding**

The allocation of funding to public art demonstrates Council's commitment to the Arts and this leadership can leverage further support through grant funding or private sector contribution.

Proposals for public art projects will be reviewed annually and referred to Council's annual budget process for consideration.

**4.3 Commissioning and Acquisition**

The commissioning and acquisition of Public Art will be aligned with Arts and Culture program priorities and will respond to the following criteria.

**4.3.1 Public art criteria**

Public art commissions, acquisitions, transfers and donations of works will be assessed against the following six criteria:

1. Evidence of high quality, contemporary arts practice. The artist or artists have experience and skills to deliver strong public art outcomes.
2. Suitability of the work to the site. The proposal considers existing/planned urban design, public safety, public use, environmental and physical impact.
3. Relevance of the work to local stories, themes or issues. The proposed work is relevant to residents and/or includes plans for community engagement.
4. Expected durability and required maintenance of the work
5. Adequate budget and resources to deliver proposed work
6. Consistency with Council's current planning, heritage, environmental and social policies
7. Preferencing local artists and content where possible

**4.3.2 Permanent Works commissioned by Council**

Permanent Public Art commissioned by Melton City Council can occur at both existing and new public sites and facilities across the municipality. Permanent public artwork is planned to remain in situ for between 5- 25 years. Where it is commissioned on new council-owned sites, it must be considered as part of civic infrastructure and urban design planning and incorporated into the earliest stages of planning. All permanent public art must be planned in conjunction with the Arts team and reviewed by the Public Art Working Group. Major Public Art will be reviewed by the Public Art Review Sub-committee, and recommendations put forward to Council through the Arts and Culture Advisory Committee.

**4.3.3 Temporary Works commissioned by Council**

Temporary Public Art commissioned by Council will provide opportunities for lower-cost temporary or semi-permanent installations that respond to current community themes. Temporary works may be exhibited anywhere from between 1 day to 5 years. Temporary works will enable emerging and professional artists to access new opportunities for career development and gain experience in delivering public artwork. The Temporary Works program will include Street Art projects. All temporary public art will be both planned and commissioned through the Arts team and approved by the Public Art Working Group. Major Public Art will be reviewed by the Public Art Review Sub-committee, and recommendations put forward to Council through the Arts and Culture Advisory Committee.

**4.3.4 Works commissioned by third parties**

Public art commissioned and developed by private enterprises, associations or individuals (property developers, community groups, businesses or other third parties) will be assessed as per permanent works commissioned by Council as 4.3.2.



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**4.3.5 Donation or transfer of works**

Proposals to donate a public artwork to Council must meet Council's criteria for the acquisition or commission of works and will be considered according to the same selection criteria for commissioning new public art as 4.3.2.

**4.3.6 Process for commissioning or acquiring Permanent and Temporary Works by Council**

To ensure high-quality outcomes for public art, Council's commissioning process is aligned to its stated criteria for the selection of public art. Council has an internal process for commissioning artworks (see Appendix 1).

**4.4 Maintenance of Public Art Works**

Council is responsible for the maintenance and safe keeping of all Council commissioned or acquired public art work. Excepting contractual exclusions, assets procured under this policy are to be managed under Council's Asset Management Policy and procedures, with specific regard to maintenance linked with Council's corporate and business plans (including the Long Term Financial Plan), budgets and reporting processes.

**4.4.1 Public Art Register and Maintenance Plan**

Public art is listed on Council's Public Art Register and Maintenance Plan, which is the responsibility of Arts team to update and document, and for Council's Asset Management team to implement.

**4.4.2 Maintenance Plan Budget and Renewal**

Every five years Council will commission an assessment of the maintenance needs of Council and allocate specific maintenance and conservation works for collection maintenance as required. Every year, Council will allocate the necessary budget to facilitate the ongoing maintenance of all works in the public art collection, as recommended in the maintenance plan.

**5 Responsibility /Accountability**

<b>5.1 Team Leader Arts Engagement and Development</b>	<ul style="list-style-type: none"> <li>Convenes and coordinates the commissioning, maintenance and deaccessioning of public art in the City of Melton.</li> </ul>
<b>5.2 Manager Libraries and Arts</b>	<ul style="list-style-type: none"> <li>Responsible for the oversight of public art</li> </ul>
<b>5.3 Property Services and Asset Management</b>	<ul style="list-style-type: none"> <li>Responsible for the maintenance of public art.</li> </ul>

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

Name	Location
Asset Management Policy	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Asset Disposal Policy	Policy and Procedures Intranet
Community Vision 2041	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Community and Wellbeing Plan 2021-25	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Creative Melton 2030	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>

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Asset Plan 2021-31	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Financial Plan 2021-31	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Open Space Plan 2016-2026	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Intercultural Plan 2017-2021	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Community Infrastructure Planning Policy	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Community Engagement Policy	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>



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**APPENDIX 1.****MELTON CITY COUNCIL PUBLIC ART COMMISSIONING CRITERIA****Public Access**

Artworks commissioned must be for publicly accessible spaces at street level or publicly visible locations including the building façade or forecourt. It is not acceptable to include the artwork within the building foyer or lift lobby where these areas are not permanently accessible to members of the public.

**Permanent Artworks**

Permanent public artwork is planned to remain in situ for between 5- 25 years. Where it is commissioned on new council-owned sites, it must be considered as part of civic infrastructure and urban design planning and incorporated into the earliest stages of planning.

**Temporary Artworks**

Temporary public art commissioned by Council will provide opportunities for lower-cost temporary or semi-permanent installations that respond to current community themes and may be exhibited anywhere from between 1 day to 5 years. Temporary works will enable emerging and professional artists to access new opportunities for career development and gain experience in delivering public artwork. Temporary artworks include street art and murals.

**Assessment Criteria**

The commissioning and acquisition of public art will be assessed against the following criteria:

- Quality - Evidence of high quality, contemporary arts practice. The artist or artists have experience and skills to deliver strong public art outcomes.
- Site Suitability - Suitability of the work to the site. The proposal considers existing/planned urban design, public safety, public use, environmental and physical impact.
- Relevance - Relevance of the work to local stories, themes or issues and response to the curatorial framework of the brief. The proposed work is relevant to residents and/or includes plans for community engagement.
- Durability - Expected durability and required maintenance of the work budget Adequate budget and resources to deliver proposed work consistency with council policies – in line with current planning, heritage, environmental and social policies.
- Budget Adequate budget and resources to deliver proposed work
- Council Policy Alignment – aligned with current planning, heritage, environmental and social policies.

**Timing**

Following Council approval, the artwork must be commissioned within 6 months of the development commencing and completed in line with the completion of the site development. Council will provide a nominated contact member of staff who will be the point of contact for all questions and coordination of council input.

**THE ARTIST BRIEF**

An artist's artwork concept proposal must meet the criteria set out in an artist brief as well as conforming with public safety requirements. An artist brief includes all project management functions and tasks. It needs to be clear but not prescriptive, allowing for artists to creatively respond and develop their own ideas. The artist brief sets the scene for the project, gives the artist a framework to work within and a good understanding of the vision, themes, and key aims of the project.



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An artist brief typically includes:

- Background - the background to the program or project that has generated the artwork proposal
- Project Overview - the project requirements and deliverables for each phase of concept design, design development and commissioning
- Project Context – geographical, policy frameworks, general background information
- Curatorial Framework - the themes, vision and opportunities. The curatorial rationale informs the conceptual development of the artwork. It includes relevant social, environmental, economic or cultural heritage information. Artists are referred to the broad curatorial framework set out in the Public art Masterplan.
- Site Information - The artwork opportunity including a site plan, elevations, 3D's etc
- Timeline - Indicative schedule summary and project milestones
- Budget – A detailed breakdown including contingency
- Expected Lifespan of the artwork subject to reasonable maintenance requirements
- Consultation or community engagement events that occur as part of the project

#### Practical Considerations

An artist brief also needs to specify any practical considerations that the artist would need to address in developing the proposal, such as:

- Regulatory compliance
- Heritage requirements
- Structural and engineering requirements
- Safety considerations and obligations
- Site access
- Site maintenance and cleaning routines
- Presence of outdoor dining
- Climatic or locational influencing factors

The brief outlines all the phases of artwork development to delivery including concept design, design development, fabrication and installation and provide indicative timeframes for each phase. It will specify the contractual arrangements for the development and completion of an artwork. It will outline each stage of artwork completion and key approval points by the Arts Team.

#### ENGAGEMENT OF A CURATOR

It is recommended external organisations engage an experienced and independent public art curator to assist with the commissioning process and to help ensure the best possible outcome. A curator provides a range of services for the development and delivery of artwork and can be critical to the success of a public art project as they have specialist expertise. A curator for a public art project has specialised training and experience in visual arts and curatorial services, a sound understanding of contemporary arts practice and its practitioners, experience in managing public art projects and strong links within the arts industry.

To gain the most benefit from a curator's expertise, they should be engaged in the early stages of a project to assist in the detailed scoping of an art project. A curator's advice and recommendations can make a great difference in the integration of an art project, the quality of the final artwork, and value for money.

#### PUBLIC ART BUDGET

Establishing a budget for the provision of public art that is adequate for each stage of the project and can meet project objectives is an important part of planning an art project.

The budget needs to account for:

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- The commissioning model costs (including public art curator fees)
- Artist(s) fees for concept design and then the full artist fee if the concept is commissioned
- Specialist fees (if required), design + drafting, and engineering certification for the detailed design and documentation phases
- Costs of fabrication and installation
- Materials, equipment hire and labour costs
- Drafting documentation and specifications
- Travel, transportation, and insurance costs
- Traffic management, licenses, supervision, and installation costs
- Workshop facilitation and community engagement fees
- Maintenance manual
- Lighting of the artwork
- Design and installation of an attribution plaque
- Contingency for unexpected costs

**Integrated Works Budget**

Where an artist is involved in integrating public art into the fabric of a building or functional elements such as street furniture, only the cost of the public art component (over and above the previously nominated material costs) will be funded from the public art budget.

