



## MELTON CITY COUNCIL

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**Notice is hereby given that the Meeting of the  
Melton City Council will be held in the  
Council Chambers, Melton Civic Centre,  
232 High Street Melton on  
24 March 2025 at 7:00 PM.**

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**THIS AGENDA CONTAINS REPORTS TO BE DEALT  
WITH AT A CLOSED MEETING OF COUNCIL**

**Roslyn Wai  
CHIEF EXECUTIVE**

**Visitors to the Gallery please note:**

Proceedings at Council meetings are controlled by the Chairperson. The Chairperson is empowered to enforce the provision of Council's Governance Rules, which includes the following aspects:

- Members of the public do not have a right to address Council and may only do so with the consent of the Chair or by prior arrangement.
- Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- A member of the public present at a Council meeting must not disrupt the meeting.
- The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 79.2.
- If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.
- The Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of the Governance Rules and whom the Chair has ordered to be removed from the gallery under Rule 80.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Scheduled Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than 10am on the day of the Scheduled Meeting by submitting questions into the receptacle designated for public questions at the Customer Service Desk, or via electronic medium as per Council website directions.

A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson.



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

The Chairperson will read the opening prayer and reconciliation statement.

### **Prayer**

‘Almighty God we humbly beseech Thee to vouchsafe Thy blessing upon this Council, direct and prosper its deliberations to the advancement of Thy glory and the welfare of the people whom we serve – Amen.’

### **Reconciliation Statement**

Melton City Council acknowledges that the land it now occupies has a history that began with the Indigenous occupants, the Kulin Nation. Council pays its respects to the Kulin Nation people and their Elders and descendants past and present.

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

The Chairperson will call for any apologies received from any Councillors who are unable to attend this meeting.

**3. CHANGES TO THE ORDER OF BUSINESS**

#### **4. DEPUTATIONS**



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

Pursuant to Part 6, Division 2 of the *Local Government Act 2020* and Council's Governance Rules, Councillors must declare any General Conflict of Interest or Material Conflict of Interest they have in any of the matters being considered at this meeting.

**6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**RECOMMENDATION:**

That the Minutes of the Meeting of Council held on 24 February 2025 be confirmed as a true and correct record.

## **7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS**

### **7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS**

- Monday 10 February 2025 Summary of Informal Meeting of Councillors
- Monday 24 February 2025 Summary of Informal Meeting of Councillors
- Monday 3 March 2025 Summary of Informal Meeting of Councillors

#### **RECOMMENDATION:**

That the Summaries of Informal Meetings of Councillors dated 10 February 2025, 24 February 2025 and 3 March 2025 provided as **Appendices 1-3** respectively to this report, be received and noted.

#### **LIST OF APPENDICES**

1. Summary of Informal Meeting of Councillors dated 10 February 2025
2. Summary of Informal Meeting of Councillors dated 24 February 2025
3. Summary of Informal Meeting of Councillors dated 3 March 2025



## INFORMAL MEETING OF COUNCILLORS

### MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 10 February 2025	Time Opened:	6.18pm
		Time Closed:	9.20pm
Councillors present:	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) Cr K Majdlik Cr B Morris Cr S Ramsey (Online) Cr J Shannon Cr B Turner Cr A Vandenberg Cr J Verdon Cr Dr P Zada (Online)		
Officers present:	R Wai P Leersen S Romaszko T Scoble N Whiteside E Keogh A Hays A Biscan B De Alencar Angus R Hodgson S Rainford	Chief Executive Officer Director Organisational Performance (CFO) Director City Futures Director City Life Director City Delivery Head of Governance Head of People and Customer Manager Recreation & Facility Activation (Online) Manager City Growth & Development (Online) Manager Governance Interim Senior Lawyer & Property Advisor	
Guests	Nil		
Apologies	Nil		
Matters discussed:	1. Active Open Space Reserve Master Plans 2. Melton Waves Leisure Centre Management and Operations Contract 3. Planning Reports 4. Draft Reports 5. General Updates from Officers		

### CONFLICT OF INTEREST DISCLOSURES:

<b>Were there any conflict of interest disclosures by Councillors?</b>	No
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### REPORT PRODUCED BY:

<b>Officer name:</b>	Renee Hodgson	<b>Date:</b>	10 February 2025
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## INFORMAL MEETING OF COUNCILLORS

## MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 24 February 2025	Time Opened:	6.17 pm
		Time Closed:	6.54 pm
Councillors present:	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) (arrived 6.22pm) Cr K Majdlik (arrived 6.30pm) Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg (arrived 6.40pm) Cr J Verdon Cr Dr P Zada		
Officers present:	R Wai S Romaszko T Scoble N Whiteside P Leersen E Keogh A Hays R Hodgson B De Alencar Angus	Chief Executive Officer Director City Futures Director City Life Director City Delivery Director Organisational Performance (CFO) Head of Governance Head of People and Customer Manager Governance Manager City Growth & Development	
Guests	Nil		
Apologies	Nil		
Matters discussed:	1. Council Meeting Agenda		

## CONFLICT OF INTEREST DISCLOSURES:

<b>Were there any conflict of interest disclosures by Councillors?</b>	No
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## REPORT PRODUCED BY:

<b>Officer name:</b>	Renee Hodgson – Manager Governance	<b>Date:</b>	24 February 2025
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## INFORMAL MEETING OF COUNCILLORS

### MEETING DETAILS:

<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 3 March 2025	<b>Time Opened:</b>	6.15pm
		<b>Time Closed:</b>	9.32pm
<b>Councillors present:</b>	Cr S Abboushi (Mayor) Cr K Majdlik Cr S Ramsey (online) Cr J Shannon Cr J Verdon Cr Dr P Zada		
<b>Officers present:</b>	R Wai                      Chief Executive Officer P Leersen                Director Organisational Performance (CFO) S Romaszko            Director City Futures T Scoble                 Director City Life N Whiteside            Director City Delivery A Hays                    Head of People and Customer E Keogh                  Head of Governance C Ciciulla                Head Major Project Delivery S Prestney               Manager Libraries and Learning (online) S Phelagti               Manager Capital Delivery (online) C Marshall              Manager Engineering and Asset Services (online) J Simson                 Coordinator Open Space Planning (online) S Rainford               Interim Senior Lawyer & Property Advisor S Trevillian             Senior Commercial Advisor		
<b>Guests</b>	Nil		
<b>Apologies</b>	Cr B Turner Cr A Vandenberg Cr L Carli (Deputy Mayor) Cr B Morris		
<b>Matters discussed:</b>	1. Cobblebank Community Services Hub Project Update 2. Plumpton Aquatic and Leisure Centre Project Update 3. Lake Caroline Masterplan and Activation Strategy Update 4. Response to NoM 931 5. Response to NoM 944 6. 54 Pinnacle Crescent Brookfield 7. Melton Valley Golf Course 8. Intercultural Plan 9. Events Calendar 10. General Updates from Officers		

### CONFLICT OF INTEREST DISCLOSURES:

<b>Were there any conflict of interest disclosures by Councillors?</b>	No
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### REPORT PRODUCED BY:

<b>Officer name:</b>	Emily Keogh - Head of Governance	<b>Date:</b>	3 March 2025
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**8. CORRESPONDENCE INWARD**

Nil.

**9. PETITIONS AND JOINT LETTERS**

The Chief Executive will table any petitions and/or joint letters received prior to this meeting.



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

Nil.

**11. PUBLIC QUESTION TIME**

## 12. PRESENTATION OF STAFF REPORTS

### 12.1 PLANNING APPLICATION PA 2024/8899/1 - USE AND DEVELOPMENT OF THE LAND FOR THE PURPOSE OF A DOUBLE-STOREY MEDICAL CENTRE WITH ASSOCIATED CAR PARKING, LANDSCAPING AND ADVERTISING SIGNS, INCLUDING FLOODLIT, INTERNALLY ILLUMINATED AND BUSINESS IDENTIFICATION SIGNS AND VARIATION OF REGISTERED RESTRICTIVE COVENANT AT 1 GREVILLEA CLOSE, HILLSIDE

Author: Jessica Trajkovski - Development Planner

Presenter: Blake De Alencar Angus - Manager, City Growth and Development

#### PURPOSE OF REPORT

To consider and determine the planning application for the Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside.

#### RECOMMENDATION:

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

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#### REPORT

### 1. Background

#### Executive Summary

Applicant:	James Cavill
Proposal:	Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant
Existing Land Use:	Existing double storey dwelling for residential use.
Zone:	Neighbourhood Residential Zone, Schedule 1
Overlays:	N/A
Permit Triggers:	Neighbourhood Residential Zone (Clause 32.09 –2) - A planning permit is required to use the land as a medical centre with a gross floor area of over 250 square metres.  Neighbourhood Residential Zone (Clause 32.09 –10) - A permit is required to construct a building or construct or carry out works for a use in Section 2 of Clause 32.09-2

	<p>Easements, Restrictions and Reserves (Clause 52.02) - A permit is required before a person proceeds under Section 23 of the <i>Subdivision Act 1988</i> to create, vary or remove an easement or restriction or vary or remove a condition in the nature of an easement in a Crown grant.</p> <p>Signs (Clause 52.05) - A permit is required to construct or put up for display a sign in Section 2.</p>
Number of Objections:	13
Key Planning Issues:	<ul style="list-style-type: none"> <li>• Negative impact on the surrounding road network. The use will generate additional traffic with Grevillea Close.</li> <li>• There is an abundance of medical centres in the area, with the closest one within 90 metres.</li> <li>• The impacts of varying the covenant will reduce landscaping standards within the estate.</li> <li>• The precedent for a non-residential use within a residential zone, and its non-compliance to the subject zoning.</li> <li>• The proposed number of car spaces is not adequate to cater for the use, and therefore residents are concerned regarding the onflow effect to street parking.</li> </ul>
Recommendation:	Issue a Notice of Decision to Grant a Planning Permit, subject to conditions.

This report has been prepared for Council consideration, given that more than five objections were received during the public notification process.

### The Land and Surrounding Area

The subject site has an area of 6000m<sup>2</sup> and is located on the western side of Gourlay Road. Other features of the site are as follows:

- The site is regular in shape and relatively flat, with dense vegetation to the north and east of the site.
- The site contains an existing double storey bricked dwelling located to the north-west of the site with associated landscaping and a garage, shed and green house.
- The site is accessible via the one crossover fronting Grevillea Close.
- There is an existing 3 metre drainage easement to the rear of the boundary.

Positioned on the southern side of Grevillea Close and the western side of Gourlay Road, the property is a rectangular-shaped lot with a frontage of approximately 57 metres to Grevillea Close and a total area of around 6,000 square metres. The land is generally flat, slightly sloping from the northwest to the southeast towards the Gourlay Road reserve.

Existing buildings on the site include a dwelling with an attached garage and separate outbuildings. The property is well-landscaped with a mix of native and planted vegetation, providing effective screening from the road reserve, public areas, and neighbouring properties.

Located within an established rural-residential estate, the site forms part of the Sugar Gum subdivision established in 1994 under instrument SLP216642U.

It adjoins Neighbourhood Residential Zone land to the north and west, and General Residential Zone land to the south and to the east of Gourlay Road. Surrounding properties within the Neighbourhood Residential Zone are primarily occupied by dwellings, featuring established native and planted vegetation along with outbuildings.

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

Refer to **Appendix 2** for photos of the site and the surrounding area.

### **The Application**

The proposed development is summarised as follows:

#### Details of the Proposed Use

- A maximum of three (3) sonographers, two (2) X-Ray technicians and three (3) administration/reception staff will be present on the site at any one time.
- The clinic will operate within the following hours:
  - Monday to Friday: 8:00am-6:00pm
  - Saturday: 8:00am-2:00pm
  - Sundays: closed

#### Details of the Proposed Buildings and Works

##### **External Works**

- Works to the existing building including new infill brick wall to match existing type and colour to accommodate additional medical rooms.
- Removal of existing vegetation and minor earthworks to incorporate 16 car parking spaces and two bicycle facilities (including one accessible car park).
- Landscape screening along part of the Grevillea frontage (northern boundary).
- Construction of car parking for sixteen on-site car parking spaces are located at the frontage of the site, constructed of non-slip concrete material.
- A 2.05m x 1m business identification signage panel located on the first floor.
- A 3m x 1m flood-lit business identification sign mounted on 1m (h) timber posts located near the northeastern corner boundary splay.
- The variation to the covenant involves the removal of 11 trees within the front boundary – consists of non-native vegetation (palm and Cupressus trees)

##### **Internal Works**

- Ground floor:
  - Reception and waiting room
  - Four medical rooms (X-Ray, MRI, etc.)
  - Bathroom and holding bay
  - Control room
  - Lift and stair access to first floor

- First floor:
  - Staff room and report room
  - Radiologist room
  - Two medical rooms
  - Sub waiting room
  - Storeroom
  - Bathrooms

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

### Planning Controls

<b>Zone</b>	(Clause 32.09 –2 Neighbourhood Residential Zone)	A planning permit is required to use the land as a medical centre with a gross floor area of over 250 square metres.
	(Clause 32.09 –10 Neighbourhood Residential Zone)	A permit is required to construct a building or construct or carry out works for a use in Section 2 of Clause 32.09-2.
<b>Particular Provisions</b>	(Clause 52.02 – Easements, Restrictions and Reserves)	A permit is required before a person proceeds under Section 23 of the <i>Subdivision Act 1988</i> to create, vary or remove an easement or restriction or vary or remove a condition in the nature of an easement in a Crown grant.
	(Clause 52.05 – Signs)	A permit is required to construct or put up for display a sign in Section 2.

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

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

The land is affected by a Restrictive Covenant. The proposal would breach part of the covenant and therefore a variation to this restriction is proposed.

The registered title (Volume 10156 Folio 798) contains the restrictive covenant T834329F, registered on the 23 August 1995 and the relevant part reads:

*(b) we will not cut down or remove any tree standing on the land hereby sold having a girth in excess of 75 mm measured at a point one metre above ground level except where such cutting down or removal is necessary for the safe and proper construction of any dwelling house, garage or outbuilding'*

The application proposes the removal of 11 trees to the frontage of the property, and therefore breaches condition b on Covenant T834329F. As part of this planning permit application, the applicant has applied to vary condition b of the covenant. A further assessment has been discussed below.

### Is the land of Cultural Heritage Sensitivity?

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

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

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

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

*3.1 A City that strategically plans for growth and development.*

## 3. Financial Considerations

No Council related financial considerations are involved with the application.

## 4. Consultation/Public Submissions

### Public notification of the application

The proposal does not qualify for any public notification exemptions either in the Neighbourhood Residential Zone or elsewhere in the Melton Planning Scheme. Therefore, the application has been advertised in accordance with the Planning and Environment Act 1987.

Notification consisted of the distribution of notification letters to adjoining landowners and occupiers, and through the display of a notification sign on the sites' frontages for 14 days. The application was also advertised within the local newspaper.

The application was subject to notification. The notification was satisfactorily completed, and 13 objections were received.

The grounds of objection may be summarised as follows:

- Negative impact on the surrounding road network. The use will generate additional traffic with Grevillea Close.
- There is an abundance of medical centres in the area, with the closest one within 90 metres.
- The impacts of varying the covenant will reduce landscaping standards within the estate.
- The precedent for non-residential use within a residential zoning, and its non-compliance to the subject zoning.
- The proposed number of car spaces is not adequate to cater for the use, and therefore residents are concerned regarding the onflow effect to street parking.

A response to the objections is provided in **Appendix 5**.

### Referral of the application

The application was referred to Council's internal departments for comment and advice. No external referrals were required for the application. A summary of responses is provided in the below table:

Department	Comments
Infrastructure Planning	Conditional support.
Traffic and Transport	Conditional support
Health	Support the proposal.

## 5. Issues

### Planning Assessment

The application has been assessed against the relevant considerations of the Melton Planning Scheme. The key considerations for this application relate to the suitability of the use in the proposed location, potential amenity impacts, and compliance with the relevant policies of the Melton Planning Scheme. An assessment of these key areas is provided as follows:

#### Is the use suitable in the Neighbourhood Residential Zone?

Pursuant to the Melton Planning Scheme, the subject site is situated within the Neighbourhood Residential Zone. The purpose of the Neighbourhood Residential Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To recognise areas of predominantly single and double storey residential development.*
- *To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

Under the Neighbourhood Residential Zone, the use of the land for a medical centre is a Section 1, permit not required if the following conditions are met:

- *The gross floor area of all buildings must not exceed 250 square metres.*
- *Must be located in an existing building.*
- *The site must adjoin, or have access to, a road in a Transport Zone 2 or a Transport Zone 3.*
- *Must not require a permit under Clause 52.06-3.*

Due to the proposal exceeding 250 metres and not adjoining a transport zone, the proposal requires a planning permit. As such, the use is not prohibited in the zone.

The proposal is considered to generally align with the Municipal Planning Strategy and Planning Policy Framework of the Melton Planning Scheme. The proposal is considered to align with the preferred and the existing character of the area. The proposed use is a non-residential type of use which is of a scale that will meet the local community need. The site is appropriately located given its proximity to Gourlay Road and Melton Highway.

The Neighbourhood Residential Zone entertains uses other than purely residential, and there are numerous examples of medical centres and other non-residential uses in residential zones throughout the municipality. Several examples in the surrounding area include:

- Medical Centre - 40 Gourlay Road, Hillside – PA2010/2838
- Childcare Centre – 34 Gourlay Road, Hillside – PA2003/110/1
- Medical Centre and Childcare Centre – 3 Gourlay Road, Hillside – PA2004/45/1

The existing non-residential use offers valuable services to local residents, enhancing community convenience and meeting local needs without requiring extensive travel. The existing development will have minor alterations and therefore ensures minimal amenity impacts on the surrounding area.



The proposal will retain the appropriate building setbacks and landscaping, and operating hours have been incorporated to preserve the residential character of the neighbourhood. Additionally, adequate on-site parking and safe access arrangements have been provided to prevent traffic congestion and maintain the safety of the local street. The existing surrounding uses supply delivery of essential services with the protection of local amenity.

The local area currently lacks adequate radiology clinics, which are an important community facility. The existing medical centres along Gourlay Road provide essential services such as General Practitioner consultations and pathology testing, however, they do not offer radiology services. The lack of local radiology within the area means that residents of Hillside must travel outside the Melton Council area to access these services, with the closest one located within the Brimbank City Council area.

Therefore, the proposal integrates seamlessly with the surrounding context of the site, ensuring it complements the existing character and built form of the area. The proposed development will provide valuable services to the local community, improving convenience and addressing local needs.

**Does the use comply with relevant planning policy within the Melton Planning Scheme?**

It is considered that the proposal aligns with the key planning policy of the Melton Planning Scheme in terms of neighbourhood character, urban design, amenity, siting of the use, the economy and car parking. The proposal is also considered to generally align with the purpose of the zone. A full assessment against the Melton Planning Scheme is included in Appendix 4 however, a general discussion of considerations is provided below:

Neighbourhood character and urban design policies at Clause 15 of the Melton Planning Scheme require use and development to respect existing and preferred neighbourhood character, respond to its site context and to contribute towards an engaging safe and accessible community. It is considered that the use and design of the medical centre meets the intent of these policies.

The proposal involves retaining the existing dwelling on the site and carrying out only minor buildings and works. As a result, it remains consistent with the surrounding residential area by maintaining the residential building and providing sufficient space for landscaping to screen on-site car parking.

The proposal complies with Clause 17, 18 and 19 of the Melton Planning Scheme. It aims to develop a range of employment in areas closer to where people live. The proposal will serve a local community need for a convenient and accessible medical centre. The site has access to local transport and road networks, with the local bus stop within 50 metres and adjoining Gourlay Road.

Pursuant to Table 1 at Clause 52.06-5, the use of the land for a medical centre generates a need for 3.5 car spaces to each 100sqm of leasable floor area. The number of proposed practitioners that will be operating out of the site will be five (5) practitioners, and a leasable area of 424 square metres. The required on-site car parking is 14 car spaces. The site provides 16 car spaces, and therefore exceeds the car parking requirements of the planning scheme.

Pursuant to Clause 52.05 (Signs), an application for signage within a Neighbourhood Residential is classified as a Category 3 (High Amenity areas). The purpose of Category 3 is to ensure that signs in high-amenity areas are orderly, of good design and do not detract from the appearance of the building on which a sign is displayed or the surrounding area. A permit is required for floodlit signage and a business identification signage. The proposal includes two business identification signs, one of which is flood lit. The design and scale of the proposed signage is deemed to not detract from the existing residential area and does not impact drivers along Gourlay Road.

**Will the use and development result in any unreasonable amenity impacts?**

The proposed development is not anticipated to result in any unreasonable amenity impacts. The proposed development will retain the existing dwelling on the site and provide minor extensions to allow additional consultation rooms. Therefore, the proposal retains the streetscape of the area by ensuring the use is being operated within a dwelling.

Additionally, the site provides adequate parking on-site by meeting the car parking rates determined in Clause 52.06. The rate for the use of a medical centre is 3.5 car spaces for every 100 square metres of applicable leasable floor area. The gross floor area is 424 square metres and therefore requires 14 car spaces on-site. The proposal provides 16 on site-car parking, which therefore exceeds the car parking requirement of the scheme.

The application was reviewed by our Traffic and Transport Department to assess the car parking provisions. They have advised that there are no concerns regarding the impact of the proposed use on parking demand or availability. The car parking rate has been satisfied and therefore, the use is not expected to significantly affect the surrounding area.

An assessment of traffic generation was conducted by One Mile Grid (dated 10 December 2024) to evaluate the impact of the proposed medical centre on local road networks and traffic volumes. The report indicates that peak traffic from the medical centre will primarily depend on appointment frequency and is unlikely to coincide with peak road network hours. Assuming all five practitioners are on-site during peak road network periods, the centre is expected to generate a maximum of 10 inbound and 10 outbound vehicle trips per hour, assuming all patients arrive by car.

Given the site's location context to the surrounding road network, all traffic will access the site via the Gourlay Road and Grevillea Close intersection. Impacts to the residential properties along Grevillea Close will be minimal, as the medical centre is situated on the first allotment off Gourlay Road. It is unlikely that patients will drive to the end of Grevillea Close to access the medical centre.

The Traffic Generation Report prepared by One Mile Grid (dated 10 December 2024) was reviewed by Council's Traffic and Transport department, who have no concerns regarding the minor traffic volumes proposed. The medical centre will maintain a residential style-built form, complementing the local streetscape while having minimal impact on traffic flow and on-site parking demand.

**Is the removal of landscaping acceptable, considering the restrictive covenant?**

The proposal involves the removal of 11 trees within the front boundary to facilitate on-site car parking. The application was submitted without an arboriculture report. However, a site visit confirmed the presence of Palm and Cupressus trees planted throughout the frontage of the site, and therefore the proposed trees to be removed are not identified as native vegetation.

While this results in a breach of condition (b) of Restrictive Covenant T834329F, the primary objective of the covenant is to maintain amenity of trees on the property, which the proposal continues to uphold through ensuring the layout adequately accommodates for enough landscaping measures within the front setback. Many surrounding allotments affected by the same covenant (along Grevillea Close and Gourlay Road) have very minimal landscape planting within the front setback. Therefore, it is considered that the removal of the trees on the subject site will not negatively impact the overall amenity of the area.

Pursuant to Section 60(2) of the Planning and Environment Act 1987, the following is stated regarding variations or removals to a restrictive covenant:

*The responsible authority must not grant a permit which allows the removal or variation of a restriction (within the meaning of the **Subdivision Act 1988**) unless it is satisfied that the owner of any land benefited by the restriction (other than an owner who, before or after the making of the application for the permit but not more than three months before its making, has consented in writing to the grant of the permit) will be unlikely to suffer—*

- (a) *financial loss; or*
- (b) *loss of amenity; or*
- (c) *loss arising from change to the character of the neighbourhood; or*
- (d) *any other material detriment—*

*as a consequence of the removal or variation of the restriction.*

The proposal has been assessed against the above criteria and it is concluded that there are no adverse impacts on neighbouring properties or the overall look and feel of the surrounding area. The removal of the trees is necessary to accommodate on-site parking but will continue to supply adequate landscaping to ensure that the development continues to blend in with the local streetscape. As per the Landscape plans prepared by Habitat Landscape and Environment Consultants, the on-site car parking will be screened with Honey Gems and Dusky Bell plants, which have a minimum height of 60cm to 3 metres. Therefore, other landscaping is proposed to substitute the removal of the existing trees.

