



MELTON CITY COUNCIL

Minutes of the Meeting of the Melton City Council

27 November 2023

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

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MELTON CITY COUNCIL

MINUTES OF THE MEETING OF THE MELTON CITY COUNCIL HELD
IN THE COUNCIL CHAMBER, CIVIC CENTRE, 232 HIGH STREET,
MELTON ON 27 NOVEMBER 2023 AT 7.00PM

Present: Cr K Majdlik (Mayor)
Cr L Carli
Cr J Farrugia
C G Kesic
Cr J Shannon
Cr B Turner

Ms R Wai, Chief Executive Officer
Mr P Leersen, Director Organisational Performance
Ms S Romaszko, Director City Futures
Mr T Scoble, Director City Life
Mr N Whiteside, Director City Delivery
Ms M Kruger, Head of Governance
Mr B Angus, Manager City Growth and Development
Ms R Hodgson, Senior Governance Coordinator

1. OPENING PRAYER AND RECONCILIATION STATEMENT

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

2. APOLOGIES AND LEAVE OF ABSENCE

Cr S Abboushi - Deputy Mayor
Cr S Ramsey
Cr A Vandenberg

3. CHANGES TO THE ORDER OF BUSINESS

In accordance with Council's Governance Rules, with the consent of Council, Item 7.1 - Notice of Rescission, will be considered immediately prior to Item 13. - Presentation of Staff Reports.

4. DEPUTATIONS

Nil.

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

Cr Shannon confirmed she did not have a conflict of interest at the Council Meeting held 30 October 2023, in Item 12.7 - Community Christmas Season Food Support Project and noted that whilst she is a Director of a Not for Profit organisation that may be considered under this program, Council only noted the program and therefore no conflict arose at this time.

Cr Shannon confirmed her understanding of her conflict of interest responsibilities including declaring her position as Director of a not for profit organisation within her biannual personal interests return.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meetings of Council held on 30 October 2023 and 2 November 2023 be confirmed as a true and correct record.

Motion

Crs Carli/Kesic.

That the Minutes of the Meetings of Council held on 30 October 2023 and 2 November 2023 be confirmed as a true and correct record.

CARRIED

8. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

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

- Monday 16 October 2023 Summary of Informal Meeting of Councillors
- Monday 30 October 2023 Summary of Informal Meeting of Councillors
- Monday 13 November 2023 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 16 October 2023, 30 October 2023, and 13 November 2023 provided as **Appendices 1 - 3** respectively to this report, be received and noted.

Motion

Crs Carli/Farrugia.

That the Summaries of Informal Meetings of Councillors dated 16 October 2023, 30 October 2023, and 13 November 2023 provided as **Appendices 1 - 3** respectively to this report, be received and noted.

CARRIED

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - dated 16 October 2023
2. Summary of Informal Meeting of Councillors - dated 30 October 2023
3. Summary of Informal Meeting of Councillors - dated 13 November 2023



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 16 October 2023	Time Opened:	6.20 pm
		Time Closed:	8.50 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr J Farrugia Cr S Ramsey Cr B Turner		
Officers present:	R Wai Chief Executive Officer S Romaszko Director City Futures T Scoble Director City Life N Whiteside Director City Delivery P Leersen Director Organisational Performance (CFO) (online) L Shannon Executive Lead Strategic Initiatives (online) R Hodgson Senior Coordinator Governance R Baggio Senior Advisor City Futures (online) joined 7.30pm, departed 8.20pm E Rider Manager, Healthy Connected Communities (online), joined 6.33pm, departed 7.19pm M Merritt Manager City Strategy (online), departed 6.43pm S Prestney Manager Libraries and Arts (online), joined 6.45pm, departed 7.14pm J Simson Coordinator Open Space Planning (online), departed 6.43pm A Reynolds Coordinator Planning Projects (online), joined 7.30pm, departed 7.33pm D Lewis Senior Strategic Planner (online), joined 7.30pm, departed 7.33pm		
Guests	Nil		
Apologies	Cr S Abboushi Cr G Kesic Cr K Majdlik (on leave) Cr A Vandenberg M Kruger Head of Governance		
Matters discussed:	1. Melton Botanic Garden Masterplan Update 2. Response to Notice of Motion 873 3. Library Service Provision and Funding 4. Council Advisory Committee Terms of Reference update 5. Community Christmas Season Food Support Project 6. Council Meeting Agenda 7. General Updates from Officers a. Traffic Concerns – Kurunjang Primary School b. Bridge Road Recreation Reserve Development Project 8. Councillor Discussion a. Diggers Rest Pavillion		

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

Yes

Matter No.	Councillor making disclosure	Councillor left meeting
Council Agenda Item 12.2	Cr Shannon foreshadowed a Conflict of Interest	No, as there was no discussion held on the item

REPORT PRODUCED BY:**Officer name:**

Renee Hodgson

Date:

Monday 16 October 2023



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 30 October 2023	Time Opened:	6.14 pm
		Time Closed:	6.53 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr J Farrugia Cr S Abboushi Cr K Majdlik Cr A Vandenberg		
Officers present:	R Wai Chief Executive Officer S Romaszko Director City Futures T Scoble Director City Life N Whiteside Director City Delivery P Leersen Director Organisational Performance (CFO) M Kruger Head of Governance B Angus Manager City Growth and Development R Hodgson Senior Coordinator Governance		
Guests	Nil		
Apologies	Cr G Kesic Cr S Ramsey Cr B Turner		
Matters discussed:	1. Council Meeting Agenda		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		Yes
Matter No.	Councillor making disclosure	Councillor left meeting
Council Meeting Agenda Item 12.2	Cr Shannon	Yes

REPORT PRODUCED BY:

Officer name:	Renee Hodgson	Date:	Monday 30 October 2023
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INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 13 November 2023	Time Opened:	6.15 pm
		Time Closed:	9.42 pm
Councillors present:	Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) Cr L Carli Cr G Kesic Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg (online)		
Officers present:	R Wai Chief Executive Officer S Romaszko Director City Futures T Scoble Director City Life N Whiteside Director City Delivery P Leersen Director Organisational Performance (CFO) M Kruger Head of Governance K Barclay Property and Investment Coordinator S McManus Manager Engagement and Advocacy B Baggio Senior Advisory – City Futures C Ciciulla Head Major Project Delivery M Hutchinson Manager Engineering and Asset Services A Biscan Manager Recreation and Facility Activation		
Guests	Nil		
Apologies	Cr J Farrugia		
Matters discussed:	1. Property Analysis 2. Dates of Significance 3. IT Security 4. Response to Notice of Motion 883 – Planning controls associated with 5G communications 5. Cobblebank Community Services Hub Project Update, including Masterplan Options (3) and Cost Plan 6. Troups Road South Project Update 7. Sport and Recreation Facility Development Policy Development 8. Committees of Council a. Councillor Representations Nominations Advisory Committee meeting commenced at 8.43pm. Cr Farrugia an apology. b. Concluded 9.17pm. 9. Budget Process 2024/25 10. Lake Caroline Masterplan Project Update 11. Community Bus Transport Service Review in Progress		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?	No		
<i>REPORT PRODUCED BY:</i>			
Officer name:	Megan Kruger	Date:	13 November 2023

9. CORRESPONDENCE INWARD

9.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- The Hon. Sonya Kilkenney MP - Minister for Planning

RECOMMENDATION:

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

1. The Hon. Sonya Kilkenney MP - Minister for Planning - Amendment C240MELT to the Melton Planning Scheme – New Melton Hospital

Motion

Crs Turner/Kesic.

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

1. The Hon. Sonya Kilkenney MP - Minister for Planning - Amendment C240MELT to the Melton Planning Scheme – New Melton Hospital

CARRIED

LIST OF APPENDICES

1. The Hon. Sonya Kilkenney MP - Minister for Planning - undated



The Hon Sonya Kilkeny MP

Minister for Planning
Minister for the Suburbs

1 Spring Street
Melbourne, Victoria 3000 Australia

Ref: BMIN-1-23-3294

Cr Lara Carli
Mayor
Melton City Council
PO Box 21
Melton VIC 3337

Dear Mayor

AMENDMENT C240MELT TO THE MELTON PLANNING SCHEME – NEW MELTON HOSPITAL

I am writing to advise that I have decided to exercise the power under section 20(4) of the *Planning and Environment Act 1987* to exempt myself from notice and prepare, adopt, and approve Amendment C240melt to the Melton Planning Scheme.

The Amendment facilitates the New Melton Hospital project by allowing the use and development of land for the project in accordance with the *New Melton Hospital Incorporated Document, June 2023*.

The Amendment will come into effect when notice of its approval is published in the *Victoria Government Gazette*.

If you have any queries in relation to this matter, please contact Mr Paul Jarman, Director, State Project Facilitation, Department of Transport and Planning, on 0411 154 606 or email paul.jarman@delwp.vic.gov.au.

Yours sincerely

The Hon Sonya Kilkeny MP
Minister for Planning



10. PETITIONS AND JOINT LETTERS

Cr Carli tabled a petition with 278 signatures titled: Petition Against Reconsideration of Council's Decision to deny a permit for PA2022/8141/1 for a place of worship at 743-747 Ferris Road Strathtulloh.

Motion

Crs Carli/Farrugia.

That Council, pursuant to Governance Rule 55.1, take into account the petition objecting to the endorsement of the Notice of Rescission when considering Item 7.1 - Notice of Motion 900 (Cr Abboushi) - To rescind resolution for Planning Application 2022/8164 made by Council on 30 October 2023.

CARRIED

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

Nil.

12. PUBLIC QUESTION TIME

Submitter: David O'Connor	
Question asked of Council	Response
In order to help allay any misconceptions in the community, would Council please provide a breakdown of funding sources with respect to the delivery of the new Diggers Rest Community Pavilion?	<p>The funding model for the Diggers Rest Community Pavilion, Diggers Rest Recreation Reserve Sporting Pavilion and associated infrastructure is \$8.5M.</p> <p>The Funding Model includes; \$2.5M from the Victorian State Government Growing Suburbs Fund, and \$6M from Council and developer contributions.</p> <p>The broader redevelopment project to deliver the oval redevelopment and associated components includes project cost of \$4M, made up of \$1.6M of State Government Funding from the Local Sports Infrastructure Fund and the Community Support Infrastructure Stimulus Program, and \$2.4M of council and developer contributions.</p>
Submitter: David O'Connor	
Question asked of Council	Response
In accordance with correspondence from Council of November 16, 2023 regarding the traffic review and load limit application at Diggers Rest, what measures are likely to be introduced that would discourage heavy vehicles from using Diggers Rest - Coimadai Road to travel to and from the Calder Freeway?	<p>Council officers are continuing to work with the Level Crossing Removal Project Team in relation to the design of the level crossing removal project which includes a road safety assessment and noise impact evaluation.</p> <p>It is anticipated that traffic calming measures for the remainder of the Diggers Rest - Coimadai Road may include raised safety platforms, speed humps and a speed reduction in the vicinity of the station</p>
Submitter: Matthew Pearse	
Question asked of Council	Response
Is there an update on the land acquisition for the parcel of land required for Shogaki Drive?	Officers have been working through this land acquisition matter which remains in progress. At this point in time, Council is unable to share further details due to the commercial sensitivities around the process.

Submitter: Matthew Pearse	
Question asked of Council	Response
Is there an update on the commencement of the Paynes Rd Reserve?	The procurement process for all Active Recreation Reserve Master Plans has commenced. It is anticipated the development of the Paynes Road Reserve Master Plan will commence in January 2024.
Submitter: Michelle Spiteri	
Question asked of Council	Response
With regard to the Troups Road South Report being presented at the meeting tonight, what is the difference between the construction in option 1 and 2 and when does council anticipate the project to commence?	<p>The Troups Road South Options Analysis Report, which is included as an Appendix to the Council Report being considered tonight, details the various options considered, including:</p> <ul style="list-style-type: none"> • Option 1 would be a full redesign and construction of Troups Road South, including road widening, swale drains, relocation of existing services, upgrade to culverts, upgrade to crossovers and full depth pavement, and • Option 2 includes road widening, upgrade to culverts, upgrade to existing crossovers and heavy stabilisation of existing surface and spray seal. <p>The commencement of the project will depend on the Option determined by Council, noting Council officers will commence works on the approved option immediately.</p>
Submitter: Michelle Spiteri	
Question asked of Council	Response
What further measures can be undertaken to ensure emergency vehicles can access Troups Road South to respond to any emergency situation?	<p>As part of the road closure of Troups Road South at Boundary Road, Council officers advised all emergency service agencies and Google Maps of the change in access arrangements.</p> <p>Council officers will continue and provide another update to emergency services agencies detailing the current access arrangements.</p>

Submitter: Osama Usuf	
Question asked of Council	Response
What is the council doing to ensure grand boulevard opening is not further delayed as local population continues to grow, whilst some of the key road safety infrastructure is activated in the interim to solve for serious traffic issues local residents are facing such as activation of Traffic signal at Clara Ave & Grand Boulevard and completion of Highline Boulevard with connectivity to Kirkpatrick Boulevard as alternate exit for Grandview estate residents?	<p>Grand Boulevard is being constructed by Stockland, the developer of Mt Atkinson and Grand View estates. At this point in time, the construction works are expected to be completed between March and June 2024. It is also expected that traffic signals at Clara Avenue and Grand Boulevard will be operational at this time.</p> <p>Construction of the link between Highline Boulevard and Kirkpatrick Boulevard is a responsibility of the developer and it is anticipated to be constructed over the next 2-3 years.</p>
Submitter: Osama Usuf	
Question asked of Council	Response
What is the council doing to ensure liveability standards are maintained within the city and developers ensure a timely activation of essential local services (e.g. Local convenience store on Clara Avenue) so that residents don't have to end up spending around 30 minutes on road to fetch grocery essentials?	<p>Precinct Structure Plans are prepared by the Victorian Planning Authority (State Government) to guide development, and identifies the infrastructure needed to create a community, including essential local services.</p> <p>The Mt Atkinson and Tarneit Plains Precinct Structure Plan identifies a future Major Town Centre and local convenience centres to service the community. This requires an urban design framework, of which Council is currently working with Scentre Group to prepare.</p>
Submitter: Girish Khara	
Question asked of Council	Response
When was the last maintenance routine undertaken at the local parks in Mt Atkinson and Grandview estates (popularly known Grizzly bear and Dinosaur parks) and what action has been implemented to ensure these parks remain safe & health for use by local residents?	<p>Currently the two reserves are inspected and maintained on a three week cycle, with the playground component inspected weekly. The last inspection/maintenance of the reserves was completed on 22 November 2023.</p> <p>Council officers are aware of the damage to the rubber landing area at Grizzly Bear Park and are currently organising repairs.</p>

Submitter: Girish Khara	
Question asked of Council	Response
Whilst there are 6 dog-off leash areas around the city , what are the timelines for the activation of the dog off leash area in Mt Atkinson?	A strategic direction relating to dog off leash areas in the City is currently being considered. The community will be engaged in that process at an appropriate time

7. NOTICE OF RESCISSION

7.1 NOTICE OF MOTION 900 (CR ABBOUSHI) - TO RESCIND RESOLUTION FOR PLANNING APPLICATION 2022/8164 MADE BY COUNCIL ON 30 OCTOBER 2023

Councillor: Steven Abboushi

NOTICE:

That Council rescind its resolution of Monday 30 October 2023 in relation to Item 12.4 - Planning Application PA 2022/8164 - Use And Development Of The Land For The Purpose Of A Place Of Worship, And The Removal Of Native Vegetation At 743-747 Ferris Road, Strathtulloh, which reads:

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

Motion

Crs Kesic/Shannon.

That Council rescind its resolution of Monday 30 October 2023 in relation to Item 12.4 - Planning Application PA 2022/8164 - Use And Development Of The Land For The Purpose Of A Place Of Worship, And The Removal Of Native Vegetation At 743-747 Ferris Road, Strathtulloh, which reads:

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

LOST

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

For:

Crs Kesic and Shannon

Against:

Crs Carli, Farrugia, Majdlik and Turner

The Mayor declared the Motion LOST

Council will issue a notice of decision to refuse to grant a permit for Planning Application 2022/8164 as decided at its meeting held 30 October 2023.

13. PRESENTATION OF STAFF REPORTS

13.1 TROUPS ROAD SOUTH, MOUNT COTTRELL PROJECT UPDATE

Author: Matthew Hutchinson - Acting Manager Engineering Services

Presenter: Neil Whiteside - Director City Delivery

PURPOSE OF REPORT

To provide an update to Council on the options for the construction of Troups Road South, Mount Cottrell and determine the preferred option for implementation.

RECOMMENDATION:

That Council:

1. Note the report on options for the construction of Troups Road South, Mount Cottrell, including the Troups Road South Options Analysis Report at Appendix 1.
2. Adopt Option 2 – Open Troups Road South and stabilise and seal as the preferred option for the construction of Troups Road South, Mount Cottrell.
3. Note the proposal to keep Troups Road South, at the Boundary Road end closed until Option 2 has been implemented.
4. Note Council officers will advise landowners/residents on the status of the Project, including the continued closure of Troups Road South until the completion of construction works.
5. Note any additional funding required to implement the preferred option for the construction of Troups Road South, Mount Cottrell be referred to Council's 2024/25 Budget process.

Motion

Crs Turner/Carli.

That Council:

1. Note the report on options for the construction of Troups Road South, Mount Cottrell, including the Troups Road South Options Analysis Report at Appendix 1.
2. Adopt Option 2 – Open Troups Road South and stabilise and seal as the preferred option for the construction of Troups Road South, Mount Cottrell.
3. Note the proposal to keep Troups Road South, at the Boundary Road end closed until Option 2 has been implemented.
4. Note Council officers will advise landowners/residents on the status of the Project, including the continued closure of Troups Road South until the completion of construction works.
5. Note any additional funding required to implement the preferred option for the construction of Troups Road South, Mount Cottrell be referred to Council's 2024/25 Budget process.

CARRIED

REPORT

1. Executive Summary

The Troups Road South Project (Project) has completed the intersection works at Greigs Road and intersection works at Boundary Road. The middle section of Troups Road South remains unsealed and is the focus of this report.

A Troups Road South Options Analysis Report (Options Analysis Report) has been developed to consider the options for the upgrade of Troups Road South with the aim of identifying the preferred solution for the Project. The Options Analysis Report includes a detailed assessment of six distinct options for Troups Road South. The assessment of each option has been completed to determine the preferred option.

The detailed options assessment identified Option 2 - Open Troups Road South and stabilise and seal at an estimated cost of \$4.5M as the preferred option that best aligns with Council's and community needs.

2. Background/Issues

The construction of Troups Road South, Mount Cottrell along with the upgrades to the intersections at Greigs Road and Boundary Road was identified in 2018 through the 10 year Infrastructure Planning process with design work programmed for 2020/21. The project was prioritised following a petition from local residents that was presented to Council in December 2020 and funded for construction in the 2021/22 and 2022/23 Council Budgets.

Planning, community consultation, design and service relocations were undertaken in 2020 and 2021. A construction contract was awarded to Macca Civil P/L at the 13 December 2021 Ordinary Meeting of Council. The contract was split into separable portions:

- Separable Portion 1 – Greigs Road intersection – completed December 2022
- Separable Portion 2 – Troups Road South construction – on hold
- Separable Portion 3 – Boundary Road Intersection – completion due late April 2023

At the Council Meeting on 24 April 2023 a report was presented to Council to provide an update on the Troups Road South, Mount Cottrell Project and Council resolved as follows:

That Council note the report, including the:

1. Current issues in obtaining Melbourne Water approval to enable the construction of the road as currently designed,
2. Impact on the current construction Contract,
3. Options to progress the construction of Troups Road South (if Melbourne Water approval can not be achieved for the current design),
4. Proposal to keep Troups Road South, at the Boundary Road end, closed at this stage pending further consideration of options,
5. Details to be provided to landowners/residents on the status of the Project.

In June 2023 Melbourne Water confirmed that they would not approve the current design despite earlier advice that they may if landowner consent was obtained. Following this advice Council was left with no other option but to terminate Separable Portion 2 of the Contract with MACA Civil Pty Ltd.

In the months since Council officers have been investigating the possible options for Troups Road South and obtaining geotechnical testing and reports to inform the options analysis.

Options Under Consideration

The Options Analysis Report (refer **Appendix 1**) developed for the upgrade of Troups Road South was initiated with the aim of identifying the preferred solution for this Project for Council's consideration.

The Options Analysis Report considered six viable options assessed against selected criteria.

Options considered included:

Option	Description
1	Complete re-design of Troups Road with full depth pavement swale drains and asset relocations.
2	Open Troups Road South and stabilise and seal
3	Close Troups Road South at southern end and accelerated seal
4	Open Troups Road South and leave un-sealed (no change)
5	Open Troups Road South and seal intersection of Middle Road only
6	Close Troups Road South at southern end and leave un-sealed (no widening, only end treatment)

Traffic Modelling and Current Road Closure at Boundary Road

An important consideration in all options is how it affects the broader road network. For example keeping Troups Road South closed would result in traffic volume increases on Faulkners Road and Downing Street and possibly the need to seal these roads.

Troups Road South has been temporarily closed whilst future investigations were being completed. Council Officers have undertaken traffic modelling to understand the long-term impacts of re-opening vs keeping closed Troups Road South.

Based on the data obtained from the traffic modeling Council officers consider it preferable to re-open Troups Road South. The permanent closure of Troups Road South at Boundary Road will result in adjacent roads requiring a higher level of maintenance.

Further information is included in the Options Analysis Report (refer **Appendix 1**).

Options Analysis

The full details of each option and analysis comparing them can be found in **Appendix 1**.