**RISK MANAGEMENT**

Public art projects are unique in form, scale, materials, production or fabrication, and the artwork is placed in the public realm. There are no set standards, regulations or standard drawing templates specific to the design, fabrication or siting of artwork. Art in the public realm must be designed to be durable enough to withstand local conditions, and unsupervised public interaction. Compliance with Australian standards and regulations ensures that safety measures are 'built in' to the design and construction of public art.

The risks in commissioning public art vary from project to project as designs are developed, and the artwork is fabricated and installed. It is essential that risk is managed from the early scoping and planning of a project, and through all stages of the project delivery.

Key factors that define the different types of risk include:

- Locations being considered,
- Materials and means of fabrication
- Structure, form, and scale of the artwork
- Life expectancy of the work
- Expected level of public interaction

Some artworks, such as functional or integrated artworks within seating or paving, or artworks installed within play areas or play equipment, are intended to withstand high levels of interaction, and encourage use. The design and maintenance of these artworks therefore needs to account for risks associated with regular use.

Council will provide a list of links to Australian Standards as reference material as well as design standards for artwork in the public realm to address visibility and positioning, design robustness, materials, public safety, structural and fabrication requirements, artwork lighting, installation, and maintenance. different standards will be relevant to each project.



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**LIFESPAN, MAINTENANCE AND DEACCESSIONING**

Public art is subject to varied conditions including weather, ultraviolet exposure, pollution, and public interaction.

Public art should be designed and maintained to be suitable for its use and withstand the conditions of its location for the expected life of the artwork. The expected lifespan of an artwork is established in consultation with the artist during the concept design and design development phases and refers to the agreed duration for which the artwork is intended to be on public display. For a permanent artwork, the expected lifespan would be over 12 months. The expected lifespan will influence the design development in terms of siting, materials selection, structural design, and robustness and will be reviewed as the design develops and is finalised.

**Maintenance**

When commissioning an artwork, it is important to establish an appropriate review schedule at key points during the concept design and design development stages. Review points are critical to discuss with the artist the buildability of the concept, the proposed materials, material warranties and method(s) of installation. This will enable an understanding of the maintenance requirements over the expected lifespan of the artwork.

**De-Accessioning**

De-accessioning refers to the process by which an artwork is removed from public display and includes the documentation of its removal and de-registration as an asset. The obligation to the artist regarding the deaccessions of an artwork is addressed within the Public Art Commission Agreement.

Public artworks must be managed to account for damage, degradation, and potential theft and other circumstances, including but not exclusive to:

- The cost of repairing the artwork exceeds the original value of the artwork;
- The artwork has been vandalised, or parts have been removed, to the extent that it is irreparable, or the reputation of the artist is at risk;
- The artwork has outlived its intended lifespan (particularly for temporary artworks under 5 years);
- Council decides that it is no longer expedient for the artwork to be displayed.

In any of these circumstances the moral rights of the artist must be respected under the Copyright Act 1968 and correct procedures followed with respect to the artists' reputation, attribution, and as the first copyright owner of the work. Artists must always be contacted prior to de-accessioning a work.

Where applicable the Team Leader Arts Engagement and Development will write a report notifying the council of the rationale behind the option to de-accession an artwork.

**COMMUNITY ENGAGEMENT**

If required, a community engagement strategy should be prepared for public art projects and provided to Council prior to undertaking any community engagement activities. This includes identification of the non-negotiable elements of a project and any aspects of the project the community might influence. The non-negotiable elements include budget, timeframes or schedules and scope, as well as any required compliance with standards and regulations in a public art project.



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**Levels of Engagement***Active Participation*

If a project aim is to fully engage the community, the 'community participatory' approach is followed, where an artist actively works with members of the community who participate in the fabrication of the artwork.

For example, the community would be 'informed' of the aspects of the project that are not negotiable such as safety compliance issues but 'actively' engaged in the collaborative process of developing and fabricating the artwork with the artist.

*Consultation*

If the project aim is to consult with the community, a 'community consultative' approach is required where an artist engages with members of the community to inform the development of the artwork. The level of community engagement in this type of project could range from 'inform' through to 'participatory'. However, the community's influence is limited to specific areas of the artwork development.

For example, the community may 'participate' in community art workshops and are informed of the development and progress of the artwork through a series of meetings or presentations. The artist may be inspired by or interpret the community's stories and values gleaned from the workshops into their final artwork.

*Information*

Where a project team wishes to consult with the community to inform them an art project, they would use an 'information and education' consultation strategy and an 'individual approach' where an individual artist is engaged to develop a concept and fabricate or oversee the production of the artwork. The level of engagement is for the community's information.

For example, Council may activate an online conversations portal to inform the community about an upcoming artwork commission and the selection process for that commission.

**ARTIST ENGAGEMENT**

To engage an artist to develop a concept design, progress a design or document a design, fabricate and install a final artwork; a public art commission agreement is required.

Phase 1: Concept Design – Artist responds to the Artist brief

Phase 2: Design Development + Documentation – Public art commission agreement required

Phase 3: Fabrication & Installation - Public art commission agreement required

It is recommended to use the public art commission agreement template produced by the [Arts Law Centre of Australia](#). This is also endorsed and part of the code of practice developed by the peak body for visual arts in Australia – National Association for the Visual Arts (NAVA). The agreement template has been written by lawyers and reflects best practice in public artist contracting. It covers phases 2 and 3 and can be used as a template.

The public art commission agreement outlines the terms and conditions of the agreement including the term, the artist services, artwork description and documentation, approved design proposal, payments, intellectual property, confidentiality, termination, insurance, and dispute resolution.



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**Phase 1: Concept Design**

The artist's design proposal is outlined in a concept design proposal and typically includes:

- Concept design options for one or more artwork opportunities
- Visual representations that articulate the artists intent (e.g., drawings, maquettes, 3D renders)
- A written statement outlining how the concept design proposal responds to the project brief and/ or artist brief
- The proposed execution of the artwork including materials, colours and finishes and fabrication
- Preliminary budget/cost assessment to complete the work including the structural/engineering feasibility of realising the artwork and a reasonable contingency for unexpected costs and cost increases
- Artwork lifespan and potential maintenance issues
- An assessment of siting the artwork in the public realm/designated site and any risk factors including the expected level of public interaction, safety considerations relating to the form, materiality, and scale of the artwork and the durability /life expectancy of the work

**Phase 2: Design Development + Documentation**

This phase is critical in terms of ensuring the artwork is viable. Any technical or 'build-ability' issues, prototyping and research, needs to be completed during design development before proceeding to documentation. The Arts Team must endorse the designs and see evidence that any technical issues have been resolved, prior to the designs being documented.

Subject to approval of the design, this phase enables the artist to further refine and develop the selected concept designs, resolve any technical issues, undertake any relevant testing, prototyping and provide the artwork documentation. This will result in the provision of a detailed design which may be submitted in a range of media.

Documentation will also include:

- Preliminary engineering approvals and advice
- Any testing or samples (if required)
- Research on new materials (if required)
- A fully costed budget based on quotations (and in accordance with the available funds)
- Any associated works such as lighting and services investigation
- Draft fabrication/production and installation schedule
- Information on artwork lifespan and general maintenance requirements

A mid-point and final design development report should be provided to the Arts Team so they can review the progression of the selected concept design proposal. These reports should include all information required to produce or fabricate and install the artwork and may include some or all of the full shop drawings and specifications. It may also include:

- Visualisations such as scale maquettes
- Location and site plan showing orientation and set out
- Structural engineering design (Victorian) certification of artwork structure and footing
- Lighting design and plans
- Draft installation plan and Safe Work Method Statement (SWMS)
- List of materials including data sheets, compliance certifications and testing (where applicable)
- Summary of maintenance requirements
- Detailed budget breakdown of all costs



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**Phase 3: Fabrication and Installation**

The fabrication (or production) of the artwork will include a number of review points that align with fee payments. The number of review points is subject to the method and materials used in the fabrication and any on-site testing and construction works. Reviews and inspections are carried out at key points in the fabrication process, pre-and post-installation of the artwork and footing installation. A final meeting should be held with all of the relevant stakeholders including the asset owner to approve the quality of the artwork and approve final payments.

**Maintenance Manual**

Prior to completion and installation of the artwork, the Artist must provide a manual containing comprehensive instructions for the operation and maintenance of the Artwork ("the Manual"). A draft of the manual will be submitted to Council prior to artwork installation. Any alterations required to the manual shall be made and resubmitted prior to practical completion.

The manual typically includes:

- Artist contact details and description of artwork
- List of major sub-contractors with contact details
- Description of the materials used and any installed services or lighting equipment and their mode of operation
- With respect to lighting equipment, operating procedures and suppliers' contact details an inspection, testing and maintenance program detailing the routine required to maintain the artwork throughout its intended lifespan
- As installed drawings for the artwork and all related equipment and services
- Engineering certification (if applicable)
- Any other information that helps identify/locate the assets that have been installed

**Complex Public Artworks**

Commissioning expensive, uniquely crafted public art must be accompanied by a commitment to its long-term presentation. Even basic maintenance such as a once-a-year comprehensive cleaning, can ensure that public artworks always look their best and do not begin to degenerate. Moreover, if an artwork is at human scale and in a busy public space, the need to clean and check for incidents of vandalism or inadvertent damage becomes even more important. Before commissioning more complex works with innovative kinetic, sonic or lighting components, it is important to carefully consider the ongoing maintenance implications. This may involve a 'check-up' every three to four months and programming certain annual checks into the overall and recurrent building maintenance or outdoor maintenance plan.

The maintenance manual keeps on record a clear maintenance regime which includes a description of all components and materials in addition to the artist's recommendations as to cleaning and conservation. All new artwork is registered and recorded within Council's public art database.



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		<b>Public Art Policy</b>	
<b>Date adopted</b>		<b>Version No.</b>	
		<insert date>October 2022	
<b>Endorsement</b>		Executive – 25 October 2022 Policy Review Panel – 8 November 2022	
<b>Adopted by</b>		<b>Authorisation</b>	
		Council <insert date> – 12 December 2022	
<b>Review due</b>		<b>date</b>	
		<insert date>October 2025	
<b>Responsible officer</b>		<insert responsible position title>Manager Libraries and Arts	
<b>Records reference</b>		<insert reference>Coordinator Library and Arts Policy-owner Activation	

**4. Purpose**

This Public Art policy provides guides provides a framework for the development commissioning, management, maintenance and deaccessioning of public art in the City of Melton.