Refer to **Appendix 7** for Title and Restrictive Covenant details.

## 6. Options

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

## 7. Conclusion

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

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

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

## LIST OF APPENDICES

1. Appendix 1- Location plan and objector map
2. Appendix 2 - Photos of site and surrounding area
3. Appendix 3 – Plans of proposal
4. Appendix 4 - Assessment Against Scheme
5. Appendix 5 - Response to Objections
6. Appendix 6- Conditions
7. Appendix 7 - Title and Covenant

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

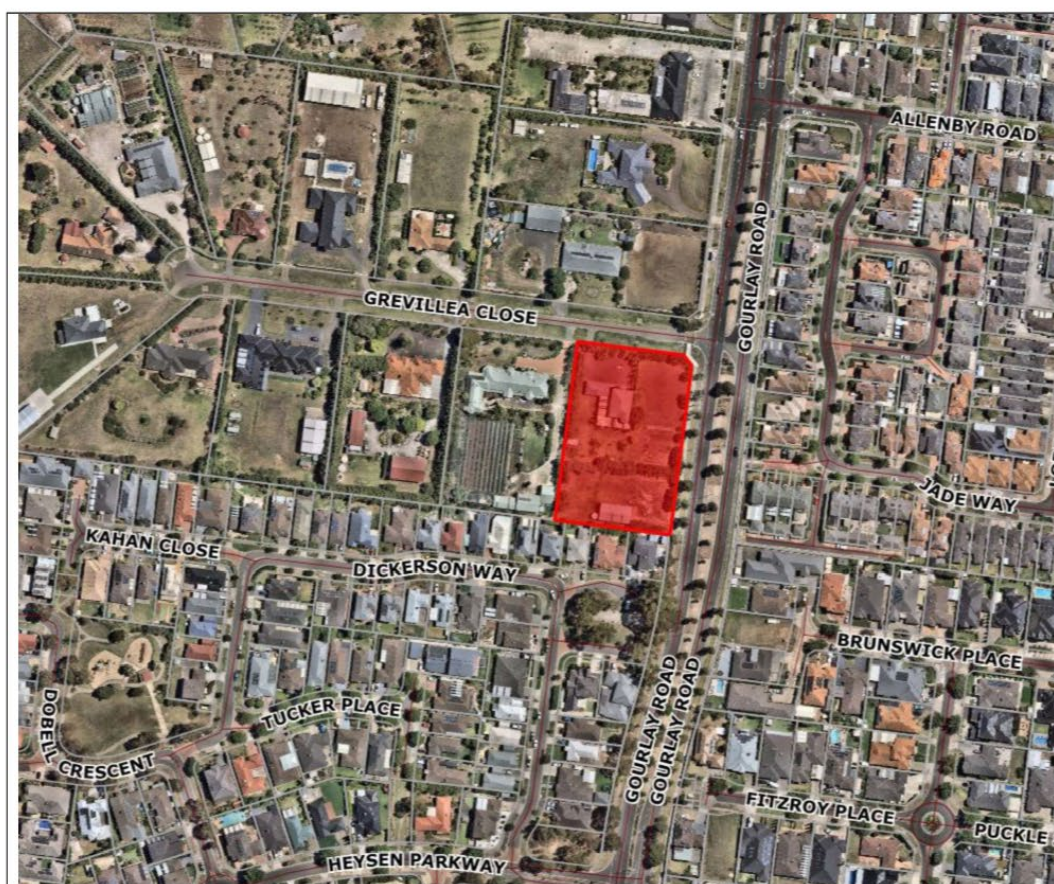
Appendix 1 Appendix 1- Location plan and objector map

**No:** PA2024/8899/1

**Address:** 1 Grevillea Close, Hillside 3037

**Proposal:** Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business

**Ward:** Sugar Gum



Subject Site

26/02/2025





Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 1 Appendix 1- Location plan and objector map

<b>No:</b>	PA2024/8899/1
<b>Address:</b>	1 Grevillea Close, Hillside 3037
<b>Proposal:</b>	Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business
<b>Ward:</b>	Sugar Gum



Subject Site



Objections

26/02/2025



Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 2 Appendix 2 - Photos of site and surrounding area

---

Appendix 2 - Photos of site and surrounding area



Above Frontage of Subject Site



Above Frontage of Site and Proposed Trees which will be removed as part of the application

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 2 Appendix 2 - Photos of site and surrounding area

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Above Adjoining property at 44 Gourlay Road, Hillside



Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 2 Appendix 2 - Photos of site and surrounding area

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Above access from Gourlay Road



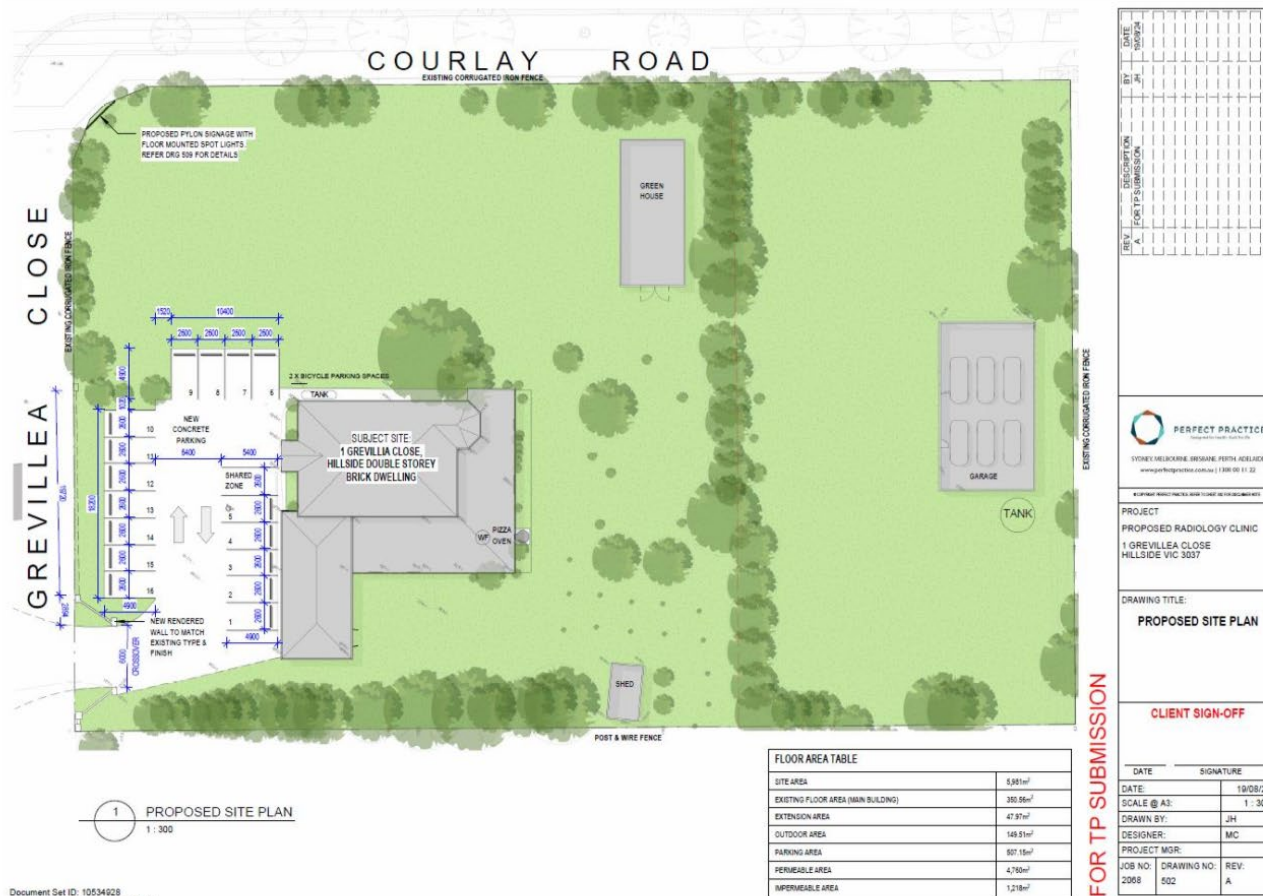
Above Grevillea Close



Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

### Appendix 3 Appendix 3 – Plans of proposal

#### Appendix 3 – Plans of proposal

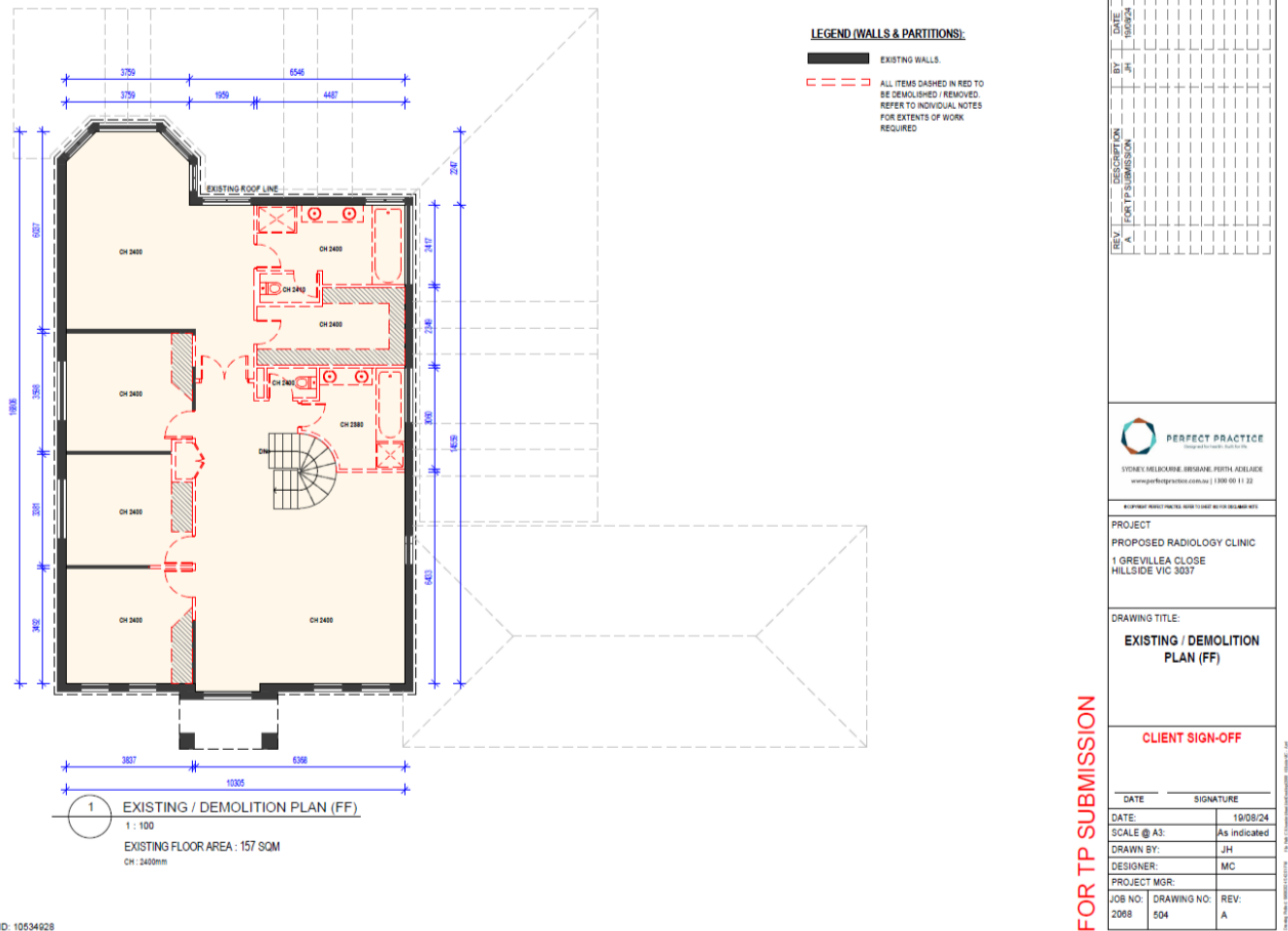


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Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 3 Appendix 3 – Plans of proposal

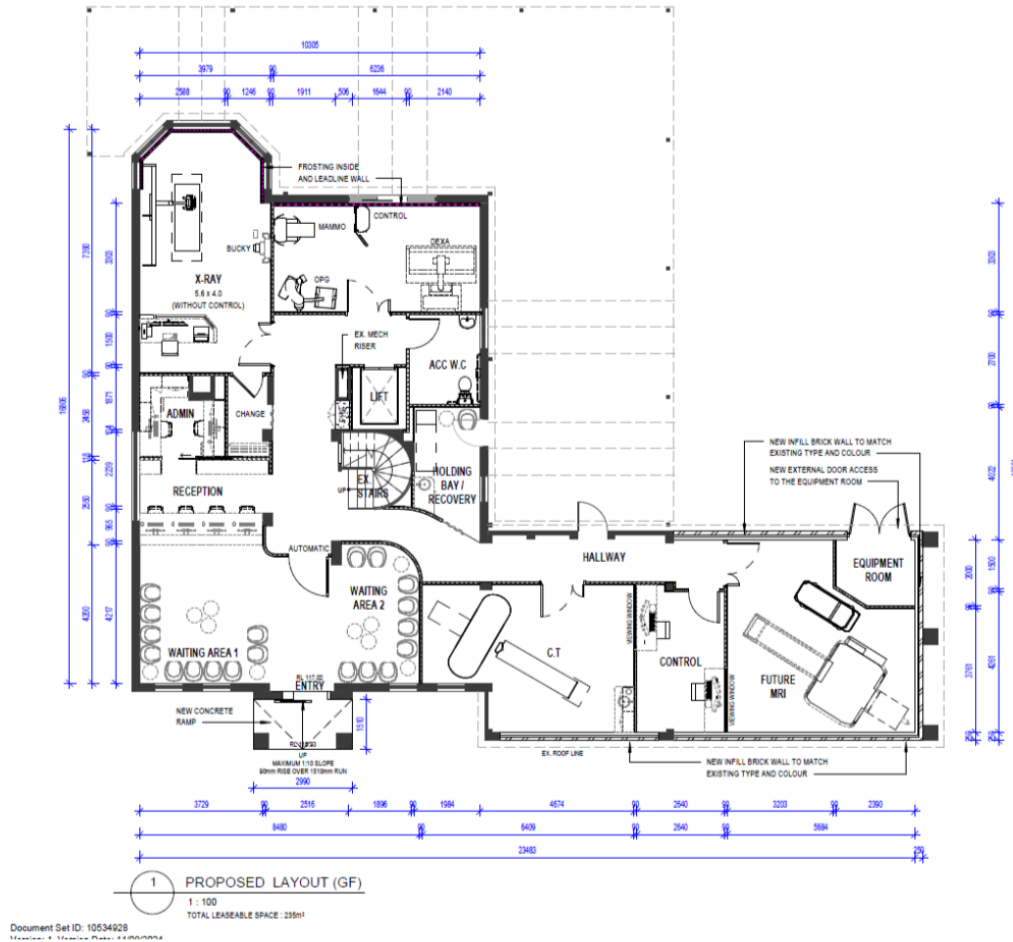


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Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 3 Appendix 3 – Plans of proposal

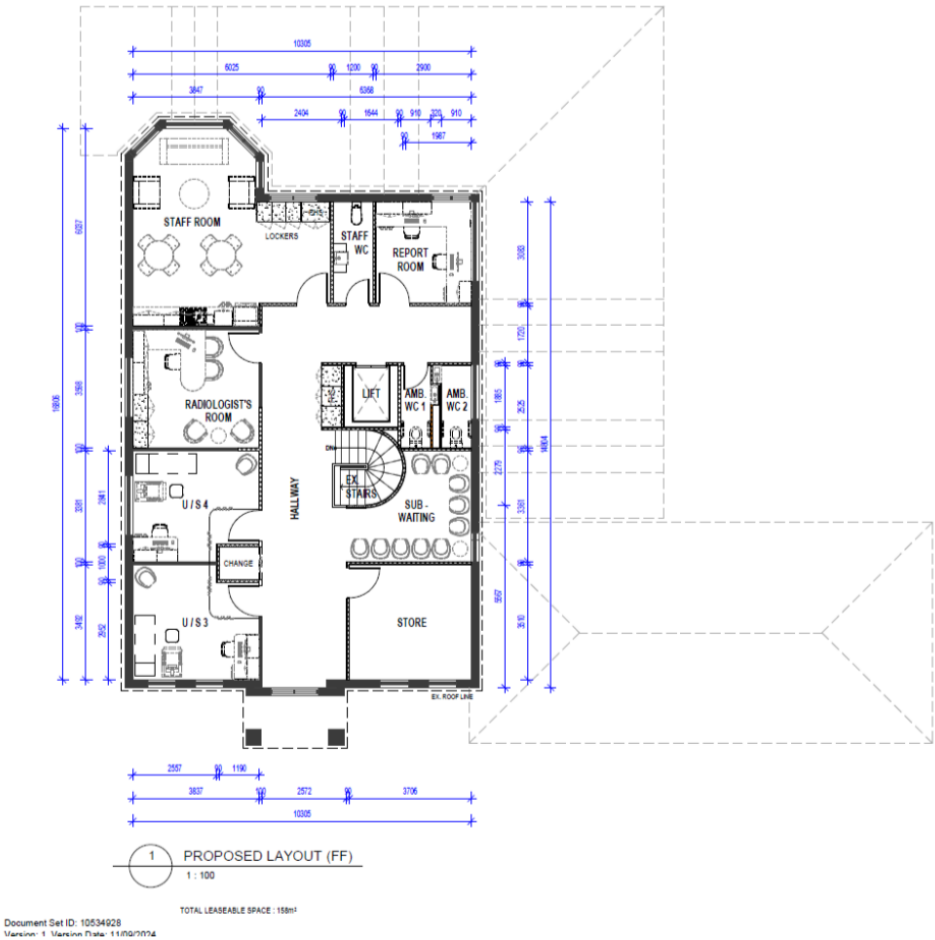


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DESIGNER:	MC
PROJECT MGR:	
JOB NO:	2068
DRAWING NO:	506
REV:	A

FOR TP SUBMISSION


Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 3 Appendix 3 – Plans of proposal



FOR TP SUBMISSION

REV	DESCRIPTION	DATE
A <td>FOR TP SUBMISSION</td> <td>19/08/24</td>	FOR TP SUBMISSION	19/08/24



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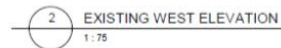
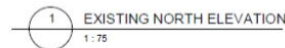
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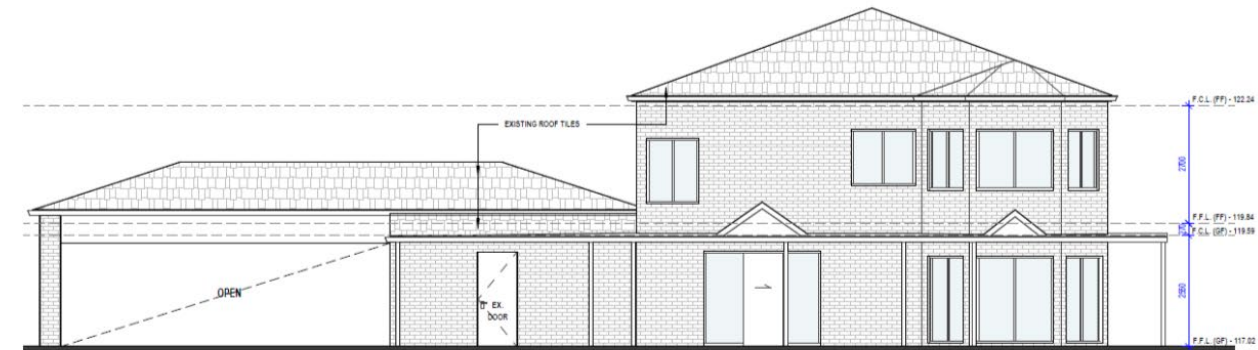
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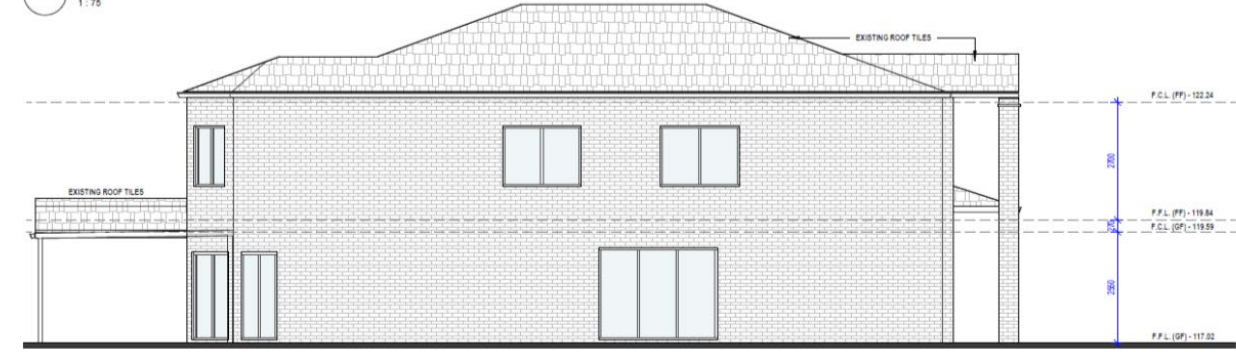
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Appendix 3 Appendix 3 – Plans of proposal