Each of the options was assessed using the following criteria

1. Road Safety
2. Traffic Disruptions
3. Resident expectations met
4. Flooding
5. Environmental issues
6. Ongoing maintenance requirements
7. Cost
8. Schedule / Timeline

Summary

Based on the Options Analysis Report at **Appendix 1** Council officers recommend implementing Option 2 - Open Troups Road South and stabilise and seal. Option 2 delivers on what the residents are expecting and addresses the critical factors that deliver a successful project.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

The current Council budget commitment and expenditure on the Troups Road South project is detailed below. The remaining funds available for this project are \$3,638,931

Note the Wyndham contribution is for their 50% contribution to the intersection of Boundary Road. This has not yet been received but will be invoiced to Wyndham in October 2023.

Budget	
MCC Capital Funding FY 20/21	\$500,000
MCC Capital Funding FY 21/22	\$2,900,000
MCC Capital Funding FY 22/23	\$2,373,254
Total Council Funding	\$5,773,254
Wyndham City Council Contribution	\$546,305
Expenditure	
Actuals FY 20/21	\$273,063
Actuals FY 21/22	\$51,491
Actuals FY 22/23	\$1,966,917
Actuals FY 23/24	\$425,158
Total	\$2,680,628
Unspent MCC Funding	\$3,092,626
Wyndham Contribution	\$546,305
Anticipated remaining funds	\$3,638,931

The estimated cost of the 6 options are as follows:

Option	Description	Cost
1	Complete re-design of Troups Road with full depth pavement swale drains and asset relocations.	\$11M
2	Open Troups Road South and stabilise and seal	\$4.5M
3	Close Troups Road South at southern end and accelerated seal	\$3.0M
4	Open Troups Road South and leave un-sealed (no change)	\$3.0M*
5	Open Troups Road South and seal intersection of Middle Road only	\$3.5M**
6	Close Troups Road South at southern end and leave un-sealed (no widening, only end treatment)	\$100K

*10 year life cycle cost based on \$300k per annum to fortnightly grade and maintain the gravel road.

**10 year life cycle cost based on \$300k per annum to fortnightly grade and maintain the gravel road plus \$0.5M capital cost to seal the intersection of Middle Road.

Taking into account the remaining funds of the project and the recommended Option 2 Council would require an additional estimated \$861,000 to fund the project. Considering the timeline for delivery this would be required in the 2024/25 financial year.

5. Consultation/Public Submissions

Council Officers wrote to Troups Road South landowners/residents to advise of Melbourne Water had not approved the current design and to advise of the continuation of the temporary closure of Troups Road South until at least December 2023.

Records have been kept of all correspondence with those affected by the road closure. There has not been a lot of feedback with less than a dozen phone calls and emails. Generally the feedback has been to get the road re-opened with or without sealing the road. The view to keep the road closed has only been received from two residents.

Following the decision of Council based on this report residents and landowners will be advised of Council's decision and the timeline of the recommended project construction.

6. Risk Analysis

A risk analysis of all road construction options was conducted to inform the recommendation to Council (refer **Appendix 1**).

7. Options

Council may:

1. Adopt the recommendation (Option 2) as outlined in the attached Troups Road South Options Analysis Report.
2. Adopt one of the other 5 options for Council Officer implementation.

LIST OF APPENDICES

1. Troups Road South Options Analysis Report



Troups Road South, Truganina Design Option Analysis

Melton City Council

November 2023

MELTON CITY COUNCIL

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1. EXECUTIVE SUMMARY

The options analysis conducted for the upgrade of Troups Road South was initiated with the aim of identifying the preferred solution for this project. This report serves as a comprehensive record of the analysis process, inputs, outcomes, and recommendations for this phase of the project.

The primary objective of the Troups Road South Options Analysis Report (Report) is to offer an in-depth analysis of the development options available for Troups Road South. These options encompass various treatments and associated costs, allowing for a comprehensive comparison of their respective risks and impacts.

The Report includes a detailed assessment of six options for Troups Road South. The assessment of each option enables determination of the preferred option. The detailed option assessment identified Option 2 - Open Troups Road South and stabilise and seal as the preferred option.

2. PROJECT BACKGROUND

2.1 Project Description

Melton City Council (Council) is proposing to upgrade Troups Road South from Greigs Road to Boundary Road. The Troups Road South Project has completed the intersection works at Greigs Road and at Boundary Road. The middle section of Troups Road South remains unsealed and is the focus of this Report.

2.2 Location of Works

Troups Road South runs in a north south direction between Greigs Road and Boundary Road. The 6 km road located between two suburbs, with 3 km in Truganina and 3km in Mount Cottrell.

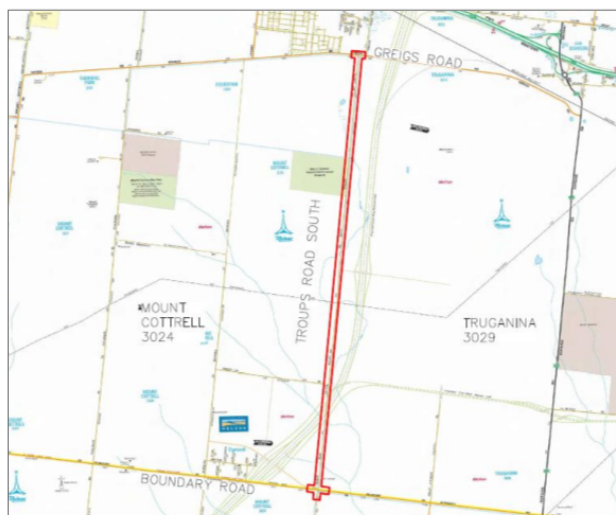


Figure 1 - Location of works

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3. OPTIONS SUMMARY

The project options being assessed in this analysis are summarised below:

All options would be built at the current level of Troups Road South and not have any impact upon Aflux flooding on properties.

Option	Description
1	Complete re-design of Troups Road with full depth pavement swale drains and asset relocations.
2	Open Troups Road South and stabilise and seal
3	Close Troups Road South at southern end and accelerated seal
4	Open Troups Road South and leave un-sealed (no change)
5	Open Troups Road South and seal intersection of Middle Road only
6	Close Troups Road South at southern end and leave un-sealed (no widening, only end treatment)

Table 1 - Option summary

4. TRAFFIC MODELLING

Traffic modelling was conducted for Troups Road South to aid the assessment of the proposed design options. The data from the model provides a prediction of the impact of a change in traffic volumes based of each option. It is important to consider how the six options affect traffic flows across the broader network. For example keeping Troups Road South closed would result in traffic volume increases on Faulkners Road and Downing Street and possibly the need to seal these roads. The following scenarios were modelled for the 2026 future case:

- Troups Road South is open and sealed
- Troups Road South is open as an unsealed road.
- Troups Road South is closed at Southern end (Boundary Road)

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Road	Recorded traffic volumes (year)	Expected volumes in 2026					
		Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Troups Road South	2016 (2019)	4927	4927	0	3076	3076	0
Downing Street	143 (2020)	114	114	1242	195	195	1242
Faulkners Road	173 (2019)	129	129	1383	1209	1209	1383
Mount Cottrell Road	1779 (2020)	7501	7501	6860	6492	6492	6860
Hopkins Road	-	16664	16664	17001	15814	15814	17001

Table 2 - Traffic modelling data

5. OPTION ANALYSIS

The option analysis considers the six viable options, the components of each option, a risk analysis and a scoring assessment.

5.1 Risk Analysis

The primary object of the risk analysis is to systematically identify and assess the potential risks associated with the six available options for the development of Troups Road South. Undertaking the analysis provides a thorough and informed basis for decision making while ensuring the safety and success of the chosen option. For the purpose of this analysis the key risks identified are as follows:

1. Road Safety

Impact on drivers' safety whilst travelling on a sealed road versus an unsealed road.

2. Traffic Disruptions

The potential traffic disruptions caused by opening or closing the road.

3. Resident Expectations met

Will the proposed option meet community expectations.

4. Flooding

Potential impact of flooding to neighbouring properties.

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5. Environmental issues

Impact of dust coming from the unsealed road as opposed to a sealed road.

6. Ongoing maintenance requirements

The likelihood of frequent and ongoing maintenance required.

7. Cost

Capital costs associated with delivering the project and if its within Council's initial budget.

8. Schedule / Timeline

The impact the time associated with completing the project will have on the community.

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

Figure 2 - Risk Matrix

MELTON CITY COUNCIL

5.2 Option 1: Re-design of Troups Road South with full depth pavement, swale drains and asset relocation.

Option Assessment

Option 1 is the complete redesign of Troups Road South.

Details of this option include:

- Road widening for a single carriageway with two traffic lanes
- Swale drains along the road alignment.
- Relocation of existing services.
- Upgrades to culverts.
- Upgrade to crossovers.

The redesign will allow for changes to the existing design to accommodate stakeholder requirements. A large portion of the costs associated with this option will involve relocation of assets, upgrade to existing culverts and open drains. The upgrade to the full depth pavement reduces the need for ongoing maintenance. The redesign of Troups Road South will involve Telstra, water, and underground electrical assets to be reallocated and may result in delays from relevant service authorities. Due to the full reconstruction the project will take approximately 2 years to complete.

Components	Description
Road treatment	Full depth pavement
Drainage	Upgrades to culvert and redesign and widening of swale drains
Services	Relocation of the following services: <ul style="list-style-type: none"> - Telstra - Water - Underground electrical
Cost	\$11,000,000
Maintenance	Design life of 20 years, minor maintenance required after this period
Delivery timeframe	2 years

Table 3 - Option 1 criteria assessment

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Risk Assessment

Risk	Effect	Likelihood	Impact	Rating
Road Safety	Potential unsafe driving conditions due to condition of road	Very unlikely	Negligible	Low
Traffic Disruptions	Disruption to motorists from increased travel times and broader impacts on the road network	Very unlikely	Negligible	Low
Resident expectations met	Residents expectation of initial project not met.	Possible	Moderate	Medium
Flooding	Properties do not have access to their property as a result of flooding	Possible	Minor	Low/Medium
Environmental issues	Exposure to dust and impact to amenity	Very unlikely	Negligible	Low
Ongoing maintenance requirements	High ongoing costs of maintenance	unlikely	minor	Low/Medium
Cost	Costs of project exceeds council's currently allocated budget	Very Likely	Severe	High
Schedule / Timeline	Timeframe to deliver project resulting in resident dissatisfaction	Very Likely	Severe	High

Table 4 - Option 1 risk assessment

MELTON CITY COUNCIL

5.3 Option 2: Open Troups Road South and stabilise and seal.**Option Assessment**

Option 2 involves the widening and sealing of Troups Road South whilst providing access to Boundary Road. The road will be constructed to the existing surface level to manage Aflux (flooding impact). Due to the potential for flooding the spray seal pavement options have considered incorporating a cement modified base layer to reduce the potential for washout.

Details of this option include:

- Road widening for a single carriageway with two traffic lanes.
- Upgrades to culverts.
- Upgrade to existing crossovers.

Components	Description
Road treatment	Heavy stabilisation of existing surface and Spray seal
Drainage	Upgrades of culverts
Services	No Impact
Cost	\$4,500,000
Maintenance	Design life of 5-10 years, resealing may be required after this period
Delivery timeframe	18 Months

Table 5 - Option 2 criteria assessment

MELTON CITY COUNCIL

Risk Assessment

Risk	Effect	Likelihood	Impact	Rating
Road Safety	Potential unsafe driving conditions due to condition of road	Very unlikely	Negligible	Low
Traffic Disruptions	Disruption to motorists from increased travel times and broader impacts on the road network	Very unlikely	Negligible	Low
Resident expectations met	Residents expectation of initial project not met.	Possible	Moderate	Medium
Flooding	Properties do not have access to their property as a result of flooding	Possible	Minor	Low/Medium
Environmental issues	Exposure to dust and impact to amenity	Very unlikely	Negligible	Low
Ongoing maintenance requirements	High ongoing costs of maintenance	Unlikely	Minor	Low/Medium
Capital Costs	Costs of project exceeds council's currently allocated budget	Possible	Moderate	Medium
Schedule / Timeline	Timeframe to deliver project resulting in resident dissatisfaction	Unlikely	Minor	Medium

Table 6 - Option 2 risk assessment

MELTON CITY COUNCIL

5.4 Option 3: Close Troups Road South at southern end and accelerated seal.**Option Assessment**

Option 3 similar to Option 2 will be constructed to the existing surface level to mitigate potential flooding. This option encompasses the closure of Troups Road South at the Southern end. The removed access to and from Boundary Road will result in low volumes on Troups Road South enabling the minimal pavement design to work however an increase of vehicles utilising the adjacent unsealed roads (refer to Section 5 – Traffic Modelling) is expected.

Details of this option include:

- Road widening for a single carriageway with two traffic lanes
- Upgrades to culverts.
- Upgrade to existing crossovers.

Components	Description
Road treatment	Accelerated spray seal
Drainage	Upgrades of culverts
Services	No Impact
Cost	\$3,000,000
Maintenance	Design life of 5 -10 years, resealing may be required before this period
Delivery timeframe	12 months

Table 7 - Option 3 criteria assessment

MELTON CITY COUNCIL

Risk Assessment

Risk	Effect	Likelihood	Impact	Rating
Road Safety	Potential unsafe driving conditions due to condition of road	Very unlikely	Negligible	Low
Traffic Disruptions	Disruption to motorists from increased travel times and broader impacts on the road network	Very Likely	Significant	High
Resident expectations met	Residents' expectation of initial project not met.	Likely	Moderate	Medium
Flooding	Properties do not have access to their property as a result of flooding	Possible	Minor	Low/Medium
Environmental issues	Exposure to dust and impact to amenity	Very unlikely	Negligible	Low
Ongoing maintenance requirements	High ongoing costs of maintenance	Likely	Moderate	Medium
Capital Costs	Costs of project exceeds council's currently allocated budget	Possible	Moderate	Medium
Schedule / Timeline	Timeframe to deliver project resulting in resident dissatisfaction	Unlikely	Minor	Medium

Table 8 - Option 3 risk assessment

MELTON CITY COUNCIL

5.5 Option 4: Open Troups Road South and leave un-sealed**Option Assessment**

Option 4 is the baseline option for this analysis as it details the existing conditions of the road. This option only requires ongoing maintenance.

Details of this option include:

- Maintaining existing road width
- Maintaining existing culverts

Components	Description
Road treatment	Unsealed
Drainage	Nil
Services	Nil
Cost	\$300,000 – Maintenance Costs per annum
Maintenance	Unsealed road – Fortnightly regrading
Delivery timeframe	1 Month – Remove temporary barriers and regrade

Table 9 - Option 4 criteria assessment

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Risk Assessment

Risk	Effect	Likelihood	Impact	Rating
Road Safety	Potential unsafe driving conditions due to condition of road	Very Likely	Significant	High
Traffic Disruptions	Disruption to motorists from increased travel times and broader impacts on the road network	Unlikely	Minor	Low/Medium
Resident expectations met	Residents expectation of initial project not met.	Very likely	Significant	High
Flooding	Properties do not have access to their property as a result of flooding	Possible	Moderate	Low/Medium
Environmental issues	Exposure to dust and impact to amenity	Very Likely	Significant	High
Ongoing maintenance requirements	High ongoing costs of maintenance	Very Likely	Significant	High
Capital Costs	Costs of project exceeds council's currently allocated budget	Very unlikely	Negligible	Low
Schedule / Timeline	Timeframe to deliver project resulting in resident dissatisfaction	Very unlikely	Negligible	Low

Table 10 - Option 4 risk assessment

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5.6 Option 5: Open Troups Road South and seal intersection of Middle Road only

Option Assessment

Option 5 involves the upgrade of the intersection whilst maintaining unsealed conditions for the remainder of the road. The intersection at Middle Road will be sealed and constructed similar to that of Greigs Road intersection and Boundary Road intersection.

Details of this option include:

- Maintaining existing road width
- Maintaining existing culverts
- Sealing the intersection at Middle Road

Components	Description
Road treatment	Unsealed Road and Spray seal at Middle Road intersection
Drainage	Nil
Services	Nil
Cost	\$500,000 – Capital Costs \$300,000 – Maintenance Costs per annum
Maintenance	Sealed intersection - Design life of <5 years, resealing may be required before this period Unsealed road – Fortnightly regrading
Delivery timeframe	12 Months

Table 11 - Option 5 criteria assessment

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Risk Assessment

Risk	Effect	Likelihood	Impact	Rating
Road Safety	Potential unsafe driving conditions due to condition of road	Very Likely	Significant	High
Traffic Disruptions	Disruption to motorists from increased travel times and broader impacts on the road network	Unlikely	Minor	Low/Medium
Resident expectations met	Residents expectation of initial project not met.	Likely	Significant	Medium/High
Flooding	Properties do not have access to their property as a result of flooding	Possible	Moderate	Low/Medium
Environmental issues	Exposure to dust and impact to amenity	Very Likely	Significant	High
Ongoing maintenance requirements	High ongoing costs of maintenance	Very Likely	Significant	High
Capital Costs	Costs of project exceeds council's currently allocated budget	Unlikely	Minor	Low/Medium
Schedule / Timeline	Timeframe to deliver project resulting in resident dissatisfaction	Likely	Moderate	Medium

Table 12 - Option 5 risk assessment

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5.7 Option 6: Close Troups Road South at southern end and leave un-sealed**Option Assessment**

Option 6 is a maintaining the existing unsealed conditions with closure of Troups Road South at the southern end. The closure will eliminate access to and from Boundary Road and therefore see an increase in traffic volumes on the adjacent roads. Although this option has low upfront costs fortnightly grading will be required to maintain this road.

Details of this option include:

- Maintaining existing road width
- Maintaining existing drainage structures
- Closure Boundary Road intersection

Components	Description
Road treatment	Unsealed (Current condition)
Drainage	Nil
Services	No Impact
Cost	\$100,000 - Capital Cost \$300,000 - Maintenance Costs per annum
Maintenance	Fortnightly regrading
Delivery timeframe	1 Month

Table 13 - Option 6 criteria assessment

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Risk Assessment

Risk	Effect	Likelihood	Impact	Rating
Road Safety	Potential unsafe driving conditions due to condition of road	Very Likely	Significant	High
Traffic Disruptions	Disruption to motorists from increased travel times and broader impacts on the road network	Very Likely	Significant	High
Resident expectations met	Residents expectation of initial project not met.	Very Likely	Significant	High
Flooding	Properties do not have access to their property as a result of flooding	Possible	Moderate	Low/Medium
Environmental issues	Exposure to dust and impact to amenity	Very Likely	Significant	High
Ongoing maintenance requirements	High ongoing costs of maintenance	Very Likely	Significant	High
Capital Costs	Costs of project exceeds council's currently allocated budget	Very unlikely	Minor	Low
Schedule / Timeline	Timeframe to deliver project resulting in resident dissatisfaction	Very unlikely	Minor	Low

Table 14 - Option 6 risk assessment

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6. OPTION COMPARISON

This option comparison utilises the risk assessment for each option and allocates a number to each rating. This method allows for a quantitative comparison of the available options.

Low = 5, Low/Medium = 4, Medium = 3, Medium/High = 2, High = 1

OPTIONS	Resident expectations met	Dust issues resolved	Road Safety	Flooding to road resolved	Open to through traffic	Timeframe to deliver outcome	Capital Cost	Ongoing maintenance requirements	Total
1	3	5	5	4	5	1	1	4	<u>28</u>
2	3	5	5	4	5	3	3	4	<u>32</u>
3	3	5	5	4	1	3	3	3	<u>27</u>
4	1	1	1	4	4	5	5	1	<u>22</u>
5	2	1	1	4	4	3	4	1	<u>20</u>
6	1	1	1	4	1	5	5	1	<u>19</u>

Based on the option comparison Option 2 – Open Troups Road South and stabilise and seal is the highest scoring option.