**2. Application And Scope**

This policy applies across all of Council and guides Council's engagement with third parties who may wish to collaborate in provision of public art on council land and in open public spaces:

It articulates the approach for works that are developed and managed This policy applies to:

- Directly commissioned, acquired or licenced by Council. It also defines
- Community initiated on Council land, or funded via a Council grant and third party roles in facilitating grant
- Developer or privately commissioned works, initiated or recommended as part of a planning permit

The policy applies to:

- Public art commissioned and developed by Proposed for an activity centre where there is an adopted structure or precinct plan
- Requiring Requires occupation of Council



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- Public art commissioned and developed by private enterprises, associations, individuals, land, roads or property developers, community groups, businesses or other third parties.
- Public art commissioned by third parties (including other government bodies) pathways and lanewaystransferredlaneways
- Of otherwise of community significance or donated to Council interest (including through partnership)

The policy will influence guidelines for commissioning and maintenance of public art.

**Definitions**

Word/Term	Definition
<b>Artist</b>	For the purposes of the City of Melton public art collection, artists are defined as those with an established public art practice, artist-led studios who work as a team, emerging and mid-career artists.
<b>Commissioning Models</b>	<p><b>Open Competition</b></p> <p>An open competition method is a widely advertised call for an Expression of Interest (EOI) that attracts a broad range of artists. The competition is normally advertised for several weeks through a variety of media including newspapers and industry magazines, online and through email notifications. Clearly defined expectations on the level of expertise and experience of artists submitting proposals helps assist in ensuring submissions are relevant.</p> <p>An open competition involves considerable time and dedicated resources to promote, manage, and review submissions.</p> <p><b>Limited Competition</b></p> <p>A limited competition method is an invitation sent out to a short-listed group of artists. This model is useful when an artist's practice particularly suits the project vision and public art opportunities.</p> <p>The limited competition process is less time-consuming and less expensive than an open competition and enables the project team to target artists whose artwork methods and practices suit the project vision and public art opportunities.</p> <p>An open or a limited competition can result in:</p> <ul style="list-style-type: none"> <li>A short-list of artists who are invited to attend an interview</li> <li>A short-list of artists invited to prepare a concept proposal for a fee or</li> <li>The selection of a successful artist invited to prepare concept proposal for a fee</li> </ul>



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	<p><b>Direct Commission</b></p> <p>A direct commission is an invitation to one artist to prepare a concept proposal in response to an artist brief. The direct selection of an artist is carried out where there is a clear choice of artist to meet the project brief. Established high profile artists generally are directly commissioned and do not expect to participate in an EOI process.</p>
<b>Deaccession</b>	The formal process of removal of public art from the collection.
<b>Integration</b>	<p>An integrated artwork is one that is incorporated into another structure — such as a building, streetscape or landscape design. Typical examples of integrated public artworks include street paving, sculptural seating, and artist-designed glazing. Integration also refers to a site-specific response by an artist. A site-specific public artwork describes a situation when the artwork and the site are equally important, and each informs the other.</p>
<b>Intellectual Property</b>	<p>Intellectual Property protects the rights in creative and inventive efforts. These rights are protected through a number of separate federal Acts of Parliament, including copyright legislation which is set out in the Copyright Act 1968.</p> <p>Copyright law acknowledges the creativity and skill of a creator as valuable 'property' and outlines the intellectual property rights in producing original artistic works. Exclusive rights to copyright are automatically assigned to the creator and are valid throughout their life and 70 years after their death. Copyright law outlines both economic rights (rights that can be sold or licensed) and non-economic rights (rights of the creator that can't be sold or transferred — moral rights).</p> <p><b>Copyright Licensing</b></p> <p>Similar to rights over physical property, the economic rights of copyright can be sold or licensed for use by other parties. Commissioning an artist using Council's set of contract agreements grants Council a royalty-free licence for the purposes of promoting, marketing, and publishing images of the artwork to the public, with the correct attribution for each image. This includes all images from the artist including images from their portfolio, concept designs, detailed designs, and the final artwork. Copyright ownership stays with the artist.</p> <p>An artist's work cannot be altered without their written consent. Consent from an artist is not required to remove or relocate an artwork, however Council must first advise the artist and give them the opportunity to respond. If the artwork is fixed to a building, structure, or area undergoing redevelopment, the artist must be notified with the opportunity to document the work in situ, and consulted over its removal, storage, deaccession or reinstatement.</p>



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	<p><b>Moral Rights</b></p> <p>Moral rights are the personal, legal rights of the creator and were enshrined in 2000 by amendments to the provisions of the Australian Copyright Act 1968. They are the rights of the artist to:</p> <ul style="list-style-type: none"> <li>• Be attributed for their work;</li> <li>• Not to have their work falsely attributed; and,</li> <li>• Integrity – not to have their work treated in a derogatory way</li> </ul> <p>The Copyright Act defines "derogatory treatment" as any act in relation to the work that is in any manner harmful to the author's honour or reputation."</p> <p>Moral rights apply whilst the artist is alive and 70 years after their death, and in contrast to economic rights of copyright, moral rights cannot be transferred, assigned, or sold.</p> <p><b>Attribution</b></p> <p>Under moral rights legislation, commissioners must correctly attribute the artist every time an artwork or an image of an artwork is displayed, published, communicated and/or promoted. An attribution plaque should be installed at the same time the artwork is installed in close proximity to the artwork.</p> <p>In line with moral rights, an artist's attribution is to acknowledge the artist as the creator of the work and as such, the attribution should be separate from any advertising and branding as this would compromise the integrity of the attribution.</p>
<b>Public Art</b>	<p>Public art encompasses a wide variety of creative expressions in the public realm. It includes works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all.</p> <p>Public art can be temporary or permanent.</p> <p>For some communities, public art is seen as a means of enhancing or personalizing otherwise impersonal spaces. For others, it's a way to activate civic dialogue, or provide a vehicle for communities to express their unique identity and includes works which are:</p>



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**Site specific/Site responsive:** works of art or projects that consider, interface with, or are otherwise informed by the surrounding environment. This includes the physical limitations of a site, weather conditions, history, audience demographics and usage, lighting and many other aspects.

**Permanent:** Public art can be designed and constructed as a permanent installation or be installed for a limited duration. Temporary public art can create delight in the unexpected, whereas permanent public art offers familiar aesthetics, long term benefits, and contributes to a sense of pride and community identity.

**Temporary:** Public art includes ephemeral work, performance, events, temporary installation of durable works, projections, light, and sound and land art. Permanent public art includes sculptures, wall reliefs, mosaics, ceramic pavement inlays and murals, memorials and monuments and integrated artworks.

**Functional:** Parts of a building, facility, or piece of infrastructure that have been made by an artist as an artwork that serves a specific function—e.g., downpipes, manhole covers, street furniture, lightshades.

**Integrated:** Art that has been designed to be seamlessly integrated into the building or surrounding environment—e.g., screen on a building façade, pavement inlays.

**Freestanding:** Art that tends to have been created independently and applied to a site. Freestanding artwork is generally a sculptural work that has been made to be viewed from all sides.

**Experiential:** Art that may not have a physical form but transforms public space into a creative, ephemeral, and sensory experience—e.g., using multi-media, sound, lighting projections, or tactile elements.

Public art can also be described by the intent of the art project and its role within the city as:

- **Iconic:** Art that has been created as a standalone and significant work. Iconic artworks frequently have civic importance and create a



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	<p>visual landmark or entry statement:</p> <ul style="list-style-type: none"> <li>• <b>Interpretive:</b> Art that has been created to communicate and educate about a place, events, issues, and ideas. Interpretive art can take on various forms, such as signage, seating, landscape design, multi-media, with the intent of making an experience more meaningful</li> <li>• <b>Commemorative or Celebratory:</b> Art that has been created to honour or celebrate important people, an activity, or significant events.</li> </ul> <p><b>Public Art is not:</b></p> <ul style="list-style-type: none"> <li>• Park furniture, equipment, or seating without an artist intention</li> <li>• Landscaping, landscape furniture or equipment</li> <li>• Public assets with a solely functional purpose</li> <li>• A memorial or monument with a heritage or historical focus</li> <li>• A heritage site or object of historical significance</li> </ul>
<b>Public Art Collection</b>	All Council managed public art works listed on the Public Art Register
<b>Public Art Curator</b>	A public art curator provides specialist advice and assistance on a range of public art matters relating to project management from initiation to completion of the public art project. Engaging a curator can provide confidence in the delivery of high quality, innovative, contemporary artwork, successful project integration and management and professional advice on how and who to select as potential project artists.
<b>Public Art Review Panel</b>	<p>The Public Art Review Panel is formed on a project to project basis to assess all proposals for permanent works and occasional proposals for significant temporary work such as large scale wall murals. The panel will comprise:</p> <ul style="list-style-type: none"> <li>— Two Community members from the Arts and Culture Advisory Committee</li> <li>— One Councillor who is the appointed Chairperson of the Arts and Culture Advisory Committee</li> <li>— Three representatives from the Public Art Working Group</li> <li>— Team Leader Arts Engagement and Development</li> <li>— Coordinator Library and Arts Activation</li> <li>— Manager Libraries and Arts</li> </ul> <p>The panel is convened by the Team Leader Arts Engagement and Development at the beginning of the planning phase of each new public artwork. The broader Councillor group is kept abreast of meeting outcomes through the Chair.</p>
<b>Public Art Working Group</b>	<p>The internal working group of Council that considers public art commissions, acquisitions, and de-accessions, led by the Libraries and Arts unit. The role of the Public Art Working Group (PAWG) will be to provide specific expertise and guidance on the development and management of the Public Art Collection.</p> <p>The PAWG will act as a first stage assessment panel, assisting the Team Leader Arts Engagement and Development to make initial recommendations to Council regarding public art proposals. Some members of the PAWG will be able to contribute to public art project</p>



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	<p>installation and delivery.</p> <p>This cross-council working group includes representatives from:</p> <ul style="list-style-type: none"> <li>— Libraries and Arts (Chair of PAWG)</li> <li>— City Design &amp; Strategy</li> <li>— Capital Projects</li> <li>— Operations</li> <li>— Property Services</li> <li>— Engineering Services</li> <li>— Community Planning</li> <li>— Community Care and Inclusion (as required)</li> <li>— Recreation &amp; Youth (as required)</li> <li>— Engagement &amp; Advocacy (as required)</li> </ul>
<b>Transferred or donated work</b>	Public art of either permanent or temporary definition, which was not commissioned by Council, but which is now proposed by a third party for Council to acquire.