3 EXISTING SOUTH ELEVATION  
1 : 75



4 EXISTING EAST ELEVATION  
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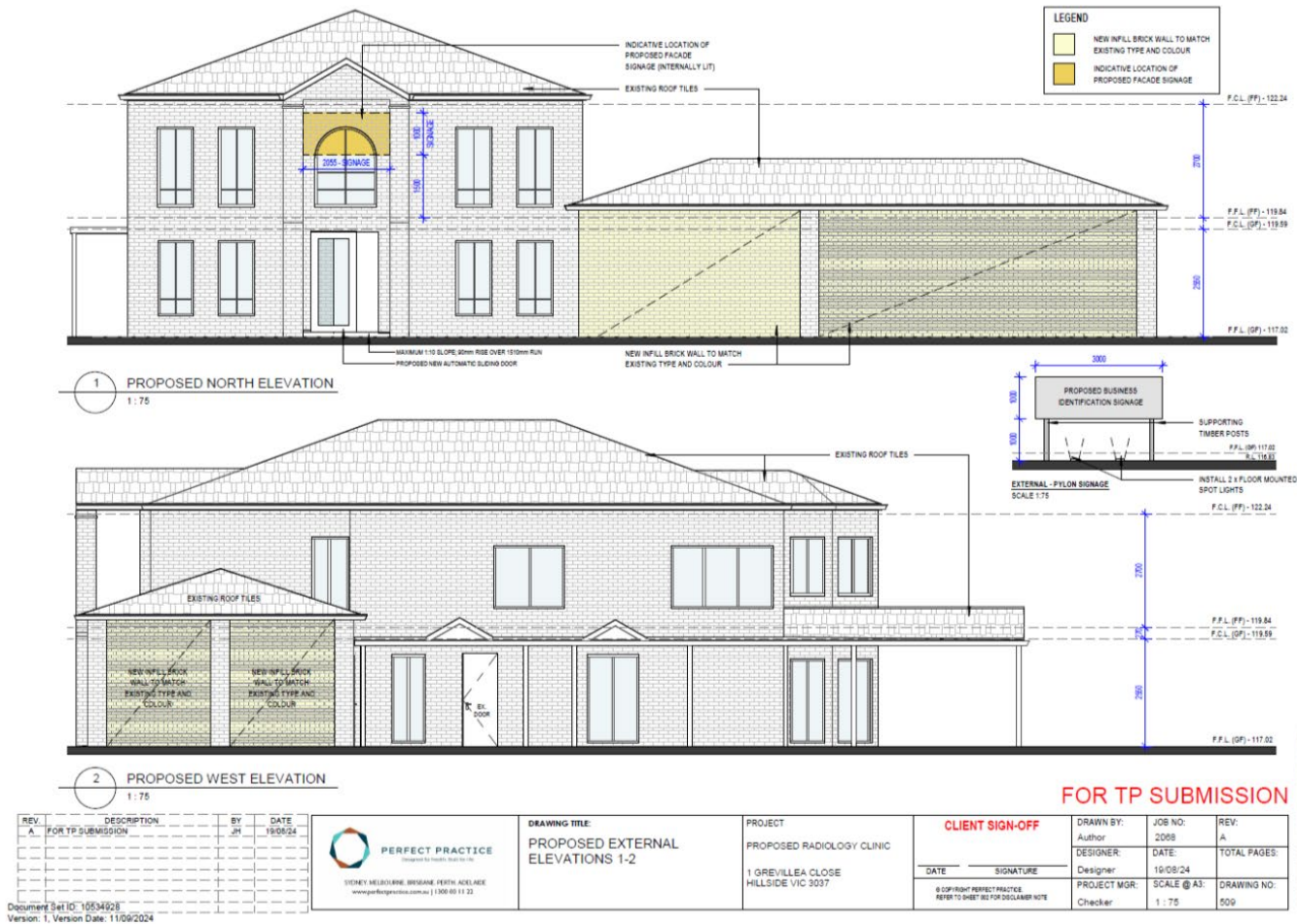
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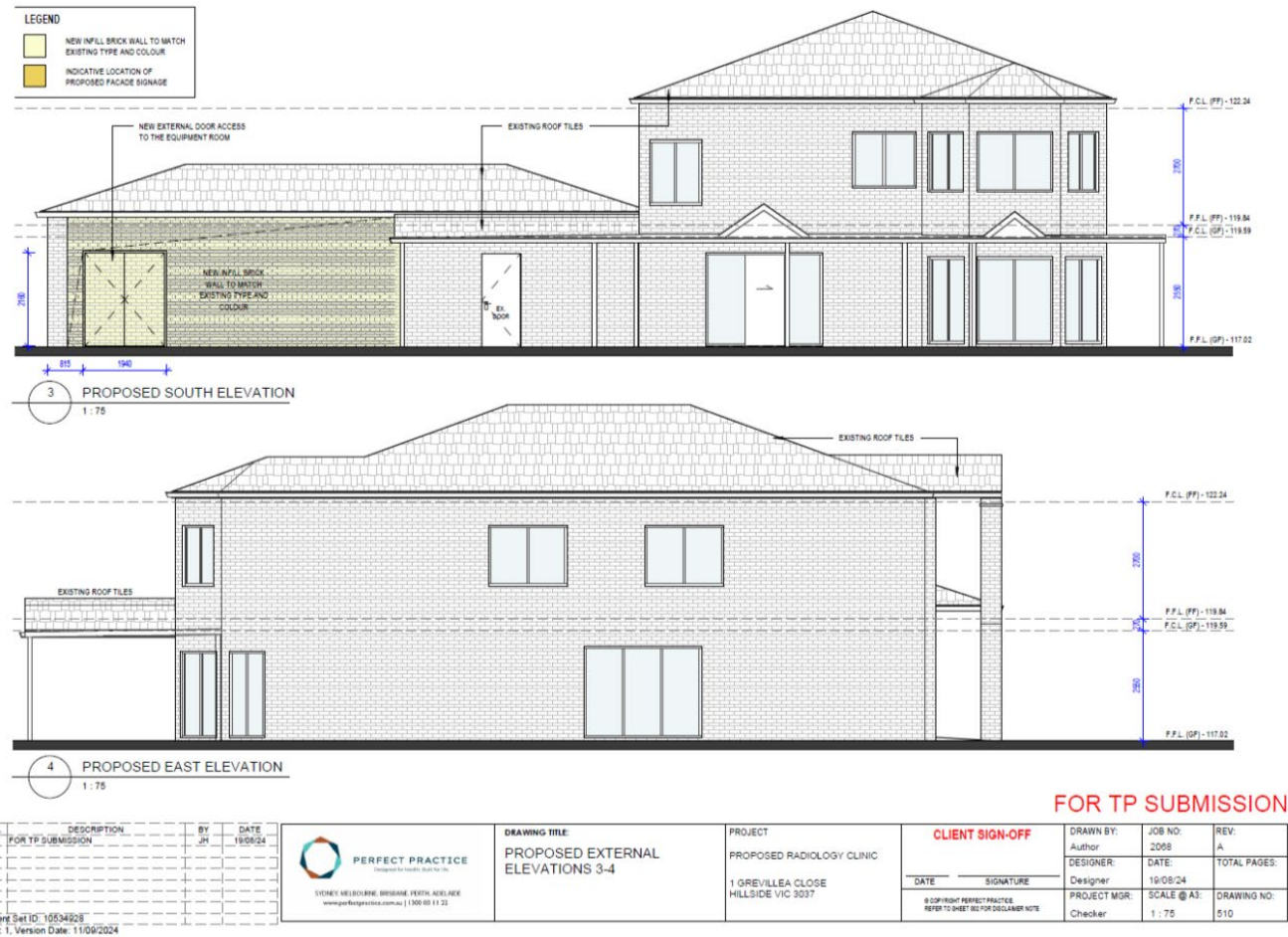
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Appendix 3 Appendix 3 – Plans of proposal



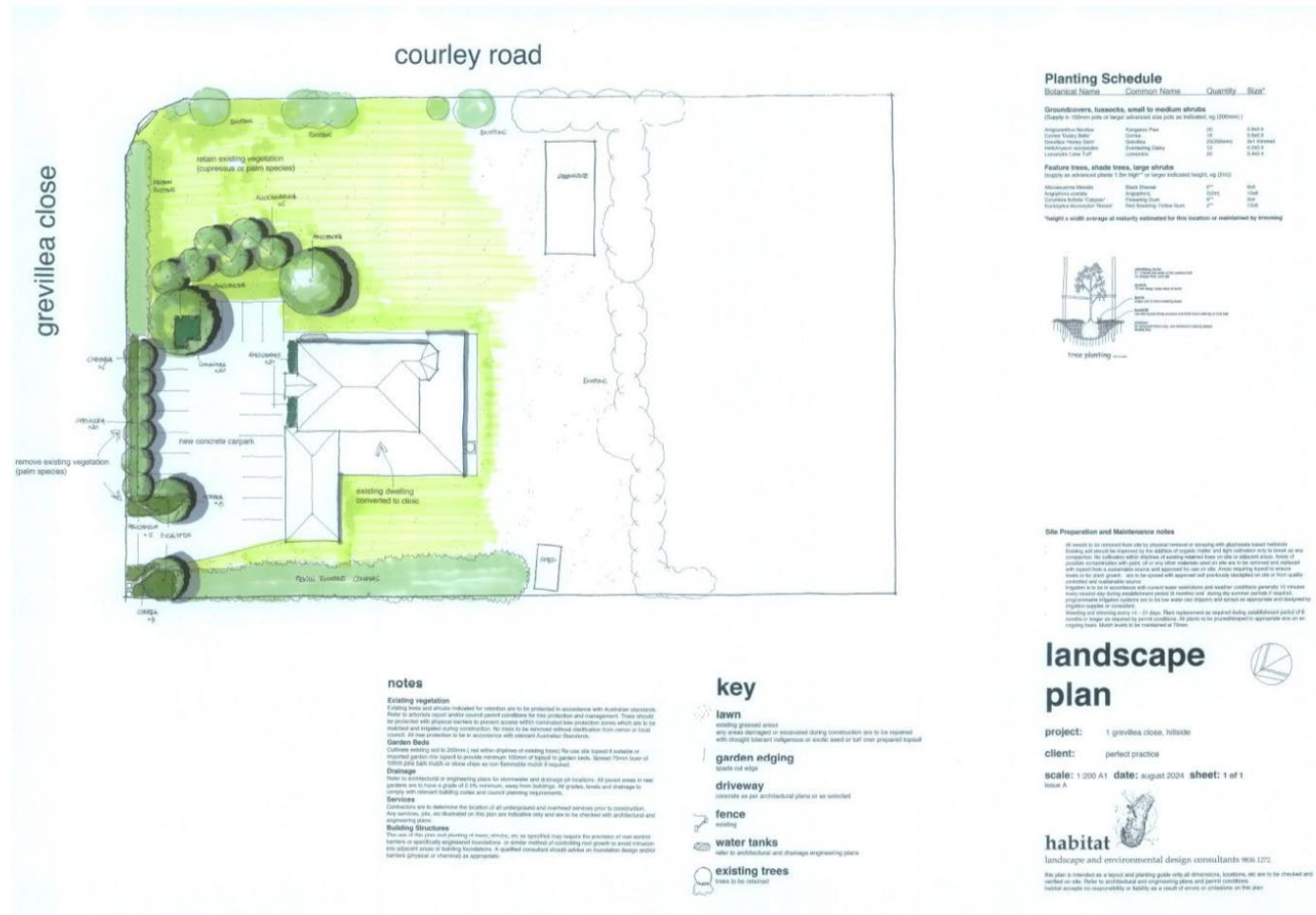
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Appendix 3 Appendix 3 – Plans of proposal



## 24 MARCH 2025

### Appendix 3 Appendix 3 – Plans of proposal



Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 4 Appendix 4 - Assessment Against Scheme

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Appendix 4 – Assessment against planning scheme

<b>Planning Scheme Reference</b>	<b>Assessment</b>
<b>Purpose and Vision</b>	
Clause 02.03-1 Settlement- Established Areas	<p>The purpose of the clause is to ensure <i>'In established areas, growth is occurring through higher density housing development and infill development. Unless managed, such development can increase pressure on existing infrastructure and create land use conflicts and poor built form outcomes.'</i></p> <p><u>Assessment</u></p> <p>The proposal seeks to provide community infrastructure in the form of a Medical Centre, which will service the well-established area of Hillside. The proposal will provide mainly radiology services, which are not common within the existing surround medical centers.</p>
Clause 02.03-5 Built Environment and Heritage – Neighborhood Character	<p>The purpose of the clause is to ensure the <i>'Rapid population growth presents a significant challenge to preserve and enhance the existing local character. The retention of trees makes a significant contribution to the character of neighbourhoods and defining the desired future character of an area.'</i></p> <p><u>Assessment</u></p> <p>The proposed use of a medical centre is not an uncommon proposal within the Hillside area. As discussed above, there are currently many existing medical centers along Gourlay Road and surrounding. The proposal continues to respect the neighborhood character by retaining the existing dwelling.</p>
Clause 02.03- Economic Development	<p>The clause seeks to:</p> <ul style="list-style-type: none"> <li>• <i>Facilitate development that provides opportunities for local employment and education that are close to homes and are accessible by a variety of transport options.</i></li> <li>• <i>Facilitate the provision of infrastructure and services that support economic growth, particularly in growth areas and in</i></li> </ul>

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 4 Appendix 4 - Assessment Against Scheme

	<p><i>existing, planned and proposed activity centres.</i></p> <ul style="list-style-type: none"> <li><i>Foster a diverse local economy that encourages investment and results in local business growth.</i></li> </ul> <p><u>Assessment</u></p> <p>The proposal encourages local development within close proximity to arterial roads, with access to a range of transport.</p>
<b>State Planning Policy Framework</b>	
Clause 11 – Settlement	<p>The purpose of the clause is to <i>'Planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure.'</i></p> <p><u>Assessment</u></p> <p>The proposed use is considered compatible with the surrounding area given it will serve the local community and is not anticipated to result in any unreasonable amenity impacts.</p>
Clause 15.01-1L-04 – Signs	<p>The purpose of the clause is to <i>'Support signs that are affixed to the building. Locate free-standing signs in front of the building, in a landscaped area and facing the street with the greatest amount of traffic (if the site has more than one street frontage). Discourage internally illuminated, floodlit, animated, electronic and reflective signage in residential areas.'</i></p> <p><u>Assessment</u></p> <p>The proposal includes two business identification signage, one of which is flood lit. One sign is affixed to the dwelling and the other is within the landscaped area to the northeastern boundary, and therefore comply with the clause.</p>
Clause 15.01-5S – Neighborhood Character	<p>The objective of the clause is to <i>'To recognise, support and protect neighbourhood character, cultural identity, and sense of place.'</i></p>

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 4 Appendix 4 - Assessment Against Scheme

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	<p><u>Assessment</u></p> <p>The proposed medical centre supports the objective by providing essential healthcare services that meet community needs while maintaining a design that compliments the local streetscape. The existing scale, materials, and setbacks reflect surrounding residential properties, and the landscaping ensures visual amenity. The use and development complement the area's character.</p>
Clause 17.01-15 – Diversified Economy	<p>The strategy of this clause is:</p> <p><i>'Facilitate growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professional and technical services based on the emerging and existing strengths of each region.</i></p> <p><i>Improve access to jobs closer to where people live.'</i></p> <p><u>Assessment</u></p> <p>The proposed medical centre aligns with the strategy of this clause by facilitating growth in the health sector and providing local employment opportunities. It improves access to essential healthcare services close to where people live, reducing the need for residents to travel long distances for medical care.</p>
Clause 18.01-1S – Land use and transport integration	<p>The strategy of this clause is:</p> <p><i>'Plan the use of land adjacent to the transport system having regard to the current and future development and operation of the transport system.'</i></p> <p><u>Assessment</u></p> <p>The location of the subject site is near the existing transport network. Its proximity to major roads and public transport options ensures convenient access for patients, staff, and visitors.</p>
Clause 19.02-1S – Health Facilities	<p>The objective of this clause is:</p> <p><i>'To assist the integration of health facilities with local and regional communities.'</i></p>



Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 4 Appendix 4 - Assessment Against Scheme

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	<p><u>Assessment</u></p> <p>Its location within a residential area which ensures convenient access for nearby residents, reducing travel times and improving community wellbeing.</p>
<b>Zone</b>	
Clause 32.09- Neighborhood Residential Zone	<p>The purpose of this zone is:</p> <ul style="list-style-type: none"> <li>• <i>To implement the Municipal Planning Strategy and the Planning Policy Framework.</i></li> <li>• <i>To recognise areas of predominantly single and double storey residential development.</i></li> <li>• <i>To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.</i></li> <li>• <i>To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.</i></li> </ul> <p><u>Assessment</u></p> <p>The proposal is considered to generally align with the MPS and PPF of the Melton Planning Scheme. The proposal is considered to generally align with the preferred and the existing character of the area given the use is a non-residential use. The proposed use is a non-residential type of use which is of a scale which will meet a local community need. The site is appropriately located given its proximity to Gourlay Road and the Melton Highway.</p>
<b>Particular Provisions</b>	
Clause 52.02- Easements, Restrictions and Reserves	<p>The purpose of the clause is 'to enable the removal and variation of an easement or restrictions to enable a use or development that complies with the planning scheme after the interests of affected people are considered.'</p> <p><u>Assessment</u></p> <p>The restrictive covenant came into effect on the 23 August 1995.</p> <p>The proposal does not involve removing all landscaping at the front of the property. It includes the removal of 11 trees to allow for</p>

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 4 Appendix 4 - Assessment Against Scheme

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	on-site car parking. To maintain adequate landscaping the applicant has proposed to replace the landscaping along the boundary. This will compensate for the loss of trees and provide effective screening for the car parking area, ensuring the frontage remains visually appealing.
Clause 52.05 – Signs	<p>Pursuant to Clause 52.05-13, the purpose of the Category 3 is <i>‘to ensure that signs in high-amenity areas are orderly, of good design and do not detract from the appearance of the building on which a sign is displayed or the surrounding area.’</i></p> <p><u>Assessment</u></p> <p>The proposed business identification and flood-lit sign are classified as Section 2 uses (permit required). The size and dimensions of the signage are considered appropriate and do not detract from the appearance of the dwelling. The design and placement of the sign ensure it remains unobtrusive while effectively serving its purpose.</p>
<b>General Provisions</b>	
Clause 65 – Decision Guidelines	<p>The provision outlines that <i>“Because a permit can be granted does not imply that a permit should or will be granted. The responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the decision guidelines of this clause.”</i></p> <p>The provision outlines that before deciding on an application the responsible authority must consider amongst other things:</p> <ul style="list-style-type: none"> <li>• <i>The Municipal Planning Strategy and the Planning Policy Framework.</i></li> <li>• <i>The purpose of the zone, overlay, or other provision. Any matter required to be considered in the zone, overlay, or other provision.</i></li> <li>• <i>The orderly planning of the area.</i></li> <li>• <i>The effect on the environment, human health, and amenity of the area.</i></li> </ul> <p><u>Assessment:</u></p>



Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 4 Appendix 4 - Assessment Against Scheme

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	As outlined above, the proposal is consistent with the decision guidelines under this clause.
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Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 5 Appendix 5 - Response to Objections

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Appendix 5 – Response to Objections

Objection	Comment
<p>Negative impact on the surrounding road network. The use will generate additional traffic with Grevillea Close.</p>	<p>The proposed use is not expected to have a significant negative impact on the surrounding road network. While it will generate some additional traffic, the increase will be minor and manageable.</p> <p>Traffic assessments show that peak traffic generation from the site will be limited, with a maximum of 10 inbound and 10 outbound vehicle trips per hour during peak periods, assuming all patients arrive by car.</p> <p>Furthermore, the medical centre is located at the first lot off Gourlay Road, meaning most traffic will access the site directly from this main road rather than traveling along the full length of Grevillea Close. This significantly reduces the likelihood of increased traffic within the residential section of Grevillea Close.</p> <p>The proposal has been reviewed by traffic experts and the responsible authority's Traffic and Transport department, both of which found no concerns with the projected traffic volumes. Therefore, the anticipated traffic increase is minimal and will not adversely affect the surrounding road network or local residents</p>
<p>There is an abundance of medical centres in the area, with the closest one within 90 metres.</p>	<p>While it is acknowledged that there are other medical centres in the area, the proposed facility aims to meet the growing demand for healthcare services within the community.</p> <p>While there are other medical centres in the area, none currently offer radiology services. The proposed medical centre will fill this gap by providing much-needed radiology facilities.</p> <p>Having a radiologist nearby will reduce the need for residents to travel longer distances for the service.</p>
<p>The impacts of varying the covenant will reduce landscaping standards within the estate.</p>	<p>Varying the covenant will not reduce landscaping standards within the estate. While the proposal requires the removal of some trees to accommodate on-site car parking, a detailed landscape plan has been submitted and ensures the development maintains a high standard of</p>

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 5 Appendix 5 - Response to Objections

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	<p>visual appeal and complements the surrounding area.</p> <p>As discussed above, the variation to the restriction has minimal impacts to affected owners of the same covenant.</p>
The precedent for non-residential use within a residential zoning, and its non-compliance to the subject zoning.	<p>While the site is within a residential zone, there is already a clear precedent for non-residential uses in the surrounding area. The presence of other non-residential developments demonstrates that such uses can successfully coexist with residential properties without compromising the character or amenity of the neighbourhood.</p> <p>The proposed medical centre is a low impact use that serves the local community's needs and aligns with the purpose of neighbourhood residential zone to provide convenient access to essential services.</p>
The proposed number of car spaces is not adequate to cater for the use, and therefore residents are concerned regarding the onflow effect to street parking.	<p>The proposed number of car spaces is sufficient to meet the needs of the development and satisfies the car parking rate under Clause 52.06. This use is unlikely to cause significant impacts on on-street parking.</p> <p>Patient appointments will be spaced out throughout the day, reducing peak parking demand and minimizing any potential overflow onto nearby streets.</p>

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

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Appendix 6 Appendix 6- Conditions

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Appendix 6 – Conditions

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - a. Revised site plans to reflect the landscape plans prepared by Habitat Landscape and Environment Consultants, dated August 2024.
2. The use may operate between the hours of:
  - a. Monday to Friday: 8am – 6pm
  - b. Saturday: 9am – 2pm
  - c. Sundays: Closed

The hours must not be varied, changed or extended without the written consent of the Responsible Authority.
3. The use and development must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected, through the:
  - a. Patrons entering and leaving the premises.
  - b. Noise from loud speakers.
  - c. Parking of vehicles.
  - d. Transport of materials, goods or commodities to or from the land.
  - e. Appearance of any building, works or materials.
  - f. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
  - g. Presence of vermin.
  - h. or in any other way as deemed by the Responsible Authority.
4. Not more than 5 practitioners may be present on the premises at any one time without the written consent of the Responsible Authority.
5. The premises must take all practical measures to contain noise onsite preventing any nuisance (noise) emanating from the property onto neighbouring properties. In regard to the possible noise that may occur the property must abide by the Public Health and Wellbeing Act 2008 and the Environment Protection Act 1974.
6. The operators under this permit must dispose of all waste in accordance with the Environment Protection Act 2017 and Environment Protection Regulations 2021.

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

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Appendix 6 Appendix 6- Conditions

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7. The buildings and works shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
8. Before the use and development starts, a landscape plan prepared by a person suitably qualified or experienced in landscape design must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
  - Location and identification of all proposed plants.
  - A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
  - A survey (including botanical names) of all existing vegetation to be retained and/or removed.
  - Details of surface finishes of pathways and driveways.
9. Prior to the commencement of occupancy, civil and landscape works must be fully constructed and completed to the satisfaction of the Responsible Authority.
10. All existing works affected by the development works shall be reinstated at no cost and to the satisfaction of the Responsible Authority.
11. The vehicle crossing in Grevillea Close must be to a rural standard and industrial strength in accordance with Council's Standard Drawings. The vehicle crossing(s) must match the existing vehicle crossings in the surrounding streets and clearance to street furniture/infrastructure must be clearly shown.
12. All existing and proposed infrastructure including vehicle crossings within road reserves along the site frontage and the turning area must be clearly shown on the plans.
13. For clear sight distance, there must be a minimum clearance of 2100mm from the ground surface level to the bottom of the proposed display sign.
14. The display sign is to be located a minimum of 9 meters (rural type roads, high speed) or 3 meters (urban roads) from the edge of the road.
15. A concrete pedestrian path must be constructed in Grevillea Close and connect to the broader pedestrian path network in accordance with the Responsible Authority's current standard drawings and to the satisfaction of the Responsible Authority. Consent to Work within a Road Reserve must be obtained from the Responsible Authority.
16. Prior to the commencement of works, detailed engineering plans must be submitted to and approved by the Responsible Authority. The engineering plans must show:
  - a. Footpath connecting to the broader network

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

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Appendix 6 Appendix 6- Conditions

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Prior to the issue of a certificate of occupancy for the development, or by such later date as is approved by the Responsible Authority in writing, the works shown on the approved engineering plan and ancillary works must be carried out and completed to the satisfaction of the Responsible Authority.