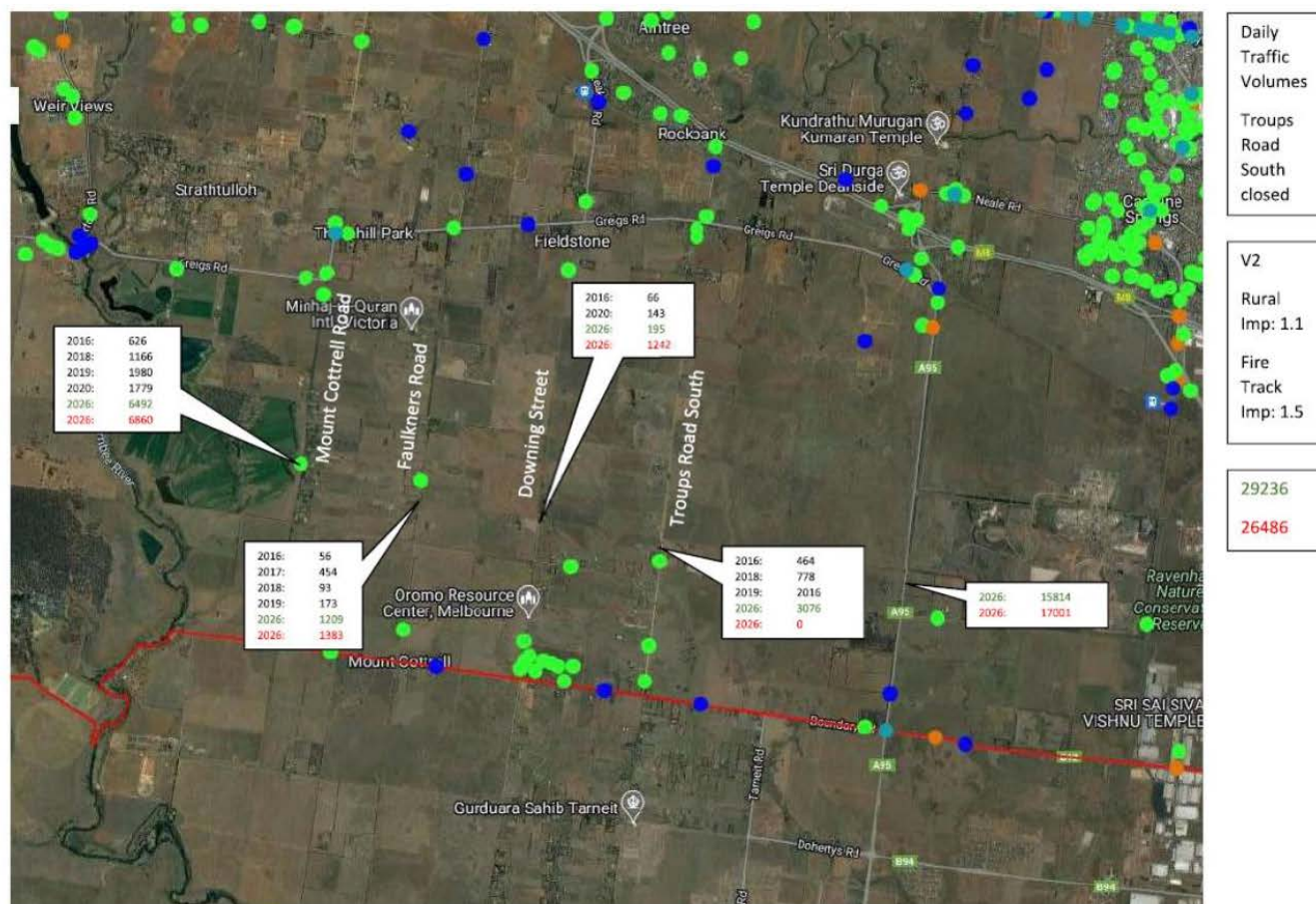
Notwithstanding the numerical assessment the analysis has revealed that an option to not open Troups Road South is not recommended due to the impact on the surrounding road network. This would leave Option 1, 2, 4 & 5. Sealing of the road is also seen as critical not only to address safety issues but also to deliver on the intended benefit of the initial project. The only options that seal the road and open Troups Road South are Options 1 and 2. Of these two options the capital cost difference of \$11M and \$4.5M respectively is significant. The additional benefits of Option 1 are not considered worth the additional cost and accordingly Option 2 is the preferred option.

7. RECOMMENDATION

As per the analysis including a review of traffic impact, cost comparison, risk and criteria assessment of each option it is recommended to proceed with Option 2 – Open Troups Road South and stabilise and seal. Option 2 offers a well balance solution with greater community benefit.

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ATTACHMENT A – TRAFFIC MODEL



Option Analysis Report
 Troups Road South – Road Upgrade

13.2 2021-2025 COUNCIL AND WELLBEING PLAN, ACTION PLAN 2023-24, FIRST QUARTER PROGRESS REPORT

Author: Bob Baker - Corporate Planning and Performance Coordinator

Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To provide the first quarter update on the progressive achievement of the Council and Wellbeing 2021-2025 Annual Action Plan Quarter Progress Report for 2023/24.

RECOMMENDATION:

That Council receive and note the Council and Wellbeing Plan 2021-2025 Annual Action Plan 2023/24 first Quarter Progress Report (1 July – 30 September 2023) as presented at **Appendix 1**.

Motion

Crs Shannon/Kesic.

That Council receive and note the Council and Wellbeing Plan 2021-2025 Annual Action Plan 2023/24 first Quarter Progress Report (1 July – 30 September 2023) as presented at **Appendix 1**.

CARRIED

REPORT

1. Executive Summary

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

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

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

Appendix 1 provides detail on activity for the first quarter (1 July - 30 September 2023), in the progressive achievement of the Annual Action Plan 2023/24.

2. Background/Issues

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

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

The 2021-2025 Council and Wellbeing Plan, Annual Action Plan 2023/24 provides 62 actions that Council has committed to deliver. Council provides the community with quarterly progress reports that support Council's commitment in providing transparency, through public access to relevant information, decision making and strategic documents.

Appendix 1 provides a detailed summary on the status of each action in the Annual Action Plan 2023/24, inclusive of the period from 1 July - 30 September 2023. The areas with a stronger link to health and wellbeing are displayed with a heart icon

The following table provides a summary of progress against these actions.

Status	Description	Number of actions
Achieved	The Action is completed	0
On track	The action is on track and expected to be completed by the current timeline	62
Not on Track	The Action has been delayed impacting on the designated timeline. An explanation, any remedial action and revised due date, where appropriate, will be provided in the 'Year to Date Comments' column	0
Postponed	The Action has been deferred for the financial year. An explanation will be provided in the 'Year to Date Comments' column	0
Total		62

All actions are on track and expected to be delivered by the current timelines.

Whilst no actions were completed in the first quarter, a substantial number of actions were in progress but not planned to be completed until a future quarter. Many of these actions are now complete at the time of writing this report and will be updated in the quarter two report.

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

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

Initiatives and activities delivered from the Annual Action Plan 2023/24 are funded within the Council approved 2023/24 Budget.

5. Consultation/Public Submissions

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

Council also initiated a Community Panel to support the development of the Plan. This process resulted in the publication of the Melton City Council and Wellbeing Plan 2021-2025. The Annual Action Plan 2023/24 was prepared with internal consultation of Council staff and management.

6. Risk Analysis

Nil

7. Options

Nil

LIST OF APPENDICES

1. Council and Wellbeing Plan 2021-2025 Annual Action Plan 1st Quarter Progress Report 2023/24



Council and Wellbeing Plan 2021-2025 Annual Action Plan
Organisational Actions
1 July 2023 to 30 June 2024

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

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

This report provides a detailed breakdown of all actions in Council's 2023/24 Annual Action Plan. The Action Plan contains 62 actions. There are 54 strategies without actions in the 23/24 financial year. Across the first three years of the Council and Wellbeing Plan 2021-2025, 2 strategies have not had an action deployed over them.

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

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

Completion dates for all actions are 30 June 2024 unless specified differently.

Status		Symbol	Number of Actions	% of Actions
Completed	The Action has been completed for the year.	✓	0	
On Track	The action is on track and expected to be completed by the designated timeline	●	62	100.0%
Not On Track	The Action has been delayed impacting on the designated timeline. An explanation, any remedial action and revised due date, where appropriate, will be provided in the 'Year to Date Comments' column	●	0	
Postponed	The Action has been deferred for the financial year. An explanation will be provided in the 'Year to Date Comments' column.	●	0	
	Total		62	100.0%

Theme 1: A safe City that is socially and culturally connected**Objective 1.1: A community that celebrates diversity and is inclusive of all ♥****Strategies:**

1.1.1 Drive initiatives that promote gender equity ♥

1.1.2 Contribute to a welcoming community which embraces diversity ♥

1.1.3 Contribute to reducing inequalities among people living with disability, seniors, diverse faith and cultural groups, Aboriginal and/or Torres Strait Islander communities and LGBTQIA+ people ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
1	1.1.1	Deliver initiatives and develop stakeholder relationships with local organisations to support gender equality and gender diversity	●	Officers supported the establishment of local Melton Rainbow Social - platform for engaging LGBTQIA+ parents/adults. This is in partnership with a local business. Stakeholder engagement with Djirra; a service has been established locally, and accommodation support for Elizabeth Morgan House. These organisations support Aboriginal women experiencing family violence. Conducted Gender Impact Assessment (GIA) undertaken across a range of Council policies and strategies including Community Partnership Program (CPP) and Community Grants Review and Draft Sport and Recreation Facility Development Policy.		Healthy Connected Communities	Manager Healthy Connected Communities
2	1.1.2	Enable community to celebrate and acknowledge diversity through community events, activities and programs	●	Council supported Punjabi seniors groups at Timbertop and Fraser Rise Children's and Community Centres by building their capacity to deliver events safely. Supported the Melton Interfaith Network 10 year anniversary event attended by 170+ people. Council is committed to supporting nine community driven activities including an intercultural exchange for women and young girls from local Pacific communities as well as a cultural exchange festival in collaboration with the Bhutanese and Macedonian communities. Hosted an Aboriginal Cultural Yarning session with a Bunurong Traditional Owner as a part of the recent Learning Festival at Melton Library. Approved 21 grants over the first quarter – 14 in the June '23 Semi-Annual round and seven from the July Bi-Monthly round.		Healthy Connected Communities	Manager Healthy Connected Communities
3	1.1.3	Deliver initiatives and service improvements under the Growing and Thriving Strategy for people of all abilities and all ages	●	Council delivered 126 community programs for all ages and abilities in term three, 2023 including but not limited to mental health and resilience, health and wellbeing, digital literacy, environmental sustainability, life skills and arts and craft. A total of 6,164 community members were engaged in programming during July-September. A new Healthy Kids Advisor was engaged as part of the VicHealth Local Government Partnership Project, and 61 people graduated the Daughters of the West Program delivered across two sites. The Welcoming Spaces facility recommendations were incorporated into the Community Infrastructure Planning Tool to ensure Council venues are accessible and inclusive to people of all abilities, ages and identities. Disability-specific service providers and students from Melton Specialist School attended the Melton Careers Expo. Local businesses who delivered work to support people with disability were recognised through the Melton Business Awards. Three park upgrades took place to improve accessibility and inclusion. The Melton Lifelong Learning Festival hosted 59 accessible programs and events. Children's Week events gave families and children a say about future Children's and Community Centres.		Healthy Connected Communities	Manager Healthy Connected Communities

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
4	1.1.3	Deliver initiatives and service improvements to improve access and reduce inequalities for people of diverse identities and backgrounds	●	The Community Partnership Program is supporting initiatives to address violence against women in different cultural and faith settings in Melton. Project being undertaken to support local people in need and providing food relief in conjunction with local relief agencies in the lead up to the Christmas season. Is active in local community networks such as the New and Emerging Communities Network, Western Settlement Outcomes Network, Melton Interfaith Network, African Community Working Group, etc. and is currently revising the Intercultural Advisory Committee Terms of Reference.		Healthy Connected Communities	Manager Healthy Connected Communities
5	1.1.3	Delivery of externally funded programs to support the Health and Wellbeing of the community	●	Council provided a range of tailored services in line with external Funding and Service Agreements with the both State and Federal Governments via Commonwealth Home Support Program, Home and Community Care Program for Young People, Housing/Homeless Support Program, Reconnect Program and Integrated Family Support.		Community Care & Active Living	Manager Community Care and Active Living

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

Strategies:

1.2.1 Invest in initiatives that promote road and community safety ♥

1.2.2 Empower the community to strengthen civic pride, social cohesion and a sense of belonging ♥

1.2.3 Work in partnership with emergency services ♥

1.2.4 Enhance the City's reputation with the broader community

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
6	1.2.1	Complete initiatives and review the effectiveness of the Safe City, Proud Communities Plan	●	The quarterly meetings of the Safe City Advisory Committee have been held. Council supported Victoria Police in the delivery of a community forum in Diggers Rest, and also Edmund Rice Community Services to deliver three 'Know Your Rights' community legal empowerment sessions. Implementation of the Empowering Communities project continues, with monthly Project Action Group meetings held with community organisations. The Safe Spaces Project being funded by the Victorian Government in partnership with Monash University was completed, with the resulting toolkit under development.		Healthy Connected Communities	Manager Healthy Connected Communities
7	1.2.2	Develop and improve the reach, impact and accessibility of Council's Community Grants Program	●	The community grants program has now been reviewed and endorsed by Council to improve reach, impact and accessibility. The existing program has seen significant improvements via the execution of a detailed communication plan, increased face-to-face and phone support with grant applicants, promotion of the program at Community events, and simplification of application forms. The new Community grants program will commence early 2024.		Healthy Connected Communities	Manager Healthy Connected Communities

Objective 1.3: Local neighbourhoods are socially and culturally connected ♥

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
8	1.3.3	Address social isolation challenges through improving access to community programs, events, services, and facilities	●	<p>Stevenson House delivered a Centrelink access information session for CALD community, including the Iraq and Syriac community.</p> <p>Delivered three School Holiday programs in September, for kids with disability from community centres and neighbourhood houses.</p> <p>Council has delivered the first of two semi-annual 'Know Your City' tours with local service organisations which focused on increasing knowledge of available services such as leisure and recreation facilities.</p> <p>Council is piloting a number of tailored Community Training sessions throughout 2023/24 that identify and resolve the barriers to participation by specific community groups. Consultation with a variety of groups took place over the first quarter. The feedback will be used to develop pilot tailored training sessions.</p>		Healthy Connected Communities	Manager Healthy Connected Communities

Objective 1.4: A City that promotes positive public health and wellbeing outcomes to our community ♥**Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
9	1.4.1	Strengthen relationships with and between existing and new health, education, community and social support services	●	Delivered tree a planting event at Botanica Springs Community Centre in July for community education and engagement, and linked in local services to connect with residents including the new primary school adjacent to the centre, the kindergarten onsite, local seniors groups and local environmental groups. Formed a partnership with Future Connect to deliver the YouthGrounds pilot coffee project for young people living in Melton. Supported the locally delivered Welcome Baby to Country event that enabled early years and health service partners to come together and invite local Aboriginal families to connect into Council and other community services pitched at young families. Participated on the North West Melbourne Primary Health Network Community Advisory Council and related program and planning activities with member organisations.		Healthy Connected Communities	Manager Healthy Connected Communities
10	1.4.1	Delivery of an assertive outreach response initiative to people who are sleeping rough in our community	●	The assertive outreach response initiative has been rolled out and a rough sleeping notification tool has been created on Council's webpage for stakeholders and members of the community to make notification.		Community Care & Active Living	Housing Services Coordinator
11	1.4.1	Invest in education and training opportunities for community sport, recreation and leisure	●	A Level 2 Sports First Aid course was conducted to provide local sports clubs with an opportunity to upskill first aid knowledge in July (15 attendees). The Annual Women in Sports Breakfast is to be held in December 2023. Support was provided to the Riddell District Football Netball League to host football and netball finals at MacPherson Regional Sports Park in August 2023. 12 football matches 10 netball matches were held attracting around 5,400 visitors to the Park.		Recreation & Facility Activation	Manager Recreation & Facility Activation
12	1.4.2	Delivery of externally funded programs to support health and wellbeing of the community	●	Council has secured a \$10,000 grant from the Melbourne Airport to deliver the YouthGrounds pilot coffee project in partnership with Future connect. Facilitated delivery of the Lucky Loops Cycling Event, Colour My Neighbourhood Events, Know Your Rights Workshops. The Victorian Local Government Partnership Project: delivery of a Safe Active Travel initiative which engaged students from Aintree Primary School. Vaping education sessions were held with 756 students, and a case study under development. This Girl Campaign commenced delivery in October. As part of the Free from Violence Project, two workshops were conducted for the African community on family violence drivers, an MOU with MiCare fortified the Burmese Parenting Group, four staff lunch-and-learns took place, and 125 staff underwent various trainings including gender transformative practice, intersectionality, active bystanders, and understanding drivers.		Healthy Connected Communities	Manager Healthy Connected Communities
13	1.4.4	Deliver initiatives under the Equality and Respect Strategy	●	Officers created a Melton Council LGBTQIA+ webpage to provide helpful resources to local community members. Two Lunch and Learn sessions were delivered internally to staff. Established a MoU with MiCare in support of the Burmese Parenting Group. Held a quarterly meeting of the Preventing Family Violence Advisory Committee. Commenced preparation to plan and promote the Women's Circle program at a local community centre, and delivery of the This Girl Can Campaign to promote the involvement of women and girls in sport.		Healthy Connected Communities	Manager Healthy Connected Communities

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
14	1.5.1	Deliver initiatives and enable the community to recognise and celebrate Aboriginal and/or Torres Strait Islander history and culture	●	Council supported the successful NAIDOC Ball in July that brought together 200+ participants from across the western suburbs to Melton to celebrate NAIDOC Week. Hosted an Aboriginal cultural yarning session as a part of the Learning festival with a facilitator from the Bunurong Traditional Owners.		Healthy Connected Communities	Manager Healthy Connected Communities
15	1.5.4	Work with Traditional Owners, community stakeholders, and Aboriginal Controlled Community organisations to strengthen Aboriginal and Torres Strait Islander Reconciliation and services locally	●	Council hosted two Reconciliation Advisory Committee (RAC) meetings throughout the first quarter. Officers are exploring ways to engage additional local Aboriginal Controlled Community Organisations. Engagement has commenced to support the Council resolution to instal a local Stolen Generation marker. Continue to support Kirrip through access to suitable community facilities to deliver programs. Provided accommodation support for Elizabeth Morgan House at Burnside Community Centre - organisation supports Aboriginal women experiencing family violence Commenced the development of a new Council Reconciliation Action Plan.		Healthy Connected Communities	Manager Healthy Connected Communities

Theme 2: A vibrant and healthy natural and built environment**Objective 2.1: A City with healthy waterways, biodiversity and ecosystems ♥****Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
16	2.1.1	Complete a masterplan for Lake Caroline	●	Community consultation has occurred throughout August and September of this year, and consisted of an online survey, mailouts to our local residents, trader engagement and face-to-face sessions at both Caroline Springs Square Shopping Centre and at the Caroline Springs session of the Melton Learning festival. Community feedback is currently being reviewed, to assist with development of the draft strategy that will be presented to Council in early 2024.		City Strategy	Coordinator Open Space Planning
17	2.1.3	Commence development of a Biodiversity Strategy	●	Benchmarking and engagement with various Councils has been completed to assist with the development of a scope for this project.		Environment & Sustainability	Coordinator Environmental Services

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

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
18	2.2.1	Complete review of Council's current Environmental Enhancement Program	●	A background report, survey of participants, and benchmarking against programs from other local governments has been completed. A draft report has been submitted and is currently under review by officers.		City Environment & Sustainability	Coordinator Environmental Services

Objective 2.3: A City growing and developing sustainably ▼**Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
19	2.3.1	Complete the Western Plains South Green Wedge Management Plan	●	Consultation has concluded on the Western Plains South Management Plan, with the feedback received through this process considered by officers. A report will be presented to the Ordinary Meeting of Council in late 2023 recommending adoption of the Plan.		City Strategy	Coordinator Strategic Planning
20	2.3.3	Develop and publish Environmentally Sustainable Design (ESD) guidelines for the City of Melton	●	This project has commenced, with stakeholder engagement activities underway.		City Environment & Sustainability	Coordinator Environmental Services

Objective 2.4: A City that mitigates and adapts to climate change, and is environmentally aware ▼**Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
21	2.4.4	Develop a Resource Recovery & Circular Economy Strategy	●	The Project has commenced. A community engagement strategy is currently being developed for review by officers. Promotion of the strategy is scheduled to occur at the upcoming Djerriwarrh Festival.		City Environment & Sustainability	Manager, Environment & Sustainability

Theme 3: A fast growing, innovative and well planned City**Objective 3.1: A City of 20 minute neighbourhoods ♥****Strategies:**

- 3.1.1 Advocate to and work with the State Government and other stakeholders in planning for the City
- 3.1.2 Investigate opportunities to enhance the connectivity and activity of existing urban areas ♥
- 3.1.3 Appropriately plan for future development of greenfield land and ensure linkages to existing communities and assets ♥
- 3.1.4 Undertake integrated open space planning to ensure all neighbourhoods have access to reserves, parks, gardens, heritage places and natural assets ♥
- 3.1.5 Support local place making and buy local initiatives ♥
- 3.1.6 Promote the take up of smart* technology to connect people, enhance safety and improve liveability
- * smart technology includes devices such as a sensor which can help make the delivery of Council services more efficient, QR codes on public art to provide information or digital models of the municipality to aid with planning decisions.