The Public Art Policy does not apply to:

#### 4.1 Strategic alignment

This Public Art Policy aligns strategically to the Council and Wellbeing Plan 2024-2025 by responding to the following objectives:

- Objective 1.1 A community that celebrates diversity and is inclusive of all
  - 1.1.2 Contribute to a welcoming community which embraces diversity
- Objective 1.2 A safe community where people feel proud to live
  - 1.2.2 Empower the community to strengthen civic pride, social cohesion, and
    - a sense of belonging
- Objective 1.3 Local neighbourhoods are socially and culturally connected
  - 1.3.1 Provide opportunities for participation and appreciation of the arts, and
    - support local artists

Further, this Public Art Policy aligns strategically to the Creative Melton 2030 Strategy by responding to the following objectives:

- Objective 1.6 We will activate the arts in public spaces, community events and festivals
- Objective 4.2 We will invest in creative projects to bring professional artists and communities together to achieve social and artistic outcomes
- Objective 4.3 We will increase participation in, and access to, arts and culture experiences
- Objective 4.4 We will increase opportunities for the professional development of local artists and creative practitioners
- Objective 4.5 We will strengthen our sense of place through the development and maintenance of our public art collection



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**4.2 Funding**

The allocation of funding to public art demonstrates Council's commitment to the Arts and this leadership can leverage further support through grant funding or private sector contribution.

Proposals for public art projects will be reviewed annually and referred to Council's annual budget process for consideration.

**4.3 Commissioning and Acquisition**

- The Public art that is commissioned by an entity other than Council on private property
- Park furniture, equipment, or seating without an artist intention
- Landscaping, landscape furniture or equipment
- Public assets with a solely functional purpose
- A memorial or monument with a heritage or historical focus
- A heritage site or object of historical significance
- Management of graffiti incidents

**General Provisions**

Melton City Council acknowledges its role in commissioning and acquisition of managing a public art collection that strengthens and promote the City's unique character and visitor attractions/experiences.

Public Art will be aligned with Arts and Culture program priorities and will respond to the following criteria: art encompasses a wide variety of creative expressions in the public realm. It includes works of art in any medium that has been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all.



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**Public artPublic-art-criteria**

Public-art-commissions,-acquisitions,-transfers-and-donations-of-works-will-be-assessed against-the-following-six-criteria:-includes permanent artworks such as outdoor sculpture, artworks integrated into the design of public and open spaces, artworks integrated or affixed to the facades of buildings, and temporary artworks such as murals and installations. Public art may also include technology driven works such as lighting design, augmented reality and sound works.

**3.1—Evidence of high quality, Policy Objectives**

Council's objectives for public artin developing a Public Art program in the City of Melton are to:

- Enhance new and existing public spaces in our rapidly growing City
- Grow a public art collection that demonstrates strong contemporary arts practice. The artist or artists have experience and skills to deliver strong public-art outcomes.
- 1.—ReflectSuitability of the work to the site. The proposal considers existing/planned urban design, public safety, public use, environmental and physical impact.
- Relevance of the work to localReflect stories, themes and/orand issues. The proposed work is that are relevant to our residents-and/or-includes-plans-for community engagement.
- ProvideExpected durabilityProvide opportunities for place-making and required maintenance-of-community engagement.

**3.2 Policy Principles**

The Public Art Policy is underpinned by the work-following principles and intentions:

- 2.—Adequate budget and resources to deliver proposed work
- 3.—Consistency with Council's current planning, heritage, environmental and social policies
- 4.—Preferring local artists and content where possible

<b>Artistic intent</b>	Public art must include the conceptual contribution of a qualified artist to the design, either to an artwork and/or to the design of public spaces and facilities.
<b>Location</b>	Public Art can be located in or part of a public space or as part of a facility or precinct provided by the public or private sector.
<b>Permanent works</b>	Permanent public artwork is planned to remain in situ for several a number of years. Where it is commissioned on new council-owned sites, it must be considered as part of civic infrastructure and urban design planning and incorporated into the earliest stages of planning.
<b>Temporary works</b>	Temporary public artworks provide opportunities for lower-cost temporary or semi-permanent installations that respond to current community themes. Temporary works may be exhibited anywhere from between 1 day to 5-7 years.

**3.3 Policy Implementation**

&lt;Name&gt; Policy

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Council's Public Art Guidelines provide procedural guidance for the acquisition, commissioning and maintenance of public art in the municipality.

### 3.3.1 ~~Public Art Criteria~~

Public Art in the City of Melton should demonstrate:

Criteria	Definition
<u>Evidence of high quality, contemporary arts practice.</u>	<u>The artist or artists have experience and skills to deliver strong public art outcomes.</u>
<u>Suitability of the work to the site.</u>	<u>The proposal considers existing/planned urban design, public safety, public use, environmental and physical impact.</u>
<u>Relevance of the work to local stories, themes or issues.</u>	<u>The proposed work is relevant to residents and/or includes plans for community engagement.</u>
<u>Use of quality materials.</u>	<u>Selected materials are durable and can be maintained.</u>
<u>Strategic relevance.</u>	<u>Alignment to the Council Wellbeing Plan, and consistency with Council's current planning, heritage, environmental and social policies.</u>

### Public Art Review Panel

A reference group made up of members of the Arts and Culture Advisory Committee and Council Officers may be formed on a project-to-project basis to provide feedback on significant public art projects.

Recommendations will be noted at the subsequent meeting of the Arts and Culture Advisory Committee.

### 3.3.2 ~~Permanent Works Commissioned~~Commissioned ~~Commissioned by Council~~

Permanent ~~public art~~Public Art commissioned by Melton City Council can occur at both existing and new public sites and facilities across the municipality. Permanent public artwork is planned to remain in situ for between 5- 25 years. Where it is commissioned on new council-owned sites, it must be considered as part of civic infrastructure and urban design planning and incorporated into the earliest stages of planning. ~~All permanent public art must be planned in conjunction with the Arts team and reviewed by the Public Art Working Group. Major Public Art will be reviewed by the Public Art Review Sub-committee, and recommendations put forward to Council through the Arts and Culture Advisory Committee.~~

### 3.3.3 ~~Temporary Works Commissioned~~Commissioned ~~Commissioned by Council~~

Temporary ~~public art~~Public Art commissioned by Council will provide opportunities for lower-cost temporary or semi-permanent installations that respond to current community themes. Temporary works may be exhibited anywhere ~~from~~ between 1



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day to ~~75~~ years. Temporary works will enable emerging and professional artists to access new opportunities for career development and gain experience in delivering public artwork. ~~The Temporary Works program will include Street Art projects. All temporary public art will be both planned and commissioned through the Arts team and approved by the Public Art Working Group. Major Public Art will be reviewed by the Public Art Review Sub-committee, and recommendations put forward to Council through the Arts and Culture Advisory Committee.~~

~~3.3.4~~ ~~Works Commissioned~~ ~~commissioned~~ ~~Commissioned~~ by third parties  
~~Third Parties~~

Public ~~art~~Art commissioned and developed by private enterprises, associations or individuals (property developers, community groups, businesses or other third parties) ~~must meet Council's criteria for public art. will be assessed as per permanent works commissioned by Council as 4.3.2.~~

~~3.3.5~~



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### **Donation or ~~Transfer~~Transfer of Works** **Proposals to donate a public artwork**

Public artworks proposed for donation to Council must meet Council's criteria for Publicthe acquisition or commission of works and will be considered according to the same selection criteria for commissioning new public art as 4.3.2 Public Art.

#### **3.3.6**

#### **4.3.1 Process for commissioning or acquiring Permanent and Temporary Works by Council**

To ensure high quality outcomes for public art, Council's commissioning process is aligned to its stated criteria for the selection of public art. Council has an internal process for commissioning artworks (see Appendix 1).

### **Public Art Maintenance of Public Art Works**

Council is responsible for the maintenance and safekeepingsafe-keepingsafekeeping of all Council commissioned or acquired public artworkart-work. Excepting contractual exclusions, assetsartwork. Assets procured under this policy are to be managed under Council's Asset Management Policy and procedures, with specific regard to maintenance linked with Council's corporate and business plans (including the Long-Term Financial Plan), budgets and reporting processes.

#### **4.3.2 ~~Public Art Register and Maintenance Plan~~**

Public art is listed on Council's Public Art Register and Maintenance Plan, which is the responsibility of Arts team to update and document, and for Council's Asset Management team to implement.

#### **Maintenance Plan Budget and Renewal**

Every five years Council will commission an assessment of the maintenance needs of Council and allocate specific maintenance and conservation works for collection maintenance as required. Every year, Council will allocate the necessary budget to facilitate the ongoing maintenance of all works in the the public art collection, as recommended in the maintenance plan. Council's Asset Management Team will implement the identified works.

#### **5 Responsibility /Accountability**

<b>5.1</b>	<b>Team Leader Arts Engagement and Development</b> <ul style="list-style-type: none"> <li>Convenes and coordinates the commissioning, maintenance and deaccessioning of public art in the City of Melton.</li> </ul>
<b>5.2</b>	<b>Manager Libraries and Arts</b> <ul style="list-style-type: none"> <li>Responsible for the oversight of public art</li> </ul>
<b>5.3</b>	<b>Property Services and Asset Management</b> <ul style="list-style-type: none"> <li>Responsible for the maintenance of public art.</li> </ul>

#### **6 3.3.7 References and links to legislation and other documents**



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Public Art Register

Public art is recorded on Council's Asset Register.