17. Prior to the commencement of works, engineering plans and relevant design calculations for the proposed development must be submitted to the Responsible Authority. The engineering plans shall, as a minimum, comprise of the layout plan, the drainage plans, signage and line marking plans, pavement design plans and, where applicable, internal roads and carpark lighting plans. All works within the site shall remain the property of the lot owner, except where it is located in an easement, and be maintained by the lot owner to the satisfaction of the Responsible Authority.
18. All car parking spaces must be designed to allow all vehicles to drive forwards both when entering and leaving the property. (Note that turning templates will need to be provided to Council for verification).
19. Prior to the commencement of use, photos and plumbers' certificate for the construction compliance for the on-site detention system/Stormwater quality treatment must be submitted to [infrastructureplan@melton.vic.gov.au](mailto:infrastructureplan@melton.vic.gov.au).
20. Protective kerbs of a minimum height of 150mm must be provided to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
21. Civil works must be fully constructed and completed to the satisfaction of the Responsible Authority prior to the commencement of use or occupancy, whichever comes first or applies.
22. All works associated with the development that is retained as the responsibility of the owner of the site to upkeep must be maintained in perpetuity to a standard that is to the satisfaction of the Responsible Authority. Otherwise, rectification works at the direction of and to the satisfaction of the Responsible Authority must be undertaken within a timeframe as directed by the Responsible Authority.
23. The development must make provision of two bicycle parking spaces, in accordance with AS2890.3.
24. The following must be undertaken to the requirements and satisfaction of the Responsible Authority:
  - The display board requires structural certification from a qualified structural engineer for the design and installation.
  - All advertising board signs and pole signs, including any overhang, shall be located within the property boundaries and not within the road reserve.
  - The advertising signs shall use low reflective paint to avoid being a hazard to road users.
25. The following must be undertaken to the requirements and satisfaction of the Responsible Authority prior to end of use:

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

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Appendix 6 Appendix 6- Conditions

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- The advertising signs and works associated with them shall be removed and the area restored to match the surrounding area. All removal and restoration works and costs shall be born by the applicants.
26. Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to Council's maintained legal point of discharge.
27. Except with the written consent of the Responsible Authority, the signs must not:
- a. Remain on private property and not encroach onto any road reserves.
  - b. Contain any buntings, streamers, windvanes or the like.
  - c. Contain any flashing light(s) or be electronic or animated.
28. The sign lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land.
29. The signs must be constructed and maintained to the satisfaction of the Responsible Authority.
30. Construction activities must be managed so that the amenity of the area is not detrimentally affected, through the:
- a. Transport of materials, goods or commodities to or from the land.
  - b. Inappropriate storage of any works or construction materials.
  - c. Hours of construction activity.
  - d. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
  - e. Presence of vermin.
  - f. Or in any other way as determined by the Responsible Authority.
31. Before the use of the development starts, the area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
- a. Constructed.
  - b. Properly formed to such levels that they can be used in accordance with the plans.
  - c. Sealed with a concrete or asphalt surface.
  - d. Drained.
  - e. Line marked to indicate each car space and all access lanes.

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

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Appendix 6 Appendix 6- Conditions

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- f. Clearly marked to show the direction of traffic along access lanes and driveways.
- g. Signage.

to the satisfaction of the Responsible Authority.

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

- 32. A minimum of one car space must be provided for the exclusive use of disabled persons. The car spaces must be provided as close as practicable to a suitable entrance of the building and must be clearly marked with a sign to indicate that the spaces must only be utilised by disabled persons. The dimensions of the disabled car spaces must be in accordance with the current Australian standards, AS 2890.6.
- 33. All pedestrian access to buildings must be designed and constructed to comply with the Disability Discrimination Act.
- 34. Prior to the commencement of the use, the medical centre must be connected to reticulated sewerage, if available. If reticulated sewerage is not available, all wastewater from the medical centre must be treated and retained within the lot in accordance with the requirements of the Environment Protection Regulations under the *Environment Protection Act 2017* for an on-site wastewater management system.
- 35. This permit will expire if one of the following circumstances applies:
  - a. The use and development are not started within two years of the date of this permit.
  - b. The development is not completed within four years of the date of this permit
  - c. The use is discontinued for a period of two years.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months afterwards.



Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 6 Appendix 6- Conditions

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**NOTE(S):**

- All drains contained within the allotment, except in drainage easements, must remain the property of the landowners and must not be taken over by Council for future maintenance.
- All vehicle pathways contained within the allotment, must remain the property of the landowners and must not be taken over by Council for future maintenance.
- Relevant permits, including but not limited to a 'Consent to Work within a Road Reserve' must be obtained from the Melton City Council prior to the commencement of construction.
- The proposed vehicle crossing(s) must have clearance from other services, public light poles, street sign poles, other street furniture and any traffic management devices.
- Any damages or injury incurred as a result of these advertising signs being in the area shall be borne by the applicants.
- Any existing works affected by the development works shall be reinstated at no cost, and to the satisfaction of the Responsible Authority.
- A 'Consent to Work within a Road Reserve' must be obtained from Council prior to the commencement of construction.

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 7 Appendix 7 - Title and Covenant

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**FEIGL & NEWELL PTY. LTD.** A.B.N. 91 155 326 195  
*Professional Title Searchers*

ESTABLISHED 1968

*Consultant for:*

SEMI & LOCAL GOVERNMENT  
SURVEYORS  
PLANNERS  
VALUERS  
SOLICITORS  
ENVIROSCIENTISTS

*Searchers of:*

T.L.A. TITLES  
GENERAL LAW  
CROWN LANDS  
SURVEY INFORMATION  
CORPORATE AFFAIRS  
COVENANT BENEFICIARIES

15/10/2024

**TO WHOM IT MAY CONCERN**

**RE PROPERTY: 1 GREVILLEA CLOSE, HILLSIDE**

My name is Peter O'Loughlin, I am a Partner of the firm Feigl & Newell Pty Ltd, Title Searchers.

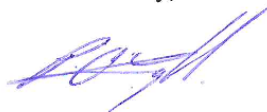
Our firm is considered to be experts in the field of Covenant Beneficiaries and we are retained by Barristers to brief them in these matters.

After careful perusal of the Covenant in Instrument of Transfer No. T834329F it would appear the beneficiaries are all the land within the borders highlighted yellow on the attached digital map base. The land highlighted blue has the burden of said Covenant.

I came to this conclusion as the intent of the covenant in Instrument of Transfer No. T834329F is that the beneficiaries are the Registered Proprietor or Proprietors for the time being of each of the lots on the said Plan of Subdivision No. LP216642U and every part thereof (other than the lot hereby transferred).

Please advise if any further information is required.

Yours faithfully,



Peter O'Loughlin

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 7 Appendix 7 - Title and Covenant



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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

**REGISTER SEARCH STATEMENT (Title Search) Transfer of  
Land Act 1958**

Page 1 of 1

VOLUME 10156 FOLIO 798

Security no : 124117563508G  
Produced 20/08/2024 05:46 AM

**LAND DESCRIPTION**

Lot 134 on Plan of Subdivision 216642U.  
PARENT TITLE Volume 09830 Folio 250  
Created by instrument LP216642U 18/02/1994

**REGISTERED PROPRIETOR**

Estate Fee Simple  
Sole Proprietor  
ANTONIO RAMONETTA of 1 GREVILLEA CLOSE HILLSIDE VIC 3037  
AE909770A 21/02/2007

**ENCUMBRANCES, CAVEATS AND NOTICES**

MORTGAGE AK399969K 14/06/2013  
NATIONAL AUSTRALIA BANK LTD

COVENANT (as to whole or part of the land) in instrument T834329F 23/08/1995

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan or imaged folio set out under DIAGRAM LOCATION below.

**DIAGRAM LOCATION**

SEE LP216642U FOR FURTHER DETAILS AND BOUNDARIES

**ACTIVITY IN THE LAST 125 DAYS**

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 1 GREVILLEA CLOSE HILLSIDE (GREATER MELBOURNE) VIC 3037

**ADMINISTRATIVE NOTICES**

NIL

eCT Control 16089P NATIONAL AUSTRALIA BANK LTD  
Effective from 23/10/2016

DOCUMENT END

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

## Appendix 7 Appendix 7 - Title and Covenant

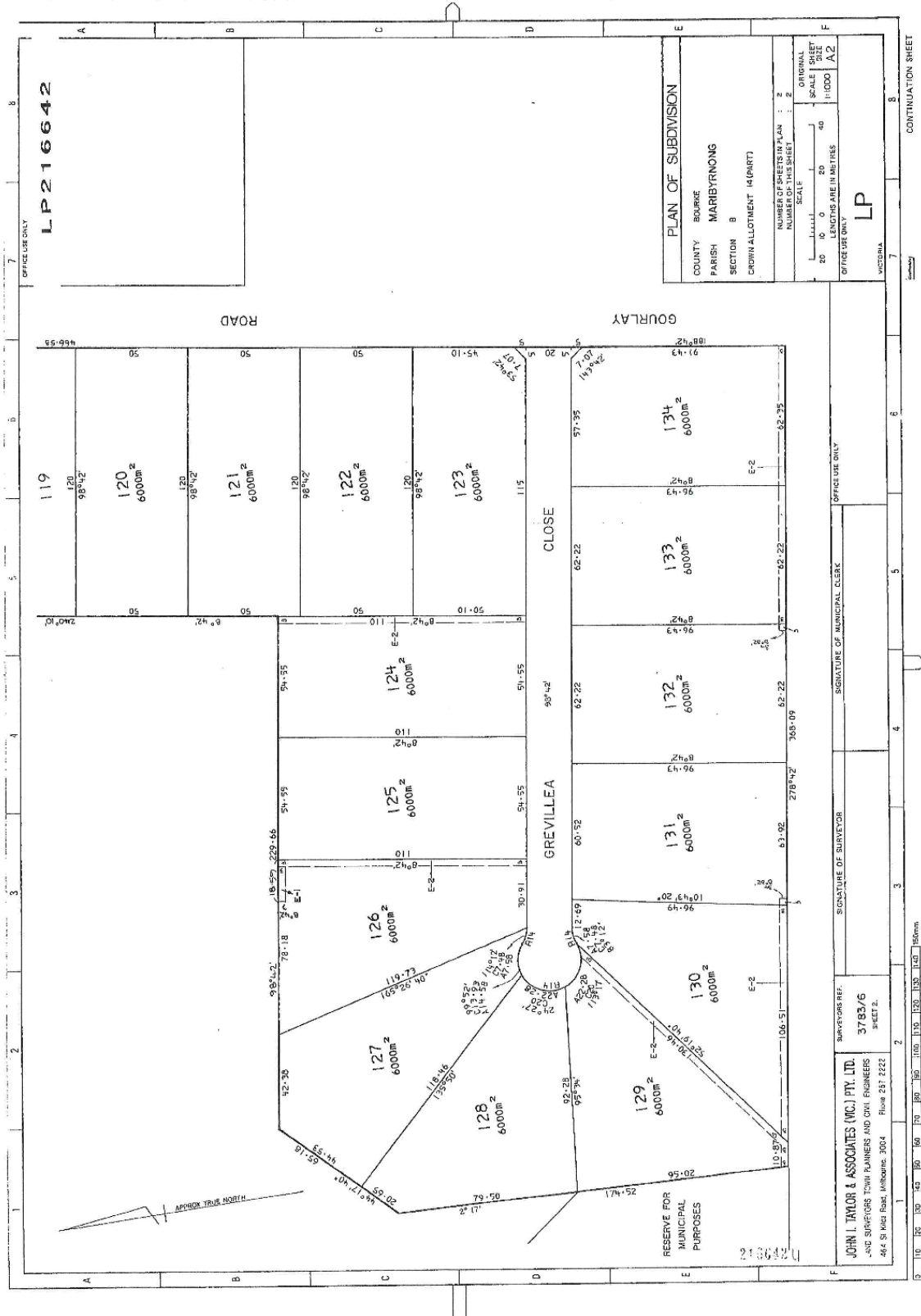
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[illegible]

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

## Appendix 7 Appendix 7 - Title and Covenant

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MEETING OF COUNCIL		24 MARCH 20
Item 12.1	Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside	

24 MARCH 2025

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

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[illegible]



Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 7 Appendix 7 - Title and Covenant

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2500 / 349

**VICTORIAN LAND TITLES OFFICE**

**Transfer of Land** Containing a Covenant and/or Easement  
Section 45 Transfer of Land Act 1958

Lodged at the Land Titles Office by:

Name: ROBERT FREDERICK NAB

Phone: 9367 4987

Ref: 159 Customer Code 0833 X 2004

The Transferor at the direction of the directing party (if any) transfers to the transferee the estate and interest specified in the land described for the consideration expressed-

- together with any easement created by this transfer;
- subject to the encumbrances affecting the land including any created by dealings lodged for registration before the lodging of this transfer; and
- subject to any easement reserved by this transfer or restrictive covenant contained or covenant created pursuant to statute and included in this transfer.

Land (Title) ☒ VOLUME 10156 FOLIO 798 Lot 134 on plan of subdivision LP216642U

Estate and Interest (e.g. "all my estate in fee simple")  
☒ ALL ESTATE IN FEE SIMPLE

Consideration  
☒ \$105,000.00

Transferor (Full name)  
☒ SUGARGUM DEVELOPMENTS PTY. LTD.

Transferee (Full name and address for future notices including postcode)  
☒ ANTHONY IACOVOU and JANICE JOY IACOVOU both of Lot 2, 58B Camerons Road, Bacchus Marsh 3340 as JOINT TENANTS.

Directing Party (Full name)

Creation and/or Reservation of Easement and/or Covenant

AND we the said Transferees for ourselves, our respective heirs, executors, administrators and transferees and registered proprietor or proprietors for the time being of the lot hereby transferred and of each and every part thereof DO HEREBY COVENANT with the said SUGARGUM DEVELOPMENTS PTY. LTD. and other the registered proprietor or proprietors for the time being of the lots on the said Plan of Subdivision No. LP216642U and every part thereof (other than the lot hereby transferred) as follows:-

(see reverse)

and Titles Office Use Only

**T2**  
OFFICE OF  
9 AUG 2025  
VICTORIA  
Licence No. 2926L

Stamp: 283042B  
Trg 060647604 Cde 152 09/08/95  
Reg 2 4135 Amt 4 21500.00  
Stamp Duty, Victoria

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 7 Appendix 7 - Title and Covenant

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### **ORDER TO REGISTER**

#### **To the Registrar of Titles**

Please register this dealing and upon completion issue the documents as follows :-

Signed.....

Firm's Name.....

Customer code.....

Creation and/or Reservation of Easement and/or Covenant (continuation if necessary)

- (a) we will not erect or permit or allow to be or remain erected on the land hereby sold:-
- (i) any dwelling house garage or outbuilding other than a dwelling house garage or outbuildings having external walls of brick stone concrete glass or timber or any combination thereof with roofing of a non reflective nature provided that:-
- (aa) the proportion of external walls constructed of timber shall not exceed thirty three and one third per centum of the area of such external walls;
- (ab) nothing contained in this provision shall be construed so as to preclude or restrict the use of timber in the inner framework of any external wall;
- (ac) steel deck roofing of or similar to lysaght colorbond type shall be permitted.
- (ii) any dwelling house having an area (exclusive of verandahs garages and outbuildings) of less than 185 square metres.

Dated: 31/7/1995  
Execution and Attestation

THE COMMON SEAL OF SUGARGUM DEVELOPMENTS ]  
PTY. LTD. (A.C.N. 057 345 061) WAS HERE- ]  
UNTO AFFIXED IN ACCORDANCE WITH ITS ]  
ARTICLES OF ASSOCIATION IN THE PRESENCE ]  
OF: ]

DIRECTOR.....

SECRETARY.....

SIGNED by ANTHONY IACOVOU ]  
and JANICE JOY IACOVOU ]  
the presence of: ]



*Anthony Iacovou*  
*Janice Joy Iacovou*

*[Signature]*

See Annexure Sheet marked..... "A"



Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 7 Appendix 7 - Title and Covenant

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## VICTORIAN LAND TITLES OFFICE

See notes  
on reverse

### Annexure Sheet

This is the annexure marked "A" referred to in instrument of TRANSFER dated between SUGARGUM DEVELOPMENTS PTY. LTD. and A. & J. IACOVOU

Signatures of parties

*Antoni Iacovou* *J. Iacovou*  
*[Signature]* *[Signature]*

#### Panel Heading

- X Initial *[Initials]*
- (iii) more than one dwelling house together with the usual outbuildings.
  - (iv) any fence to the rear and side boundaries other than a fence constructed of treated pine posts and wire mesh or wire strand to a height of not more than 1.2 metres.
  - (v) any fence along the rear boundary of Lots 129 to 134 inclusive other than a fence constructed of treated pine palings to be a height of not more than 1.83 metres.
  - (b) we will not cut down or remove any tree standing on the land hereby sold having a girth in excess of 75mm measured at a point one metre above ground level except where such cutting down or removal is necessary for the safe and proper construction of any dwelling house garage or outbuilding.

And it is intended that this Covenant shall be set out as an encumbrance on the Certificate of Title issued to the lot hereby transferred and shall run with the land.

(continue on reverse)

and Titles Office Use Only

A1



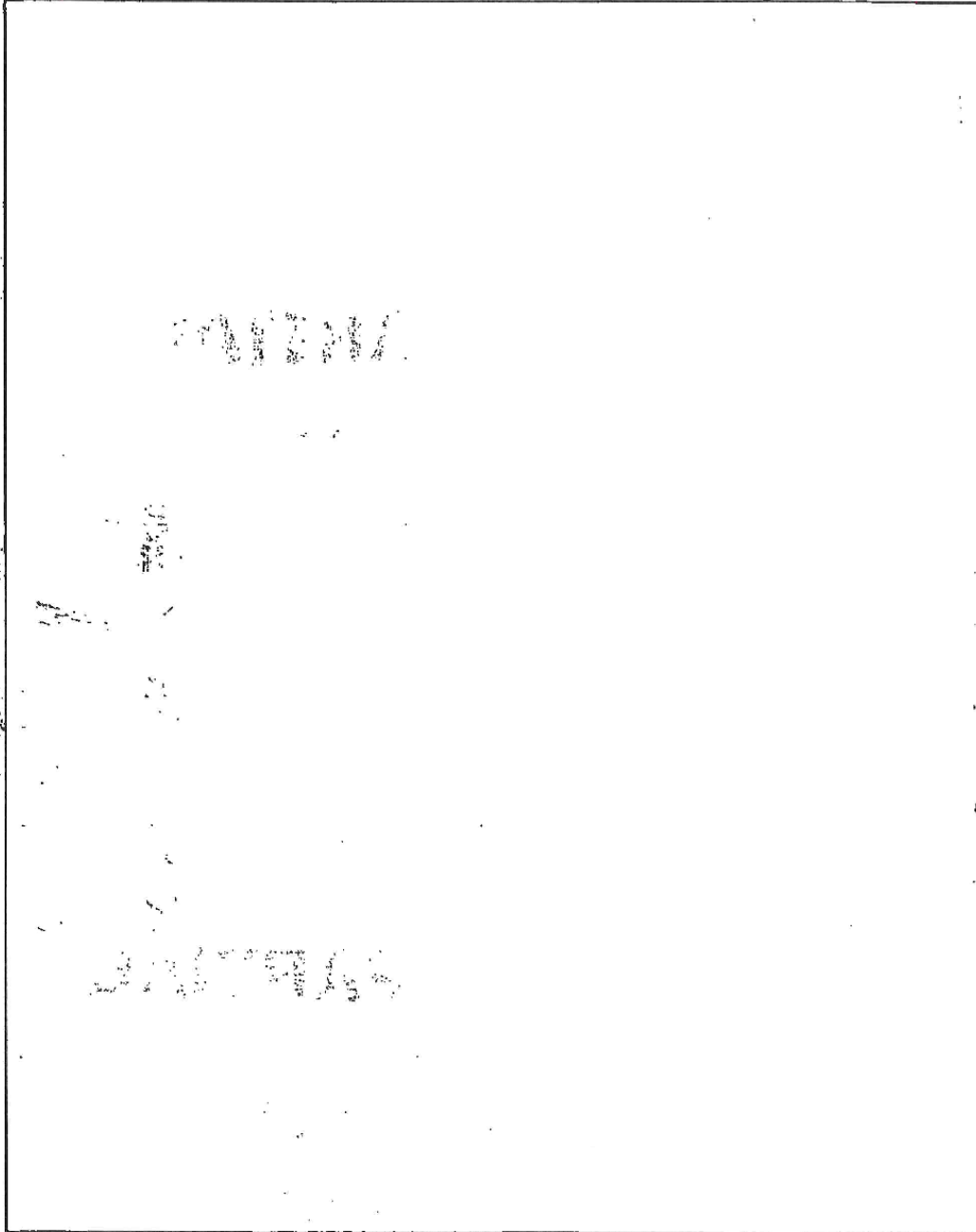
Licence No. 29261

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

Appendix 7 Appendix 7 - Title and Covenant

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#### Continuation



#### NOTES

1. If there is insufficient space to accommodate the required information in a panel, or on the reverse of the parent instrument insert the word "See Annexure A" (or as the case may be) and enter all the information on the annexure sheet under the appropriate panel heading.
2. If multiple copies of the instrument are lodged, original annexure sheets must be attached to each. Annexure sheet(s) attached to the original must be typed or legibly written in ink. The use of self correcting typewriter ribbon or correction fluid is not permitted. Text contained in annexure sheet(s) attached to the duplicate may be a copy of the original. The signature of all parties must be in ink on both the original and any copy.
3. The annexure sheet must be properly identified, signed by the parties to the instrument to which it is annexed and securely attached thereto.

L 78 Available from: Harston Partridge & Co. Pty. Ltd (03) 428 1541

Item 12.1 Planning Application PA 2024/8899/1 - Use and development of the land for the purpose of a double-storey medical centre with associated car parking, landscaping and advertising signs, including floodlit, internally illuminated and business identification signs and variation of registered restrictive covenant at 1 Grevillea Close, Hillside At 1 Grevillea Close, Hillside

# Appendix 7 Appendix 7 - Title and Covenant



## 12.2 FINANCE REPORT FOR PERIOD ENDED 31 DECEMBER 2024

Author: Natalie Marino - Manager Finance

Presenter: Peter Leersen - Director Organisational Performance

### PURPOSE OF REPORT

To present the 2024/2025 Finance Report for the six months ended 31 December 2024.

### RECOMMENDATION:

That Council note the 2024/2025 Finance Report for the six months ended 31 December 2024, contained at **Appendix 1**.

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## 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 six months ending 31 December 2024 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 December 2024 quarter financial report on 20 February 2025 with no changes required following that review.

Council remains in a financially positive position that sets up Council for the remainder of the financial year to pay for and deliver the services and capital investment the community needs.

Council's Financial Management reporting process is to thoroughly analyse each month the key revenue and expenditure items that result in material variance when compared against the budget and to forecast quarterly the year end expectation, considering knowledge of operations, current trends and changes in external factors.

Whilst the financial report presented at **Appendix 1** is prepared in accordance with Australian Accounting Standards, they contain developer contributions and capital grant revenue items that are common in a growth Council which are received in the current financial year to build future facilities like children and community centres, roads, ovals, parks and open spaces. This money can only be used for these purposes.

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 six months ending 31 December 2024 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 31 December 2024**

	YTD Actual 31 Dec 24 (\$'000)	YTD Budget 31 Dec 24 (\$'000)	Variance (\$'000)
Income	390,118	355,603	34,515
Expenses	131,637	134,646	3,009
<b>Surplus for the year</b>	<b>258,481</b>	<b>220,957</b>	<b>37,524</b>
Net asset revaluation increment	-	-	-
<b>Total Comprehensive Result</b>	<b>258,481</b>	<b>220,957</b>	<b>37,524</b>
<b>Less: Capital and Non-Operating Items</b>			
Contributions - monetary	29,810	35,205	(5,395)
Contributions - non-monetary	92,383	52,865	39,518
Net asset revaluation increment/(decrement)	-	-	-
Fair value increment investments	3,952	-	3,952
Grants - capital	16,700	14,116	2,584
Net gain on disposal of assets	(3,664)	2,618	(6,282)
	<b>139,181</b>	<b>104,804</b>	<b>34,378</b>
<b>Adjusted Operating Surplus</b>	<b>119,300</b>	<b>116,153</b>	<b>3,147</b>

Council's adjusted operating result as at 31 December 2024 was a surplus of \$119.3 million compared to a budget of \$116.2 million which is favourable to budget. This favourable variance is largely attributable to an increase in the value in investments with Victorian Funds Management Corporation (VFMC) and an offset of savings in employee costs.

Following a review and subsequent advice from external audit during the 2023/24 financial year, it was determined that certain expenditures, originally budgeted as capital, should be reclassified as operating expenses.

As a result of this reclassification, the budgeted capital expenditure has been reduced and the operating expenditure has been increased accordingly. This shift impacts both the forecast and actual financial results, as the reconciliation alters the balance between capital and operating budgets.

Specifically, operating expenses are now higher than initially budgeted however, the overall impact on the net result remains neutral as the total expenditure across both capital and operating categories for these items is unchanged. **Table 2** below provides a snapshot of the impact the audit advice has on this year's finances.