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
22	3.1.1	Advocate for minimal adverse impact in our community and where appropriate, make submissions on the Western Renewable Link Project	●	Council officers continue to review technical reports and respond to draft documentation for the upcoming Environmental Effects Statement process being prepared by Ausnet Services for the Western Renewables Link Project. Council continues to support the consideration of transmission options that have less impact on the community.		City Strategy	Manager City Strategy
23	3.1.1	Complete a review of the Melton Planning Scheme	●	A written report is being finalised which reviews the provisions of the Melton Planning Scheme. The report draws on a comprehensive analysis of the Planning Scheme, strategies and plans, VCAT outcomes and consultation with internal stakeholders.		City Strategy	Coordinator Strategic Planning
24	3.1.2	Complete the Melton Town Centre Revitalisation Plan	●	Development of the Melton Town Centre Revitalisation Plan is underway. Community and stakeholder consultation on the draft Plan will occur over November and December 2023.		City Strategy	Coordinator Strategic Planning
25	3.1.3	In partnership with the Victorian Planning Authority, lead and progress good planning and community outcomes through the preparation of Precinct Structure Plans and Infrastructure Contributions Plans	●	Council officers continue to work with the Victorian Planning Authority (VPA) who are leading the preparation of the Melton East Precinct Structure Plan and Infrastructure Contributions Plan. The VPA have placed Rockbank South and Kororoit Part 2 Precinct Structure Plan development on hold until further notice.		City Strategy	Coordinator Strategic Planning
26	3.1.4	Complete the Dog Park Strategy and implementation plan	●	The development of a Dog Park Strategy is underway, with a draft document currently being reviewed by officers.		City Strategy	Coordinator Open Space Planning
27	3.1.4	Complete a review of the 2005 Masterplan for the Melton Weir	●	Following the community consultation that commenced in May 2023, a review of community and stakeholder feedback has been undertaken and a draft strategy prepared. The draft document will be presented to the Melton Weir Development Committee in November 2023, with a report to an Ordinary Meeting of Council in early 2024.		City Strategy	Coordinator Open Space Planning
28	3.1.4	Commence a review the Open Space Plan 2016-2026	●	A review of the Open Space Plan is scheduled to commence in early 2024.		City Strategy	Coordinator Open Space Planning
29	3.1.6	Utilise new technologies to collect and collate client and community feedback and data to improve services within Community Care and Active Living	●	QR codes have been embedded into Community Care and Active Living annual operations including the Client Satisfaction Surveys and the Annual Service Reviews rolled out each financial year to capture the ongoing care needs of over 1200 clients. QR codes will continue to be an option as a means of service communication with Community Care and Active Living for all clients embracing this technology.		Community Care & Active Living	Strategy & Compliance Officer Coordinator Young Communities

Objective 3.2: Health and community services accessible locally ♥**Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
30	3.2.1	Develop action plans for Council's agreed advocacy priorities regarding health and community services	●	Advocacy priorities are been reviewed and updated following the State and Federal Budgets, with the priorities document currently in development and nearing completion. A strategic action plan for advocacy priorities is on track to be completed by the end of the calendar year.		Engagement & Advocacy	Senior Advocacy Officer
31	3.2.1	Facilitate the acquisition of land for the Plumpton Aquatic Centre	●	A Public Acquisition Overlay has been introduced into the Melton Planning Scheme. The formal process of Council taking ownership of the land has commenced and is expected to be completed this financial year.		Strategic Initiatives	Property & Investment Coordinator
32	3.2.2	Undertake master planning, concept designs and stakeholder engagement for the Cobblebank Community Services Hub	●	The master planning has been completed by the architect and the three building options have been costed by the quantity surveyor. The financial models for the three building options are currently being developed and are scheduled to be presented to Council in December 2023. A co-design workshop was held on 14 September 2023 for the prospective community service tenants to meet with the architect. The purpose of the co-design workshop was to seek the prospective tenants' input into the design and functionality of the Cobblebank Community Services Hub. The Cultural Heritage Management Plan is underway.		Major Projects Delivery	Major Projects Delivery Lead
33	3.2.2	Support community and health services to offer locally accessible services and work in partnership through Council's community facilities	●	Kurunjang Community Hub supported Earth Village to deliver food relief for vulnerable residents in July. IPC Health is supported to deliver Head to Health - mental health service in consulting rooms at Council Community Centres. Food relief services are supported through Melton South Community Centre accommodation, and through Council funding for Combine Churches Caring Melton. Council continues to support Kirrip through access to suitable community facilities to deliver programs for local Aboriginal and Torres Strait Islander community. Undertook planning with Western Health to deliver a community stakeholder workshop in November; to identify gaps in health and community services across the municipality. A stakeholder engagement session with potential tenant organisations of the future Cobblebank Community Services Hub was delivered in September. 38 Not-For-Profit community organisations are currently operating from community centres and Neighbourhood Houses across the Melton municipality.		Healthy Connected Communities	Manager Healthy Connected Communities
34	3.2.2	Design and commence construction of the Weir Views, Aintree and Plumpton Children's and Community Centres	●	The Victorian Government has increased the grant amount for each of these capital projects to \$9,000,000. The Plumpton Childrens and Community Centre construction contract has been awarded. Others remain on track.		Child, Family & Youth	Manager Child, Family & Youth
35	3.2.2	Finalise planning for, and commence the concept design stage for the Plumpton Aquatic and Leisure Centre	●	The Plumpton Aquatic Centre Business Case and Funding Strategy was completed in June 2023 and a facility component schedule endorsed by Council. Project management, quantity surveyor and superintendent services were engaged in September 2023. The tender for design services has closed and is under review. The master plan stage is due to commence in November 2023. The master plan and concept design stage is due to be completed by May 2024.		Recreation & Facility Activation	Manager Recreation & Facility Activation

MINUTES OF THE MEETING OF COUNCIL

27 NOVEMBER 2023

Item 13.2 2021-2025 Council and Wellbeing Plan, Action Plan 2023-24, First Quarter Progress Report

Appendix 1 Council and Wellbeing Plan 2021-2025 Annual Action Plan 1st Quarter Progress Report 2023/24

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
36	3.2.3	Continue to advocate for the timely delivery of the Melton Hospital and support the Victorian Health Building Authority in planning and delivering the supporting infrastructure	●	Advocacy for the timely delivery of the new Melton Hospital is ongoing. Continued support is being provided to the Victorian Health Building Authority in relation to the planning process for the Hospital and the current tender process for the design, construction, financing and maintenance of the Hospital.		Strategic Initiatives	Executive Lead Strategic Initiatives
37	3.2.3	Implement actions to attract, retain and develop Council's Maternal and Child Health workforce and service	●	Created a stand-alone business unit to manage the MCH service provision with a dedicated manager reporting directly to the Executive Leadership Team; Conducted a recruitment campaign to increase the direct EFT MCH nursing numbers to increase the contact hours with residents; Implemented attractive workplace remuneration and employment conditions for MCH nurses through a new EBA; Created, approved and distributed a workforce attraction video to Program Coordinators at LaTrobe, RMIT and Federation University. EFT has increased to 22 live EFT.		Maternal & Child Health	Manager MCH

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

Strategies:

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
38	3.3.1	Plan, develop and deliver opportunities for increased provision of recreation and leisure opportunities	●	A Draft Sport and Recreation Facility Development Policy has been developed to help guide Council's investment in sport and recreation facilities. Being presented to the November Policy Review Panel. A Draft City of Melton Tennis Strategy has been developed to help guide the future planning, development, governance and growth of the sport over the next 10 years. The City of Melton Recreation and Leisure Advisory Committee met in September 2023. Engagement has commenced on the development of an Allocation of Sport and Recreation Facilities Policy. Open Days were held at Council's two indoor stadiums during the July and September 2023 school holiday periods. A total of four open days have been held and these have attracted around 1,560 visitors who were able to participate in a range of recreation activities.		Recreation & Facility Activation	Manager Recreation & Facility Activation
39	3.3.2	Commence a review Council's Housing Strategy and Character Design Guidelines (House Smart and House Rules)	●	A review of Council's Housing Strategy is scheduled to commence in 2024.		City Strategy	Coordinator Strategic Planning
40	3.3.3	Refresh Council's advocacy priorities and commence the implementation of action plans to lobby for the timely delivery of infrastructure	●	Priorities have been reviewed and updated. Council has prepared the State Budget submission and shared this with the local members.		Engagement & Advocacy	Senior Advocacy Officer

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

Strategies:

3.4.1 Advocate to the State and Federal Governments to deliver new and upgraded transport infrastructure to meet the needs of our growing community

3.4.2 Improve connectivity between existing and new communities ♥

3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of our community ♥

3.4.4 Improve accessibility, comfort and connectivity of key active transport routes ♥

3.4.5 Support the creation of a connected and active community through the design and delivery of safe walking and cycling networks ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
41	3.4.1	Develop and commence implementation of action plans for Council's agreed advocacy priorities for transport infrastructure	●	Priorities for transport infrastructure have been reviewed and updated with transport priorities outlined in the State Budget submission. This has been shared with local State Members in writing and through personal engagement with the Mayor and CEO as part of regular local MP catch ups. The Advocacy Priorities Booklet is in draft format and nearing completion.		Engagement & Advocacy	Senior Advocacy Officer
42	3.4.2	Development of a Roads Upgrade Strategy with a focus on rural, interface, and growth area roads	●	Preliminary works have commenced on the Rural, Interface and Growth Area Roads Upgrade Strategy that will guide future investment into Council's local road network.		City Infrastructure Planning	Coordinator Strategic Transport Planning

Theme 4: A City that promotes greater education and employment**Objective 4.1: A strong local economy that attracts business growth and encourages new investment****Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
43	4.1.2	Complete the Employment and Industrial Land Strategy for the Municipality	●	The preparation of the draft Employment and Industrial Land Strategy is well underway following the background report completed in the 2022/23 financial year. The draft strategy will be reported to Council in 2024, of which further stakeholder consultation will then occur.		City Strategy	Coordinator Strategic Planning
44	4.1.3	Prepare and endorse relevant Urban Design Frameworks for employment areas within approved Precinct Structure Plans	●	The Mt Atkinson Major Town Centre South Urban Design Framework Plan is being prepared by a developer and remains in progress. The Western Freeway Commercial Area and Mt Atkinson Major Town Centre North Urban Design Framework has commenced and is being prepared by a developer. Council is working with the developer and the Department of Transport and Planning to resolve vehicle access issues. The draft Rockbank North (Aintree) Major Town Centre Urban Design Framework has been finalised, with consultation currently underway.		City Strategy	Coordinator Strategic Planning

Objective 4.2: A City with a variety of education facilities accessible locally ▼**Strategies:**

4.2.1 Advocate for the timely delivery of primary, special and secondary schools

4.2.2 Maximise the use of existing Council facilities by external providers of educational programs ▼

4.2.3 Advocate for the delivery of TAFE and tertiary education facilities and opportunities in the City

4.2.4 Support local pathways between education, training and employment ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
45	4.2.2	Activate the use of library and community facilities for community learning	●	During Adult Learners Week, the City of Melton Learning Festival was delivered with over 30 free learning events offered with an emphasis on celebrating wonder, curiosity, fun, knowledge and learning. Events were held in libraries, community facilities and our parks, and showcased a wide range of learning opportunities available through our Council services.		Libraries & Learning	Manager Libraries & Learning
46	4.2.3	Advocate for the timely delivery of the new TAFE in Cobblebank and continue to advocate for increased course offerings	●	Council has been meeting regularly with the Office of TAFE Coordination and delivery to ensure that TAFE remains on track for a timely delivery. Officers have also included the expanded course delivery in briefing notes for the Mayor and CEO to discuss with local members. As a result the State and Federal Government has been meeting to review opportunities for joint advocacy.		Engagement & Advocacy	Senior Advocacy Officer
47	4.2.4	Work with local schools and learning networks to provide work experience and placement opportunities	●	Melton City Libraries work with secondary and tertiary education providers to deliver student and industry work experience across the library service. In the financial year to date, we have hosted three tertiary and three Year 10 students across both libraries.		Libraries & Learning	Manager Libraries & Learning

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

- 4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning ♥
- 4.4.2 Help close the digital-divide by improving the community's digital literacy ♥
- 4.4.3 Create a learning culture in the City through early engagement with and support for children, young people and families ♥
- 4.4.4 Partner with education providers to facilitate the delivery of education and training programs
- 4.4.5 Advocate for the provision of digital technologies accessible to all

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
48	4.4.1	Provide a range of learning programs and events to support literacy development and reading culture	●	From English Conversation Club, to Australian Citizenship Test assistance, Creative Writing Groups for Children, Teens and Adults to Author Talks and creative workshops, Melton City Libraries has offered 350 programs with over 10,000 participants in the Year to Date. A highlight program is our Reading Tails program, which is a weekly program delivered at both branches. The program brings in a trained companion dog to the library to work with reluctant primary school-aged readers to encourage a love of reading.		Libraries & Learning	Manager Libraries & Learning
49	4.4.2	Support digital inclusion through access to technology, staff expertise and learning programs	●	Council provides a Digital Support Booth at Melton Library and Learning Hub is a dedicated 1:1 community service, providing support with everyday tech tasks, including using email, printing, filling in online forms, accessing eResources, and navigating eGov services.		Libraries & Learning	Manager Libraries & Learning
50	4.4.3	Promote opportunities for children and young people to engage with education and learning opportunities	●	Range of initiatives included: •A monthly e-newsletter to families providing listings of local educational activities, groups, and programs currently available. Supported by social media campaign. •A 'Supporting Lifelong Learning- Early Years and Beyond' workshop for 25 Culturally and Linguistically Diverse children and their parents/carers. •A 'Resources for Families and Children' on Council website with listings of free educational play and learning opportunities, during the months of August and September. •The Grade 6 Transition workshop across 14 local primary schools, the Next Steps Program Expo for young people at risk of disengagement, a Responsible Serving of Alcohol Course and Self-Defence Training for young people.		Child, Family & Youth	Manager Child, Family & Youth
51	4.4.3	Promote the benefits of reading to young children's learning outcomes through the provision of early years' literacy programs	●	Libraries provide regular Early Years programs in the form of New Parent Talks, Baby Bounce, Toddler Time, Storytime and Parent/carer information sessions across both branches. Read, Sing, Chat is a free program designed by Melton City Libraries to support parents and caregivers in guiding their child's early literacy and language development. It is ideal for new and expectant families through to those getting ready to start school.		Libraries & Learning	Manager Libraries & Learning
52	4.4.4	Work with providers to deliver the Kindergarten Culturally and Linguistically Diverse Engagement program	●	Council's CALD Outreach Officer engaged with 40 providers and registered 92 children in kindergarten in this quarter. Officers worked with families, educators and Preschool Field Officers, to address attendance barriers and transition to school and promoting 'Language Loop' interpreting services and the Department of Education's translated resources regarding kindergarten to providers.		Child, Family & Youth	Manager Child, Family & Youth
53	4.4.4	Actively promote Libraries as a partner of choice to facilitate lifelong learning opportunities	●	Partnered Victoria University to deliver the 'Your Career Your Way' program, an 8-week career skills development program designed to support community members to build skills awareness, networks, understanding of career and training opportunities. Melton City Libraries in partnership with Western BACE supported the future-skills needs of our community by providing easy access to the latest creative technologies and STEM programs. The Western BACE STEM Squad provides local youth with employment opportunities.		Libraries & Learning	Manager Libraries & Learning

Theme 5: A community that is actively engaged in the City**Objective 5.1: Deliberative engagement and communication with the community informs planning and decision making****Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
54	5.1.2	Engage children and young people to contribute to decisions about their communities and their wellbeing	●	174 child friendly versions of the Household Satisfaction Survey were completed by children to assist in the evaluation of the Growing and Thriving Strategy implementation. A launch of the updated 'Engaging Children in Decision Making- A Guide for Consulting Children' was held on 29 August 2023. During the first quarter, the 10 Youth Advisory Committee members contributed to the development of the Growing and Thriving Survey. The survey was completed by 433 students from across local secondary schools. An e-scooters education workshop provided the opportunity for young people to provide feedback on the introduction of e-scooters within the City of Melton.		Child, Family & Youth	Manager Child, Family & Youth

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

- 5.2.1 Streamline customer access to Council by investing in new technology while maintaining non digital channels for people with access constraints
- 5.2.2 Increase participation in online community engagement platforms
- 5.2.3 Provide opportunities for meaningful community engagement, especially with diverse faith and cultural groups ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
55	5.2.1	Plan and design a Customer Relationship Management (CRM) solution that will enable anyone in the community, including those with accessibility issues, to engage with Council through a single system/portal for community engagement	●	KPMG has been engaged to develop the ICT and Digital Strategy which will inform the Enterprise Systems Transformation Program. KPMG has documented the requirements for the Enterprise Systems Transformation Program including the Customer Relationship Management (CRM) solution. Plans are underway to engage the market to source an appropriate CRM solution by end June 2024. It will then need to be rolled out. Implementation timeframes will be confirmed post procurement phase/Go To Market.		Information Technology	Head of Technology

Theme 6: A high performing organisation that demonstrates civic leadership and organisational excellence**Objective 6.1: An organisation that demonstrates excellence in customer and community service****Strategies:**

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

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
56	6.1.1	Implement recommendations of the Planning Services Review	●	Implementation of the Planning Service Review recommendations are underway, with a new software solution and various processes being updated to better support our customers.		City Growth & Development	Manager City Growth & Development
57	6.1.1	Expand the Customer Care program to support ratepayers needing financial assistance	●	Awaiting approved Ministerial Guidelines relating to payment of rates and charges.		Finance	Revenue Coordinator

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

6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance

6.3.2 Engage with all levels of government to support Council's capacity to deliver outcomes in response to changes in legislation

6.3.3 Improve the transparency of organisational performance to our community

6.3.4 Invest in professional development opportunities for Councillors relevant to their civic responsibilities

6.3.5 Advocate to, and partner with all levels of government, community organisations and the private sector

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
58	6.3.1	Update Council's Compliance Framework	●	This is on track to be completed by the end of the financial year, with the recruitment process commencing for a Senior Risk and Compliance Coordinator who will be the lead for this project.		Governance	Head of Governance
59	6.3.1	Review Council's Policy Framework	●	Council's Policy Framework review is progressing and on track, with a large number of policies overdue for review having been reviewed, updated, or rescinded in 2023.		Governance	Head of Governance
60	6.3.5	Develop and commence implementation of an advocacy engagement plan	●	Officers are currently finalising the priorities document. From this there will be the development of an action plan for engagement of these priorities setting target markets, engagement channels and people responsible. Once this is completed, implementation will commence. The engagement plan is on track to be completed by 31 December 2023.		Engagement & Advocacy	Senior Advocacy Officer
61	6.3.5	Engage with the Commonwealth Government, Municipal Association of Victoria (MAV), and Aged and Community Care Providers Association (ACCPA) to support and contribute to the development of a new Aged Care System as part of the national Aged Care Reform	●	City Life Business units regularly engage with the Municipal Association of Victoria, the Aged and Community Care Providers Association to discuss Aged Care Reform and to identify challenges and opportunities for consultation and future training. Community Care and Active Living has contributed to the Aged Care Funding Principles, and collaborated with the MAV on the 15% Uplift for CHSP Council Providers Campaign through these professional engagements.		Community Care & Active Living	Manager Community Care and Active Living Strategy and Compliance

Objective 6.4: An organisation that celebrates diversity and inclusion ♥**Strategies:**

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

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
62	6.4.1	Undertake capacity building engagement and initiatives with relevant Council programs and services to further strengthen inclusive and accessible practises across Council	●	<p>The following activities and initiatives were undertaken:</p> <ul style="list-style-type: none"> - Successful application for \$180,000 funding application to purchase a Marveloo - Business Excellence Award for Disability Initiative - Fair Go 4 Youth Funding grant, additional funds allocation to participants with disability - Development of the Disability Implementation Plan, Year 2, in conjunction with 11 internal Council departments - Development of Access Keys and Social Stories for the Taylors Hill and Melton Youth Centres - Guest speaker presentation on Accessibility and inclusion at the Melton Youth Forum - Free from Violence staff session, Violence against women with disability. 		Community Care & Active Living	<p>Housing Services Coordinator</p> <p>Advocacy and Inclusion Officer</p>

13.3 FINANCE REPORT FOR PERIOD ENDED 30 SEPTEMBER 2023

Author: Natalie Marino - Manager Finance

Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To present the 2023/2024 Finance Report for the three months ended 30 September 2023.

RECOMMENDATION:

That Council note the 2023/2024 Finance Report for the three months ended 30 September 2023, contained at **Appendix 1**.

Motion

Crs Kesic/Carli.

That Council note the 2023/2024 Finance Report for the three months ended 30 September 2023, contained at **Appendix 1**.

CARRIED

REPORT

1. Executive Summary

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

The purpose of this report is to provide Council with the relevant and timely financial information in accordance with Section 97 of the *Local Government Act 2020*, that compares actuals for the three months ending 30 September 2023 and the approved budget for the same period as is detailed in **Appendix 1**.

2. Background/Issues

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

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

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

The Audit and Risk Committee reviewed and noted the September 2023 quarter financial report on 8 November 2023 with no changes required following that review.

Whilst the financial report at **Appendix 1** is prepared in accordance with Australian Accounting Standards, they contain developer contribution and capital grant revenue items that are common in a growth Council which are received in the current financial year for infrastructure expenditure that will occur in a future financial year.

As a result, these developer and capital grant revenue transactions **distort the 'true' underlying financial performance and cash surplus position** of Council within the current financial year.

Table 1 below provides a management accounting summary of the financial performance for the three months ending 30 September 2023 which removes all developer contributions and capital grant revenue items relating to the growth of the region to report the adjusted operating surplus which better reflects the underlying financial performance of Council.

Table 1: Adjusted Operating Surplus – Year ended 30 September 2023

	YTD Actual 30 Sep 23 (\$'000)	YTD Budget 30 Sep 23 (\$'000)	Variance (\$'000)
Income	207,644	202,708	4,936
Expenses	48,646	56,525	7,880
Surplus for the year	158,999	146,183	12,816
Net asset revaluation increment	-	-	-
Total Comprehensive Result	158,999	146,183	12,816
Less: Capital and Non-Operating Items			
Contributions - monetary	10,434	11,000	(566)
Contributions - non-monetary	7,507	-	7,507
Net asset revaluation increment/(decrement)	-	-	-
Fair value increment investments	-	-	-
Grants - capital	1,197	2,214	(1,017)
Net gain on disposal of assets	(1,106)	547	(1,653)
	18,032	13,761	4,271
Adjusted Operating Surplus	140,967	132,422	8,545

Council's adjusted operating result as at 30 September 2023 was a surplus of \$140.9 million compared to a budget of \$132.4 million which is favourable to budget. This favourable variance is attributable to higher than anticipated interest income as a result of improved term deposit rates, and savings in employee costs due to unfilled vacancies, partially offset by an increase in material costs from agency staff used to backfill these vacancies.

The capital expenditure as at 30 September 2023 was \$13.8 million.

As Australia's fastest growing municipality there are many developers operating in the region. All of them are required to pay money to Council to build important facilities like childcare & community centres, roads, ovals, parks and open spaces. Most of this money can only be used for these purposes.

Table 2 highlights that whilst Council has \$598.4 million in cash and term deposits at 30 September 2023, the majority is money collected from these developers and fully committed to build these important future facilities and carry forward projects, leaving a **cash surplus to Council of \$11.4 million** for operating and current year capital cash flow requirements.