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**3.3.8—Process for Commissioning or Acquiring Public Art**

Council's Public Art Guidelines outline Council's commissioning processes and ensure alignment to the stated purpose of Public Art in the municipality.

**3.3.9—Selection of Works**

Council's Arts and Culture Advisory Committee will make final recommendations regarding all significant public art commissions.

**3.3.10—Funding**

Proposals for public art projects will be reviewed annually and referred to Council's annual budget process for consideration.

**Definitions**

Term	Definition
<u>Commission</u>	The process of acquiring a work of art
<u>Deaccession</u>	The formal process of removal of public art from the collection.
<u>Third Party</u>	Relating to a person or group besides an artist or the Council.
<u>Transferred or donated work</u>	Public art of either permanent or temporary definition, which was not commissioned by Council, but which is now proposed by a third party for Council to acquire.

**Related Documents**

Name	Location
<u>Local Government Act 2020</u>	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
Asset Management Policy	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Asset Disposal Policy	Policy and Procedures Intranet
Community Vision 2041	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
<u>Council Community and Wellbeing Plan 2025-29</u>	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Creative Melton 2030	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Asset Plan 2021-31	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Financial Plan 2021-31	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Open Space Plan 2016-2026	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Intercultural Plan 2017-	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>



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Name	Location
2024	
<del>Asset Management</del> Community Infrastructure Planning Policy	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Community Engagement Policy	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>



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**Public Art Policy**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council <insert date>
<b>Review due</b>	<insert date>
<b>Responsible officer</b>	<insert responsible position title>
<b>Records reference</b>	<insert reference>

**1. Purpose**

This Public Art policy provides a framework for the development of public art in the City of Melton.

**2. Application And Scope**

This policy applies to public art:

- Directly commissioned, acquired or licenced by Council
- Community initiated on Council land, or funded via a Council grant
- Developer or privately initiated or recommended as part of a planning permit
- Proposed for an activity centre where there is an adopted structure or precinct plan
- Requiring occupation of Council land, roads or property (including pathways and laneways)
- Of community significance or Council interest (including through partnership)

The Public Art Policy does not apply to:

- Public art that is commissioned by an entity other than Council on private property
- Park furniture, equipment, or seating without an artist intention
- Landscaping, landscape furniture or equipment
- Public assets with a solely functional purpose
- A memorial or monument with a heritage or historical focus
- A heritage site or object of historical significance
- Management of graffiti incidents

**3. General Provisions**

Melton City Council acknowledges its role in commissioning and managing a public art collection that strengthens and promote the City's unique character and visitor attractions/experiences.

Public art encompasses a wide variety of creative expressions in the public realm. It includes works of art in any medium that has been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all.



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Public art includes permanent artworks such as outdoor sculpture, artworks integrated into the design of public and open spaces, artworks integrated or affixed to the facades of buildings, and temporary artworks such as murals and installations. Public art may also include technology driven works such as lighting design, augmented reality and sound works.

### 3.1. Policy Objectives

Council's objectives for public art in the City of Melton are to:

- Enhance new and existing public spaces in our rapidly growing City
- Grow a public art collection that demonstrates strong contemporary arts practice
- **Reflect stories and, themes and issues that are relevant to our residents**
- Provide opportunities for place-making and community engagement.

### 3.2. Policy Principles

The Public Art Policy is underpinned by the following principles and intentions:

<b>Artistic intent</b>	Public art must include the conceptual contribution of a qualified artist to the design, either to an artwork and/or to the design of public spaces and facilities.
<b>Location</b>	Public Art can be located in or part of a public space or as part of a facility or precinct provided by the public or private sector.
<b>Permanent works</b>	Permanent public artwork is planned to remain in situ for several years. Where it is commissioned on new council-owned sites, it must be considered as part of civic infrastructure and urban design planning and incorporated into the earliest stages of planning.
<b>Temporary works</b>	Temporary public artworks provide opportunities for lower-cost temporary or semi-permanent installations that respond to current community themes.

### 3.3. Policy Implementation

Council's Public Art Guidelines provide procedural guidance for the acquisition, commissioning and maintenance of public art in the municipality.

#### 3.3.1. Public Art Criteria

Public Art in the City of Melton should demonstrate:

Criteria	Definition
<b>Evidence of quality arts practice</b>	The artist or artists have experience and skills to deliver strong public art outcomes.
<b>Suitability of the work to the site</b>	The proposal considers existing/planned urban design, public safety, public use, environmental and physical impact.
<b>Relevance of the work to local stories, themes or issues</b>	The proposed work is relevant to residents and/or includes plans for community engagement.
<b>Use of quality materials</b>	Selected materials are durable and can be maintained.
<b>Strategic relevance</b>	Alignment to the Council Wellbeing Plan, and consistency with current planning, heritage, environmental and social policies.



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**3.3.2. Public Art Review Panel**

A reference group made up of members of the Arts and Culture Advisory Committee and Council Officers may be formed on a project-to-project basis to provide feedback on significant public art projects.

Recommendations will be noted at the subsequent meeting of the Arts and Culture Advisory Committee.

**3.3.3. Permanent Works Commissioned by Council**

Permanent public art commissioned by Melton City Council can occur at both existing and new public sites and facilities across the municipality. Permanent public artwork is planned to remain in situ for between 5-25 years. Where it is commissioned on new council-owned sites, it must be considered as part of civic infrastructure and urban design planning and incorporated into the earliest stages of planning.

**3.3.4. Temporary Works Commissioned by Council**

Temporary public art commissioned by Council will provide opportunities for lower-cost temporary or semi-permanent installations that respond to current community themes. Temporary works may be exhibited anywhere between 1 day to 7 years. Temporary works will enable emerging and professional artists to access new opportunities for career development and gain experience in delivering public artwork. **Council may determine from time to time to make temporary public artworks permanent.**

**3.3.5. Works Commissioned by Third Parties**

Public art commissioned and developed by private enterprises, associations or individuals (property developers, community groups, businesses or other third parties) must meet Council's criteria for public art.

**3.3.6. Donation or Transfer of Works**

Public artworks proposed for donation to Council must meet Council's criteria for Public Art.

**3.3.7. Public Art Maintenance**

Council is responsible for the maintenance and safekeeping of all Council commissioned or acquired public artwork. Assets procured under this policy are to be managed under Council's Asset Management Policy and procedures, with specific regard to maintenance linked with Council's corporate and business plans (including the Long-Term Financial Plan), budgets and reporting processes.

Every five years Council will commission an assessment of the maintenance needs of the public art collection. Council's Asset Management Team will implement the identified works.

**3.3.8. Deaccessioning Public Art Works**

**Public artworks must be managed to account for damage, degradation and potential**



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theft. Circumstances where council might de-accession a piece of public art include:

- The cost of repairing the artwork exceeds its original value
- The artwork has been vandalised or damaged to the extent that it is irreparable or the reputation of the artist is at risk
- The artwork has degraded and/or become unsafe
- The artwork attracts negative public opinion

Artists must always be contacted prior to de-accessioning an artwork.

Council will be notified of the rationale to de-accession an artwork via the Arts and Culture Advisory Committee.

**3.3.8.3.3.9. Public Art Register**

Public art is recorded on Council's Asset Register.



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**3.3.9.3.3.10. Funding**

Proposals for public art projects will be reviewed annually and referred to Council's annual budget process for consideration.

**4. Definitions**

Term	Definition
Commission	The process of acquiring a work of art
Deaccession	The formal process of removal of public art from the collection.
Third Party	Relating to a person or group besides an artist or the Council.
Transferred or donated work	Public art of either permanent or temporary definition, which was not commissioned by Council, but which is now proposed by a third party for Council to acquire.

**5. Related Documents**

Name	Location
<i>Local Government Act 2020</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
<i>Council Wellbeing Plan 2025-29</i>	
<i>Asset Management Policy</i>	



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MINUTES OF THE POLICY REVIEW PANEL6 NOVEMBER 2025

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**6.2 GRANTS POLICY**

Cr Majdlik joined the meeting at 10.12am.

Cr Carli departed the meeting at 10.14am and Cr Majdlik assumed the Chair.

Cr Carli rejoined the meeting at 10.15am and resumed the Chair.

**Responsible Officer:** Troy Scoble - Director City Life

**Document Author:** Susie Prestney - Manager Libraries & Arts

**Motion**

Crs Majdlik/Ramsey.

That the Policy Review Panel recommend this policy, including amendments made by the Panel, be deferred to a future Policy Review Panel meeting, pending further discussions at a Briefing of Councillors.

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

The Community Funds Program Policy was due for renewal in February 2025. The current Community Grants Program Policy is due for renewal in February 2027.

A check-in on the renewed Community Grants Program was presented to Councillor Briefing in March this year. In this briefing, councillors agreed with officers' proposal that all funds allocated to residents should be administered as grants and all policies updated to reflect this.

The new Grants Policy (2025) provides a framework for Melton City Council to grant Council funding to individuals and not-for-profit community groups consistently and transparently through its externally facing funding programs.

This Policy applies to the following existing and new grants streams:

- Community Grants Program
- Resident Achievement Grants
- New Group Establishment Grants
- Social Investment Partnerships Grants
- FairGo 4 Youth Program
- Heritage Assistance Grants

Detailed operational matters regarding the administration and assessment of grants have been removed from the policy, including guidelines regarding grants categories, applicant and project eligibility requirements, and the specifics of funding and acquittal conditions.



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The public-facing Grants Program Guidelines on Council's website provides this information in detail. All guiding documentation will be updated in line with the renewed policy.

**1.2 Sources/benchmarking**

To inform the review of the Grants Policy, benchmarking of policies from the following councils was undertaken:

- Moonee Valley
- Yarra
- Melbourne
- Brimbank

These policies provide robust direction to support the role of local government in providing Council funds through externally facing grants programs.