**Table 2: Reclassification of Capital Expenditure**

Expenditure Type	Original Budget	Forecast	Variance +Favourable (Unfavourable)
Operating Expenditure	\$262.3m	\$272.6m	(\$10.3m)
Capital Expenditure	\$223.1m	\$212.8m	\$10.3m

The actual capital expenditure incurred as at 31 December was \$69.9 million of the \$223.1 million capital budget.

### 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 six months ended 31 December 2024 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

Council can:

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

### LIST OF APPENDICES

1. Finance Report 31 December 2024





Melton City Council  
**Finance Report 2024/2025**  
Six Months Ended 31 December 2024

A vibrant, safe and liveable City accessible to all





**Quarterly Finance Report  
Six Months Ended 31 December 2024**

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## Melton City Council

### Quarterly Finance Report For the six months ended 31 December 2024

#### Executive Summary

#### Operating Results

This report compares the actual results for the six months ended December 2024 against the adopted year to date budget for the same period as well as the adopted budget against year end forecast as at 31 December.

The operating surplus before transfers for the six months ended 31 December was \$258.5m. When compared against the budgeted year to date result of \$220m, Council has recorded a favourable variance of \$37.5m.

Following a review and subsequent advice from external audit during the 2023/24 financial year, it was determined that certain expenditures, originally budgeted as capital, should be reclassified as operating expenses.

As a result of this reclassification, the budgeted capital expenditure has been reduced and the operating expenditure has been increased accordingly. This shift impacts both the forecast and actual financial results, as the reconciliation alters the balance between capital and operating budgets.

Specifically, operating expenses are now higher than initially budgeted however, the overall impact on the net result remains neutral as the total expenditure across both capital and operating categories for these items is unchanged. The table below provides a snapshot of the impact the audit advice has on this year's finances.

Expenditure Type	Original Budget	Forecast	Variance +Favourable (Unfavourable)
Operating Expenditure	\$262.3m	\$272.6m	(\$10.3m)
Capital Expenditure	\$223.1m	\$212.8m	\$10.3m

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

#### Capital Expenditure

The adopted Council capital expenditure budget for 2024/25 is a total of \$223.1m. This consists of \$35.9m in budgeted carry forwards from 2023/24.

Total developer contribution in-kind works budget for 2024/25 is \$85.6m. 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 as at the end of 31 December was \$69.9m which represents 31% of the annual budget of \$223m, or 33% of an adjusted budget figure of \$212.7 after accounting for the reduction in the Capital budget associated with the audit decision referred to above to reclassify IT expenditure. This time last year, the year to date spend compared to annual budget was 33%.

Capital delivery, excluding DCP In Kind, is forecasting to achieve \$153.2m of capital works for the year which is \$69.8m less than the adopted budget of \$223m, or \$59.5m less than an adjusted budget figure of \$212.7 after accounting for the reduction in the Capital budget associated with the audit decision referred to above to reclassify IT expenditure. The most significant forecast reductions in spend are in Recreation \$25.6m, Roads 24.4m and IT Equipment \$10.3m. The latter being the result of the abovementioned audit decision to expense certain IT costs rather than have them capitalised as they have been originally budgeted this 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 second quarter 31 December 2024 is \$604.8m. This balance comprises \$578.9m in investments and the balance of \$25.9m 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

Trade and Other Receivables outstanding at the end of the second quarter totalled \$123.4m, compared with last year's balance for the same period of \$117.8m. The largest component of the \$123.4m is Rates Debtors which ended the period at \$113.8m. Overdue rates at the end of December amount to \$31.3m on 20,464 properties.

Melton City Council Finance Report							
Income and Expenditure Statement							
Six Months Ended 31 December 2024							
2023/24 YTD Actuals (\$'000)	Income/Expenditure  Notes	YTD Actuals (\$'000)	YTD Budget (\$'000)	YTD Variance (\$'000)	2024-25 Full Year Adopted Budget (\$'000)	2024-25 Q2 Forecast (\$'000)	Variance (\$'000)
<b>Income</b>							
172,560	Rates & Charges 1	186,133	187,945	(1,812)	192,255	192,122	(133)
7,032	Statutory Fees and Fines 2	6,937	6,616	321	13,841	14,460	619
6,189	User Fees 3	5,808	6,175	(366)	12,951	13,206	255
11,782	Grants- Operating 4	33,787	31,684	2,103	40,212	41,172	960
3,855	Grants- Capital 5	16,700	14,116	2,584	28,243	28,812	569
26,473	Contributions Monetary 6	29,810	35,205	(5,395)	97,951	88,448	(9,503)
16,243	Contributions Non Monetary 7	92,383	52,865	39,518	185,846	195,797	9,951
5,733	Net Gain/(Loss) on Disposal of IPP&E 8	(3,664)	2,618	(6,282)	23,426	23,486	60
17,506	Other Income 9	18,271	18,379	(108)	37,794	40,105	2,311
0	Fair value Adjustment 10	3,952	0	3,952	0	3,952	3,952
267,373	<b>Total Income</b>	<b>390,118</b>	<b>355,603</b>	<b>34,515</b>	<b>632,519</b>	<b>641,560</b>	<b>9,041</b>
<b>Expenditure</b>							
37,961	Employee Costs 11	45,126	49,986	4,860	82,204	82,395	(191)
50,823	Material Costs 12	54,524	54,681	157	121,310	141,942	(20,632)
664	Bad and Doubtful Debts 13	1,145	458	(687)	1,352	2,257	(905)
28,085	Depreciation and Amortisation 14	30,773	29,443	(1,330)	56,851	64,018	(7,167)
105	Borrowing Costs 15	60	64	4	482	185	297
8	Finance Cost- Leases 16	9	14	5	72	72	0
117,645	<b>Total Expenditure</b>	<b>131,637</b>	<b>134,646</b>	<b>3,009</b>	<b>262,271</b>	<b>290,870</b>	<b>(28,599)</b>
149,728	<b>Total Surplus/Deficit Before Transfers.</b>	<b>258,481</b>	<b>220,957</b>	<b>37,524</b>	<b>370,248</b>	<b>350,690</b>	<b>(19,558)</b>
<b>Other Comprehensive Income</b>							
0	Net asset Revaluation Increment/(decrement)	0	0	0	0	0	0
149,728	<b>Total comprehensive Result</b>	<b>258,481</b>	<b>220,957</b>	<b>37,524</b>	<b>370,248</b>	<b>350,690</b>	<b>(19,558)</b>
<b>Reserve Transfers</b>							
13,241	Transfers From Reserves	40,851	29,315	11,536	55,469	116,523	61,054
(50,828)	Transfer to Reserve	(35,157)	(49,430)	14,273	(144,032)	(125,640)	18,392
(37,587)	<b>Total Net Transfers - Income/(Exp)</b>	<b>5,695</b>	<b>(20,115)</b>	<b>25,809</b>	<b>(88,563)</b>	<b>(9,117)</b>	<b>79,446</b>
112,141	<b>Total Surplus/(Deficit) Net of Transfers</b>	<b>264,176</b>	<b>200,842</b>	<b>63,334</b>	<b>281,685</b>	<b>341,573</b>	<b>59,888</b>
<b>Underlying Surplus/(Deficit)</b>							
149,728	<b>Total comprehensive Result (per above)</b>	<b>258,481</b>	<b>220,957</b>	<b>37,524</b>	<b>370,248</b>	<b>350,690</b>	<b>(19,558)</b>
<b>Less</b>							
3,855	Grants- Capital	16,700	14,116	(2,584)	28,243	28,812	569
42,716	Contributions	122,193	88,070	(34,123)	283,797	284,245	448
5,733	Net Gain/(Loss) on Disposal of IPP&E	(3,664)	2,618	6,282	23,426	23,486	60
0	Fair value increment on investment properties	3,952	0	(3,952)	0	0	0
0	Net asset Revaluation Increment/(decrement)	0	0	0	0	0	0
97,424	<b>Underlying Surplus/(Deficit)</b>	<b>119,300</b>	<b>116,153</b>	<b>3,147</b>	<b>34,782</b>	<b>14,147</b>	<b>(20,635)</b>

## Melton City Council Finance Report

## Income and Expenditure Statement - Significant Variance Comments

## Six Months Ended 31 December 2024

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	Notes	YTD Actual (\$'000)	YTD Budget (\$'000)	Variance - Fav/(Unfav) (\$'000)	YTD Actuals vs YTD Budget Variance Explanations
<b>Income</b>					
Rates & Charges	1	186,133	187,945	(1,812)	Rates & Charges are unfavourable compared to YTD Budget by <b>(\$1.81m)</b> mainly due to unfavourable variance of <b>(\$1.61m)</b> in Supplementary Rates (due to lower than expected number of properties titled) & Rebate on Rates <b>(\$0.20m)</b>
Statutory Fees and Fines	2	6,937	6,616	321	Statutory Fees and Fines are <b>\$0.32m</b> favourable compared with YTD Budget due to favourable variances in the following areas - Parking & infringement <b>\$0.53m</b> , Court Recoveries <b>\$0.19m</b> .  The favourable variance is partially offset by unfavourable variances of <b>(\$0.40m)</b> in Permit Fees.
User Fees	3	5,808	6,175	(366)	User Fees are unfavourable against YTD Budget by <b>(\$0.37m)</b> primarily due to an unfavourable variance of <b>(\$0.43m)</b> in Subdivision Fees, Sundry Fees & Client Fees which is partially offset by a favourable variance of <b>\$0.06m</b> rental income from properties hired.
Grants- Operating	4	33,787	31,684	2,103	Operating Grants are favourable by <b>\$2.10m</b> mainly due to the following- ** Public Libraries Funding Program - \$0.68m ** Road Construction - Bridge Road, Cobblebank - \$0.54m ** MCH Programs - \$0.29m ** Kinder Garten Central Registration - \$0.17m ** Community Connect Hillside & Banchory - \$0.13m ** Various small grants - \$0.29m
Grants- Capital	5	16,700	14,116	2,584	Capital Grants are favourable by <b>\$2.58m</b> mainly due to favourable variance in the following- ** Macpherson Park Stage 3B Rugby Pavilion- \$0.80m ** Active Transport Connection, Taylors Road - 0.58m ** Active Transport Connection, Diggers Rest - \$0.40m ** Bridge Road, Cobblebank - \$0.31m ** Various other grants - \$0.49m
Contributions Monetary	6	29,810	35,205	(5,395)	Contributions Monetary ended unfavourable to budget due to a weaker housing market and the delay in the settlement of land and completion of subdivisions.
Contributions Non Monetary	7	92,383	52,865	39,518	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.
Net Gain/(Loss) on Disposal of IPP&E	8	(3,664)	2,618	(6,282)	The unfavourable variance of <b>(\$6.28m)</b> is mainly due to less than budgeted Atherstone land sales and loss on sale of assets.
Other Income	9	18,271	18,379	(108)	Other Revenue is <b>(\$0.11m)</b> unfavourable to YTD Budget due to lower than anticipated interest income from investment <b>(\$0.51m)</b> partially offset by favourable variance of <b>\$0.40m</b> in program revenue, other income & recoveries.
Fair value Adjustment	10	3,952	0	3,952	This is an unbudgeted accounting entry recognising the increased value in investments held with the Victorian Funds Management Corporation (VFMC) which manage investment funds on our behalf which we recognise a fair value for at each quarter-end.
<b>Total Income</b>		<b>390,118</b>	<b>355,603</b>	<b>34,515</b>	

**Melton City Council Finance Report****Income and Expenditure Statement - Significant Variance Comments****Six Months Ended 31 December 2024**

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	Notes	YTD Actual (\$'000)	YTD Budget (\$'000)	Variance - Fav/(Unfav) (\$'000)	YTD Actuals vs YTD Budget Variance Explanations
<b>Expenditure</b>					
Employee Costs	11	45,126	49,986	4,860	Employee costs ended the period favourably compared to YTD Budget by <b>\$4.86m</b> . The bulk of this variance is attributable to vacancies across Council as follows: City Life \$1.99m City Delivery \$1.50m City Futures \$0.74m Organisational Performance \$0.48m Office of CEO \$0.15m
Material Costs	12	54,524	54,681	157	Contracts and Materials are favourable against YTD Budget by <b>\$0.16m</b> mainly due timing of contract payments.
Bad and Doubtful Debts	13	1,145	458	(687)	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 void 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	14	30,773	29,443	(1,330)	The variance is due to timing of capitalisation of assets to be depreciated.
Borrowing Costs	15	60	64	4	This is due to the timing difference between when budgeted loans were expected to be taken and when they are actually taken.
Finance Cost- Leases	16	9	14	5	
<b>Total Expenditure</b>		<b>131,637</b>	<b>134,646</b>	<b>3,009</b>	
<b>Total Surplus/Deficit Before Transfers.</b>		<b>258,481</b>	<b>220,957</b>	<b>37,524</b>	

Melton City Council Finance Report				
Q2 Forecast vs Full Year Adopted Budget 2024-25				
Six Months Ended 31 December 2024				
Income / Expenditure		Full Year Adopted Budget 2024-25	Q2 Forecast 2024-25	Variance
Notes		(\$'000)	(\$'000)	(\$'000)
Income				
Rates & Charges	1	192,255	192,122	(133)
Statutory Fees and Fines	2	13,841	14,460	619
User Fees	3	12,951	13,206	255
Grants- Operating	4	40,212	41,172	960
Grants- Capital	5	28,243	28,812	569
Contributions Monetary	6	97,951	88,448	(9,503)
Contributions Non Monetary	7	185,846	195,797	9,951
Net Gain/(Loss) on Disposal of IPP&E	8	23,426	23,486	60
Other Income	9	37,794	40,105	2,311
Fair value Adjustment	10	0	3,952	3,952
Total Income		632,519	641,560	9,041
Expenditure				
Employee Costs	11	82,204	82,395	(191)
Material Costs	12	121,310	141,942	(20,632)
Bad and Doubtful Debts	13	1,352	2,257	(905)
Depreciation and Amortisation	14	56,851	64,018	(7,167)
Borrowing Costs	15	482	185	297
Finance Cost- Leases	16	72	72	0
Total Expenditure		262,271	290,870	(28,599)
Total Surplus/Deficit for the Year Before Trfs.		370,248	350,690	(19,558)
Underlying Surplus/(deficit)		34,782	14,147	(20,635)
Council Capital Budget		223,103	153,262	69,841
Capital DCP-In-Kind		85,592	142,153	(56,561)



## Melton City Council Finance Report

## Q2 Forecast vs Full Year Adopted Budget 2024-25 - Significant Variance Comments

## Six Months Ended 31 December 2024

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	Notes	Full Year Adopted Budget 2024-25	Q2 Forecast 2024-25	Variance	Adopted Budget vs Q2 Forecast Variance Explanations
		(\$'000)	(\$'000)	(\$'000)	
<b>Income</b>					
Rates & Charges	1	192,255	192,122	(133)	Rates & Charges are expected to finish unfavourably by <b>(\$0.13m)</b> due to Pensioners Rebate on Rates.
Statutory Fees and Fines	2	13,841	14,460	619	Statutory Fees and Fines are forecast to finish favourably compared to Full Year Budget by <b>\$0.62m</b> mainly due to the favourable variances in infringement costs & Court Recoveries.
User Fees	3	12,951	13,206	255	User Fees are expected to finish <b>\$0.25m</b> favourable to Full Year Budget primarily due to a favourable variance of <b>\$0.41m</b> in application fees and properties hire income partially offset by an unfavourable variance of <b>(\$0.16m)</b> in Levies.
Grants- Operating	4	40,212	41,172	960	Operating Grants are forecast to finish favourably compared to Full Year Budget by <b>\$0.96m</b> due to the following- ** MCH Programs - \$0.43m ** Family Support Services - \$0.15m ** Kindergarten Central Registration - \$0.17m ** Kids Active Travel - \$0.14m ** Various other grants - \$0.07m
Grants- Capital	5	28,243	28,812	569	Capital Grants are forecast to finish favourable to budget by <b>\$0.57m</b> due to unbudgeted grant income forecast in Q2. ** Road Construction Bridge Road, Cobblebank - \$0.32m ** Mobile Library Van - \$0.16m ** Toolern Vale Public Convenience Upgrade - \$0.07m ** Cobblestone Green Recreation Reserve Park Upgrade - \$0.02m
Contributions Monetary	6	97,951	88,448	(9,503)	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 interest rates and delays in completing subdivisions.
Contributions Non Monetary	7	185,846	195,797	9,951	This revenue item recognises infrastructure assets provided to Council by developers after the completion of sub-divisions. The forecast for non-cash contributions is anticipated to end favourably when compared against the adopted budget due to a higher number of subdivision completions than anticipated and subsequent handing over of assets by Developers.
Net Gain/(Loss) on Disposal of IPP&E	8	23,426	23,486	60	The favourable variance of <b>\$0.06m</b> is primarily due to a reduction in the forecast related to the loss on the sale of plants & equipment.
Other Income	9	37,794	40,105	2,311	Other Income is forecast to finish favourable compared to FY Budget by <b>\$2.31m</b> primarily due to higher than budgeted Interest Income, Sundry Revenue, Kiosk Income, Insurance & Other Recoveries.
Fair value Adjustment	10	0	3,952	3,952	This is an unbudgeted accounting entry recognising the increased value in investments held with the Victorian Funds Management Corporation (VFMC) which manage investment funds on our behalf which we recognise a fair value for at each quarter-end.
<b>Total Income</b>		<b>632,519</b>	<b>641,560</b>	<b>9,041</b>	

## Melton City Council Finance Report

## Q2 Forecast vs Full Year Adopted Budget 2024-25 - Significant Variance Comments

## Six Months Ended 31 December 2024

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	Notes	Full Year Adopted Budget 2024-25	Q2 Forecast 2024-25	Variance	Adopted Budget vs Q2 Forecast Variance Explanations
		(\$'000)	(\$'000)	(\$'000)	
<b>Expenditure</b>					
Employee Costs	11	82,204	82,395	(191)	Employee costs are forecast to finish unfavourably by <b>(\$0.19m)</b> by year-end across the Council as follows- Organisation Performance (\$3.28m) # See Note below City Life \$1.52m (due to vacancies) City Delivery \$1.13m (due to vacancies) City Futures \$0.56m (due to vacancies) Office of CEO (\$0.12m) <b># NOTE</b> The unfavourable variance of <b>(\$3.28m)</b> in Organisational Performance is due to Head of Technology (IT) forecasting an unfavourable variance of <b>(\$4.0m)</b> to budget attributable to labour costs which were originally budgeted as capital then later deemed as operating expenses by Council's auditors.
Material Costs	12	121,310	141,942	(20,632)	Contracts and Materials are forecast to finish unfavourably compared to Full Year Budget by <b>(\$20.63m)</b> against the following expenses- # System Implementation - (\$6.24m) # Development Costs & On going support - (\$1.37m) # Software Licences - (\$3.32m) * Contract Payments - (\$2.83m) * Vehicles- Internal Charge - (\$1.2m) * Professional advisory services - (\$1.08m) * Legal Fees - (\$0.32m) * Others - (\$0.36m) * Contract Labour - (\$3.91m) <b># NOTE</b> the bulk of these expenses was originally budgeted as capex in IT then later deemed as operating expenses by Council's auditors.
Bad and Doubtful Debts	13	1,352	2,257	(905)	Bad and doubtful debts are made up of infringement withdrawals and debts deemed unrecoverable. This can be due to infringements issued with errors, being withdrawn, or being void 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	14	56,851	64,018	(7,167)	Due to a greater number of assets being recognised than originally budgeted associated with Developer In Kind contributions.
Borrowing Costs	15	482	185	297	
Finance Cost- Leases	16	72	72	0	
<b>Total Expenditure</b>		<b>262,271</b>	<b>290,870</b>	<b>(28,599)</b>	
<b>Total Surplus/Deficit for the Year Before Trfs.</b>		<b>370,248</b>	<b>350,690</b>	<b>(19,558)</b>	



<b>Melton City Council Balance Sheet as at 31 December 2024</b>	<b>(2024-25) Actuals as at 31 Dec 24 (Year to Date) (\$'000)</b>	<b>(2023-24) Actuals as at 30 Jun 24 (Year End) (\$'000)</b>	<b>(2024-25) Full Year Adopted Budget 2024-25 (\$'000)</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	25,900	18,771	94,789
Non-current assets classified as "held for sale"	143	230	0
Trade and Other Receivable	123,423	64,139	35,537
Other Financial Assets CA	236,000	236,000	323,582
Inventories CA	5	5	18
Other Assets	12,710	15,512	27,509
Prepayments	31	302	0
<b>TOTAL CURRENT ASSETS</b>	<b>398,212</b>	<b>334,959</b>	<b>481,435</b>
<b>NON CURRENT ASSETS</b>			
Other Financial Assets NCA	342,966	324,673	246,170
Inventories NCA	10	10	0
Property, infrastructure, plant and equipment (Inc. WIP)	4,360,962	4,219,875	4,416,376
Investment Property	9,525	9,525	7,170
Intangibles	7,590	2,775	1,396
Right Of Use Assets	1,429	608	1,197
<b>TOTAL NON CURRENT ASSETS</b>	<b>4,722,482</b>	<b>4,557,466</b>	<b>4,672,309</b>
<b>TOTAL ASSETS</b>	<b>5,120,694</b>	<b>4,892,425</b>	<b>5,153,744</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	28,472	53,886	46,486
Trust funds and deposits CL	282	10,372	40,299
Unearned Income	9,469	17,205	0
Provisions CL	17,163	15,324	14,297
Interest-Bearing Liabilities CL	2,240	2,240	2,905
Lease Liability CL	115	262	392
<b>TOTAL CURRENT LIABILITIES</b>	<b>57,741</b>	<b>99,289</b>	<b>104,379</b>
<b>NON CURRENT LIABILITIES</b>			
Trust funds and deposits NCL	46,548	37,230	0
Provisions NCL	2,179	2,116	1,683
Interest-Bearing Liabilities NCL	2,878	922	5,131
Lease Liabilities NCL	387	387	844
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>51,992</b>	<b>40,655</b>	<b>7,658</b>
<b>TOTAL LIABILITIES</b>	<b>109,733</b>	<b>139,944</b>	<b>112,037</b>
<b>NET ASSETS</b>	<b>5,010,961</b>	<b>4,752,481</b>	<b>5,041,707</b>
<b>EQUITY</b>			
Accumulated Surplus	2,870,197	2,605,020	2,974,873
Reserves	2,140,764	2,147,461	2,066,834
<b>TOTAL EQUITY</b>	<b>5,010,961</b>	<b>4,752,481</b>	<b>5,041,707</b>

## Balance Sheet - Comments

### General

The following comments relate to the balance sheet as at the end of 31 December 2024.

### Current Assets

#### Cash & Investments

Council's cash position (including investments), as at 31 December 2024 was \$604.86m, which represents an increase of \$25.42m from the opening position as at 1 July 2024 of \$579.44m. 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)
Opening Cash & Investments at 1 <sup>st</sup> July 2024	\$18,771	\$560,673	\$579,444
Plus: Net Inflow/(Outflow) from Operating activities	\$43,826	\$0	\$43,826
Plus: Net Inflow/(Outflow) from Investing activities	(\$38,437)	\$18,293	(\$20,144)
Less: Net Inflow/(Outflow) from Financing activities	\$1,740	\$0	\$1,740
<b>Net Increase/(decrease)</b>	<b>\$7,129</b>	<b>\$18,293</b>	<b>\$25,422</b>
<b>TOTAL Cash &amp; Investments as at 31 December 2024</b>	<b>\$25,900</b>	<b>\$578,966</b>	<b>\$604,866</b>

#### Receivables

Total receivables outstanding as at 31 December 2024 amounted to \$123.42m. The total outstanding receivables comprised:

Receivables	31-Dec-24 (\$'000)	31-Dec-23 (\$'000)
Rates Debtors	113,845	98,966
Infringements & Local Laws Debtors	8,828	7,935
Sundry & other debtors net of provision for doubtful debts	750	10,960
<b>Total Receivables</b>	<b>\$123,423</b>	<b>\$117,861</b>

Refer to page 13 for further breakdown in regard to overdue rate debtors in arrears and hardship arrangements.