Table 2 - Cash Surplus – Year ended 30 September 2023

	(\$'000)	(\$'000)	(\$'000)
Cash and Term Deposits balance			598,438
<u>Restricted Reserves and Trust Funds</u>			
Community and Other Infrastructure	320,878		
Trust Funds and Deposits	35,612	356,491	
<u>Discretionary Reserves</u>			
Infrastructure and Strategic Investment Reserve	124,500		
Defined Benefit Superannuation Reserve & Other	395		
Capital reserve	41,033	165,928	
<u>Other allocation of funds</u>			
Funds for Carry Forward Capital Works	46,919		
Grants - Capital	1,197		
Employee Provisions	16,492	64,608	
Total allocated funding requirement		587,027	587,027
Cash Surplus/(Deficit)			11,411

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

Council notes the operating surplus for the three months ended 30 September 2023 and other financial matters outlined in **Appendix 1**.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

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

7. Options

The Council can:

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

LIST OF APPENDICES

1. Finance Report September 2023/24



Melton City Council
Finance Report 2023/2024
Three Months Ended 30 September 2023

A vibrant, safe and liveable City accessible to all





Management Report

Quarter Ended 30 September 2023

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Melton City Council

Quarterly Finance Report for the three months ended 30 September 2023

Executive Summary

Operating Results

This report compares the actual results for the three months ended September 2023 against the adopted year to date budget for the same period.

The operating surplus before transfers for the three months ended 30 September was \$159m. When compared against the year to date budgeted result of \$146.2m, Council has recorded a favourable variance of \$12.8m.

A detailed analysis of operating revenue and expenditure variances by line items, are outlined on the subsequent pages of this report.

Capital Expenditure

The approved Council capital expenditure budget for 2023/24 is a total of \$114.3m. This consists of \$48.7m carry forwards component from 2022/23.

Total developer contribution in-kind works budget for 2023/24 is \$181.6m. These works when completed by landholders will offset their developer contribution liability to Council. Where the value of completed works handed over to Council varies from the Developer Contribution Plan (DCP) obligations, the resultant rolling credit or debit transactions will be carried forward to be set off against future obligations or for settlement to/by Council from the developer contribution reserve funds.

The actual capital expenditure completed for the first quarter ended 30 September was \$13.8m or 50% of the year to date capital expenditure budget of \$27.6m.

Capital delivery is forecasting to achieve \$92.3m of capital works which is still a 48% increase on last year.

To maximise project delivery, Council is focusing on:

- Planning for Cultural Heritage Management Plans;
- Early identification of utilities and services that may need relocation before a build can proceed;
- Confirming ownership of land which may involve acquisition of land and/or transfer of land titles to Council; and

- Ensuring appropriate resourcing of projects.

An analysis broken down by category of expenditure has been included with this report.

Cash on hand and Investments

Council's total cash position as at the end of the first quarter 30 September is \$598.4m. This balance comprises \$586.5m in investments and the balance of \$11.8m is represented as cash on hand. Commitments against the total cash position include carry forward expenditure, employee entitlements, and developer contributions received for future capital works.

Debtors

Receivables outstanding at the end of the first quarter totalled \$164.4m (net of doubtful debts provisions), compared with last year's balance of \$141.2m. The largest component is Rates Debtors \$148.6m. Overdue rates at the end of September amount to \$16.0m or 8,168 properties which is an improvement when compared with the recent year ended 30 June position of \$22.8m or 14,416 properties.

Monthly Management Report 2023/2024**Operating Statement by Income & Expenditure line items****Three Months Ended September 2023**

2022/23 Q1 YTD Actuals (\$'000)	Income/Expenditure Type <i>Notes</i>	YTD Actuals (\$'000)	YTD Budget (\$'000)	YTD Variance (\$'000)	Full Year Approved Budget (\$'000)	1st Qtr Forecast (\$'000)	1st Quarter Forecast Variance to Adopted Budget (\$'000)
	Income						
156,138	Rates & Charges <i>1</i>	170,890	170,928	(38)	178,729	178,729	0
2,985	Statutory Fees and Fines <i>2</i>	3,277	3,159	119	13,563	14,607	1,045
2,564	User Fees <i>3</i>	3,027	3,253	(227)	12,792	12,344	(448)
5,560	Grants- Operating <i>4</i>	4,811	5,616	(805)	34,680	35,188	508
1,494	Grants- Capital <i>5</i>	1,197	2,214	(1,017)	13,867	20,769	6,902
16,574	Contributions Monetary <i>6</i>	10,434	11,000	(566)	133,016	113,272	(19,744)
12,332	Contributions Non Monetary <i>7</i>	7,507	0	7,507	181,665	213,278	31,613
(418)	Net Gain/(Loss) on Disposal of IPP&E <i>8</i>	(1,106)	547	(1,653)	16,441	16,441	0
3,127	Other Revenue <i>9</i>	7,607	5,991	1,615	24,195	32,858	8,663
	Fair value increment on investment properties	0	0	0	0	0	0
200,356	Total Income	207,644	202,708	4,936	608,949	637,487	28,538
	Expenditure						
15,658	Employee Costs <i>10</i>	15,915	21,652	5,737	77,934	75,700	2,235
17,775	Material Costs <i>11</i>	18,220	21,539	3,319	107,798	110,308	(2,510)
434	Bad and Doubtful Debts <i>12</i>	230	207	(23)	1,220	1,228	(8)
11,574	Depreciation and Amortisation <i>13</i>	14,249	13,096	(1,153)	52,407	52,407	1
37	Borrowing Costs <i>14</i>	32	31	(1)	190	190	(0)
0	Finance Cost- Leases <i>15</i>	0	0	0	27	27	0
	Revaluation decrement of IPP&E	0	0	0			
45,478	Total Expenditure	48,646	56,525	7,880	239,576	239,859	(283)
154,878	Total Surplus/Deficit Before Transfers.	158,999	146,183	12,816	369,373	397,628	28,255
	Other Comprehensive Income						
0	Net asset Revaluation Increment/(decrement)	0	0	0	55,097	54,385	0
154,878	Total comprehensive Result	158,999	146,183	12,816	424,470	452,013	28,255
	Reserve Transfers						
8,597	Transfers From Reserves	4,730	4,836	(106)	115,858	115,858	0
(89,362)	Transfer to Reserve	(12,062)	(12,612)	551	(181,315)	(92,137)	89,179
(80,764)	Total Net Transfers - Income/(Exp)	(7,331)	(7,776)	445	(65,457)	23,722	89,179
74,114	Total Surplus/(Deficit) Net of Transfers	151,667	138,407	13,260	359,013	475,735	117,434
154,878	Total comprehensive Result	158,999	146,183	12,816	424,470	452,013	28,255
	Less						
1,494	Grants- Capital	1,197	2,214	(1,017)	13,867	20,769	6,902
28,906	Contributions	17,941	11,000	6,941	314,681	326,550	11,869
(418)	Net Gain/(Loss) on Disposal of IPP&E	(1,106)	547	(1,653)	16,441	16,441	0
0	Fair value increment on investment properties	0	0	0	0	0	0
0	Net asset Revaluation Increment/(decrement)	0	0	0	(55,097)	(54,385)	0
124,896	Underlying Surplus/(Deficit)	140,967	132,422	8,545	24,384	33,867	9,484

MINUTES OF THE MEETING OF COUNCIL

Item 13.3 Finance Report for Period Ended 30 September 2023

Appendix 1 Finance Report September 2023/24

27 NOVEMBER 2023

Monthly Management Report 2023/24

Operating Statement - Significant Variance Comments

For the Quarter Ended 30 September 2023

The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure Type	Notes	YTD Actual (\$'000)	YTD Budget (\$'000)	Variance - Fav/(Unfav) (\$'000)	YTD Actuals to YTD Budget Variance Explanations
Income					
Rates & Charges	1	170,890	170,928	(38)	Rates & Charges are unfavourable compared to YTD Budget by (\$0.04m) mainly due to an unfavourable variance of (\$0.09m) in Supplementary Rates which is partially offset by a \$0.05m favourable variance in Other Rates & Charges.
Statutory Fees and Fines	2	3,277	3,159	119	Statutory Fees and Fines are \$0.12m favourable compared with YTD Budget due to favourable variances in the following areas - Parking & infringement \$0.07m , Local Laws \$0.39m , Food Act, Health Act & Tobacco Act \$0.05m . These are partially offset unfavourable variances of (\$0.20m) in Building Administration and (\$0.19m) in town planning & permit fee revenue.
User Fees	3	3,027	3,253	(227)	User Fees are unfavourable against YTD Budget by (\$0.23m) primarily due to an unfavourable variance of (\$0.98m) from cemetery operations, sub-division public lighting fee, supervision fee, permit fee & application fee. The unfavourable variance is offset by a favourable variance of \$1.21m from sub division plan checking fee, tree removal fee & rental income from facilities hire such as Melton Library, Cobblebank Stadium & Community Centres.
Grants- Operating	4	4,811	5,616	(805)	Operating Grants ended the period (\$0.80m) unfavourable against YTD Budget, mainly due to the following grants- ** Library Administration - (\$0.52m) ** Sleep and Setting - (\$0.10m) ** HRV Community Grant Program - (\$0.10m) ** Family Violence Intensive Support - (\$0.07m) ** DPI Roadside Weed Control - (\$0.01m)
Grants- Capital	5	1,197	2,214	(1,017)	Capital Grants are unfavourable compared to Budget by (\$1.01m) mainly in the following capital projects: ** Road Construction - Bridge Road, Cobblebank - (\$0.12m) ** Hume Drive Stage 2-Calder Park Dr- Gourlay Rd 8896 - (\$0.16m) ** Bulmans Road, West Melton - Urbanisation - (\$0.16m) ** Weir Views Childrens and Community Centre - (\$0.67m) ** The Parkway Reserve Upgrade - (\$0.16m) ** Plumpton Children's Centre & Neighbourhood House - (\$0.67m) ** Macpherson Park Rugby Pavilion & Pitch - Stage 3 - (\$0.15m) ** Toolern Creek Regional Park Minor Works - (\$0.11m) These unfavourable variances are partially offset by favourable variances in the following capital projects: ** Renewal Program Transport Sealed Roads - \$0.25m ** MTC Revitalisation Grant Round 2 - Kid Zone - \$0.16m ** Asset Management Services - \$0.78m
Contributions Monetary	6	10,434	11,000	(566)	Contributions Monetary ended the period marginally below budget. This result is driven by several variables including a weaker housing market due to higher interest rates, delays in the settlement of land and delays in the completion of subdivisions.
Contributions Non Monetary	7	7,507	0	7,507	This revenue item recognises infrastructure assets provided to Council by developers after the completion of sub-divisions. Contributions Non Monetary ended the period favourable to budget due to timing difference in budget profiling.

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MINUTES OF THE MEETING OF COUNCIL

Item 13.3 Finance Report for Period Ended 30 September 2023

Appendix 1 Finance Report September 2023/24

27 NOVEMBER 2023

Monthly Management Report 2023/24

Operating Statement - Significant Variance Comments

For the Quarter Ended 30 September 2023

The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure Type	Notes	YTD Actual (\$'000)	YTD Budget (\$'000)	Variance - Fav/(Unfav) (\$'000)	YTD Actuals to YTD Budget Variance Explanations
Net Gain/(Loss) on Disposal of IPP&E	8	(1,106)	547	(1,653)	Actual land sales for the period were 10 units compared to budgeted land sales of 324 units. There were 42 units that had settled and the number of units sold but yet to be settled is 224 resulting in an unfavourable YTD result of (\$1.43m) . Added to this we had a Fair value adjustment of Land held for sale of (\$0.19m) & Plant replacement - (\$0.03m) .
Other Revenue	9	7,607	5,991	1,615	Other Revenue is \$1.61m favourable to YTD Budget largely due to higher than anticipated interest income as a result of higher than expected interest rates received on investments combined with an increase in investments \$2.12m . This is offset by various unfavourable variances amounting to (\$0.51m) .
Fair value increment on investment properties		0	0	0	
Total Income		207,644	202,708	4,936	

MINUTES OF THE MEETING OF COUNCIL

27 NOVEMBER 2023

Item 13.3 Finance Report for Period Ended 30 September 2023

Appendix 1 Finance Report September 2023/24

Monthly Management Report 2023/24

Operating Statement - Significant Variance Comments

For the Quarter Ended 30 September 2023

The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure Type	Notes	YTD Actual (\$'000)	YTD Budget (\$'000)	Variance - Fav/(Unfav) (\$'000)	YTD Actuals to YTD Budget Variance Explanations
Expenditure					
Employee Costs	10	15,915	21,652	5,737	Employee costs are favourable to YTD Budget by \$5.74m . The bulk of this variance is attributable to vacancies across Council. Below is a split by Directorate of the overall unfavourable variance - Organisation Performance - \$2.35m Office of CEO - \$0.41m City Life - \$0.70m City Futures - \$0.58m City Delivery - \$1.70m
Material Costs	11	18,220	21,539	3,319	Contracts and Materials are favourable against YTD Budget by \$3.32m mainly due to - Contract Payments - \$4.04m Professional Advisory Services - \$0.49m This favourable variance is partially offset by unfavourable variances in Contract labour (agency) costs relating to the backfill of vacancies and engagement of contractors to deliver externally funded projects (\$1.09m) & Others (\$0.12m).
Bad and Doubtful Debts	12	230	207	(23)	Bad and doubtful debts are made up of infringement withdrawals and infringement debts deemed unrecoverable. These are due to infringements issued with errors, being withdrawn, or being voided due to legislative timeframes for internal review not being met. The increase in Bad and Doubtful Debts is due to an increase in the number of infringement notices issued, and an increase in the number of Local Law infringement notices being lodged with the Magistrates' Court that were issued in the previous financial year. The forecast has been increased based on the trend of YTD actuals.
Depreciation and Amortisation	13	14,249	13,096	(1,153)	The variance is due to timing of capitalisation of assets to be depreciated.
Borrowing Costs	14	32	31	(1)	
Finance Cost- Leases	15	0	0	0	
Total Expenditure		48,646	56,525	7,880	
Total Surplus/Deficit Before Transfers.		158,999	146,183	12,816	

Monthly Management Report 2023/2024				
1st Quarter Forecast vs Adopted Budget				
Forecast Operating Statement by Income / Expenditure				
Income/Expenditure Type	Notes	Full Year Approved Budget (\$'000)	1st Qtr Forecast (\$'000)	1st Quarter Forecast Variance to Adopted (\$'000)
Income				
Rates & Charges	1	178,729	178,729	0
Statutory Fees and Fines	2	13,563	14,607	1,045
User Fees	3	12,792	12,344	(448)
Grants- Operating	4	34,680	35,188	508
Grants- Capital	5	13,867	20,769	6,902
Contributions Monetary	6	133,016	113,272	(19,744)
Contributions Non Monetary	7	181,665	213,278	31,613
Net Gain/(Loss) on Disposal of IPP&E	8	16,441	16,441	0
Other Revenue	9	24,195	32,858	8,663
Total Income		608,949	637,487	28,538
Expenditure				
Employee Costs	10	77,934	75,700	2,235
Material Costs	11	107,798	110,308	(2,510)
Bad and Doubtful Debts	12	1,220	1,228	(8)
Depreciation and Amortisation	13	52,407	52,407	1
Borrowing Costs	14	190	190	(0)
Finance Cost- Leases	15	27	27	0
Total Expenditure		239,576	239,859	(283)
Total Surplus/Deficit for the Year Before Trfs.		369,373	397,628	28,255
Underlying Surplus/(deficit)		24,384	33,867	9,484
Council Capital Budget		114,508	92,309	22,199
Capital DCP-In-Kind		140,422	153,506	(13,084)

MINUTES OF THE MEETING OF COUNCIL

Item 13.3 Finance Report for Period Ended 30 September 2023

Appendix 1 Finance Report September 2023/24

27 NOVEMBER 2023

Monthly Management Report 2023/24

Operating Statement - Significant Variance Comments

Approved Budget vs. 1st Quarter Forecast

The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure Type		Full Year Approved Budget	1st Qtr Forecast	1st Quarter Forecast Variance to Adopted Budget	Approved Budget to 1st Quarter Forecast Variance Explanations
		(\$'000)	(\$'000)	(\$'000)	
Income					
Rates & Charges	1	178,729	178,729	0	No variance as the Budget & Forecast are one and the same
Statutory Fees and Fines	2	13,563	14,607	1,045	Statutory Fees and Fines are forecasted to finish favourably compared to Full Year Budget by \$1.04m due to the following: \$1.48m - Higher than expected Infringement Revenue primarily within Litter & Building Sites, Parking, Local Laws, Food & Health Act. Higher than anticipated infringements issued in Litter & Building Sites is attributable to process improvements such as CCTV monitors which enables the team to detect identity through non-compliances; while Parking infringements are due to a focus on safety around school zones. The favourable variance was offset by the unfavourable variance due to: (\$0.44m) - Lower than budgeted Permit Fees and other Registration Fees within Town Planning due to a slowing of new development approvals.
User Fees	3	12,792	12,344	(448)	User Fees are expected to finish (\$0.45m) unfavourable to FY Budget primarily due lower than budgeted subdivision fees.
Grants- Operating	4	34,680	35,188	508	Operating Grants are forecast to finish favourably compared to Full Year Budget by \$0.50m due to increased amounts of grants for the following programs: ** Maternal & Child Health (Enhanced, Universal & Parent Education) - \$0.30m ** Family (Daycare, Family Support & Family Violence) - \$0.20m
Grants- Capital	5	13,867	20,769	6,902	Forecast is favourable to budget by \$6.90m primarily due to increased forecast against: ** Plumpton Children's Centre & Neighbourhood House \$6.30m ** Renewal Program - Sealed Roads - \$0.25m ** Mt Atkinson East Community Hub (PY 13172) - \$0.20m ** Caroline Springs Blvd – Pedestrian Operated Signals - 0.18m The favourable variance in forecast is partially offset by unfavourable variance in- ** Other - (\$0.03m)
Contributions Monetary	6	133,016	113,272	(19,744)	Cash contribution year to date is below projection and this has been reflected in a downward revision in the forecast which is mainly driven by a weaker housing market due to increase in interest rates and delays in completing subdivision.
Contributions Non Monetary	7	181,665	213,278	31,613	This revenue item recognises infrastructure assets provided to Council by developers after the completion of sub-divisions. The forecast non cash contribution is anticipated to end favourably when compared against adopted budget. This is due to earlier than expected completion of subdivisions and subsequent handing over of assets by Developers.
Net Gain/(Loss) on Disposal of IPP&E	8	16,441	16,441	0	No variance as the Budget & Forecast are one and the same
Other Revenue	9	24,195	32,858	8,663	Other Revenues are forecasted to finish favourably compared to FY Budget by \$8.66m primarily due to higher than budgeted interest income due to higher than anticipated interest rates received on investments \$8.49m & Others \$0.17m .
Total Income		608,949	637,487	28,538	

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MINUTES OF THE MEETING OF COUNCIL

27 NOVEMBER 2023

Item 13.3 Finance Report for Period Ended 30 September 2023

Appendix 1 Finance Report September 2023/24

Monthly Management Report 2023/24

Operating Statement - Significant Variance Comments

Approved Budget vs. 1st Quarter Forecast

The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

Income/Expenditure Type		Full Year Approved Budget	1st Qtr Forecast	1st Quarter Forecast Variance to Adopted Budget	Approved Budget to 1st Quarter Forecast Variance Explanations
		(\$'000)	(\$'000)	(\$'000)	
Expenditure					
Employee Costs	10	77,934	75,700	2,235	Employee costs at are projected to finish favourably in net terms by \$2.23m by year-end. The favourable variance is primarily due to vacancies in the following areas - City Life - \$1.00m City Delivery - \$0.28m Organisational Excellence - \$0.95m
Material Costs	11	107,798	110,308	(2,510)	Contracts and Materials are forecasted to overspend Full Year Budget by (\$2.51m) primarily due to the following expenses- Contract Labour - (\$2.31m) Legal Fees - (\$0.45m) Contract Payments - (\$0.10m) Other Materials & Services - (\$0.52m) Professional Advisory Services - (\$0.29m) The unfavourable variance is partially offset by favourable variance in - Information Technology (Implementation Cost) - 0.12m
Bad and Doubtful Debts	12	1,220	1,228	(8)	Bad and doubtful debts are made up of infringement withdrawals infringement debts deemed unrecoverable. This can be due to infringements issued with errors, being withdrawn, or being voided due to legislative timeframes for internal review not being met. The increase in the Bad and Doubtful Debts is due to an increase in the number of infringement notices issued, and an increase in the number of Local Law infringement notices being lodged with the Magistrates' Court that were issued in the previous financial year, and the forecast has been increased based on the trend of YTD actuals.
Depreciation and Amortisation	13	52,407	52,407	1	
Borrowing Costs	14	190	190	(0)	
Finance Cost- Leases	15	27	27	0	
Total Expenditure		239,576	239,859	(283)	
Total Surplus/Deficit Before Transfers.		369,373	397,628	28,255	
Underlying Operating Results Surplus/(Deficit)		24,384	33,867	9,484	

BALANCE SHEET STATEMENT	2023/24 Actuals Sep-23 (\$'000)	2022/23 Last Year Actuals Jun-23 (\$'000)	2023/24 Budget Full Year (\$'000)
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	598,438	571,401	695,604
Non-current assets classified as "held for sale"	228	78	
Trade and Other Receivable	164,439	59,704	32,259
Inventories	12	12	6
Other Assets	16,099	26,388	27,509
Prepayments	0	461	
TOTAL CURRENT ASSETS	779,215	658,043	755,378
NON CURRENT ASSETS			
Inventories	16	16	11
Property, infrastructure, plant and equipment (Inc. WIP)	3,734,322	3,753,386	3,752,731
Investment Property	8,550	8,550	7,170
Intangibles	1,968	2,050	1,723
Right Of Use Assets	392	482	510
TOTAL NON CURRENT ASSETS	3,745,247	3,764,484	3,762,145
TOTAL ASSETS	4,524,463	4,422,527	4,517,523
CURRENT LIABILITIES			
Trade and Other Payables	50,735	51,187	85,931
Trust funds and deposits	35,481	14,281	16,979
Unearned Income	25,595	25,664	
Provisions	14,529	13,608	13,881
Interest-Bearing Loans and Borrowings	2,607	2,607	2,241
Lease Liability	283	283	319
TOTAL CURRENT LIABILITIES	129,230	107,630	119,351
NON CURRENT LIABILITIES			
Trust funds and deposits	131	23,789	22,146
Provisions	1,963	1,795	1,633
Interest-Bearing Liabilities	2,509	3,163	922
Lease Liabilities	237	237	204
TOTAL NON CURRENT LIABILITIES	4,840	28,984	24,906
TOTAL LIABILITIES	134,070	136,615	144,256
NET ASSETS	4,390,392	4,285,913	4,373,266
EQUITY			
Accumulated Surplus	2,440,810	2,343,662	2,472,396
Reserves	1,949,582	1,942,251	1,900,870
TOTAL EQUITY	4,390,392	4,285,913	4,373,266

Balance Sheet - Comments

General

The following comments relate to the balance sheet as at the end of 30 September 2023.