**1.3 Consultation**

Council was briefed on the renewed Community Grants Program in March 2025, and agreed to the consolidation of funds and grants into one overarching policy statement. The Executive Leadership Team has been briefed, and feedback has been incorporated into the revised Grants Policy.

**1.4 Communication and Implementation**

Subject to endorsement by the Policy Review Panel and Council, the revised Grants Policy will be uploaded on the Council website and intranet.

**1.5 Compliance**

The Grants Policy is compliant with the Local Government Act 2020 and the Corporate Policy Management Framework.

**1.6 Measures of Success**

The Grants Policy will be reviewed in three years and further amendments made as required. Guidelines to support community will be regularly updated. The continued growth of Council's community grants program will provide an indication of the success of the policy and associated guidelines.

**LIST OF APPENDICES**

1. Community Funds Program Policy - Current
2. Community Grants Program Policy - Current
3. Grants Policy - New



## MINUTES OF THE POLICY REVIEW PANEL

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## COMMUNITY FUNDS PROGRAM POLICY

<b>Date adopted</b>	26 February 2024
<b>Adopted by</b>	Council
<b>Review due</b>	26 February 2025
<b>Responsible officer</b>	Manager Healthy Connected Communities
<b>Records reference</b>	9996886

### 1. PURPOSE

To provide a consistent leading practice approach in delivering Melton City Council's Community Funds Programs (CFP).

### 2. APPLICATION AND SCOPE

This policy applies to all individuals and community groups who wish to apply for Council support through the Council's CFP. Those responsible for the administration, assessment, and approval of received applications are also bound by this policy. Note that there are separate policies for:

- Community Funds Program (CFP)
- Community Grants Program (CGP)
- Community Requests for Council Budget Allocation

### 3. GENERAL PROVISIONS

Melton City Council acknowledges its role in supporting, assisting, and partnering with individuals and community groups to enhance community wellbeing, and contribute to Council's strategic objectives.

This policy provides a clear administrative framework to inform the procedures and guidelines of the CFP. This policy observes statutory obligations pertaining to the distribution of public funds; incorporates community grants leading practice principles; and supports delivery of the CFP.

#### 3.1. Community Fund Categories

Council support is provided and administered through the following community funding programs:

Funds	<ul style="list-style-type: none"> <li>• <b>New Group Fund:</b> Funding to assist the establishment of new groups. Applicants can apply for up to \$1,500 for specified items.</li> <li>• <b>Resident Achievement Fund:</b> Funding to assist individuals to participate in activities at a higher level. Applicants can apply for specified participation costs up to \$500 (taking place within Victoria), \$1000 (taking place interstate) or \$2,000 (taking place overseas).</li> </ul>
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Community Grants Program Policy





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|  | <ul style="list-style-type: none"> <li>• <b>FairGo 4 Youth Fund:</b> Funding to assist disadvantaged young people to participate in local extracurricular activities. Applicants can apply for up to \$400 in a single claim per financial year (\$600 for those living with a disability).</li> </ul> |
|--|--|

**3.2. Policy Objectives**

This policy aims to:

- Provide a standard approach and framework to assist our community to be culturally rich, active, healthy, safe, and connected.
- Distribute and acquit Council funds in a transparent and equitable manner under the principles of good governance.
- Administer a user-friendly process that responds to the diversity of the municipality while also ensuring good governance.

**3.3. Policy Principles**

The following principles underpin the policy:

<b>Efficiency</b>	Continuous improvement approaches that effectively respond to community and organisational need.
<b>Transparency</b>	Procedural integrity through public access to reporting of program outcomes, decision making and relevant documents.
<b>Fairness</b>	Ethical behaviour in program processes, adherence to conflict of interest and Codes of Conduct contained in procedures to eliminate unfair advantage.
<b>Consistency</b>	Accountability of applicant, participant, or administrator and reliable compliance with statutory, regulatory and program procedural obligations.
<b>Inclusiveness</b>	Promote equity, embrace diversity and provide accessibility to program information, officer support and associated tools.
<b>Responsiveness</b>	Addressing identified community need through alignment of CFP criteria to Council Plan Strategic Objectives.
<b>Sustainability</b>	Effective use of resources which increase the availability of service provision across the City and provides long term benefits to the community and best possible outcomes for resource expenditure.

**3.4 Eligibility Criteria**

Groups or individuals seeking funding will be subject to the eligibility criteria as provided in the relevant guidelines for the New Groups Fund, Resident Achievement Fund and FairGo 4 Youth Fund.

Council may only provide funding to groups or individuals when Council is satisfied that the request is aligned with the fund objectives and eligibility criteria is met.

Community Funding Program Policy





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**3.4.1 New Group Fund: Applicant Eligibility Requirements**

To be eligible for funding, applicants must:

- Have not previously received approval for a New Groups Fund payment
- Reside in the City of Melton
- Be either not incorporated yet, or have only been incorporated for less than 12 months prior to application
- Have 80% of its members from the City of Melton
- Have discussed the project application with the "New Groups" Council Officer (as described in the Council Project Officer Listing); and
- Obtain quotations from ABN registered suppliers who provide goods and services aligned with the primary purpose of their business;
  - i. one written quote for a single item of a good or service valued at over \$250,
  - ii. two written quotes for a single item of a good or service valued at over \$1,000.

Applicants are ineligible for funding if they:

- Are not intending to be a not-for-profit group
- Focus on activities related to alcohol, tobacco, gambling, political activities or activities of a discriminatory, sexist, racist, disrespectful, illegal, or unsafe nature
- Relate to the delivery of core curriculum of education providers
- Have a purpose that is the responsibility of other levels of government

**3.4.2 Resident Achievement Fund: Applicant Eligibility Requirements**

To be eligible for funding, applicants must:

- Be residents of the City of Melton
- Provide an invitation to attend or letter of qualification by a governing body
- Have fully acquitted previous funding applications

For sporting applications:

- The sporting event must have a set of rules and code of conduct, and be competitive in nature
- Sporting applicants must provide proof of selection in a State or National team; or proof of qualification to participate in a recognised national or international championship, event, or competition. This does not include representing other countries or states.

Individuals are ineligible for funding if they:

- Have previously received a Resident Achievement Fund in the current financial year, or more than two in a five-year financial period.
- Are seeking funding for goods or services already purchased, prior to submitting the funding application.

**3.4.3 FairGo 4 Youth Fund: Applicant Eligibility Requirements**

To be eligible for funding, applicants must:

- Be residents of the City of Melton

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- 
- Be between the age of 8-16 years at time of application
  - Demonstrate financial need through health care card, pension card or referral.

Individuals are ineligible for funding if they:

- Have previously received one contribution in the current financial year
- Are seeking funding for activities already committed to, prior to submitting a request for funding.

#### 3.4.4 FairGo 4 Youth Fund: Activity Provider Eligibility Requirements

Eligible Activity Providers must have:

- A pre-existing lease or licence agreement with the City of Melton to hold activities at a City of Melton owned facility;
- Public Liability of at least \$20 million.

#### 3.5 Application assessment and feedback

Decisions regarding the allocation of funds within the CFP will be managed through formal eligibility and assessment processes completed by the Community Grants team.

- Applications are reviewed by a Community Grants Officer against predetermined eligibility criteria and co-signed by a second Officer
- Applicants will be notified in writing of Council's decision.
- Unsuccessful applicants will be provided with feedback from the Community Grants team and offered advice and assistance for future funding applications. This process will provide reasoning as to why their application was not successful.

The Community Funds will be open year-round.

#### 3.6 General Funding Conditions - Resident Achievement & New Group Funds

The following conditions apply to the Resident Achievement and New Group Funds:

- Successful applicants will be required to sign a funding agreement before funding is provided.
- Where funds are contingent upon a specific condition, evidence of the condition must be provided before Council funds are released.
- Funding is exclusive of GST. If the payee is registered for GST the payment will have the GST component added.

#### 3.7 General Funding Conditions – FairGo 4 Youth Fund

The following conditions apply to the FairGo 4 Youth Fund:

- Applicants must formally register with an Activity Provider before funding can be provided to that Activity Provider.
- Funding is exclusive of GST. If the Activity Provider is registered for GST the payment will have the GST component added.



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**3.8 Variation Conditions - New Group Fund**

The following conditions apply to the New Group Fund:

- Any changes to the funding outcomes, dates, costs, or location must be disclosed to Council through a Variation Form. This form must be requested by the applicant to the Community Grants team.
- All variations must be approved by Manager, Healthy Connected Communities, with evidence that the project outcomes will be similar in nature.

**3.9 Acquittal Conditions - Resident Achievement & New Group Funds**

The following conditions apply to the Resident Achievement and New Group Funds:

- Organisations and individuals must submit an acquittal (final report) describing the outcomes and providing evidence on how the funds were spent. This must be submitted within 1 month of completion of project or event.
- Successful applicants through the New Group Fund must complete the approved project or event within twelve months from date of success letter from Council.
- Any unspent funds at the conclusion of the project or event must be returned to Council within one month of project or event conclusion.
- Time extensions for acquittals and return of funds can be requested for extenuating circumstances.
- Information contained in fund acquittal documentation may be used in Council produced promotional and advertising material.

**3.10 Budgeting**

The budget for the CGP and CFP will be allocated by Council on an annual basis. Once this budget is completed, the program will close for the year.

**3.11 Reporting**

A bi-monthly report, detailing the status of funding applications, outcomes and improvement initiatives will be presented to the CEO for sharing with Council.

FairGo 4 Youth and Resident Achievement Fund reporting will include the number of applications processed and funding allocated but will not include details that disclose the identity of applicants.

Community Funds Program outcomes are reported publicly in Council's Annual Report.