## **Non-Current Assets**

### **Infrastructure, Plant & Equipment**

The value of Council's property, plant & equipment has increased by \$141.08m to \$4.36b from the balance at 30 June 2024 of \$4.22b. This increase 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 31 December 2024 amount to \$29.7m.

### **Other Financial Assets (Current and Non Current)**

Other Financial Assets represents cash held in Term deposits. This increased by \$18.3m since 30 June 2024 comprising \$343m from the Non Current group and \$236m from the Current group.

### **Intangible Asset**

The intangible assets of \$7.59m 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**

Trade and Other Payables have decreased by \$25.41m from the 30 June 2024 balance of \$53.89m to \$28.47m 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. The current component of the liability is estimated to be \$17.1m, with the non-current at \$2.1m.

### **Interest Bearing Liabilities**

Combined current and non-current loan liabilities as at 31 December 2024 is \$5.1m. Principal repayment for the year to date amounted to \$1.34m.

### **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 1:6.9. The ratio after removing the impact of rate debtors is 1:6.4.

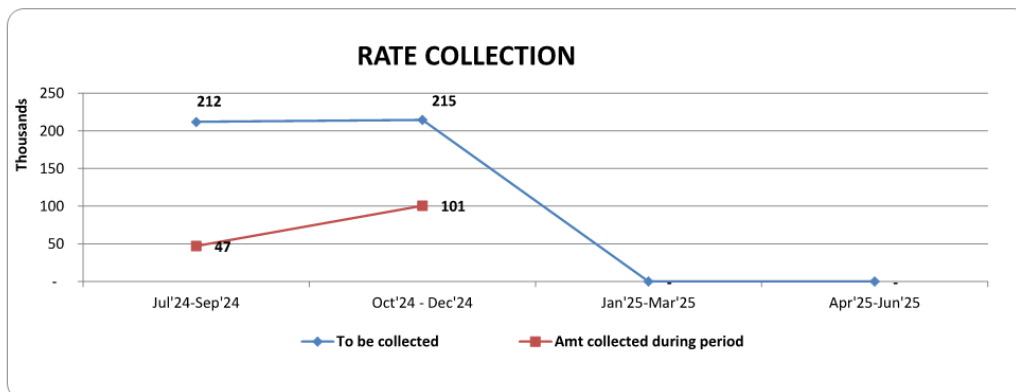
<b>Melton City Council Cashflow Statement as at Six Months Ended 31 December 2024</b>	<b>(2024-25) Actuals as at 31 Dec 24 (Year to Date) (\$'000)</b>	<b>(2023-24) Actuals as at 30 Jun 24 (Year End) (\$'000)</b>	<b>(2024-25) Full Year Adopted Budget 2024-25 (\$'000)</b>
<b>Cash Flows from Operating Activities</b>			
<b>Inflows</b>			
Rates and charges	100,738	168,075	190,893
Statutory fees and fines	491	11,318	15,117
User fees	2,359	12,274	14,145
Grants - operating	40,044	18,417	39,927
Grants - capital	(3,312)	7,663	28,043
Contributions - monetary	12,695	32,876	97,951
Interest received	—	19,336	32,515
Dividends received	1,629		
Trust funds and deposits taken	(736)	9,532	1,174
Other receipts	40,703	37,962	40,384
Net GST refund / payment	4,738	23,168	17,462
<b>Outflows</b>			
Employee Costs	(41,090)	(70,012)	(108,283)
Materials and Services	(121,227)	(150,733)	(137,923)
Other Payments	6,794	3,319	(37,178)
<b>Net Cash provided by/(used in) operating activities</b>	<b>43,826</b>	<b>123,195</b>	<b>194,228</b>
<b>Cash Flows from Investing Activities</b>			
Payments for property, infrastructure, plant and equipment	(40,878)	(114,943)	(288,872)
Proceeds from sale of property, infrastructure, plant and equipment	734	5,110	26,864
Payments for Investments, other properties and intangibles	0	(14,816)	0
Proceeds from Sale of Investments	1,707	0	0
<b>Net Cash provided by/(used in) investing activities</b>	<b>(38,437)</b>	<b>(124,649)</b>	<b>(262,008)</b>
<b>Cash Flows from Financing Activities</b>			
Repayment of borrowings	(1,344)	(2,608)	(3,427)
Finance Costs	(60)	(197)	(482)
Proceeds from Borrowings	3,300	0	8,300
Interest Paid - Lease Liability	(9)	(20)	(72)
Repayment of Lease Liability	(147)	(351)	(373)
<b>Net Cash provided by/(used in) financing activities</b>	<b>1,740</b>	<b>(3,176)</b>	<b>3,947</b>
<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>	<b>7,129</b>	<b>(4,630)</b>	<b>(63,832)</b>
<b>CASH POSITION</b>			
Cash on Hand at the beginning of the financial year	18,771	23,401	158,621
<b>Cash on Hand at the end of the period</b>	<b>25,900</b>	<b>18,771</b>	<b>94,789</b>
<b>plus Other Financial Assets CA - Term Deposits</b>	<b>236,000</b>	<b>236,000</b>	<b>323,582</b>
<b>plus Other Financial Assets NCA - Term Deposits</b>	<b>342,966</b>	<b>324,673</b>	<b>246,170</b>
<b>Cash and Cash equivalents total</b>	<b>604,866</b>	<b>579,444</b>	<b>664,541</b>

SUMMARY OF OVERDUE RATE DEBT ARREARS & RECOVERY AS AT 31 December 2024	NO OF PROPERTIES	RATE DEBTS OUTSTANDING
Summons issued	4	\$50,091
Judgements issued	6	\$144,477
Summons for Oral Examination issued	38	\$754,649
Legal Arrangements	1	\$13,165
Other action - Demand Letters etc	8	\$125,407
<b>Total Debt Recovery Action In Progress</b>	<b>57</b>	<b>\$1,087,789</b>
<b>Arrangements in place - Non Legal</b>	<b>1,613</b>	<b>\$ 2,249,198</b>
<b>Hardship Arrangements - Non Legal</b>	<b>222</b>	<b>\$ 1,224,372</b>
<b>Properties that Midstate are doing Courtesy Calls and other action</b>	<b>130</b>	<b>\$ 1,106,368</b>
<b>Properties with a FlexiPay Arrangement and an arrears balance</b>	<b>2,103</b>	<b>\$ 944,904</b>
<b>Properties with no recovery/arrangements in place at present</b>	<b>17,794</b>	<b>\$ 26,857,560</b>
<b>TOTAL as at 31 December 2024</b>	<b>21,919</b>	<b>\$ 33,470,191</b>
Total number of Financial Hardship applications received this month	29	
No of Financial Hardship applications received directly from Financial Councillors	2	
<b>Properties that received a reminder notice after last instalment</b>	<b>28,802</b>	<b>\$38,805,888</b>

**Rate Balances & Collection Details**

2024-25

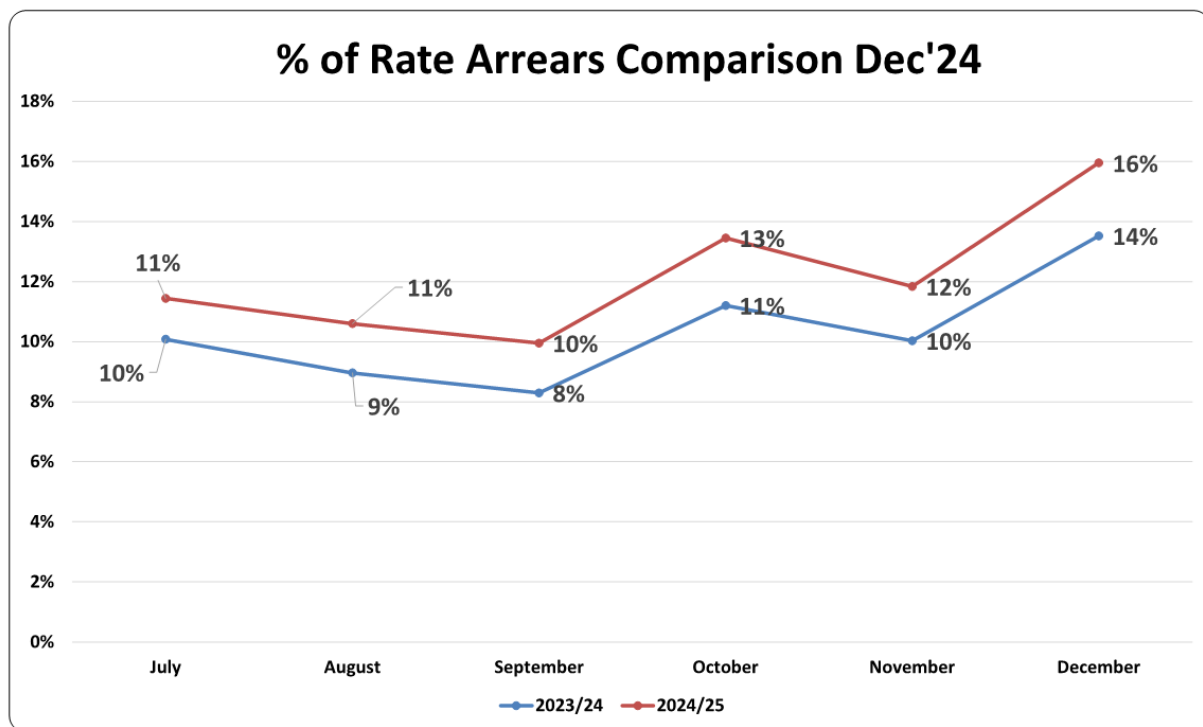
Rate Collection Details	Jul'24-Sep'24	Oct'24 - Dec'24	Jan'25-Mar'25	Apr'25-Jun'25
	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Outstanding debtor balance as at 1 July 2024	27,541			
Rates raised in 2024 -2025	184,857			
Interest raised to date	213	696		
Rebates, adjustment and unallocated Payments	(4,799)	651		
Supplementary rates raised	3,928	1,496		
<b>Total to be collected</b>	<b>211,740</b>	<b>214,583</b>	<b>-</b>	<b>-</b>
Amount Collected during the period	47,272	100,738		
<b>Balance to be collected</b>	<b>164,468</b>	<b>113,845</b>	<b>-</b>	<b>-</b>



### Analysis of Overdue Instalment Rate Debtors - Dec'24

(Excluding Fire Service Levy)

Overdue Rate Debtors by Value	No of Properties - Residential	No of Properties - Other	Total No of Properties -	Debts Outstanding (\$) - Residential	Debts Outstanding (\$) - Other	Total Debts Outstanding (\$)
Owings						
Less Than \$1000	14,379	487	14,866	\$6,514,267	\$220,946	\$6,735,213
\$1000 to \$1999	2,923	193	3,116	\$4,025,329	\$283,790	\$4,309,119
\$2000 to \$4999	2,310	186	2,496	\$7,251,479	\$627,507	\$7,878,986
\$5000 to \$10,000	888	109	997	\$6,079,351	\$737,300	\$6,816,651
Greater Than 10,000	360	84	444	\$5,555,901	\$2,174,321	\$7,730,222
<b>SubTotal</b>	<b>20,860</b>	<b>1,059</b>	<b>21,919</b>	<b>29,426,327</b>	<b>4,043,864</b>	<b>\$33,470,191</b>
Properties in credit	1,373	82	1,455	\$1,371,400	\$798,278	\$2,169,678
<b>TOTAL Rate Debtors</b>	<b>19,487</b>	<b>977</b>	<b>20,464</b>	<b>28,054,927</b>	<b>3,245,586</b>	<b>31,300,513</b>



**CAPITAL EXPENDITURE BY CATEGORY**

Six Months Ended 31 December 2024

<b>CAPITAL EXPENDITURE</b>	<b>YTD Actual</b> (\$'000)	<b>YTD Budget</b> (\$'000)	<b>YTD Variance</b> (\$'000)	<b>2024-25 Full Year Approved Budget</b> (\$'000)	<b>2nd Qtr Forecast as at the end of 31 Dec 24</b> (\$'000)	<b>2nd Qtr Forecast Variance to Budget</b> (\$'000)
Vehicles - Capital Cost	129	0	(129)	0	129	(129)
Furniture	46	146	99	422	365	57
IT Equipment	0	399	398	10,360	0	10,360
Land	4,792	0	(4,792)	0	4,792	(4,792)
Buildings	19,267	23,786	4,519	47,613	40,380	7,232
Roads	17,628	35,333	17,706	70,694	46,291	24,403
Drainage	(48)	464	513	929	1,158	(229)
Bridges	85	850	765	1,700	989	711
Recreation	17,968	30,742	12,774	61,508	35,835	25,673
Library Books	317	279	(38)	558	589	(31)
Other Assets	111	736	625	1,546	1,055	491
FootPaths & Cycleways	1,417	6,556	5,139	13,117	3,588	9,530
Renewal Capital Expenditure	(62)	0	62	0	863	(863)
Kerbs & Channel	119	71	(48)	142	119	24
Car Parks	17	65	47	130	103	27
Traffic Management	151	1,408	1,256	2,816	2,180	636
Parks and Open Spaces	1,703	3,276	1,574	6,569	7,693	(1,124)
Other Plant and Equipment	164	2,497	2,332	4,995	274	4,721
External Labour – Capitalised	1,353	0	(1,353)	0	1,572	(1,572)
Internal Labour - Capitalised	4,755	0	(4,755)	0	5,284	(5,284)
<b>Total Capex Excl Capital DCP In Kind</b>	<b>69,913</b>	<b>106,607</b>	<b>36,694</b>	<b>223,103</b>	<b>153,262</b>	<b>69,841</b>
<b>Capital DCP in Kind</b>	<b>29,693</b>	<b>29,645</b>	<b>(48)</b>	<b>85,592</b>	<b>142,153</b>	<b>(56,561)</b>
<b>Total Capital Expenditure</b>	<b>99,606</b>	<b>136,252</b>	<b>36,646</b>	<b>308,695</b>	<b>295,415</b>	<b>13,280</b>

## 12.3 MELTON VALLEY GOLF CLUB

Author: Sian Rainford - Interim Senior Lawyer and Property Advisor

Presenter: Emily Keogh - Head of Governance

### PURPOSE OF REPORT

To consider the decision to advertise a public notice of its intention to lease the land situated at 3-20 Melton Valley Drive, Melton.

### RECOMMENDATION:

That Council:

1. Note the report;
2. Resolves that the required statutory procedures be commenced to advertise Council's notice of intention to Lease the land situate at 3-20 Melton Valley Drive, Melton and 183-225 High Street, Melton (**the Land**) be leased to the Melton Valley Golf Club inclusive of the following commercial terms:
  - a. **Term:** 20-year term with no Further Term options;
  - b. **Rent:** \$1,000 per annum exclusive of GST;
  - c. **Permitted Use:** all activities required to and ancillary to the operation of a golf course.
3. Note that any proposal to lease the Land where Council is the appointed Committee of Management, is subject to the approval of the Department of Energy, Environment and Climate Action;
4. Note that any public notice will include the division of the land which is Council land and Crown land and the associated terms.
5. Directs that, in accordance with Council's Community Engagement Policy, Officers publish a public notice of the proposal in the Melton & Moorabool Star Weekly and on Council's website of its intention to lease.
6. Receive a further report following the close of the notice period to enable Council to make a final decision on the above matter.

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### REPORT

#### 1. Executive Summary

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

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

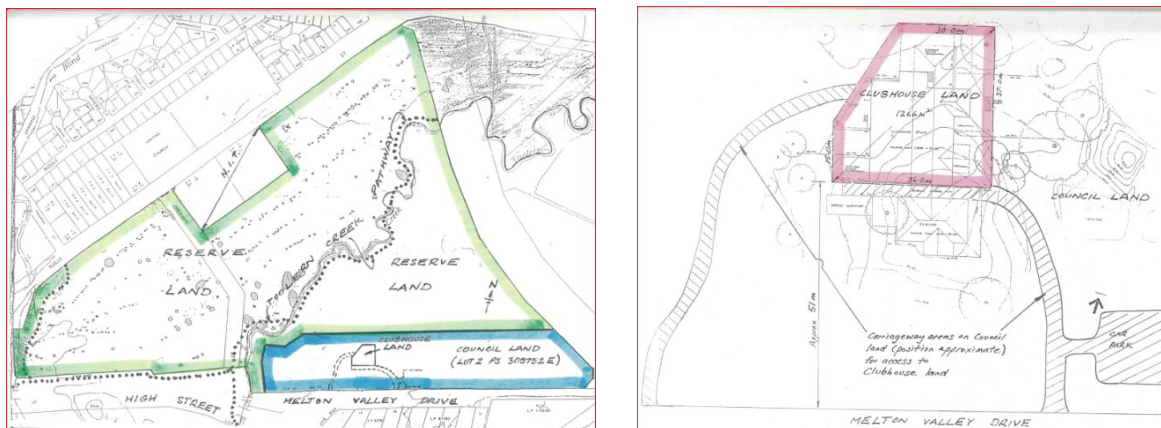


## 2. Background/Issues

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

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

The Subject Land is identified on the below plan.



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



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

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

## 2.1 Melton Valley Golf Club

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

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

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

## 2.2 Town Planning Controls

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

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

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

## 2.3 Maintenance

Council has to date, not incurred any significant costs for the maintenance of the Subject Land.

The Lease requires the Club to undertake all major maintenance, and development works for the purpose of the preservation maintenance and further improvement of the golf course in accordance with the five-year plan included in Council's annual budget. This budget refers to the 1994/95 financial year budget. Council does not internally possess the skills or expertise, nor would it be operationally practicable, for Officers to maintain the site. The Club have remained responsible for the day-to-day operations of the site throughout the period of the Lease and Officers recommend any future arrangements remain status quo.

## 2.4 Lease Agreement

The parties agree that the Lease is significantly outdated and difficult to implement.

Should Council decide to enter a new lease with the Club, Officers recommend that negotiations occur with the Club to ensure that the agreement is suitable and practicable, and in substantially the same form as Council's standard lease agreement.

The Lease and Licence Policy (**the Policy**) categorises the Club as a Group Two Tenant, being a community club or organisation. In accordance with the Policy, the Tenant would be required to pay up to 80% of the market valuation obtained by Council.

The Policy stipulates the categories of prospective Tenants. The Policy states that where a party may fall into more than one category, the appropriate category is to be determined by the Property Officer and/or Senior Lawyer.

Officers recommend that the Club should be considered a Category Two Group being including *“member based fee-paying clubs, groups that charge for services and organisations that have the capacity to generate revenue from use of the Council Property or other activities consistent with the organisational purpose (but do not operate to make a commercial profit).”*

The Policy also states the Club to be responsible for all outgoings, rates, taxes, and maintenance, with a 5% or CPI increase, whichever is higher. As part of the consideration of the appropriate commercial terms, Officers have benchmarked surrounding golf courses to understanding the financial responsibilities of those Clubs which show a large variation in arrangements in the surrounding areas.

### **3. Council and Wellbeing Plan Reference and Policy Reference**

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

1. A safe City that is socially and culturally connected

*1.3 Local neighbourhoods are socially and culturally connected.*

### **4. Financial Considerations**

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

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

The Club are currently in arrears. Subject to Council decision, payment of arrears will form part of the negotiations with the Club and will be presented as part of the further report to Council.

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

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

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

As the lease is not included in the Financial Year budget, Council will be required pursuant to section 115 of the *Local Government Act 2020* to undertake community engagement in line with the Council's community engagement policy.

The community engagement policy states that leasing of lands requires engagement, but specifies that the level of engagement, depends on the complexity of the matter. In the circumstances, Officers recommend that a participatory engagement take place, using category one of “inform” by placing a public notice in the newspaper and on Council’s website.

Council will require the endorsement of the Department of Energy, Environment and Climate Action pursuant to the *Crown Land (Reserves) Act 1978* for the portions of land which are Crown owned. The Minister will only endorse a lease pursuant to the Crown Land (Reserves) Act in the form of a section 17D lease meaning Council will need to have two lease agreements to encompass the Council owned and Council managed land. A section 17D lease is limited to a maximum of 21 years.

## **6. Risk Analysis**

### **6.1 Future Use**

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

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

Notwithstanding the above, the option exists for Council to choose not to lease the land, and to cease the operation of the golf course.

## **7. Options**

Noting that this report only seeks for Council to resolve to advertise its intention to lease, and a further report for the final decision on the matter will be presented to Council after the period of the public notice, being not less than 28 days:

1. Council has the option to determine not to lease the Subject Land, and therefore not publish a notice of intention to lease.
2. Council has the option to resolve in line with the recommendation, being to advertise its notice of intention to lease the Subject Land including at a minimum the commercial terms outlined in the report;
3. Council has the option to resolve in line with the recommendation, being to advertise its notice of intention to lease the Subject Land with any other commercial terms which Council determines.

## **LIST OF APPENDICES**

Nil

## 12.4 54 PINNACLE CRESCENT, BROOKFIELD

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

### PURPOSE OF REPORT

To present to Council a proposal to commence the statutory process to sell the property situated at 54 Pinnacle Crescent, Brookfield.

### RECOMMENDATION:

That Council:

1. Note the report;
2. Note that property situated at 54 Pinnacle Crescent, Brookfield (Lot 1 on PS 817580Y, Certificate of Title Volume 11999, Folio 311) (**the Property**) is surplus to Council's requirements pursuant to clause 3.1 of the Sale and Acquisition of Land Policy;
3. Commence an Expression of Interest process to sell the Property, at not less than market value, in line with Council's Sale and Acquisition of Land Policy
4. Following the Expression of Interest process, at the sole discretion of the Chief Executive Officer, Council may:
  - a. Progress negotiations to sell the Property to the preferred purchaser; or
  - b. Undertake a competitive process to identify the preferred purchaser; or
  - c. Withdraw the Property from the market.
5. Following a preferred purchaser being identified through the process outlined in the above point 3 and 4:
  - a. Give notice in accordance with Section 114 of the *Local Government Act 2020*, that the Property is proposed to be sold and invite feedback on the proposal.
6. Note that a further report will be presented to a Council meeting for a final decision on the matter, including any feedback received in respect of the proposal.

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### REPORT

#### 1. Executive Summary

The land situated at 54 Pinnacle Crescent, Brookfield is a Council owned parcel of land (Lot 1 on PS 817580Y, Certificate of Title Volume 11999, Folio 311) being an irregular, pentagon-like shaped parcel approximating 6,145<sup>2</sup>.

The building is approximately 1,216 m<sup>2</sup>, consisting of 22 rooms, 8 bathrooms and a range of common areas. The premises has been used for the provision of health services since 1995. The property was vacated by the former tenant on 15 March 2024 and has remained vacant, since that time.

With one unsuccessful attempt to secure a lease over the land, Officers have determined that the land should be considered for disposal in line with Council's Sale and Acquisition of Land Policy (**the Policy**).

## 2. Background/Issues

The property is situated at 54 Pinnacle Crescent, Brookfield. The configuration consisted of fourteen (14) single rooms, eight (8) double rooms, (8) eight shared bathrooms plus various common areas including a dining area, activities area, offices, laundry commercial kitchen storage areas and a number of toilets.

The property has been used for the provision of health services since 1995, initially by Western Health and through private providers since 2014. The property was vacated on 15 March 2024 and has remained vacant, since that time.

The property currently remains vacant, and is loosely secured, with temporary fencing around the perimeter. Due to the location and the adjoining Council reserve, there exist a range of security concerns around the premises.

Officers have completed investigations to understand the highest and best use of the property. The highest and best use is defined as *“the use that maximises its potential and would produce the highest value and must be physically possible, legally permissible and financially feasible”*.

### 2.1 Alternate Use

Officers have considered the use of the property, including short- and long-term leasing options, redevelopment and use for a Council service. In assessing community interest in leasing options, Council undertook a public expression of interest process for potential occupancy of the premises, in October 2024. Council received no expressions of interest. The current condition of the property and state of repair and upgrade required to be made safe and suitable for occupancy, is a likely deterrent for interest.

Council has received interest in the land (under a peppercorn rental arrangement) from a not -for-profit service provider, however the request did not present highest and best use for site.

### 2.2 Property Land Assessment

In ascertaining the highest and best use for the property, Council engaged Matheson Stephen Valuations on 7 January 2025 to conduct an assessment and to provide information on the property land assessment points within the Policy.