Current Assets

Cash & Investments

Council's cash position (including investments), as at 30 September 2023 was \$598.4m, which represents an increase of \$27.0m from the opening position as at 1 July 2023 of \$571.4m. Details of 'Cash on hand' inflow and outflow of funds are detailed in the Cash Flow Statement.

Cashflow Summary	Cash on hand (\$'000)	Investments (\$'000)	TOTAL (\$'000)
Op Cash & Investments at 1st July 2023	\$23,401	\$548,000	\$571,401
Plus: Net Inflow/(Outflow) from Operating activities	(\$4,336)	\$0	(\$4,336)
Plus: Net Inflow/(Outflow) from Investing activities	(\$6,533)	\$38,591	\$32,058
Less: Net Inflow/(Outflow) from Financing activities	(\$686)	\$0	(\$686)
Net Increase/(decrease)	(\$11,555)	\$38,591	\$27,036
TOTAL Cash & Investments as at 30 June 2023	\$11,846	\$586,591	\$598,437

Receivables

Total receivables outstanding as at 30 September 2023 amounted to \$164.4m. The total outstanding receivables comprised:

Receivables	30 Sep 2023 (\$'000)	30 Sep 2022 (\$'000)
Rate Debtors	\$148,616	\$130,705
Infringements & Local Laws Debtors	\$7,289	\$6,150
Sundry & other debtors net of provision for doubtful debts	\$8,534	\$4,385
Total Receivables	\$164,439	\$141,238

Non-Current Assets

Infrastructure, Plant & Equipment

The value of Council's property, plant & equipment has decreased by \$19.0m to \$3.734b from the balance at 30 June 2023 of \$3.753b. This decrease is net of the additions and disposal of assets and net of asset revaluations, offset by the depreciation charge for the period. Non-monetary capital works contributions as at 30 September 2023 amount to \$7.6m.

Intangible Asset

The intangible assets of \$1.97m represent non-exclusive licence granted to Melton City Council by the Department of Education and the Caroline Springs College for the use of the College Creekside Campus and the Spring side Children's and Childcare facility built on DOE land and Kororoit Creek Learning Centre. The balance represents Council's contributions net of amortisations.

Current & Non-Current Liabilities

Payables

Creditors have decreased marginally by \$0.45m from the 30 June 2023 balance of \$51.19m to \$50.73m at balance date. The outstanding payables amount varies from month to month depending upon the status of the accounts payable cycle.

Provisions (Employee Benefits)

Employee benefits represent current and non-current components of annual and long service leave liabilities at balance date. Current component of the liability is estimated to be \$14.53m, with the non-current at \$1.96m.

Interest Bearing Liabilities

Total loan liability as at 30 September 2023 is \$2.61m. Principal repayment for the year to date amounted to \$0.65m.

Working Capital and Liquidity

The working capital ratio is used to assess Council's ability to meet current commitments and is derived by dividing current assets by current liabilities. The working capital ratio for the period is 1:6.3. The ratio after removing the impact of rate debtors is 1:4.8.

CASH FLOW STATEMENT	2023/2024 Actuals Sep-23 (\$'000)	2022/2023 Last Year Actuals Jun-23 (\$'000)	2023/2024 Budget Full Year (\$'000)
Cash Flow from Operating Activities			
<u>Finance Report</u>			
Rates and charges	39,442	156,528	178,217
Statutory fees and fines	2,472	12,528	14,975
User fees	3,027	10,939	14,124
Grants - operating	4,811	46,785	34,809
Grants - capital	1,191	13,666	13,467
Contributions - monetary	7,507	79,668	133,016
Interest received	(17,476)	17,295	20,719
Trust funds and deposits taken	(2,458)	(1,544)	415
Other receipts	40,525	(25,589)	18,980
Net GST refund / payment	5,249	21,342	2,439
<u>PAYMENTS</u>			
Employee Costs	(14,827)	(65,657)	(69,225)
Materials and Services	(74,261)	(108,841)	(105,884)
Other Payments	461	(24,398)	(36,095)
NET CASH FROM OPERATING ACTIVITIES	(4,336)	132,722	219,957
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for Acquisition of Non-Current Assets	22,619	(58,675)	(124,535)
Proceeds from Sale of Non-Current Assets	9,439	12,865	26,784
Payments for Investments	0	0	0
Proceeds from Sale of Investments			
NET CASH FROM INVESTING ACTIVITIES	32,058	(45,810)	(97,751)
CASH FLOW FROM FINANCING ACTIVITIES			
Repayment of borrowings	(654)	(2,502)	(2,607)
Finance Costs	(32)	(283)	(179)
Interest Paid - Lease Liability	0	(20)	(23)
Repayment of Lease Liability	0	(497)	(352)
NET CASH FROM FINANCING ACTIVITIES	(686)	(3,302)	(3,161)
NET INCREASE/(DECREASE) IN CASH HELD	27,037	83,610	119,045
<u>CASH POSITION</u>			
Cash Balance at Beginning- as at 1st July	571,401	487,791	576,560
Cash Balance at End of Period	598,438	571,401	695,605

Summary of Overdue Rate Debt Arrears & Recovery Actions - September 2023

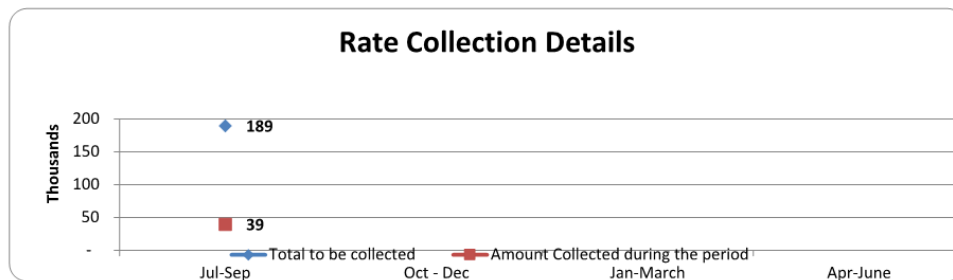
SUMMARY OF OVERDUE RATE DEBT ARREARS & RECOVERY AS AT 30 September 2023	NO OF PROPERTIES	RATE DEBTS OUTSTANDING \$000'S
Summons issued	17	\$152,800
Judgements issued	14	\$218,700
Summon for oral examinations issued	41	\$671,490
Legal arrangements	849	\$2,295,756
Other actions-Demand letter etc	397	\$3,413,686
Total Debt Recovery Action In Progress	1,318	6,752,432
Arrangements in place-Non legal	1,330	\$1,680,056
Properties that Midstate are doing Courtesy Calls for	3,039	\$5,644,171
Properties with no recovery/arrangements in place	2,481	\$1,932,699
Sub Total	8,168	16,009,358
Properties in credit	796	-\$ 1,129,873
TOTAL Rate Debtors		14,879,485

No of Financial hardship applications received in September 2023 (Excluding COVID-19 applications)	5
No of online COVID-19 Financial hardship applications received in September 2023	23

Comparison Between 2021/22 to 2022/23		
Total No of financial hardship applications received from July 2021 to June 2022	198	All were approved
Total No of financial hardship applications received from July 2022 to June 2023	316	All were approved

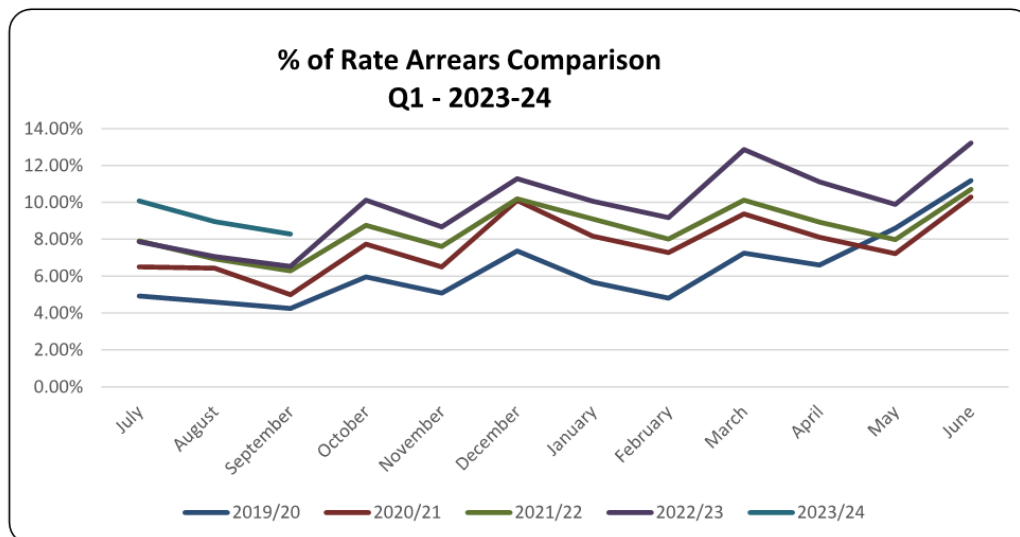
Rate Balances & Collection Details**2023-2024**

Rate Collection Details	Jul-Sep (\$'000)	Oct - Dec (\$'000)	Jan-March (\$'000)	Apr-June (\$'000)
Outstanding debtor balance as at 1 July	18,585			
Rates raised in 2023-2024	171,297			
Interest raised to date	152			
Rebates, adjustment and unallocated Pmts	(4,463)			
Supplementary rates raised	3,904			
Total to be collected	189,475			
Amount Collected during the period	39,442			
Balance to be collected	150,033	-	-	-



Analysis of Overdue Instalment Rate Debtors - Sep 2023*(Excluding Fire Service Levy)*

Overdue Rate Debtors by Value	No of Properties	Debts Outstanding (\$)
<i>Owings</i>		
<i>Less Than \$1000</i>	4,425	\$1,611,662
<i>\$1000 to \$1999</i>	1,519	\$2,199,324
<i>\$2000 to \$4999</i>	1,402	\$4,441,590
<i>\$5000 to \$10,000</i>	599	\$4,111,599
<i>Greater Than 10,000</i>	223	\$3,645,183
SubTotal	8,168	16,009,358
Properties in credit	796	-\$ 1,129,873
TOTAL Rate Debtors		14,879,485

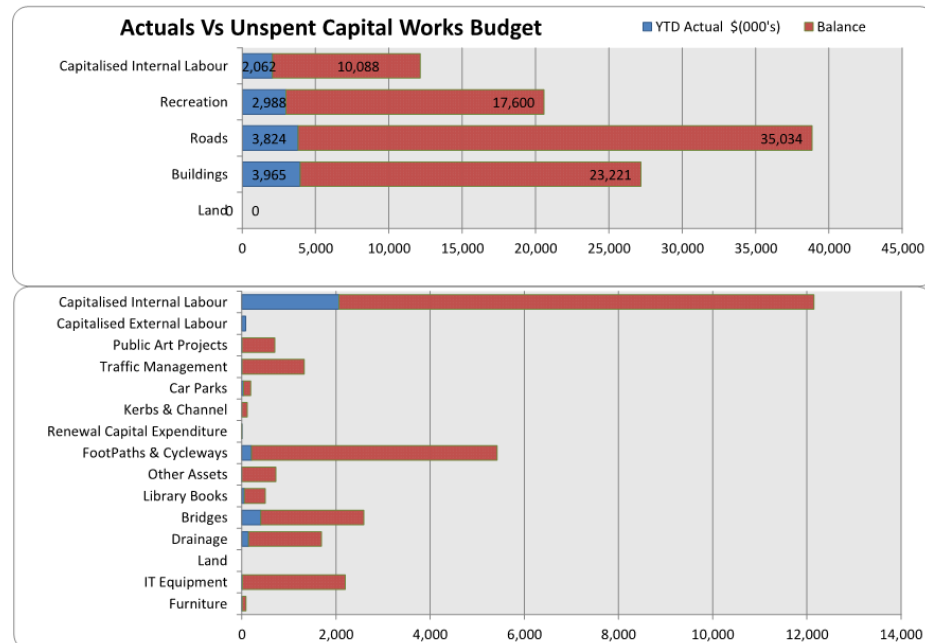
There are 796 properties in credit. Total credit is \$1,129,873

CAPITAL EXPENDITURE BY CATEGORY

1st Quarter Ended 30th September 2023

2023/2024 FINANCIAL YEAR

CAPITAL EXPENDITURE	YTD Actual \$(000's)	YTD Budget \$(000's)	YTD Variance \$(000's)	Full Year Approved Budget \$(000's)	1st Qtr Forecast \$(000's)	1st Qtr Forecast Variance to Budget \$(000's)
Furniture	14	7	(7)	90	37	53
IT Equipment	15	390	375	2,197	1,982	215
Land	0	0	0	0	0	0
Buildings	3,965	6,794	2,829	27,186	22,815	4,371
Roads	3,824	9,711	5,887	38,858	35,670	3,188
Drainage	144	424	280	1,696	1,326	370
Bridges	406	648	242	2,594	1,306	1,288
Recreation	2,988	4,394	1,406	20,588	21,099	(511)
Library Books	56	125	69	500	56	444
Other Assets	(6)	180	186	722	166	556
FootPaths & Cycleways	206	1,355	1,149	5,421	3,111	2,310
Renewal Capital Expenditure	5	0	(5)	0	5	(5)
Kerbs & Channel	0	30	30	120	0	120
Car Parks	38	47	9	190	295	(105)
Traffic Management	6	332	326	1,330	211	1,119
Public Art Projects	3	176	173	706	26	680
Capitalised External Labour	83	0	(83)	0	164	(164)
Capitalised Internal Labour	2,062	3,036	974	12,150	4,040	8,110
Total Capex Excl Capital DCP In Kind	13,809	27,649	13,840	114,348	92,309	22,039
Capital DCP in Kind	3,760	3,713	(47)	140,422	153,506	(13,084)
Total Capital Expenditure	17,569	31,362	13,793	254,770	245,815	8,955



13.4 AUDIT AND RISK COMMITTEE MINUTES - 8 NOVEMBER 2023

Author: Renee Hodgson - Governance Coordinator

Presenter: Megan Kruger - Head of Governance

Cr Kesic departed the Chamber at 8.01pm

PURPOSE OF REPORT

To present to Council the confirmed minutes (minutes) of the Audit and Risk Committee meeting held on Wednesday 8 November 2023.

RECOMMENDATION:

That Council:

1. Note the minutes of the Audit and Risk Committee meeting held on 8 November 2023, provided as **Appendix 1** to this report.
2. Adopt the recommendations endorsed or approved by the Audit and Risk Committee, arising within the minutes.

Motion

Crs Shannon/Carli.

That Council:

1. Note the minutes of the Audit and Risk Committee meeting held on 8 November 2023, provided as **Appendix 1** to this report.
2. Adopt the recommendations endorsed or approved by the Audit and Risk Committee, arising within the minutes.

CARRIED

REPORT

1. Executive Summary

The minutes of the Audit and Risk Committee meeting held on 8 November 2023 are appended to this report as **Appendix 1**.

The minutes contain recommendations for the consideration of Council.

2. Background/Issues

The Audit and Risk Committee is established by the Council pursuant to Section 53 of the *Local Government Act 2020* ('the Act').

The primary function and responsibility of the Audit and Risk Committee is to monitor the compliance of Council policies and procedures with the Act including any regulations, and chiefly, the overarching governance principles, Council's financial and performance reporting, Council's risk management and fraud prevention systems and controls and oversee the internal and external audit function.

The Audit and Risk Committee makes recommendations to Council for its consideration. These recommendations are set out in the minutes attached at **Appendix 1** for matters that the Audit and Risk Committee considered.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance.

4. Financial Considerations

Any and all financial considerations are set out within the reports and minutes of the Audit and Risk Committee.

5. Consultation/Public Submissions

Not applicable.

6. Risk Analysis

A risk analysis is contained within each report to the Audit and Risk Committee.

Risks identified by the Audit and Risk Committee and recommendations in relation to same should be carefully considered by Council as these represent an independent and forensic appraisal of the issues.

7. Options

The Audit and Risk Committee is not a delegated committee and operates in an advisory capacity to Council, therefore Council has the discretion to accept, reject or amend the Committee's recommendations.

LIST OF APPENDICES

1. Confirmed Audit and Risk Committee Minutes dated 8 November 2023



MELTON CITY COUNCIL

**Minutes of the
Audit and Risk Committee Meeting of
the Melton City Council**

8 November 2023

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

Prior to the commencement of the meeting, the Committee members met in camera in the absence of management to discuss relevant matters. The members then held an in camera conversation with Council's Internal Auditor, Wilson Tang, followed by an in camera conversation with Council's Chief Executive Officer.

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4. MINUTES OF PREVIOUS MEETINGS	7
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5.1 TRACKING REPORT FOR AUDIT AND RISK COMMITTEE ACTIONS	7
To present the <i>Tracking Report for Audit and Risk Committee Actions</i> as at November 2023.	
6. PRESENTATION OF STAFF REPORTS	8
6.1 AUDIT AND RISK COMMITTEE BIENNIAL REPORT TO COUNCIL	8
To ratify the biennial report on the activities of the Audit and Risk Committee that was presented to Council at its meeting held 25 September 2023 as required by the <i>Local Government Act 2020</i> .	
6.2 INFORMATION TECHNOLOGY KEY RISKS	8
To provide a presentation update to the Audit and Risk Committee regarding Information Technology Key Risks, covering the ICT and Digital Strategy and Security Roadmap.	
6.3 ATHERSTONE JOINT VENTURE - PROJECT UPDATE	8
To provide an update in relation to the Atherstone Estate, Council's joint venture development being undertaken in partnership with Lend Lease Communities.	
6.4 ENERGY SAFE VICTORIA AUDIT OF COUNCIL'S ELECTRIC LINE CLEARANCE MANAGEMENT PLAN	9
To provide an update to the Audit and Risk Committee on the Energy Safe Victoria Audit of Council's Electric Line Clearance Management Plan.	

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

6.5	END OF YEAR CAPITAL EXPENDITURE REPORT FOR 2022-23	9
	To present the 2022-23 End of Year Capital Expenditure Report.	
6.6	FINANCE REPORT - PERIOD ENDED 30 SEPTEMBER 2023	9
	To present the 2022/2023 Finance Report for the three months ended 30 September 2023.	
6.7	CEO PROCUREMENT DELEGATIONS REPORT	9
	To provide the Audit and Risk Committee with a quarterly report on use of the role specific procurement delegations of the CEO whilst two value thresholds for procurement methodologies exist at Melton City Council.	
6.8	QUARTERLY INVESTMENT HOLDINGS REPORT	10
	To present the Investment Holding Report for the three months ended 30 September 2023 (the report).	
6.9	REVIEW OF THE ADEQUACY AND EFFECTIVENESS OF KEY POLICIES, SYSTEMS AND CONTROLS AND THEIR CONSISTENCY WITH THE LOCAL GOVERNMENT PRINCIPLES	10
	To update the Audit and Risk Committee on the review of Key Policies and Procedures.	
6.10	HOSPITALITY & ENTERTAINMENT REPORT	10
	To present the Hospitality & Entertainment Report for the year ended 30 June 2023 (the Report).	
6.11	INTERNAL AUDIT STATUS REPORT AS AT NOVEMBER 2023	11
	To present the Internal Audit Status Report as at August 2023 (the Report).	
6.12	QUARTERLY GOVERNANCE REPORT	11
	To provide the Audit and Risk Committee with an update of Council's key governance, integrity, legal and compliance activities.	
6.13	INTERNAL AUDIT REPORT ON COUNCIL'S CONTRACT MANAGEMENT	11
	To present the final report for the Internal Audit of Council's Contracts Management.	
6.14	INTERNAL AUDIT REPORT ON COUNCIL'S CUSTOMER SERVICE	12
	To present the final report for the Internal Audit of Council's Customer Service.	