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## 4 DEFINITIONS

Term	Definition
Acquittal	End of project reporting on funded activities, used to confirm that the terms of the funding agreement have been met.
Community Funding	A conditional sum of funds provided to a recipient for an agreed specified purpose in a formal agreement between parties with the understanding that there will be a defined outcome that directly or indirectly benefits the individual or community.
Community Funds Program (CFP)	The program that administers funds to individuals, groups or organisations to support community led initiatives that derive community benefit.
Community Funds Program Guidelines	The practice notes outlining the delivery of the CFP. Guidelines are a document outlining leading practice processes that are strongly recommended. Guidelines are written to provide information and advice on a particular subject for the benefit of applicant and assessor.
Community Group	An organisation that is a not-for-profit, incorporated group or association that is accessible and accountable to members of the community. A community group provides the broader community and/or its members with opportunities to engage in local community, cultural, leisure and/or educational activities.
Community Project	A planned project hosted by a Community Group which responds to local challenges and opportunities.
Eligible	Satisfying the appropriate conditions.
Ineligible	Not satisfying the appropriate conditions.

## 5 RELATED DOCUMENTS

Name	Location
Local Government Act 2020	<a href="https://www.austlii.edu.au/lga2020">https://www.austlii.edu.au/lga2020</a>
City of Melton Community Funds Guidelines	<a href="https://www.melton.vic.gov.au/Services/Grants-Awards-and-Training/Community-Grants">https://www.melton.vic.gov.au/Services/Grants-Awards-and-Training/Community-Grants</a>
Fraud Control Over Local Government Grants (2022)	<a href="http://www.audit.vic.gov.au/">www.audit.vic.gov.au/</a>
Council and Wellbeing Plan 2021-2025	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>

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Community Funding Program Policy





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## COMMUNITY GRANTS PROGRAM POLICY

<b>Date adopted</b>	26 February 2024
<b>Adopted by</b>	Council
<b>Review due</b>	26 February 2027
<b>Responsible officer</b>	Manager Healthy Connected Communities
<b>Records reference</b>	9195410

### 1. PURPOSE

To provide a consistent leading practice approach in delivering Melton City Council's Community Grants Program (CGP).

### 2. APPLICATION AND SCOPE

This policy applies to all community groups who wish to apply for Council support through the Council's CGP. Those responsible for the administration, assessment, and approval of received applications are also bound by this policy. Note that there are separate policies for:

- Community Funding Program (CFP)
- Community Grants Program (CGP)
- Community Requests for Council Budget Allocation

### 3. GENERAL PROVISIONS

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

This policy provides a clear administrative framework to inform the procedures and guidelines of the CGP. This policy observes statutory obligations pertaining to the distribution of public funds; incorporates community grants leading practice principles; and supports delivery of the CGP.

#### 3.1. Community Grant Categories

Council support is provided and administered through the following Community Grants Program:

Grants	<p>Provides opportunity for groups to submit competitive applications to access a grant every two months under the following categories:</p> <ul style="list-style-type: none"> <li>• Environment &amp; Nature</li> <li>• Festivals &amp; Events</li> <li>• Sports &amp; Hobbies</li> <li>• Healthy Living</li> <li>• The Arts</li> </ul> <p>Maximum funding for all grant categories is \$5,000 per project.</p>
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Community Grants Program Policy





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	<p>Applicants cannot be awarded more than \$10,000 in grants per financial year.</p> <p>Open year round for applications from 1 March 2024, with applications assessed every two months from the end of April, June, August, October &amp; December.</p>
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**3.2. Policy Objectives**

This policy aims to:

- Provide a standard approach and framework to assist our community to be involved in community strengthening work.
- Distribute and acquit funds in a transparent and equitable manner under the principles of good governance.
- Administer a user-friendly process that responds to the diversity of the municipality while also ensuring good governance.

**3.3. Policy Principles**

The following principles underpin the policy:

<b>Efficiency</b>	Continuous improvement approaches that effectively respond to community and organisational need.
<b>Transparency</b>	Procedural integrity through public access to annual reporting of program outcomes, decision making and relevant documents.
<b>Fairness</b>	Ethical behaviour in program processes, adherence to CGP conflict of interest and Codes of Conduct contained in procedures to eliminate unfair advantage.
<b>Consistency</b>	Accountability of applicant, participant, or administrator and reliable compliance with statutory, regulatory and program procedural obligations.
<b>Inclusiveness</b>	Promote equity, embrace diversity and provide accessibility to program information, officer support and associated tools.
<b>Responsiveness</b>	Addressing identified community need through alignment of CGP criteria to Council Plan Strategic Objectives.
<b>Sustainability</b>	Effective use of resources which increase the availability of service provision across the City and provides long term benefits to the community and best possible outcomes for resource expenditure.





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**3.4. Eligibility Criteria**

All applications will be subject to both applicant and project eligibility criteria. In exceptional cases where a project does not fully meet the grant requirements but demonstrates exceptional merit and community benefit, the CEO is authorised to make exceptions to the eligibility criteria at their discretion.

**3.4.1. Applicant Eligibility Requirements**

To be eligible for funding, applicants must:

- Reside in the City of Melton
- Demonstrate not-for-profit status or be receiving auspice support from a not-for-profit organisation;
- Have no outstanding debts owing to Council;
- Have fully acquitted previously funded projects;
- Have Public Liability Insurance of at least \$20 million. However, in exceptional circumstances, a minimum coverage of \$10 million may be deemed acceptable, subject to individual evaluation on a case-by-case basis.
- Have discussed the project application with a Council Project Officer responsible for activities best aligned with the proposed project (as described in the Council Project Officer Listing);
- Obtain quotations from ABN registered suppliers who provide goods and services aligned with the primary purpose of their business
  - i. one written quote for a single item of a good or service valued at over \$250,
  - ii. two written quotes for a single item of a good or service valued at over \$1,000.

**3.4.2. Project Eligibility Requirements**

To be eligible for funding, projects must:

- Directly benefit Melton residents;
- Not relate to the delivery of core curriculum of education providers;
- Not take place outside of the City of Melton, unless it has a demonstrated and direct benefit to the City of Melton community;
- Not be the responsibility of:
  - i. other areas of Council or already receiving Council funding
  - ii. other levels of government, noting government affiliated local volunteer groups are eligible for project funding which provides community engagement and awareness raising activities;
- Not be for the following costs:
  - i. Operational costs such as permanent or contract wages, rent, utility bills, insurance, facility maintenance or capital improvement.
  - ii. Personal expenses such as petrol or phone bills that are incurred by individuals rather than the group;
  - iii. Mandatory equipment addressing Occupational Health and Safety regulatory requirements;
  - iv. Purchase of alcohol, tobacco, fireworks and activities or items related to gambling;
  - v. Political activities or activities of a discriminatory, sexist, racist, disrespectful, illegal, or unsafe nature;
  - vi. Gift vouchers or rewards for group members.

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Appendix 2 Community Grants Program Policy - Current

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### 3.5 Assessment & Approvals

Decisions regarding the allocation of funds within the CGP will be made through formal eligibility and assessment processes in compliance with the Assessment Panel Terms of Reference.

#### 3.5.1 Application Assessments

- Applications which do not meet the eligibility criteria will not proceed to assessment.
- Applications are assessed by an Assessment Panel against predetermined assessment criteria using a Scoring Matrix as a guide.
- Assessment Panels are utilised to assess applications and make funding recommendations to the Chief Executive Officer.
- Assessment criteria focuses on project description (defining need and benefit), whether the project is a priority area for Council, project plan and project budget.

#### 3.5.2 Feedback to applicants

- Applicants will be notified in writing of Council's decision.
- Unsuccessful applicants will be provided with feedback from the Community Grants team and offered advice and assistance for future funding applications. This process will provide reasoning as to why their application was not successful.

### 3.6 General Funding Conditions

- Successful applicants will be required to sign a funding agreement before funding is provided.
- Where funds are contingent upon a specific condition, evidence of the condition must be provided before Council funds are released.
- Projects must be completed within twelve months from date of success letter from Council.
- All grants are exclusive of GST. If the payee is registered for GST the payment of the grant will have the GST component added to the approved grant amount.

### 3.7 Variation Conditions

- Any changes to the project outcomes, dates, costs, or location must be disclosed to Council through a Variation Form. This form must be requested by the applicant to the Community Grants team.
- All variations must be approved by Manager, Healthy Connected Communities, with evidence that the project outcomes will be similar in nature.

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**3.8 Acquittal Conditions**

- Organisations must submit an acquittal (final report) describing the project outcomes and providing evidence of how the funds were spent.
- Acquittals must be submitted within one month of project completion.
- Any unspent funds at the conclusion of the project must be returned to Council within one month of project completion.
- Time extensions for acquittals and return of funds can be requested for extenuating circumstances.
- Information contained in grant acquittal documentation may be used in Council produced promotional and advertising material.

**3.10 Budgeting**

The budget for the CGP and CFP will be allocated by Council on an annual basis. Once this budget is completed, the program will close for the year.

**3.11 Reporting**

A bi-monthly report, detailing the status of grant applications, outcomes and current improvement initiatives will be presented to the CEO for sharing with Council. Community Grants Program funding outcomes are reported publicly in Council's Annual Report.

**4. DEFINITIONS**

Term	Definition
Acquittal	End of project reporting on funded activities, used to confirm that the terms of the funding agreement have been met.
Auspice	An organisation who manages grant funding on behalf of the group that completes the actual project work. Auspice organisations are often used to meet application eligibility requirements not met by those completing the project work (such as public liability insurance or Certificate of Incorporation).
Community Grant	A conditional sum of funds provided to a recipient for an agreed specified purpose in a formal agreement between parties with the understanding that there will be a defined outcome that directly or indirectly benefits the community.
Community Grants Program (CGP)	The program that administers grants to groups and organisations to support community led initiatives that derive community benefit.
Community Grants	The practice for delivery of the CGP. Guidelines are a document outlining best practice processes that are strongly recommended.



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Appendix 2 Community Grants Program Policy - Current

Program Guidelines	Guidelines are written to provide information and advice on a particular subject.
Community Group	An organisation that is a not-for-profit, incorporated group or association that is accessible and accountable to members of the community. A community group provides the broader community and its members with opportunities to engage in local community, cultural, leisure or educational activities.
Community Project	A planned project hosted by a Community Group which responds to local challenges and opportunities.
Delegated Authority	Person/s who are authorised to perform the function of approving or rejecting Community Grants.
Eligible	Satisfying the appropriate conditions.
Ineligible	Not satisfying the appropriate conditions.
Scoring Matrix	The Scoring Matrix is a tool to ensure consistency in how applications are assessed. It is available to both the applicant and the assessor and outlines how responses will be assessed based on the detail and inclusions provided by the applicant.