The report identified that:

- a. The property is currently vacant and is not being utilised for the provision of any service to the community.
- b. The land is not part of the open space network, or part of an Open space contribution.
- c. There are no known title, ownership or legal issues on the land including that there are no easements, encumbrances, caveats or notices on title.
- d. There is no survey issues related to land boundaries.
- e. The subject property falls within the Melton Planning Scheme’s General Residential Zone – Schedule 1 (‘GRZ1’) which is the prevailing zone (but for the adjacent Department of Education owned land) of this immediate residential district. The GRZ1 designation specifically targets residential development and allows for built form of up to three storeys.
- f. There are no known contamination considerations on the land.
- g. The subject land is not affected by overlays but is situated in an area of Aboriginal Cultural Heritage Sensitivity, meaning any development proposal on the subject land may be contingent to the preparation of a Cultural Heritage Management Plan.
- h. The land has limited accessibility and exposure and is not front facing a main road.

- i. the poor state of repair and gross building area 1,216 m<sup>2</sup>, results in a minor site coverage of approximately 20% of the land at 6,145m<sup>2</sup>, sees the current use of the site as an underutilisation of the land, and the property enjoys redevelopment prospects.
- j. A market rent valuation of approximately \$50,000 per annum, may be indicative of the rental prospects for this property. A level of rent of \$50,000 per annum, reflects a return on investment of around 2%. Previous attempts to lease the land have been unsuccessful.

Officers assert that:

- a. Retention of the land is not linked to a current or future outcomes of the Council and Wellbeing Plan;
- b. There is no service provided on the site which would require establishment at an alternative location;
- c. The disposal will promote positive development outcomes;
- d. holding the land does not benefit the community economically, or environmentally to justify the retention; and
- e. there are no long-term strategic benefits to Council.

The assessment asserts that the current land is an underutilisation, and that the highest and best use of the land is redevelopment. On the above basis, the land is considered to be surplus to Council's requirements and suitable for disposal.

### **2.3 Method of Sale**

The Policy provides that the method of sale is to be determined by Council resolution. The options in the Policy are auction, expression of interest, or private treaty.

An expression of interest process is deemed to be suitable in the first instance, where Council seeks to understand potential development opportunities pursuant to clause 3.3.3(e). In circumstances where Officers do not have visibility over interest and development opportunities for the premises, an expression of interest process is most suitable.

Following the Expression of Interest process, Officers recommend that the Chief Executive Officer determine to progress negotiations with the preferred purchaser, run a competitive process (which may include, an auction or tender), or withdraw the property from the market.

## **3. Council and Wellbeing Plan Reference and Policy Reference**

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

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

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

## **4. Financial Considerations**

In accordance with clause 3.2 of the Policy, the land will not be sold at a price which is less than market value, unless there is a derived community benefit that justifies unique circumstances to do so. Any proposal to sell the land for less than market value, will be subject to a further report presented to Council.

It is standard practise that each party be responsible for their own legal and conveyancing fees to affect the transaction which Officers expect to be in the range of \$5,000. All other financial considerations in line with this report, are operational through the Legal and Property budget.

## 5. Consultation/Public Submissions

Before proceeding with the sale of the Subject Land, section 114 of the *Local Government Act 2020* requires Council to

- a. At least 4 weeks prior to selling or exchanging, publish notice of intention to do so –
  - i. On the Council's internet site; and
  - ii. In any other manner prescribed by the regulations for the purposes of this subsection; and
- b. Undertake a community engagement process in accordance with its community engagement policy; and
- c. Obtain from a person who holds the qualifications or experience specified under 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

## 6. Risk Analysis

The property remaining vacant presents risks to Council, including security concerns, with a number of reported instances of criminal activity.

The valuation obtained by Council, indicates that the current use of the land is an underutilisation. In line with the Policy, Council should seek to promote best outcomes for the community, inclusive of both financial and non-financial benefits.

The abovementioned assessment and internal investigations indicate there are no known strategic opportunities for the property, which would result in redevelopment, as highest and best use of the land. Disposal of the land will promote maximum financial benefit to Council, whilst mitigating the existing risks which are present on the land.

This report proposes only to commence the statutory process to affect the sale, with a formal decision of Council to be sought prior to any formal decision to sell the land to a preferred purchaser.

## 7. Options

Council may:

1. Resolve in line with the recommendations outlined in this report.
2. Not resolve in line with the recommendations.

## LIST OF APPENDICES

Nil



## 12.5 LEADWEST JOINT DELEGATED COMMITTEE MEETING MINUTES

Author: Vanja Zdjelar - Governance Officer  
Presenter: Emily Keogh - Head of Governance

### PURPOSE OF REPORT

To present the unconfirmed minutes of the LeadWest Joint Delegated Committee held on 5 March 2025.

### RECOMMENDATION:

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 5 March 2025, provided as **Appendix 1** to this report.

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### REPORT

#### 1. Executive Summary

The purpose of the LeadWest Committee is to oversee the preparation and implementation of the LeadWest Strategic Plan and identified sub projects as adopted and agreed by member Councils.

The minutes attached to this report are the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 5 March 2025.

#### 2. Background/Issues

The LeadWest Committee was established as a Joint Delegated Committee pursuant to s64 of the *Local Government Act 2020* (the Act), with the Cities of Brimbank, Hobsons Bay, Maribyrnong, Melton, and Wyndham, on and from 1 August 2021.

It has delegated powers and functions in an Instrument of Delegation and Schedule and has Terms of Reference that govern its operations, meeting, and reporting arrangements. These were both approved and adopted by Council on 28 June 2021.

Attached to this report are the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 5 March 2025.

#### 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**

The ongoing budget for the LeadWest Committee will include two components. Firstly, to deliver the projects in the four-year implementation plan, recommendations will be made to member Councils for consideration in each Council's annual budgeting process. Secondly, a payment of a base contribution to apply equally to all Councils.

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

The LeadWest Committee provides a mechanism for a regional approach to advocacy and the delivery of a ten-year Strategic Plan. The Strategic Plan is underpinned by a rolling four-year implementation plan which will be delivered by teams from across the five Councils implementing specific projects. This Plan was prepared following extensive consultation including a focus on engaging Councillors from the member Councils.

#### **6. Risk Analysis**

Nil.

#### **7. Options**

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee as per the recommendation to this report.

#### **LIST OF APPENDICES**

1. Leadwest Unconfirmed Minutes dated 5 March 2025

## Minutes

LeadWest Joint Delegated Committee

5 March 2025

	Meeting Details
Date	Wednesday 5 March 2025
Time	3:00pm
Location	Maribyrnong City Council Civic Precinct and Community Hub 61 Napier Street, Footscray
Chair	Cr Dr Phillip Zada
Minutes	Ms Hillary Hastings, Executive Officer, LeadWest

## Minutes

Attendees	<p><b>Committee Members</b></p> <p>Cr Dr Phillip Zada, (Chair) Melton City Council  Cr Katharine Nikolic, (Deputy Chair) Brimbank City Council  Cr Diana Grima, Hobsons Bay City Council (online)  Cr Peter Maynard, Wyndham City Council  Cr Susan Yengi, Maribyrnong City Council  Ms Fiona Blair, CEO Brimbank City Council  Ms Celia Haddock, CEO Maribyrnong City Council  Roslyn Wai, CEO Melton City Council  Stephen Wall, CEO Wyndham City Council  Hillary Hastings, Executive Officer LeadWest</p> <p><b>Guests (part)</b></p> <p>Mark Brady, Workshop Facilitator, Brimbank City Council</p> <p><b>Apologies</b></p> <p>Ms Rachel Lunn, Acting CEO Hobsons Bay City Council</p> <p><b>Minutes</b></p> <p>Hillary Hastings, Executive Officer LeadWest</p>
1. Welcome and Acknowledgement	<p><b>Item 1 Welcome, Acknowledgement, Introduction and Apologies</b></p> <p>The Chair declared the meeting open at <b>3:02pm</b>.</p>
Introduction	<p>The Chair acknowledged and recognised Aboriginal and Torres Strait Islander people as the first peoples and traditional custodians of the land and waterways on which we live and paid respects to Elders past, present and future.</p>



<p><b>Apologies</b></p>	<p>The Chair welcomed the LeadWest committee members and thanked Maribyrnong CEO Cecilia Haddock for hosting the meeting and for the pre-meeting tour of the Civic Precinct and Community Hub Redevelopment.</p> <p>The chair advised the formal meeting will be a very short one and include only critical items. This will be followed by a facilitated LeadWest workshop with a focus on the history of LeadWest, our roles and how we can work together for better outcomes.</p> <p>The Chair noted an apology was received from: Ms Rachel Lunn, Acting CEO Hobsons Bay The Chair advised that Ms Kerry Thompson has now been appointed Acting CEO of Hobsons Bay and as such will part of the committee until we are advised otherwise.</p>
<p><b>2. Conflicts of interest</b></p>	<p><b>Item 2 Conflict of Interest</b> (To be declared in accordance with the 'Local Government Act 2020)</p> <p>No conflicts of interest were declared.</p>
<p><b>3. Minutes from the meeting held 11 December 2024</b></p>	<p><b>Item 3 Previous Minutes</b></p> <p>The minutes from the meeting held 11 December 2024 were adopted without amendment.</p> <p><b>Moved:</b> Cr Katharine Nikolic <b>Seconded:</b> Sr Susan Yengi <b>Carried:</b> Yes</p>
<p><b>4. Actions</b></p>	<p><b>Item 4 Actions from previous meeting</b></p> <p>The action items from the previous meeting were listed in the agenda papers. All have been successfully actioned. There were no follow up questions.</p>
<p><b>5. Advocacy</b></p>	<p><b>Item 5 LeadWest Advocacy</b></p> <p><b>5.1 Federal Election Advocacy Canberra Visit</b></p> <p>The Chair led a LeadWest delegation to Parliament House Canberra on 11 and 12 February 2025 to meet with Federal Government MPs from various political parties.</p> <p>The purpose of the visit was to boost the profile of the alliance and to advocate for commitments ahead of the upcoming Federal Election.</p> <p>The group met with nine MPs including the Hon Catherine King Minister for Infrastructure, Transport, Regional Development and Local Government; Assistant Minister for Foreign Affairs the Hon Tim Watts; Senator Steph Hodgins-May from the Australian Greens; Member for Fraser Dr Daniel Mulino, Member for Hawke Mr Sam Rae and Member for Wills Mr Peter Khalil</p>



	<p>The delegation also met with senior advisers from the offices of the Opposition Leader Mr Peter Dutton as well as the office of the Hon Kristy McBain, Minister for Regional Development, Local Government and Territories.</p> <p><b>Delegation Attendees</b>          Cr Dr Phillip Zada - Melton City Council, Chair of LeadWest          Cr Katharine Nikolic - Brimbank City Council, Deputy Chair of LeadWest          Cr Susan Yengi -LeadWest Cr Delegate, Maribyrnong City Council          Fiona Blair CEO Brimbank City Council          Roslyn Wai CEO Melton City Council          Lucas Gosling Director, Maribyrnong City Council          Hillary Hastings, Executive Officer LeadWest</p> <p>The visit to Canberra provided a great opportunity to discuss unlocking investment to provide Melbourne's West with transport connectivity, greater economic development, employment opportunities, urban renewal and improved wellbeing.</p> <p>On behalf of LeadWest, the Chair offered thanks to the Government for the Creative West funding and the \$15M contribution to the Plumpton Pool via the Thriving Suburbs funding program (Minister King especially noted this funding)</p> <p><b>Key points raised</b></p> <ul style="list-style-type: none"> <li>• Melbourne's West has been left behind for a long time, we are looking to redress this imbalance</li> <li>• Investment that not only benefits the West, but also Victoria and Australia</li> <li>• Transport and infrastructure projects were central to LeadWest's advocacy efforts over the two-day delegation, including the construction of the Melbourne Airport Rail and the development of the Sunshine Precinct.</li> <li>• LeadWest's strong advocacy around the Melbourne Airport Rail was very timely considering the \$2 billion announcement by the Prime Minister last Thursday for work around Sunshine Station in preparation for the airport rail</li> <li>• The need for infrastructure to support and match the rapid growth in the West</li> </ul> <p><b>Key advocacy issues raised</b></p> <ul style="list-style-type: none"> <li>• Electrification of the Melton and Wyndham rail lines – the \$300m announcement by the PM last week around the Melton rail upgrades and line electrification was welcomed</li> <li>• The Western Highway to be upgraded to an urban standard, and for the construction of interchanges to connect the highway to new residential and employment precincts</li> <li>• Action by State and Federal governments to fix the Calder Freeway, one of Australia's most dangerous and congested roads</li> <li>• A contribution towards the Western Aquatic and Early Years Centre in Hobsons Bay and the Plumpton Aquatic and Wellness Centre in Melton</li> <li>• Ongoing funding to increase shade and provide more green spaces. Melbourne's west has the greatest urban heat island effect across metropolitan Melbourne</li> <li>• Investment to build an environmental wetlands centre in Altona (Greens Senator Steph Hodgins-May was extremely interested in this project and a site visit has been planned)</li> </ul>
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- The development of the 'Sunshine Precinct' and the construction of the Melbourne Airport Rail was a key discussion item with Minister King

It was pleasing to receive positive feedback from MPs that the delegation was well prepared with both presentation and supporting documents.

Cr Nikolic commented that she was pleased with MPs commenting about the strong *brand* and reputation of LeadWest.

### 5.2 MP Roundtables and Meetings

The Chair discussed meetings held at Parliament House Victoria on 4 March with David Ettershank MP, Moira Deeming MP and Sid Wymen (Chief of Staff to the Victorian Leader of the Opposition, Brad Battin), Minister Natalie Hutchins, Luba Grigorovitch MP and Steve McGhie MP.

Again, feedback was received that the LeadWest brand was strong, and MPs felt it was valuable to meet with the alliance on agreed top priority regional issues.

- As Deputy Chair in 2024 Cr Maynard discussed the approach to State MP meetings and how the approach was always to be non-aggressive and respectful towards local members.

**Action:** EO to work with Advocacy Officers Group to prepare a state election advocacy strategy campaign, including a brochure ready to action by September 2025

### 5.3 LeadWest Roadshow

The Chair invited discussion about the need for a Roadshow – the concept being the Chair, Deputy and EO to visit each council and present to their Councillors about the role of LeadWest.

- Cr Maynard believes there is no need for this, as there is already a strong knowledge of LeadWest
- CEO Celia Haddock commented that it is the role of the Councillor rep to provide feedback to their own Councillor group and additionally information is provided through delegate's reports and LeadWest minutes being available through each council member's governance department
- Cr Yengi commented there was an opportunity to talk about LeadWest activities during Councillor only time held each week.

### 5.4 Newsletter

The Chair proposed a LeadWest newsletter to highlight activity and achievements. The group discussed who was the audience for a newsletter? – Was it for an internal update or for an advocacy type tool which could be distributed to MPs or other stakeholders.

**Action:** EO to develop two formats, one external facing which could be used when visiting MPs and one to circulate for internal updates .



<b>6. Reports</b>	<p><b>Item 6 Reports</b></p> <p><b>6.1 Media</b> The EO reported that there was a 100% increase in LW related advocacy media hits compared to the same period last year with 20 articles, interviews or releases. A media log with copies of all articles relating to LW is kept.</p> <p><b>6.2 Finance</b> The Executive Officer provided an update for the purpose of performance and financial position. A briefing note was included in the agenda papers. The finance report included:</p> <ul style="list-style-type: none"> <li>▪ Operational Account details YTD</li> <li>▪ Tracking to Budget</li> <li>▪ Trust Account transactions and balance.</li> </ul> <p>The Executive Officer advised that at the end of each financial year there is a rollover of unspent funds from the Operational Account to the Trust Account. The Trust Account balance remains the same as last quarter. No unexpected variances to report</p> <p><b>Motion:</b> That the committee accepts the Finance report as included in agenda papers. <b>Mover:</b> Cr Petr Maynard <b>Seconded:</b> Cr Susan Yengi <b>Carried:</b> Yes</p>
<b>Item 7 Other business</b>	<p><b>Item 7 Other Business</b> The Chair invited discussion on the idea of asking Moonee Valley Council to reconsider their membership of LeadWest. The City of Moonee Valley withdrew its membership of LeadWest effective 1 September 2020.</p> <p><b>Action:</b> EO to prepare a letter on behalf of Chair to the City of Moonee Valley to enquire as to their interest rejoining LeadWest</p>
<b>Item 8 Close</b>	<p>The Chair again thanked all the members of LeadWest for their ongoing contribution and commitment.</p> <p>The Chair closed the Meeting at <b>3:47pm</b> A facilitated workshop then commenced, concluding at 5:00pm</p>
<b>2025 Meeting Dates</b>	<p><b>Meeting Dates</b> The 2025 meeting dates are <b>5 March, 4 June, 3 September</b> and <b>3 December</b>. Although the group previously agreed to alternate between in person and online meetings, it was decided face to face meetings were preferred. The 4 June meeting will be hosted Melton City Council.</p>

### Actions Summary from meeting 5 March 2025

**Action Item 5.2 (State Election 2026 Advocacy Priorities) :** EO to work with Advocacy Officers Group to prepare a state election advocacy strategy campaign, ready to action by September 2025



**Action Item 5.4 (Newsletter):** EO to develop two formats, one external facing which could be used when visiting MPs and one to circulate for internal updates

**Action Item 7:** EO to prepare a letter on behalf of Chair to Moonee Valley City Council to enquire as to interest rejoining LeadWest





## 12.6 AUDIT AND RISK COMMITTEE MEETING MINUTES - 20 FEBRUARY 2025

Author: Renee Hodgson - Manager Governance

Presenter: Emily Keogh - Head of Governance

### PURPOSE OF REPORT

To present to Council the confirmed minutes (minutes) of the Audit and Risk Committee meeting held on 20 February 2025.

### RECOMMENDATION:

That Council:

1. Note the confirmed minutes of the Audit and Risk Committee meeting (Minutes) and the Chair Summary Report of the Committee Meeting for the Audit and Risk Committee meeting held 20 February 2025, provided as **Appendices 1 and 2** to this report, respectively.
2. Adopt the recommendations endorsed or approved by the Audit and Risk Committee, arising within the Minutes.

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### REPORT

#### 1. Executive Summary

The minutes of the Audit and Risk Committee meeting held on 20 February 2025 are appended to this report as **Appendix 1**, inclusive of a Summary Report of the Committee prepared by the Audit and Risk Committee Chairperson, Jeff Rigby.

The minutes contain recommendations for the consideration of Council.

#### 2. Background/Issues

The Audit and Risk Committee is established by 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. 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**

Any and all financial considerations are set out within the reports 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**

Council has the option to provide any feedback or direction to the Audit and Risk Committee it feels is appropriate on the discharge of the Committee's responsibilities under the Audit and Risk Committee Charter.

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 Meeting Minutes - 20 February 2025
2. Chair Summary Report of the Committee Meeting - 20 February 2025



## **MELTON CITY COUNCIL**

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

**20 February 2025**

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

Prior to the formal 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 Chief Executive Officer.

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<b>5.1</b>	<b>TRACKING REPORT FOR AUDIT AND RISK COMMITTEE MEETING ACTIONS</b>	<b>7</b>
	To present the <i>Tracking Report for Audit and Risk Committee Actions</i> as at February 2025	
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<b>6.1</b>	<b>ANNUAL WORK PLAN</b>	<b>8</b>
	To allow the Committee to examine the agenda for this meeting against the <i>Annual Work Plan 2025</i> .	
<b>6.2</b>	<b>REVIEW AND APPROVAL OF THE ANNUAL INTERNAL AUDIT PLAN</b>	<b>8</b>
	To present an updated Internal Audit Plan for review and approval.	
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	To present the Internal Audit Status Report as at February 2025 (the Report).	
<b>6.4</b>	<b>SCOPE FOR THE INTERNAL AUDIT OF RISK MANAGEMENT</b>	<b>8</b>
	To present the Scope for the Internal Audit of Risk Management.	
<b>6.5</b>	<b>INTERNAL AUDIT OF COMPLAINTS HANDLING - FINAL REPORT</b>	<b>8</b>
	To present the final report for the Internal Audit of Complaints Handling.	

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

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<b>6.6</b>	<b>INTERNAL AUDIT OF DIVERSITY, EQUALITY AND INCLUSION - FINAL REPORT</b>	<b>9</b>
	To present the final report for the Internal Audit of Diversity, Equality and Inclusion.	
<b>6.7</b>	<b>INTERNAL AUDIT OF RECRUITMENT - FINAL REPORT</b>	<b>9</b>
	To present the final report for the Internal Audit of Recruitment.	
<b>6.8</b>	<b>INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR FEBRUARY 2025</b>	<b>9</b>
	To present the Internal Audit Recommendations Tracking Report for February 2025 (the Report).	
<b>6.9</b>	<b>INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT</b>	<b>9</b>
	To present the Internal Auditors' Recent Issues Insights Quarterly Report, February 2025.	
<b>6.10</b>	<b>REVIEW AND APPROVE EXTERNAL AUDIT SCOPE AND PLAN</b>	<b>10</b>
	Bookmark not defined.	
	To present the proposed audit strategy for the financial year ending 30 June 2025.	
<b>6.11</b>	<b>QUARTERLY INVESTMENT HOLDINGS REPORT</b>	<b>10</b>
	To present the Investment Holding Report for the six months ended 31 December 2024.	
<b>6.12</b>	<b>FINANCE REPORT - PERIOD ENDED 31 DECEMBER 2024</b>	<b>10</b>
	To present the Finance Report for the six months ended 31 December 2024.	
<b>6.13</b>	<b>CEO PROCUREMENT DELEGATIONS REPORT</b>	<b>10</b>
	To provide the Audit and Risk Committee with a quarterly report on use of the role specific procurement delegations for the CEO whilst two value thresholds for procurement methodologies exist at Melton City Council, and a summary of CEO corporate credit card usage and compliance.	
<b>6.14</b>	<b>REVIEW OF THE ADEQUACY AND EFFECTIVENESS OF KEY POLICIES, SYSTEMS AND CONTROLS AND THEIR CONSISTENCY WITH THE LOCAL GOVERNMENT PRINCIPLES</b>	<b>10</b>
	To update the Audit and Risk Committee on the review of Key Policies and Procedures.	

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

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<b>6.15</b>	<b>INFORMATION TECHNOLOGY KEY RISKS</b>	<b>11</b>
	To provide a presentation update to the Audit and Risk Committee regarding Information Technology Key Risks, covering the ICT and Digital Strategy, Security Roadmap and Technology Change Program.	
<b>6.16</b>	<b>RISK AND COMPLIANCE MATURITY UPLIFT UPDATE</b>	<b>11</b>
	To brief the Audit and Risk Committee on Melton City Council's Risk and Compliance Management Roadmap progress for feedback and noting. The Roadmap outlines a program of works that is being prioritised over the next two years to uplift the organisations risk and compliance maturity	
<b>6.17</b>	<b>COUNCIL'S INTEGRITY FRAMEWORK - PROJECT PLAN</b>	<b>11</b>
	To provide a status report on Council's Integrity Framework project plan to the Audit and Risk Committee.	
<b>6.18</b>	<b>REVIEW COUNCIL'S FRAUD AND CORRUPTION CONTROL PLAN INCLUDING IN RELATION TO FINANCIAL AND NON-FINANCIAL CONTROLS</b>	<b>11</b>
	To provide a status report on Council's Fraud and Corruption Control Plan (including in relation to financial and non-financial controls) to the Audit and Risk Committee.	
<b>6.19</b>	<b>ASSET MANAGEMENT REPORTING FRAMEWORK - STATUS REPORT (FEBRUARY 2025)</b>	<b>12</b>
	To provide a Status Report on items within the Asset Management Reporting Framework to the Audit and Risk Committee.	
<b>6.20</b>	<b>MELTON CEMETERY MANAGEMENT OPTIONS</b>	<b>12</b>
	To present a report (attached) undertaken by RM Consulting Group on management options for the Melton Public Cemetery.	
<b>7.</b>	<b>OTHER MATTERS RAISED BY THE COMMITTEE</b>	<b>12</b>
<b>8.</b>	<b>CONFIDENTIAL BUSINESS</b>	<b>12</b>
<b>8.1</b>	<b>QUARTERLY GOVERNANCE REPORT</b>	<b>12</b>
	To provide the Audit and Risk Committee with an update of Council's key governance, integrity, legal and compliance activities.	
<b>8.2</b>	<b>REVIEW EFFECTIVENESS OF THE INTERNAL AUDIT FUNCTION - ACHIEVEMENT OF SERVICE LEVELS PERFORMANCE MEASURES OUTLINED IN THE CONTRACT</b>	<b>13</b>
	To review the effectiveness of Council's Internal Audit function by assessing achievement of service levels performance measures outlined in the contract.	