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

6.15	INTERNAL AUDIT REPORT ON COMMUNITY GRANT MANAGEMENT	12
	To present the final report for the Internal Audit of Community Grant Management and provide an update on management responses to recommendations therein, and to present the outcomes of the Community Grants Review Project and the Council report endorsed key recommendations for the Internal Audit on future Community Grant Management.	
6.16	FOLLOW-UP OF PRIOR INTERNAL AUDIT RECOMMENDATIONS	12
	To present the final report for the Follow-Up of Prior Internal Audit Recommendations	
6.17	SCOPE FOR THE INTERNAL AUDIT OF FINANCIAL CONTROLS	13
	To present the <i>Scope for the Internal Audit of Financial Controls</i> .	
6.18	SCOPE FOR THE INTERNAL AUDIT OF WASTE MANAGEMENT	13
	To present the <i>Scope for the Internal Audit of Waste Management</i> .	
6.19	INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR NOVEMBER 2023	13
	To present the <i>Internal Audit Recommendations Tracking Report for November 2023</i> (the Report).	
6.20	INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT	14
	To present the Internal Auditors' Recent Issues Insights Quarterly Report, November 2023 (the Report).	
6.21	ANNUAL ASSESSMENT OF AUDIT AND RISK COMMITTEE PERFORMANCE	14
	To present the results of the annual assessment of the Audit and Risk Committee performance, undertaken by members and regular management attendees at Audit and Risk Committee meetings, as to the Committee's performance over the past 12 months.	
6.22	SCHEDULE OF AUDIT AND RISK COMMITTEE MEETINGS FOR 2024	14
	To present the Audit and Risk Committee meetings schedule for 2024.	
6.23	ANNUAL WORK PLAN FOR 2024 FOR AUDIT AND RISK COMMITTEE	15
	To present the Audit and Risk Committee Annual Work Plan for 2024 for approval.	
7.	OTHER MATTERS RAISED BY THE COMMITTEE	15

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**8 NOVEMBER 2023**

8.	CONFIDENTIAL BUSINESS	15
8.1	QUARTERLY LEGAL REPORT ON SIGNIFICANT LEGAL MATTERS	15
	To report to the Audit and Risk Committee on significant legal matters which may expose Council to an Order (or a financial penalty) in the sum of \$100,000 or more which are not covered or handled by Council's insurers.	
9.	NEXT MEETINGS	15
10.	CLOSE OF BUSINESS	15

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

8 NOVEMBER 2023

MELTON CITY COUNCIL

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE
MELTON CITY COUNCIL HELD IN THE GREY BOX FOREST ROOM,
CIVIC CENTRE, 232 HIGH STREET, MELTON ON
8 NOVEMBER 2023 AT 12.00PM

Present: Jeff Rigby, Chairperson, Independent External Member
Farshan Mansoor, Independent External Member
Kathy Majdlik, Mayor
Julie Shannon, Councillor

Attendees: Roslyn Wai, Chief Executive Officer
Peter Leersen, Chief Financial Officer
Sam Romaszko, Director City Futures
Troy Scoble, Director City Life
Neil Whiteside, Director City Delivery
Megan Kruger, Head of Governance
Ajay Ravindran, Head of Technology
Natalie Marino, Manager Finance
Renee Hodgson, Senior Coordinator Governance

Guests: Wilson Tang, Internal Auditor

1. WELCOME / ELECTION OF CHAIR (IF REQUIRED)

The Chairperson formally opened the meeting at 1.23pm with an Acknowledgement of Country and welcomed the committee members, including the two newly appointed Councillor members, Mayor Majdlik and Councillor Shannon.

2. APOLOGIES AND LEAVE OF ABSENCE

John Watson, Independent External Member

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

3. DECLARATIONS**3.1 DECLARATIONS OF INTEREST AND/OR CONFLICT OF INTEREST**

There were no declarations made by Committee members or attendees.

3.2 INTEGRITY DECLARATIONS

The Chief Executive Officer briefed the Committee, in camera, on a matter prior to the commencement of the meeting.

No further declarations with respect to any pending legal action, other than those provided at the in camera briefing and those included in reports on the agenda, were made from the Chief Executive Officer and the Head of Governance.

Council's Internal Auditor, Wilson Tang, declared no obstruction to the work of internal audit.

4. MINUTES OF PREVIOUS MEETINGS**RESOLUTION:**

Moved: Farshan Mansoor

Seconded: Jeff Rigby

The Minutes of the Audit and Risk Committee Meeting held on 14 September 2023 and noted by Council at its Scheduled Meeting held on 25 September 2023 were confirmed.

CARRIED

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**5.1 TRACKING REPORT FOR AUDIT AND RISK COMMITTEE ACTIONS**

Author: Renee Hodgson - Governance Coordinator

Presenter: Megan Kruger - Head of Governance

The Audit and Risk Committee noted the *Tracking Report for Audit and Risk Committee Actions* as at November 2023, provided as **Appendix 1** to this Committee report.

Action:

Manager People and Culture to be invited to next Audit and Risk Committee meeting to provide a briefing update in relation to the People and Culture space.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

6. PRESENTATION OF STAFF REPORTS**6.1 AUDIT AND RISK COMMITTEE BIENNIAL REPORT TO COUNCIL****Author: Renee Hodgson - Governance Coordinator****Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee ratified the report of the Audit and Risk Committee's activities, for the period June – September 2023, presented to Council at its 25 September 2023 meeting.

Action:

Include Internal Audit Matrix for interpretation of 'Overall Control Environment Rating' in future Biennial Reports to Council .

6.2 INFORMATION TECHNOLOGY KEY RISKS**Author: Ajay Ravindran - Head of Technology****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee received and noted the presentation update provided by Council's Head of Technology, Ajay Ravindran, regarding Information Technology Key Risks.

Ajay Ravindran departed the meeting at 1.49pm.

6.3 ATHERSTONE JOINT VENTURE - PROJECT UPDATE**Author: Peter Leersen - Director Organisational Performance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee noted the report and briefing from management on the Atherstone Joint Venture Project Update.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

6.4 ENERGY SAFE VICTORIA AUDIT OF COUNCIL'S ELECTRIC LINE CLEARANCE MANAGEMENT PLAN**Author: Wayne Kratsis - Parks and Open Space Coordinator****Presenter: Neil Whiteside - Director City Delivery**

The Audit and Risk Committee:

1. Noted the legislative requirements of Council in maintaining vegetation around powerlines; and
 2. Noted the outcomes of the Energy Safe Victoria Audit of Council's Electric Line Clearance Management Plan, including non-conformances identified in the audit process and the corrective actions undertaken to achieve compliance.
-

6.5 END OF YEAR CAPITAL EXPENDITURE REPORT FOR 2022-23**Author: Melissa Courtney - ePMO Lead****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee received and noted the End of Year Capital Expenditure Report for 2022-23.

6.6 FINANCE REPORT - PERIOD ENDED 30 SEPTEMBER 2023**Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee received and noted the Finance Report for the period ended 30 September 2023.

6.7 CEO PROCUREMENT DELEGATIONS REPORT**Author: Peter Leersen - Director Organisational Performance****Presenter: Roslyn Wai - Chief Executive Officer**

The Audit and Risk Committee:

1. Noted the CEO Procurement Delegations Quarterly Report;
 2. Endorsed the continuation of the CEO Procurement Delegations.
-

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

8 NOVEMBER 2023

6.8 QUARTERLY INVESTMENT HOLDINGS REPORT**Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee:

1. Received and noted the Quarterly Investment Holdings Report;
2. Endorsed the revised Investment Policy Statement, inclusive of the following suggested amendments, to be reviewed by Council in November 2023:
 - a. Addition of footnote for clarification to section 4.2;
 - b. Standardise references to investment ratings.

Action:

Include an annual meeting with the Victorian Funds Management Corporation (VFMC) in Audit and Risk Committee Workplan as required under the endorsed Investment Policy Statement.

6.9 REVIEW OF THE ADEQUACY AND EFFECTIVENESS OF KEY POLICIES, SYSTEMS AND CONTROLS AND THEIR CONSISTENCY WITH THE LOCAL GOVERNMENT PRINCIPLES**Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee received and noted the updated progress on the review of the Finance and Accounting Policies and Procedures.

6.10 HOSPITALITY & ENTERTAINMENT REPORT**Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee received and noted the Hospitality and Entertainment Report for 2022/23.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

6.11 INTERNAL AUDIT STATUS REPORT AS AT NOVEMBER 2023**Author: Renee Hodgson - Governance Coordinator****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee received and noted the Internal Audit Status Report as at November 2023, and agreed that the Asset Management Internal Audit will be considered out-of-session prior to the end of the year in order to allow management to consider timeframes for recommendations.

Action:

Schedule online Audit and Risk Committee meeting prior to the end of the year, to consider the Internal Audit on Asset Management Report and the Internal Audit Plan.

6.12 QUARTERLY GOVERNANCE REPORT**Author: Megan Kruger - Head of Governance****Presenter: Megan Kruger – Head of Governance**

The Audit and Risk Committee received and noted the Quarterly Governance Report.

Natalie Marino departed the meeting at 2.55pm.

6.13 INTERNAL AUDIT REPORT ON COUNCIL'S CONTRACT MANAGEMENT**Author: Megan Kruger - Head of Governance****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee:

1. Received and accepted the final report for the Internal Audit of Council's Contracts Management (the Report); and
2. Recommended Council adopt the recommendations arising within the Report.

Action:

Place the Internal Audit of Procurement Report, presented to the Audit and Risk Committee at its meeting of 15 December 2022, in the resource centre in Diligent and circulate to councillor members for information of the Committee.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

6.14 INTERNAL AUDIT REPORT ON COUNCIL'S CUSTOMER SERVICE**Author: Megan Kruger - Head of Governance****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee:

1. Received and accepted the final report for the Internal Audit of Council's Customer Service (the Report); and
2. Recommended Council adopt the recommendations arising within the Report.

The Chair commended the audit process, specifically in reference to the survey of frontline staff.

Action:***Chief Executive Officer to provide feedback to frontline staff in relation to the Internal Audit Report on Council's Customer Service.***

6.15 INTERNAL AUDIT REPORT ON COMMUNITY GRANT MANAGEMENT**Author: Jarrod Byham - Grants Delivery and Attraction Lead****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee:

1. Noted the Community Grants Review Project approval by Council;
 2. Received and accepted the final report for the Internal Audit of Community Grant Management (the Report); and
 3. Recommended Council adopt the recommendations arising within the Report, noting a large proportion have been completed under the Community Grants Review Project.
-

6.16 FOLLOW-UP OF PRIOR INTERNAL AUDIT RECOMMENDATIONS**Author: Megan Kruger - Head of Governance****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee:

1. Received and accepted the final report for the Follow-Up of Prior Internal Audit Recommendations (the Report); and
2. Recommended Council adopt the recommendations arising within the Report.

Action:***Update to be provided to the Audit and Risk Committee in due course once sufficient evidence is provided to Council's Internal Auditor, at which point any actions where Council's Internal Auditor is not satisfied will be reopened.***

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

6.17 SCOPE FOR THE INTERNAL AUDIT OF FINANCIAL CONTROLS**Author: Megan Kruger - Head of Governance****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee:

1. Reviewed the *Scope for the Internal Audit of Financial Controls*; and
 2. Recommended Council approve the *Scope for the Internal Audit of Financial Controls*.
-

6.18 SCOPE FOR THE INTERNAL AUDIT OF WASTE MANAGEMENT**Author: Megan Kruger - Head of Governance****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee:

1. Reviewed the *Scope for the Internal Audit of Waste Management*; and
 2. Recommended Council approve the *Scope for the Internal Audit of Waste Management*.
-

6.19 INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR NOVEMBER 2023**Author: Renee Hodgson - Governance Coordinator****Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee reviewed and noted the Internal Audit Recommendations Tracking Report for November 2023, and further noted advice from management that action number 2747 reported as complete is not yet complete.

Actions:***Revert status of risk number 2747 from 'complete' to 'in progress'.******Insert 'NA' for Internal Audit Risk Ratings for internal assessment opportunities for improvement.***

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

6.20 INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT**Author: Renee Hodgson - Governance Coordinator****Presenter: Wilson Tang – Internal Auditor**

The Audit and Risk Committee received and noted the Internal Auditors' Recent Issues Insights Quarterly Report, November 2023.

6.21 ANNUAL ASSESSMENT OF AUDIT AND RISK COMMITTEE PERFORMANCE**Author: Renee Hodgson - Governance Coordinator****Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee recommended Council note the results of the Audit and Risk Committee annual performance survey undertaken by the Audit and Risk Committee members and regular management attendees at Audit and Risk Committee meetings, being the Audit and Risk Committee's assessment of its performance over the past 12 months, which was discussed by the Committee members in camera prior to the meeting.

It was noted that the newly appointed Councillor members of the Committee had not participated in this survey. Given this, it was proposed to management that the scheduling of future performance surveys should occur at a time that enables the Councillor members participating in the survey to also discuss those survey results with the independent external members of the Committee.

Action:

Chair to circulate link for the Victorian Auditor General's Office Audit Chairs Forum, scheduled for late November.

6.22 SCHEDULE OF AUDIT AND RISK COMMITTEE MEETINGS FOR 2024**Author: Renee Hodgson - Governance Coordinator****Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee recommended that Council notes the following Audit and Risk Committee Meetings Schedule for 2024, with meetings to be held from 12.00pm to 2.30pm:

- Thursday 8 February;
 - Thursday 9 May;
 - Thursday 8 August;
 - Thursday 12 September *Indicative date - Special Meeting for Financials;
 - Thursday 28 November.
-

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING8 NOVEMBER 2023

6.23 ANNUAL WORK PLAN FOR 2024 FOR AUDIT AND RISK COMMITTEE**Author: Renee Hodgson - Governance Coordinator****Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee recommended Council approve the 2024 Annual Work Plan for the Audit and Risk Committee presented as **Appendix 1** of the Committee report, with the Committee proposing the removal of the annual hospitality and entertainment report from the plan subject to Council approval.

Action:***Arrange meeting with Chair and Councillors.***

7. OTHER MATTERS RAISED BY THE COMMITTEE

Nil.

8. CONFIDENTIAL BUSINESS**8.1 QUARTERLY LEGAL REPORT ON SIGNIFICANT LEGAL MATTERS****Author: Megan Kruger - Head of Governance****Presenter: Megan Kruger - Head of Governance**

The Audit and Risk Committee received and noted the Quarterly Legal Report on Significant Legal Matters.

9. NEXT MEETINGS

1. Special Audit and Risk Committee meeting prior to the end of 2023 to consider the Internal Audit on Council's Asset Management and the Council's Internal Audit Plan for 2024.
2. Thursday 8 February 2024

10. CLOSE OF BUSINESS

The Chair thanked Farshan Mansoor for his contribution to the Committee with his term of appointment to the Committee concluding at the end of 2023 and closed the meeting at 3.42pm.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

8 NOVEMBER 2023

Confirmed
Dated this

.....CHAIRPERSON

13.5 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES**Author: Renee Hodgson - Governance Coordinator****Presenter: Megan Kruger - Head of Governance**

Cr Kesic returned to the Chamber at 8.03pm

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 - 3** to this report, and adopt the recommendations arising within the Minutes:

1. Reconciliation Advisory Committee – 12 September 2023
2. Recreation and Leisure Advisory Committee – 13 September 2023
3. Arts and Culture Advisory Committee – 1 November 2023

Motion

Crs Carli/Turner.

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

1. Reconciliation Advisory Committee – 12 September 2023
2. Recreation and Leisure Advisory Committee – 13 September 2023
3. Arts and Culture Advisory Committee – 1 November 2023

CARRIED

REPORT**1. Executive Summary**

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

The minutes of the Advisory Committees attached to this report form 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 2022/23 municipal year was approved by Council at its Scheduled Meeting on 12 December 2022.

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.	Reconciliation Advisory Committee	12 September 2023
2.	Recreation and Leisure Advisory Committee	13 September 2023
3.	Arts and Culture Advisory Committee	1 November 2023

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

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

5. Consultation/Public Submissions

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

6. Risk Analysis

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

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

7. Options

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

LIST OF APPENDICES

1. Reconciliation Advisory Committee Minutes dated 12 September 2023
2. Recreation and Leisure Advisory Committee Minutes dated 13 September 2023
3. Arts and Culture Advisory Committee Minutes dated 1 November 2023



MINUTES

RECONCILIATION ADVISORY COMMITTEE (RAC)

Held on 12 Sep 2023 at 6.30pm – 8:50pm at Melton Library and Learning Hub

Members Present:

Cr Ashleigh Vandenberg	Councillor, Melton City Council
Aunty Julieanne Axford	Member, Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation
Arrived at 6.50pm	
Skye Gooch	Chairperson, KIRRIP Aboriginal Corporation
Karen Jones	Local Aboriginal Community Member
Joanne Layton	Local Aboriginal Community Member
Alex Osborne Briggs	Local Aboriginal Community Member
Amielia Wall	Local Aboriginal Community Member
John Bentley	Local Community Member
Trevor Boyd King	Local Community Member
Jodie Turner	Community Capacity Coordinator, Melton City Council

In Attendance:

Elyse Rider	Manager Healthy Connected Communities, Melton City Council
Daisy Brundell	Acting Coordinator Social Planning and Wellbeing, Melton City Council
Dr Anna Loewendahl (online attendance at 8pm)	Festival for Healthy Living, Royal Children's Hospital
Essan Dileri	Team Leader Diversity and Intercultural, Melton City Council

Apologies:

Cr Lara Carli (Chair)	Mayor, Melton City Council
Shane Evans	Aboriginal and Torres Strait Islander Community Engagement Officer, Melton City Council
Peter Webster	Local Aboriginal Community Member

Quorum: *Quorum will consist of one (1) Councillor, one (1) Council Officer and four (4) Aboriginal organisation or community members.*

Chairperson: Cr Ashleigh Vandenberg

Minute Taker: Essan Dileri

1. Welcome, Introductions and Cultural Safety commitments

- All members present introduced themselves.
- Karen Jones provided a Welcome to Country.
- Chair noted Daisy Brundell and Dr Anna Loewendahl were joining us online.

MINUTES

2. Apologies and attendance

- As noted in the tables above.

3. Declaration of interests and/or conflict of interests

- Nil.

4. Confirmation of previous minutes of previous meeting

- The Chair advised that minutes from the 18 July 2023 meeting were circulated to the Committee on 17 August 2023 for confirmation. The minutes were received at the Ordinary Meeting of Council on 28 August 2023.

5. Business Arising**5.1 Renaming of Darlingsford Lake update – circulate additional naming option**

- The additional name was circulated to members with meeting's agenda (Water seed – Paen Koorr)
- Committee considered all possible options from the following list:
 - Lake Wallaby – Buluk Wimbi
 - Lake Lightning – Buluk Djirringu
 - Crow Lake – Waa Buluk
 - Lake Pelican – Buluk Wadjil
 - **New option – Water seed – Paen Koorr**

Recommendation: The RAC members unanimously voted for Paen Koorr as a proposed name for the renaming of Darlingsford Lake.

- The RAC members discussed ideas to implement when the new name can be adopted and finalised which is proposed to include an interactive art piece, creating signage with the explanation of the words.

Action: Officers to present an overview of the naming process and timelines required at the next RAC meeting.

Action: Should the action be endorsed by Council, Officers to initiate the next steps in the process to renaming Darlingsford Lake.

5.2 Aboriginal Community Hub Scoping Report follow up meeting.

- Action closed.
- This meeting was held.

6. General Business**6.1 Reconciliation Action Plan (RAP) project**

- Jodie Turner reported that Council is continuing to progress the development of a Reflect RAP through Reconciliation Australia.

6.2 Local Stolen Generations memorial

- Cr Ashleigh Vandenberg facilitated a discussion with the committee about the next steps on the local Stolen Generations memorial as per Notice of Motion 877.
- The RAC members discussed:
 - The need for local First Nations people to be engaged to provide input into the process, including feedback on the location, design, and other details of the project.
 - Forgotten Australians: the survivors of the approximately 500,000 children who found themselves in institutional or other out-of-home care situations. Potential to embed the Forgotten Australians in the Stolen Generations memorial marker.



MINUTES

Action:

- Council officers to provide more information on Forgotten Australians in the next RAC meeting.
- Council officers to share information about the City of Hume's Stolen Generations Marker erected in Malcolm Creek Wetlands
- Council officers to facilitate a meeting with interested RAC members to discuss the details of the Stolen Generations memorial prior to the December RAC meeting.
- Council officers to prepare a draft outline of the project plan and share with RAC members for their review.

6.3 Free from Violence project presentation – Health Promotion Team, Melton City Council

- Daisy Brundell – Acting Coordinator Social Planning and Wellbeing presented on the Free from Violence, a Victorian Government funded initiative supporting local councils to improve gender equity and primary prevention focus across community.
- Presentation and discussion sought advice on embedding Aboriginal self-determination into this work.
- Committee provided advice that would be embedded into the project plan.

Action: Committee members to provide details of local ACCOs to be contacted regarding the project**6.4 Deadly Dreamin' project presentation – Dr Anna Loewendahl, Festival for Healthy Living project**

- Dr Anna Loewendahl presented on Royal Children's Hospital Deadly Dreamin' project.
- Deadly Dreamin' project will bring children together for a whole day of music, art and fun on 21 Nov 2023 in Mount Atkinson.
- Local schools will be part of the day.
- Over 70 Aboriginal students are expected to be part of the event.
- The committee provided input into making the event an inclusive initiative.

Action: - Dr Anna Loewendahl will send the details of the event to Jodie Turner to be circulated among the committee.**6.5 Updates from members**

- Jodie Turner updated the committee on Council's Djerriwarrh Festival on 11 November 2023 which will include a Welcome to Country, Smoking Ceremony and Didgeridoo performance.
- Skye Gooch talked about a session on the upcoming Referendum organised by Djirra on 21 September. The event is open to all community members. For further details check Djirra's website - <https://djirra.org.au/>
- Karen Jones proposed that RAC meetings start with a minute of silence as a standard item of the agenda.