## 5. RELATED DOCUMENTS

Name	Location
Local Government Act 2020	<a href="https://www.austlii.edu.au/lga2020">https://www.austlii.edu.au/lga2020</a>
City of Melton Community Grants Guidelines	<a href="https://www.melton.vic.gov.au/Services/Grants-Awards-and-Training/Community-Grants">https://www.melton.vic.gov.au/Services/Grants-Awards-and-Training/Community-Grants</a>
Fraud Control Over Local Government Grants (2022)	<a href="http://www.audit.vic.gov.au/">www.audit.vic.gov.au/</a>
Council and Wellbeing Plan 2021-2025	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>

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Community Grants Program Policy





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Appendix 3 Grants Policy - New

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### Grants Policy

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council <insert date>
<b>Review due</b>	<insert date>
<b>Responsible officer</b>	<insert responsible position title>
<b>Records reference</b>	<insert reference>

#### 1. Purpose

The Grants Policy provides a framework for Melton City Council to grant Council funding consistently and transparently through its externally facing community funding programs.

#### 2. Application And Scope

This policy applies to:

- The granting of funds via competitive, merit-based program(s), from Council to the Melton community that are considered and approved by Council for specific agreed purposes aligning to Council Wellbeing Plan 2025-29, such as but not limited to, the following funding streams:
  - Community Grants Program
  - Resident Achievement Grants
  - New Group Establishment Grants
  - Social Investment Partnerships Grants
  - FairGo 4 Youth Program
  - Heritage Assistance Grants
- All grant recipients, which may include residents, community groups or organisations.
- All Council Departments involved in the promotion, assessment, and management of grant programs where Council is providing a contribution directly to an organisation, auspice or individual.

The policy does not apply to:

- Sponsorship for External Activities and Events
- Youth Scholarship Fund



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Appendix 3 Grants Policy - New

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### 3. General Provisions

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.

Council will actively support organisations and individuals with funding support so that they can deliver their projects.

The level of financial resourcing available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full requested amount.

#### 3.1. Policy Objectives

The Policy supports community organisations, groups and individuals to seek funding for a diverse range of activities, services and programs that:

- Build community capacity and strengthen partnerships with Council in response to local needs.
- Enable Council to achieve its strategic objectives as outlined in the Council Wellbeing Plan.
- Celebrate community achievements and support participation in community life.

#### 3.2. Policy Principles

The Grants Policy is guided by the following principles and intentions:

<b>Capacity Building</b>	Funding support the capacity of local organisations and individuals to achieve long-term benefits for the community.
<b>Access and Equity</b>	Council funding is accessible for all eligible individuals and organisations and they are actively supported to access grant funding.
<b>Efficiency</b>	Information and processes for applicants are well organised and guidelines are continuously reviewed.
<b>Responsiveness</b>	Funding support will respond to emerging community priorities and assist Council realise its strategic objectives.
<b>Transparency</b>	Processes are robust and governance is clear and strong.
<b>Measurable Outcomes</b>	Funded projects and funding deliver clear outcomes for the community.



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Appendix 3 Grants Policy - New

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### 3.3 Policy Implementation

Council will facilitate the delivery of transparent grant and funding processes whilst mitigating against fraudulent or corrupt use of funds to ensure accountability through the following mechanisms:

#### 3.3.1 Governance

- Each grant-funding program will have publicly available guidelines that include eligibility criteria and assessment criteria.
- All material changes, including recommendations to cease offering a grant funding program must be approved by a resolution of Council.
- An independent assessment panel will be convened to assess applications for the Community Grants Program through an Eol process. This panel will be governed by Terms of Reference and must be approved by a resolution of Council.
- An independent assessment panel will be convened annually to assess applications to the Social Investment Partnership Program stream.
- Resident Achievement and FairGo4Youth Grants will be awarded to those who meet the eligibility requirements with financial accountability consistent with all funding programs.
- Recipients of all Council funding programs will be presented to a Council meeting for noting and acknowledgement.

#### 3.3.2 Administration

- A Grants Administration Guide will provide Council Officers guidance on the management of the grants program, including the application process, assessment procedures, promotion and assistance in developing a project or navigating the application process, funding agreements and acquittals.
- All programs will be managed within Council's online administration system to ensure records are maintained and fully auditable.
- Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Policy.



## MINUTES OF THE POLICY REVIEW PANEL

6 NOVEMBER 2025

Item 6.2 Grants Policy

Appendix 3 Grants Policy - New

**3.3.3 Funding**

- To ensure a separation of decision making and allow an avenue for independent oversight, an individual or entity with the power to approve grants will not form part of an Assessment Panel (i.e., Councillors / Financial Delegate).
- Council will be provided regular updates on the financial position of all funding programs.
- Once funding has been provided to a recipient, any changes to an approved project must be endorsed by the relevant business unit Manager via a Variation Request and documented in Council's online grants administration system.

**4 Definitions**

Term	Definition
Acquittal	End of project reporting on funded activities, used to confirm that the terms of the funding agreement have been met.
Delegated Authority	Person/s who are authorised to perform the function of approving or rejecting Community Grants.
Eligible	Satisfying the appropriate conditions.
Ineligible	Not satisfying the appropriate conditions.

**5 Related Documents**

Name	Location
Local Government Act 2020	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
Melton City Council and Wellbeing Plan 2025-2029	<a href="https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget">https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget</a>



MINUTES OF THE POLICY REVIEW PANEL

6 NOVEMBER 2025

**7. GENERAL BUSINESS**

The Panel discussed the order of appendices for future Policy Review Panel agendas.

**8. NEXT MEETING**

The next meeting of the Policy Review Panel is scheduled for Thursday 4 December 2025 at 9.30am online.

**9. CLOSE OF BUSINESS**

The meeting closed at 10.50am.

Confirmed

Date:

.....CHAIRPERSON



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

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

Cr Verdon departed the Chamber at 7.53pm and returned at 7.55pm.

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## 14. NOTICES OF MOTION

### 14.1 NOTICE OF MOTION 991 (CR DR ZADA) - BUS ROUTE 140

**Councillor: Phillip Zada**

#### **NOTICE:**

That Council again write to the Minister for Public and Active Transport, The Hon. Gabrielle Williams MP; Member for Kororoit, Luba Grigorovitch MP; and Member for Melton, Steve McGhie MP, requesting:

1. The urgent confirmation of a precise delivery timeline for the newly announced Bus Route 140, and calling for its fast-tracked implementation.
2. The inclusion of Willow Springs Estate within the planned service alignment, together with an update on the delivery of fixed bus services for Thornhill Park and Cobblebank, reaffirming Council's strong advocacy for timely and reliable public-transport investment across the City of Melton ahead of the forthcoming State Election.

#### **Motion**

Crs Zada/Majdlik.

That Council again write to the Minister for Public and Active Transport, The Hon. Gabrielle Williams MP; Member for Kororoit, Luba Grigorovitch MP; and Member for Melton, Steve McGhie MP, requesting:

1. The urgent confirmation of a precise delivery timeline for the newly announced Bus Route 140, and calling for its fast-tracked implementation.
2. The inclusion of Willow Springs Estate within the planned service alignment, together with an update on the delivery of fixed bus services for Thornhill Park and Cobblebank, reaffirming Council's strong and continual advocacy for timely and reliable public-transport investment across the City of Melton ahead of the forthcoming State Election.

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

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY



**14.2 NOTICE OF MOTION 992 (CR DR ZADA) - MELTON LINE ELECTRIFICATION****Councillor: Phillip Zada****NOTICE:**

That Council write to the Premier of Victoria, The Hon. Jacinta Allan MP; the Minister for Transport Infrastructure and Minister for Public and Active Transport, The Hon. Gabrielle Williams MP; Member for Kororoit, Luba Grigorovitch MP; and Member for Melton, Steve McGhie MP, requesting that the Victorian Government:

1. Commit to and fund the full delivery of the Melton Line electrification, including the construction of the new Thornhill Park and Mount Atkinson train stations, and ensure these works are delivered concurrently with the Sunshine Super Hub upgrade, consistent with the recommendations of the recent Infrastructure Victoria report.
2. Provide a clear and transparent delivery timeline for these projects, ensuring the Melton Line transformation proceeds without further delay and that Melbourne's west receives the modern, efficient, and fully integrated infrastructure it deserves.

**Motion**

Crs Zada/Verdon.

That Council again write to the Premier of Victoria, The Hon. Jacinta Allan MP; the Minister for Transport Infrastructure and Minister for Public and Active Transport, The Hon. Gabrielle Williams MP; Member for Kororoit, Luba Grigorovitch MP; and Member for Melton, Steve McGhie MP, requesting that the Victorian Government:

1. Commit to and fund the full delivery of the Melton Line electrification, including the construction of two new Thornhill Park and Mount Atkinson train stations, and ensure that these works are delivered concurrently with the Sunshine Super Hub upgrade, consistent with the recommendations of the recent Infrastructure Victoria report.
2. Provide a clear and transparent delivery timeline for these projects, ensuring the Melton Line transformation proceeds without further delay and that Melbourne's west receives the modern, efficient, and fully integrated infrastructure it deserves.

**For:** Crs Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, 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. 25-168 - Operation Services for the Melton Recycling Facility**

(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.

**16.2 Contract No. 25-251 - Drainage Renewal Program 2025/26, 2026/27 and 2027/28**

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

### Motion

Crs Majdlik/Verdon.

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. 25-168 - Operation Services for the Melton Recycling Facility**

(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.

**16.2 Contract No. 25-251 - Drainage Renewal Program 2025/26, 2026/27 and 2027/28**

(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 Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon and Zada

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY



## **17      CLOSE OF BUSINESS**

The meeting closed at 8.29pm.

Confirmed

Dated this

.....CHAIRPERSON