RAC Motion:

- **Committee moved to recommend to Council that:**
The RAC meeting start with a minute silence to honour Aboriginal lives lost in massacres and through the dispossession and violence of colonisation, as a standard item on the agenda.
Karen Jones moved.
Auntie Julie Axford seconded.
Vote unanimously carried.

MINUTES

Action: The recommendation of the committee will be received by Council in the Minutes of the meeting. If supported, this will form a standard item in the RAC Agenda and be noted in future Terms of Reference.

7. Next Meeting

The next meeting is to be held on Tuesday 5 December 2023 at Melton Library and Learning Hub

8. Close of Business

The meeting closed at 8:50pm.



MINUTES

Recreation Leisure Advisory Committee

held on Wednesday 13 September 2023 at 6pm, in Melton Library and Learning Hub, Pyke Activity Room

Present: Anthony Dyke, Committee Member
Jack Harris, Committee Member
Emily Attard, Committee Member
Jack Dugonjic, Committee Member
Terry Azzopardi, Committee Member
Cr Bob Turner, Councillor, City of Melton
Cr Steve Abboushi, Councillor, City of Melton (online)
Tam Watkins, Recreation Officer, City of Melton
Nic Willis, Acting Recreation Development Coordinator, City of Melton
Aaron Biscan, Acting Manager Recreation and Leisure, City of Melton

Chairperson: Cr Bob Turner, Councillor, City of Melton

Minute Taker: Nic Willis, Acting Recreation Development Coordinator, Melton City Council

1. Welcome

The Chairperson Cr Turner opened the meeting and welcomed all members.

2. Apologies

Cr Ashleigh Vandenberg, Councillor, City of Melton
Sebastian, Buccheri, Committee Member

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Minutes from the 15 March 2023 meeting were noted at the Ordinary meeting of Council dated 24 April 2023.

5. Business Arising

N/A

6. General Business

6.1 Plumpton Aquatic Centre Update

A. Biscan informed the committee that the updated Business Case was presented to Council on June 26, 2023. Council has endorsed the updated facility component schedule and is now ready to progress to a master plan and schematic design stage.

The power point presentation showed the site location, catchment area and base provision facility components. A. Biscan highlighting that a proposed point of difference

to similar aquatics centres being the Water Sensory area. This would be first of its kind in Australia.

The next steps in the process preparing a masterplan and schematic design process were also outlined.

Questions regarding number of swim lanes, capacity of parking, electrification of the facility and funding model were discussed with committee members.

6.2 Draft Sport and Recreation Facility Development Policy.

A.Biscan presented the committee with an overview of the DRAFT Sport and Recreation Facility Development Policy. The Policy is being established as a framework to guide Council's investment in community sport and recreation facilities including pavilions, sportsgrounds, tennis and netball courts, floodlights, cricket nets and other related infrastructure.

It was outlined once the policy is approved it will:

- be implemented in conjunction with Facility Development Standards, which describe the standard to which Council will develop sport and recreation facilities.
- provide a framework for Council to enter partnerships with clubs to contribute financially towards the development of sport and recreation facilities; and
- provide a framework for clubs to propose club funded projects and a framework for Council to consider and approve requests.

Feedback from the committee was received including:

- Consideration for the introduction of higher sportsground lux levels for football ovals. Officers clarified the standard proposed for sportsground lighting complies with all sporting code requirements and Australian Standards.
- Queries as to the number of sportsgrounds / hard courts and surface type being determined during the planning stages of a project.
- Committee members raised bars to be a part of the essential and core infrastructure in future considerations. Clubs are limited to the ability to fundraise as they cannot sub lease the clubrooms for raising funds.

A. Biscan clarified that the standard proposed for kitchen / canteens complies with sporting code requirements and is consistent with benchmarking undertaken of other LGAs. The provision of facilities that primarily support the service and sale of alcohol was not supported. The policy provides a framework for clubs to contribute towards facility upgrades such as provision of bars.

7. Other Business

- A. Dyke asked for an update on the Sports Presentation night.

A. Biscan clarified that this was still a work in progress and will be considered in the new year prior to the winter season.

- N. Willis confirmed the Annual Women in Sport Breakfast was planned for December 2023.

8. Next Meeting

The next meeting is to be held on December 6, 2023. Taylors Hill Pavilion

9. Close of Business

The meeting closed at 7.05pm



MINUTES

ARTS AND CULTURE ADVISORY COMMITTEE

held on Wednesday 1 November 2023 at 5:30pm on Microsoft Teams

Present:

Cr Bob Turner	Councillor – CHAIR
Cr Kathy Majdlik	Councillor
Melissa Spencer	Community Member
John Bentley	Community Member
Bec Carey Grieve	Community Member
Heidi Taylor	Interim Manager Arts, Events and Economic Development
Jason Sanderson	Coordinator Arts and Events
Laura Kolaric	Interim Team Leader Arts and Events

Guests:

Arts Activation Officer	Fikret Pajalic
Arts Support Officer	Autumn Tansey

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

Chairperson: Cr Bob Turner

1. Welcome

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

2. Apologies

Cr Ashleigh Vandenberg	Chair
Lucy Webster	Community Member
Michael Naismith	Community Member
Jacinta Sciusco	Community Member

3. Declaration of interests and/or conflict of interests

NA

MINUTES

4. Confirmation of minutes of previous meeting**Motion/Noted**

Moved by J Bentley, seconded by J Sanderson

5. Business Arising

N/A

6. General Business**6.1 Introduction of new Arts Activation Officer (L. Kolaric & F. Pajalic)**

The Council introduced F. Pajalic as the newly appointed Arts Activation Officer. F. Pajalic then provided the committee with an overview of his relevant experience.

6.2 Reimagine Melton Review (H. Taylor)

H. Taylor handed over to L. Kolaric, who delivered an overview of the Reimagine Melton project.

6.3 2023 Exhibition Program Update (L. Kolaric)

L. Kolaric provided an update on the remaining exhibitions scheduled for 2023. She extended an invitation to all Committee Members to attend the opening of "Ascent 2023" on Thursday, November 23. In response to a query from J. Bentley, A. Tansey confirmed that promotion for the event had just begun on social media and the Council website, with increased promotion planned in the coming weeks.

6.4 CS Gallery Christmas Windows Final Design (A. Tansey)

A. Tansey provided the committee with an update regarding the completed design of the Christmas Window Display. She highlighted that the design included a wreath placed at the center and a Christmas tree in close proximity. Cr Majdlik mentioned her intention to monitor community feedback, emphasizing that this marks the first year the window designs have been developed through the Council's arts program. B. Carey-Grieve and J. Bentley commended the artwork and conveyed their excitement about its presentation within the community.

6.5 2024 CS Windows Concept Design (A. Tansey)

A. Tansey provided an update on the progress of the 2024 Window Design and presented concept sketches to the Committee. Feedback from the Committee included a desire for more child representation in the design to better reflect the Melton municipality. Additionally, committee members appreciated the color palette and local elements. The need to adjust the placement of a hand on a picnic rug was also noted.

6.6 Groundwork Exhibition Program 2024 (F. Pajalic)

F. Pajalic introduced six selected artists and exhibitions for the Groundwork Program and invited feedback. Cr Majdlik praised the mix of artwork and the inclusion of local artists, with Cr Turner seconding these comments. J. Bentley appreciated the addition of a sculptural work.

6.7 CS Gallery 2024 Exhibition Program Planning (L. Kolaric, F. Pajalic & A. Tansey)

L. Kolaric explained the context of exhibition planning for 2024 and presented the idea of the Summer Exhibition, seeking feedback. F. Pajalic introduced three artists under consideration for the Summer Exhibition, as well as two other artists curated based on Committee feedback. A. Tansey provided updates on the remaining two exhibitions: a Jewellery Exhibition and the 2024 Schools Show. Committee members expressed interest in involving primary school children in the school's program and displaying skateboard pieces at Melton Library & Learning



MINUTES

Hub. The preference for Lukas Kasper as the Summer Exhibition artist was collectively agreed upon.

6.8 CS Gallery Upgrades Update (L. Kolaric)

L. Kolaric provided an update on the progress of CS Gallery upgrades following a successful grant application.

6.9 Arts and Culture Advisory Committee Membership 2024-25 (L. Kolaric)

L. Kolaric announced that nominations for five Committee Members for the 2024-2025 term were being accepted until 9 am on November 20. She thanked the outgoing Committee Members and noted that emails would be sent to existing members to inquire about their interest in reapplying or sharing the opportunity with their networks.

6.9 Other Business

J. Bentley requested an update on the VICSES Mural, to which L. Kolaric reported that there was no evidence of Council funding towards the project, and the Committee's feedback had been relayed to the VICSES.

7. Next Meeting

The next meeting is to be held on Wednesday 6th December 2023 commencing at 5:30pm in meeting room 2 Caroline Springs Library.

8. Close of Business

The meeting closed at 6:41pm.

13.6 COUNCILLOR REPRESENTATION NOMINATIONS ON ADVISORY COMMITTEES AND OTHER BODIES 2023/2024

Author: Renee Hodgson - Governance Coordinator
Presenter: Megan Kruger - 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 2023 / 2024 year.

RECOMMENDATION:

That Council:

1. Note the minutes of the Councillor Representation Nominations Advisory Committee (CRNAC) meeting held Monday 13 November 2023, provided as **Appendix 1** to this report.
2. Adopt the recommendations arising within the CRNAC meeting minutes.

Motion

Crs Carli/Kesic.

That Council:

1. Note the minutes of the Councillor Representation Nominations Advisory Committee (CRNAC) meeting held Monday 13 November 2023, provided as **Appendix 1** to this report.
2. Adopt the recommendations arising within the CRNAC meeting minutes with an addition of Councillor Ramsey as a substitute for the Reconciliation Advisory Committee; and
3. As per Councillor Vandenberg's request to the Chief Executive Officer, remove Councillor Vandenberg from the Arts and Culture Advisory Committee.

CARRIED

REPORT

1. Executive Summary

The appointment of Councillors as representatives on external bodies, delegated committees and advisory committees 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.

Council resolved at its Meeting held 2 November 2023, the following Councillor representations on a limited number of Delegated and Advisory Committees and other bodies, due to impending meetings requiring representation:

Committee or Body	Councillor Representative/s	Substitute Councillor Representative/s
LeadWest Joint Delegated Committee	Cr Sophie Ramsey	Cr Goran Kesic
Audit and Risk Committee	Cr Kathy Majdlik Cr Julie Shannon	-
Policy Review Panel	Cr Kathy Majdlik Cr Lara Carli Cr Julie Shannon Cr Sophie Ramsey	-
Municipal Association of Victoria	Cr Kathy Majdlik	Cr Goran Kesic

Appendix 1 contains the list of Councillors who nominated to represent Council on the remaining Committees and other external bodies at the Councillor Representations Nominations Advisory Committee meeting held on 13 November 2023.

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 2020 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 were previously defined in section 3(1) of the *Local Government Act 1989* (the 1989 Act). 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.

The Audit and Risk Committee is required by and established pursuant to section 53 of the 2020 Act. The Audit and Risk Committee is not a delegated committee. It provides advice to Council in accordance with sections 53 and 54 of the 2020 Act and the Audit and Risk Committee Charter adopted by Council on 28 August 2023.

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 2021-2025 Council and Wellbeing Plan references:

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

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

4. Financial Considerations

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

The CRNAC is an Advisory Committee of Council, therefore Council has the discretion to accept, reject or vary the nominations as detailed in the Committee minutes and/or recommendations.

LIST OF APPENDICES

1. Councillor Representation Nominations Advisory Committee Meeting Minutes - 13 November 2023



MINUTES

COUNCILLOR REPRESENTATION NOMINATIONS ADVISORY COMMITTEE

Held on 13 November 2023 at 8.43pm – 9.17pm at Melton Civic Centre

Members Present:

Cr K Majdlik (Mayor)
Cr S Abboushi (Deputy Mayor)
Cr L Carli
Cr G Kesic
Cr S Ramsey
Cr J Shannon
Cr B Turner
Cr A Vandenberg (attended online)

In Attendance:

R Wai	Chief Executive Officer
S Romaszko	Director City Futures
T Scoble	Director City Life
N Whiteside	Director City Delivery
P Leersen	Director Organisational Performance
M Kruger	Head of Governance

Apologies:

Cr J Farrugia

Quorum: *Quorum will consist of majority of elected Councillors (5 Councillors)*

Chairperson: Cr K Majdlik

Minute Taker: M Kruger, Head of Governance

1. Opening of Meeting

The Mayor opened the meeting at 8.43pm.

2. Apologies and attendance

As noted in the tables above.

3. Declaration of interests and/or conflict of interests

Nil.

4. Confirmation of previous minutes of previous meeting

Nil.

MINUTES

5. Items for Discussion**5.1 Councillor Nominations for Advisory Committees and External Bodies**

Councillor nominations were made for the following Advisory Committees and External Bodies as outlined below:

Committee/External Body	Number of Councillor Representatives required	Councillor Representative/s	Chair
Arts & Culture Advisory Committee	3	Cr Carli Cr Turner Cr Vandenberg	Cr Carli
Disability Advisory Committee	3	Cr Majdlik Cr Carli Cr Ramsey (Res: Cr Shannon)	Cr Majdlik
Heritage Advisory Committee	2	Cr Turner Cr Ramsey (Sub: Cr Abboushi)	Cr Turner
Intercultural Advisory Committee	4	Cr Abboushi Cr Kesic Cr Shannon Cr Turner	Cr Abboushi
Reconciliation Advisory Committee	2	Cr Vandenberg VACANT	Cr Vandenberg
Recreation and Leisure Advisory Committee	3	Cr Carli Cr Farrugia Cr Turner	Cr Carli
Safe City Advisory Committee	Up to 9	Cr Abboushi Cr Ramsey Cr Shannon	Cr Ramsey
Youth Advisory Committee	Up to 4 ex officio	Cr Abboushi Cr Kesic Cr Turner Cr Vandenberg	Cr Abboushi
CEO Employment and Remuneration Committee	All	All Councillors	Mayor
Community Achievement Awards Assessment Panel	All	All Councillors	Mayor
Councillor Representations Nominations Advisory Committee (CRNAC)	All	All Councillors	Mayor



MINUTES

Committee/External Body	Number of Councillor Representatives required	Councillor Representative/s	Chair
Melton Weir Development Committee	Up to 9	Cr Shannon Cr Ramsey Cr Turner Cr Vandenberg	Cr Shannon
Preventing Family Violence Advisory Committee	Up to 9	Cr Ramsey Cr Shannon	Cr Ramsey
Mayoral Charity Fund Advisory Committee	Mayor and Deputy Mayor	Cr Majdlik Cr Abboushi	Cr Majdlik
Interface Council	Mayor	Cr Majdlik	-
Melbourne Regional Landfill Community Reference Group	Up to 2	Cr Turner	
Metropolitan Transport Forum	Up to 3	Cr Turner	-
National Growth Areas Alliance (NGAA)	Up to 3	Cr Majdlik Cr Kesic Cr Turner	-
Road Safe Westgate	Up to 1	Cr Ramsey (Sub: Cr Abboushi)	-
Victorian Local Governance Association	1	Cr Majdlik	-
Western Highway Action Committee	1	Cr Kesic	-
Western Melbourne Tourism Board	1	Cr Shannon	-
Western Region Mayors Forum	Mayor	Cr Majdlik	-

Recommendation:

That Council approve the Councillor nominations for Advisory Committees and External Bodies for the 2023/2024 year.

6. Next Meeting

The next meeting is to be held at a date to be determined in November 2024 at the Melton Civic Centre.

7. Close of Business

The meeting closed at 9.17pm.

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

Reports were received from Councillors Carli, Shannon, Turner, Kesic, Farrugia and Majdlik.

15. NOTICES OF MOTION**15.1 NOTICE OF MOTION 901 (CR SHANNON) - EMERGENCY MANAGEMENT ARRANGEMENTS & DROUGHT PREPARATIONS****Councillor: Julie Shannon****NOTICE:**

That Council receive a report on:

1. The current State and local emergency management arrangements, including details on fire prevention program,
2. Emergency management awareness and education campaigns, and
3. Preparedness for drought conditions in future years.

Motion

Crs Shannon/Farrugia.

That Council receive a report on:

1. The current State and local emergency management arrangements, including details on fire prevention program,
2. Emergency management awareness and education campaigns, and
3. Preparedness for drought conditions in future years.

CARRIED

15.2 NOTICE OF MOTION 902 (CR FARRUGIA) - OUTDOOR DINING SAFETY MEASURES**Councillor: Justine Farrugia****NOTICE:**

That Council request officers provide a briefing to Councillors on current management of outdoor dining on Council land, including an update on Council's Footpath Trading Permit Process and any opportunities for improved safety measures.

Motion

Crs Farrugia/Kesic.

That Council request officers provide a briefing to Councillors on current management of outdoor dining on Council land, including an update on Council's Footpath Trading Permit Process and any opportunities for improved safety measures.

CARRIED

15.3 NOTICE OF MOTION 903 (CR FARRUGIA) - POTENTIAL SAFETY UPGRADES**Councillor: Justine Farrugia****NOTICE:**

That Council request officers provide a briefing to Councillors on current parking and speed limits and any additional measures to improve parking and safety that could be implemented in the vicinity of Southern Cross Grammar, Penguin Child Care, Springside Primary School and St. George Preca Primary School, including surrounding roads such as Gourlay Road and Hume Drive.

Motion

Crs Farrugia/Carli.

That Council request officers provide a briefing to Councillors on current parking and speed limits and any additional measures to improve parking and safety that could be implemented in the vicinity of Southern Cross Grammar, Penguin Child Care, Springside Primary School and St. George Preca Primary School, including surrounding roads such as Gourlay Road and Hume Drive.

CARRIED

15.4 NOTICE OF MOTION 904 (CR FARRUGIA) - STATE GOVERNMENT TAXES ON GENERAL PRACTITIONERS**Councillor: Justine Farrugia****NOTICE:**

That Council write to the Victorian State Health Minister requesting the following:

1. Information on the number of GPs, super clinics and other medical professional services in the City of Melton.
2. Of these, how many currently bulk bill.
3. What the State Government is doing to minimise the impact of the Payroll Tax increase on general practitioners and what impact is anticipated for the City of Melton.

Motion

Crs Farrugia/Shannon.

That Council write to the Victorian State Health Minister requesting the following:

1. Information on the number of GPs, super clinics and other medical professional services in the City of Melton.
2. Of these, how many currently bulk bill.
3. What the State Government is doing to minimise the impact of the Payroll Tax increase on general practitioners and what impact is anticipated for the City of Melton.

CARRIED

15.5 NOTICE OF MOTION 905 (CR ABBOUSHI) - LETTER OF APPRECIATION UNDER SEAL FOR LUKE SHANNON**Councillor: Steven Abboushi****NOTICE:**

That Council write a letter of appreciation under seal, signed by the Mayor and Councillors, thanking Mr Luke Shannon, Executive Lead Strategic Initiatives for the 22 years of exceptional service at Melton City Council.

Motion

Crs Turner/Kesic.

That Council write a letter of appreciation under seal, signed by the Mayor and Councillors, thanking Mr Luke Shannon, Executive Lead Strategic Initiatives for the 22 years of exceptional service at the City of Melton.

CARRIED

15.6 NOTICE OF MOTION 906 (CR TURNER) - INTERNATIONAL MEN'S DAY**Councillor: Bob Turner****NOTICE:**

That post the engagement process undertaken with Community on the Dates of Significance for 2024 to be celebrated and acknowledged by Council, that the International Men's Day be confirmed as a day supported for 2024.

Motion

Crs Turner/Carli.

That, post the engagement process undertaken with Community on the Dates of Significance for 2024 to be celebrated and acknowledged by Council, the International Men's Day be confirmed as a day supported for 2024 and that Council officers please provide a briefing to Councillors on what support will be offered and how this day will be recognised.

CARRIED

15.7 NOTICE OF MOTION 907 (CR RAMSEY) - VOLUNTEER APPRECIATION EVENT

Councillor: Sophie Ramsey

NOTICE:

That officers prepare a briefing regarding existing programs that celebrate Melton's volunteers and opportunities to coordinate a Volunteer Appreciation Event with costings.

Motion

Crs Kesic/Shannon.

That officers prepare a briefing regarding existing programs that celebrate Melton's volunteers and opportunities to coordinate a Volunteer Appreciation Event with costings.

CARRIED

16. COUNCILLOR'S QUESTIONS WITHOUT NOTICE**16.1 COUNCILLORS' QUESTIONS WITHOUT NOTICE**

Cr Kesic

When is the tall grass on the properties stretching from Deanside to Caroline Springs, bordered by Sinclairs Road, Neales Road, the Western Freeway and Clarkes Road scheduled to be mowed?

16.2 COUNCILLORS' QUESTIONS WITHOUT NOTICE

Cr Turner

Can officers please pass on thanks to the Graffiti Removal Team on the prompt removal of graffiti on a building in Kurunjang?

17. URGENT BUSINESS

Nil.

18. 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:

18.1 Plumpton Aquatic - Land Acquisition Update

(a) and (c) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; AND land use planning information, being information that if prematurely released is likely to encourage speculation in land values.

18.2 Contract No. 23-027 - Trades & Services Panel

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

18.3 Contract No. 24-008 - Supply and Installation of Upgraded LED Lighting to Sportsgrounds

(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.

Procedural Motion

Crs Carli/Kesic.

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:

18.1 Plumpton Aquatic - Land Acquisition Update

(a) and (c) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; AND land use planning information, being information that if prematurely released is likely to encourage speculation in land values.

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(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

18.3 Contract No. 24-008 - Supply and Installation of Upgraded LED Lighting to Sportsgrounds

(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.

CARRIED

19. CLOSE OF BUSINESS

The meeting closed at 8.44pm.

Confirmed

Dated this

.....CHAIRPERSON