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING	20 FEBRUARY 2025
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<b>9. NEXT MEETING</b>	<b>13</b>
<b>10. CLOSE OF BUSINESS</b>	<b>13</b>

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025**MELTON CITY COUNCIL**

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE  
MELTON CITY COUNCIL HELD IN THE MELTON CIVIC CENTRE,  
232 HIGH STREET, MELTON ON  
20 FEBRUARY 2025 AT 12:30 PM

<b>Present:</b>	Jeff Rigby (Chairperson)	Independent External Member
	John Watson	Independent External Member
	Bruce Potgieter	Independent External Member
	Cr Steve Abboushi	Mayor
	Cr Lara Carli	Deputy Mayor
<b>Attendees:</b>	Roslyn Wai	Chief Executive Officer
	Peter Leersen	Director Organisational Performance
	Sam Romaszko	Director City Futures
	Troy Scoble	Director City Life (arrived 1.27pm)
	Neil Whiteside	Director City Delivery
	Emily Keogh	Head of Governance
	Angela Hays	Head of People and Customer
	Ajay Ravindran	Head of Technology
	Andrew Keen	Chief People Officer
	Natalie Marino	Manager Finance
	Renee Hodgson	Manager Governance
<b>Guests:</b>	Wilson Tang	Internal Auditor, Moore Australia (joined 1.41pm)
	Michael Gummery	External Auditor, HLB Mann Judd (joined 1.41pm)
	Je Lyn Lee	External Auditor, HLB Mann Judd (joined 1.41pm)
	(Note: all guests attended online)	

**1. WELCOME / ACKNOWLEDGEMENT / ELECTION OF CHAIR (IF REQUIRED)**

The Chair opened the meeting at 1.13 pm with an Acknowledgement of Country and welcomed the Committee members and attendees.

**2. APOLOGIES AND LEAVE OF ABSENCE**

Nil.



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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

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**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**

Council's Chief Executive Officer and Head of Governance declared that aside from the matters reported under confidential business or any other reports in this agenda, there was no new or impending legal action against Council or instances of statutory breach or fraud that had come to their attention since the last meeting of the Committee and that are not prevented from being disclosed to the Committee by statutory or integrity agency procedural requirements.

**4. MINUTES OF PREVIOUS MEETINGS**

The Audit and Risk Committee ratified the out-of-session confirmation of the Minutes and Summary Report of the Audit and Risk Committee Meeting held on 5 December 2024 and noted by Council at the Scheduled Meeting held on 16 December 2024.

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

**Author: Renee Hodgson - Manager Governance**  
**Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee noted the:

1. Tracking Report for Audit and Risk Committee Actions as at February 2025.
2. Presentation made by Council's Head of People and Customer and Chief People Officer in relation to action item 9 in the Tracking Report.
3. Advice of the Chairperson regarding his discussions with the External Auditor, and it was agreed that action item 13 in the Tracking Report could be now be closed.

Council's Director City Life, Troy Scoble, arrived at 1.27pm.

The Chairperson advised that, following a discussion with Committee members, Items 6.1, 6.9, 6.13, and 6.14 will be received and noted without discussion by the Committee.

Council's Internal Auditor, Wilson Tang, and Council's External Auditors, Michael Gummery and Je Lyn Lee joined the meeting online at 1.41pm.

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

Council's External Auditor, Michael Gummery, declared no obstruction to the work of external audit.

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

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**6. PRESENTATION OF STAFF REPORTS****6.1 ANNUAL WORK PLAN****Author: Renee Hodgson - Manager Governance****Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee received and noted the Annual Work Plan 2025.

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**6.2 REVIEW AND APPROVAL OF THE ANNUAL INTERNAL AUDIT PLAN****Author: Renee Hodgson - Manager Governance****Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee endorsed the updated Internal Audit Plan 2025 to be presented to Council for adoption.

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**6.3 INTERNAL AUDIT STATUS REPORT AS AT FEBRUARY 2025****Author: Renee Hodgson - Manager Governance****Presenter: Wilson Tang - Internal Auditor, Moore Australia**

The Audit and Risk Committee reviewed and noted the Internal Audit Status Report as at February 2025.

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**6.4 SCOPE FOR THE INTERNAL AUDIT OF RISK MANAGEMENT****Author: Renee Hodgson - Manager Governance****Presenter: Wilson Tang - Internal Auditor, Moore Australia**

The Audit and Risk Committee reviewed and approved the Scope for the Internal Audit of Risk Management.

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**6.5 INTERNAL AUDIT OF COMPLAINTS HANDLING - FINAL REPORT****Author: Renee Hodgson - Manager Governance****Presenter: Wilson Tang - Internal Auditor, Moore Australia**

The Audit and Risk Committee:

1. Received and accepted the final report for the Internal Audit of Complaints Handling (the Report); and
2. Recommended Council adopt the recommendations arising within the Report.

**Action: As future practice, where management has either partially agreed or disagreed with internal audit recommendations, the internal auditor is to provide a closing comment on the management response.**

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

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**6.6 INTERNAL AUDIT OF DIVERSITY, EQUALITY AND INCLUSION - FINAL REPORT**

**Author: Renee Hodgson - Manager Governance**  
**Presenter: Wilson Tang - Internal Auditor, Moore Australia**

The Audit and Risk Committee:

1. Received and accepted the final report for the Internal Audit of Diversity, Equality and Inclusion (the Report); and
2. Recommended Council adopt the recommendations arising within the Report.

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**6.7 INTERNAL AUDIT OF RECRUITMENT - FINAL REPORT**

**Author: Renee Hodgson - Manager Governance**  
**Presenter: Wilson Tang - Internal Auditor, Moore Australia**

The Audit and Risk Committee received and accepted the final report for the Internal Audit of Recruitment and recommended Council adopt the recommendations arising within the Report.

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**6.8 INTERNAL AUDIT RECOMMENDATIONS TRACKING REPORT FOR FEBRUARY 2025**

**Author: Renee Hodgson - Manager Governance**  
**Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee reviewed and noted the Internal Audit Recommendations Tracking Report for February 2025.

**Action:** Further refine the presentation of tracking report, including assigning risk ratings for each audit finding, providing more detailed description of actions rather than restating the applicable finding, and distinguishing between closed and completed recommendations.

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**6.9 INTERNAL AUDITOR - RECENT ISSUES INSIGHTS QUARTERLY REPORT**

**Author: Renee Hodgson - Manager Governance**  
**Presenter: Wilson Tang - Internal Auditor, Moore Australia**

The Audit and Risk Committee received and noted the Internal Auditors' Recent Issues Insights Quarterly Report, February 2025.

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

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**6.10 REVIEW AND APPROVE EXTERNAL AUDIT SCOPE AND PLAN****Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee reviewed, discussed, and noted the Audit Strategy Memorandum.

Mayor Abboushi departed the meeting at 2.30pm

Council's External Auditors, Michael Gummery and Je Lyn Lee, and Council's Director City Futures, Sam Romaszko, departed the meeting at 2.41pm.

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

The Audit and Risk Committee reviewed and noted the Quarterly Investment Holdings Report.

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**6.12 FINANCE REPORT - PERIOD ENDED 31 DECEMBER 2024****Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee reviewed and noted the Finance Report for the period ended 31 December 2024.

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

The Audit and Risk Committee received and noted the CEO Procurement Delegations Quarterly Report.

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**6.14 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.

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

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**6.15 INFORMATION TECHNOLOGY KEY RISKS**

**Author: Ajay Ravindran - Chief Information Officer**  
**Presenter: Ajay Ravindran - Chief Information Officer**

The Audit and Risk Committee noted and discussed the presentations provided by Council's Chief Information Officer, Ajay Ravindran, regarding Information Technology Key Risks and the Technology Change Program Horizon 1 (TCP H1).

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**6.16 RISK AND COMPLIANCE MATURITY UPLIFT UPDATE**

**Author: Theresa Achkar - Senior Coordinator Risk & Compliance**  
**Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee provided feedback on and noted the Risk and Compliance Roadmap progress status on key deliverables

**Action: Map the relevant Internal Audit INT2516 recommendations in future Risk and Compliance Roadmap status updates to the Audit and Risk Committee.**

Council's Chief Information Officer, Ajay Ravindran, departed the meeting at 2.56pm.

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**6.17 COUNCIL'S INTEGRITY FRAMEWORK - PROJECT PLAN**

**Author: Kathy Peterson - Senior Integrity Advisor**  
**Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee noted Council's Integrity Framework project plan - Status Report.

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**6.18 REVIEW COUNCIL'S FRAUD AND CORRUPTION CONTROL PLAN INCLUDING IN RELATION TO FINANCIAL AND NON-FINANCIAL CONTROLS**

**Author: Kathy Peterson - Senior Integrity Advisor**  
**Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee noted Council's Fraud and Corruption Control Plan (including in relation to financial and non-financial controls) - Status Report.

**Action: Management to consider the Fraud and Corruption Control Standard AS 8001:2021 in further developing the Fraud and Corruption Control Framework.**

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

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**6.19 ASSET MANAGEMENT REPORTING FRAMEWORK - STATUS REPORT  
(FEBRUARY 2025)**

**Author: Colin Marshall - Manager Engineering and Asset Services**  
**Presenter: Neil Whiteside - Director City Delivery**

The Audit and Risk Committee noted the Asset Management Reporting Framework – Status Report (February 2025).

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**6.20 MELTON CEMETERY MANAGEMENT OPTIONS**

**Author: Sean McManus - Manager, Advocacy & Government Relations**  
**Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee noted the report provided by independent consultants RM Consulting Group and endorsed the report and recommendations to be provided to Council, noting the report will be shared with Councillors at a future Briefing of Councillors for guidance to officers.

**Action: Provide an update report to a future Audit and Risk Committee meeting following the presentation of the independent consultant's report to a Briefing of Councillors.**

Council's Internal Auditor, Wilson Tang, departed the meeting at 3.12pm.

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**7. OTHER MATTERS RAISED BY THE COMMITTEE**

Nil.

**8. CONFIDENTIAL BUSINESS****8.1 QUARTERLY GOVERNANCE REPORT**

**Author: Renee Hodgson - Senior Coordinator Governance**  
**Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee noted the Quarterly Governance Report.

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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING20 FEBRUARY 2025

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**8.2 REVIEW EFFECTIVENESS OF THE INTERNAL AUDIT FUNCTION - ACHIEVEMENT OF SERVICE LEVELS PERFORMANCE MEASURES OUTLINED IN THE CONTRACT****Author: Renee Hodgson - Manager Governance****Presenter: Emily Keogh - Head of Governance**

The Audit and Risk Committee:

1. Noted the review of the effectiveness of the Internal Audit function, including the assessment of achievement of Service Levels Performance Measures outlined in the contract; and
2. Noted the Internal Audit Contract is due for renewal at the end of 2025.

**Action: Invite the immediate past Councillor representatives to complete the Internal Audit Feedback Survey, present separated results for the Committee and management responses and circulate consolidated results out-of-session for discussion at the May Audit and Risk Committee meeting.**

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**9. NEXT MEETING**

Thursday 22 May 2025 at 12.30 pm at Melton Civic Centre.

**10. CLOSE OF BUSINESS**

The meeting closed at 3.24pm.

Confirmed

Dated this

.....CHAIRPERSON

## City of Melton Audit &amp; Risk Committee

## Summary Report of the Committee for the Meeting Held on 20 February 2025

## Committee Meeting Key Outcomes

1. The Committee previously endorsed to Council in December 2024 an interim Internal Audit Plan detailing the internal audits proposed to be performed in 2025 to enable continuity of work by the Internal Auditor, and while the management team considered several alternative internal audit opportunities suggested by Committee members when the plan was first considered. An updated Internal Audit Plan has now been received with changes to the program of internal audits proposed by management and the Committee endorsed the Internal Audit Plan for 2025, with the finalised plan to be presented to Council for adoption to replace the interim plan. The Committee also noted an Internal Audit Status Report on three internal audits currently being undertaken and the proposed scheduling of the final reports at future meetings, as well as the proposed timing of planned internal audits under the updated plan endorsed at the meeting.
2. The Committee received and accepted the following Internal Audit Reports that were presented by Council's Internal Auditor, Mr Wilson Tang of Moore Australia, and tabled as final reports.
  - a. Complaints Handling: considered compliance with the key processes for end-to-end customer complaint handling, customer engagement plans and the effectiveness of engagement mechanisms, and complaints and compliments management. The report included a comparative benchmarking of Council's Complaints Management policy and procedures against relevant good practice guidelines published by the Victorian Ombudsman. The report concluded that the overall Complaints Handling control environment is Fair. Three of six audit findings were rated as high risk, two findings rated as medium risk and one finding rated as low risk, and 11 recommendations were agreed with management and 2 recommendations partially agreed to by management, with the Internal Auditor accepting the qualifications provided by management for those 2 recommendations.
  - b. Diversity, Equality and Inclusion (DEI): assessed the efficiency and effectiveness of Council's DEI principles, programs and initiatives and their implementation, with a focus on Council's commitment in fostering a diverse, equitable and inclusive environment for all Council employees. The report concluded that the overall DEI control environment is Fair. Two of six audit findings were rated as high risk, two findings rated as medium risk and two findings rated low risk, and 12 recommendations were agreed with management and 2 recommendations partially agreed to by management, with the Internal Auditor accepting the qualifications given by management for those 2 recommendations.
  - c. Recruitment: provided an independent review of the effectiveness of recruitment requirements for employees, contractors, suppliers and volunteers and the use of recruitment agencies, with a lens over the system controls to mitigate the risk of key person dependency and conflict management. The audit examined approval processes, probity checking procedures, assessment criteria and retention management, and the report concluded that the overall Recruitment control environment is Adequate. Five of six audit findings were rated as medium risk with the remaining finding assessed as low risk, and all 20 recommendations were accepted by management.



In accepting the three Internal Audit reports, the Committee further recommended that Council adopt the recommendations arising in the reports, noting the high level of agreement by management with the 42 recommendations by the Internal Auditor.

3. The Committee received and approved the Internal Audit scope proposed under the Internal Audit Plan for Risk Management that will commence in March 2025, with the Internal Audit Report scheduled to be tabled at the Committee meeting in May 2025. The audit will review the control environment surrounding Council's Risk Management Framework (RMF), with a specific focus on:
  - a. evaluating the RMF's adherence to the international standard ISO 31000: Risk Management – Guidelines;
  - b. assessing strategic alignment between the risk register and strategic objectives and the completeness of the strategic risk register and corresponding controls; and
  - c. identifying areas to improve the design and implementation of the RMF and enhancing practices in aligning them to industry best practice and regulatory requirements.
4. The Committee received and discussed a report by an independent consultant regarding the Melton Cemetery that is administered, operated and maintained by Council, with the report outlining a number of key financial and non-financial considerations. The Committee endorsed the report and its recommendations being shared and discussed with Councillors at a future Council briefing to seek further direction for management on the situation.

#### Committee Discussions

5. The Committee received and discussed with Council's External Auditor, Mr Michael Gummery of HLB Mann Judd, the draft Audit Strategy Memorandum detailing the planned approach to the annual audit of Council's financial report and performance statement for the financial year ending 30 June 2025. The Committee noted the key risks and areas of audit focus and audit timetable as detailed in the draft memorandum, with interim audit activities scheduled to commence in early May 2025. The External Auditor will issue the final memorandum to the Committee in due course with no significant changes to the document expected.
6. The Committee reviewed and discussed the progress of the implementation by Council of the recommendations from prior internal audits, with the Committee noting that 148 recommendations from 18 internal audits remain to be closed out and 56 recommendations confirmed as closed since the previous status report to the Committee in December 2024. The spreadsheet-based Internal Audit Actions Register previously used for recording and tracking the status of open actions from past audits has been superseded by a new reporting format that utilises a software platform specifically for audit and risk management performance monitoring and reporting. The Committee provided feedback on refinements to further enhance the information presented in the new reporting format.
7. Other items of business considered and discussed by the Committee are detailed as follows.
  - a. The finance report for the six-month period of 2024/25 ending 31 December.
  - b. The investment holdings report for the six-month period of 2024/25 ending 31 December, and the Committee noted the investment report from the Victorian Funds Management Corporation (VFMC) that fund returns for the asset classes of Council's invested funds had outperformed benchmarks for the year-to-date. The Committee also received and appreciated the VFMC's 2024 Responsible Investment Report detailing the investment

stewardship activities of the Corporation to promote good corporate governance and ethical business practice across its portfolio of investments.

- c. The regular update report provided by the Chief Information Officer on information technology key risks relating to Council's ICT and Digital Strategy, Cybersecurity Roadmap and the Technology Change Program.
- d. The regular update reports on the progress with Council's Risk and Compliance Management Roadmap and on the status of key asset management activities detailed in an Asset Management Reporting Framework for the Committee.
- e. A status report on the project plan for developing, implementing and then monitoring an Integrity Framework for Council's employees, which is considered essential for accountability, transparency and ethical behaviour, with implementation targeted for the end of June 2025. It was noted that Council's Senior Integrity Officer is leading the project.
- f. A status report on implementation and review actions and activities relevant to Council's Fraud and Corruption Control Plan. This Plan, the Fraud and Corruption Control Policy and Council's Employee Code of Conduct are integral components of Council's Integrity Framework referred to in the previous point.
- g. The regular confidential update report on key governance, integrity, legal and compliance activities.
- h. A confidential report on a review by management of the effectiveness of the internal audit function and the achievement of service level performance measures contained in the contract for services.
- i. The Head of People Culture and Chief People Officer delivered a presentation on key Human Resources (HR) policies and a HR operating model for the organisation.

#### Matters for Consideration by Council

- 8. At its next scheduled meeting, Council is to receive for adoption the updated Internal Audit Plan for 2025 endorsed by the Committee.
- 9. At a future Councillor briefing, management will present the independent consultant's report on the Melton Cemetery endorsed by the Committee.

Prepared by  
Jeff Rigby  
Committee Chairperson  
Audit & Risk Committee  
City of Melton  
24 February 2025

## 12.7 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Vanja Zdjelar - Governance Officer  
Presenter: Emily Keogh - Head of Governance

### PURPOSE OF REPORT

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

### RECOMMENDATION:

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

1. Policy Review Panel – 13 March 2025

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### REPORT

#### 1. Executive Summary

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

The minutes of the Advisory Committee attached to this report form the written record of the committee meeting, including any matters considered and any conflicts of interest disclosed.

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

#### 2. Background/Issues

An Advisory Committee is a committee established by Council to provide advice to it or its delegate. Whilst not mentioned in the 2020 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

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

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

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

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

Appendix	Advisory Committee	Meeting Date
1.	Policy Review Panel	13 March 2025

### **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. Policy Review Panel Minutes dated 13 March 2025



## **MELTON CITY COUNCIL**

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

**13 March 2025**

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<b>7.</b>	<b>GENERAL BUSINESS</b>	<b>50</b>
<b>8.</b>	<b>NEXT MEETING</b>	<b>50</b>
<b>9.</b>	<b>CLOSE OF BUSINESS</b>	<b>50</b>

MINUTES OF THE POLICY REVIEW PANEL13 MARCH 2025**MELTON CITY COUNCIL**

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL  
HELD VIA MICROSOFT TEAMS ON  
13 MARCH 2025 AT 1:00 PM

Present: Cr Carli (Chair)  
Cr Majdlik  
Cr Shannon

In Attendance:	R Wai	Chief Executive Officer
	E Keogh	Head of Governance
	R Hodgson	Manager Governance
	T Scoble	Director City Life
	S Rainford	Interim Senior Lawyer and Property Advisor

**1. WELCOME**

The Chair, Cr Carli, opened the meeting at 1:04pm and welcomed the Panel Members.

**2. APOLOGIES**

Cr Ramsey.

**3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST**

Nil.

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

The Policy Review Panel noted the Minutes of the Policy Review Panel meeting held on 6 February 2025 and adopted by Council at its Scheduled Meeting held on 24 February 2025.

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

Nil.

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MINUTES OF THE POLICY REVIEW PANEL13 MARCH 2025

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**6. PRESENTATION OF STAFF REPORTS****6.1 KINDERGARTEN CENTRAL REGISTRATION POLICY****Responsible Officer:** Troy Scoble - Director City Life**Document Author:** Matthew Welsh - Manager Child Families & Youth**Date Prepared:** 27 February 2025**Motion**

Crs Shannon/Majdlik.

That the Policy Review Panel recommend Council approve the reviewed Kindergarten Central Registration Policy, provided as **Appendix 2** to this report, with changes made by the Panel highlighted in yellow.

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

Melton City Council currently operates the central kindergarten registrations for both three- and four-year-old children within twenty-eight (28) Council owned facilities across the municipality, in collaboration with eight (8) providers.

The proposed Policy updates the previous Kindergarten Central Registration Policy, incorporating minor changes required by State Government in the Kindergarten priority access guidelines.

The requested changes are in line with State Government funding requirements to ensure access to kindergarten for vulnerable children and families, regardless of where they reside, as well as consistency in children attending across the three- and four-year-old kindergarten programs.

**1.2 Sources/benchmarking**

Policy development and the supporting operational procedures are based on the requirements of the State Government Central Registration and Enrolment Scheme (CRES) funding requirements and the Department of Education (DE) Priority of Access guidelines.

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

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

**1.3 Consultation**

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



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MINUTES OF THE POLICY REVIEW PANEL13 MARCH 2025

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**1.4 Communication and Implementation**

The Policy will be implemented by the Kindergarten Registration Officers in conjunction with the Children Services Program Team Leader, Coordinator Early Childhood, and Manager Child, Families and Youth.

The Policy will replace the current version on Melton City Council website.

**1.5 Compliance**

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

It is also compliant with DE funding requirements relating to the enrolment of children in State Government funded kindergarten services and maintaining confidentiality, inclusion and accessibility.

**1.6 Measures of Success**

The Policy will be reviewed annually alongside of continuous improvement strategies as per DE approved and required processes.

**LIST OF APPENDICES**

1. CURRENT - Kindergarten Central Registration Policy
2. Updated - Kindergarten Central Registration Policy

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Kindergarten Central Registration Policy

Appendix 1 CURRENT - Kindergarten Central Registration Policy

**Kindergarten Central Registration Policy**

<b>Date adopted</b>	25 March 2024
<b>Adopted by</b>	Council
<b>Review due</b>	1 March 2025
<b>Responsible officer</b>	Manager Child, Family & Youth Services
<b>Records reference</b>	9331205

**1. Purpose**

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

**2. Application And Scope**

This policy applies to parents/guardians wishing to access a three- or four-year-old kindergarten place at an associated Council kindergarten, Kindergarten Early Years Manager's (EYM), Council officers and agencies involved in the placement of children into three- or four-year-old kindergarten as part of Council's CRES.

In partnership with Kindergarten EYMS, Melton City Council Kindergarten CRES operates central registration, and allocation of kindergarten places for both three- and four-year-old children within twenty-six (26) kindergartens across the municipality.

**3. General Provisions**

Melton City Council is committed to:

- meeting the needs of the local community regarding kindergarten registration
- equal access for all children based on the priorities set out in this policy.
- compliance with the *Local Government Act 2020*, *Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*.
- compliance with DE funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services.
- maintaining confidentiality in relation to all information provided on Kindergarten Registration forms.
- being inclusive of all people, acknowledging the contribution of people and communities from diverse backgrounds, within the municipality.
- striving for Gender Equity as per the Equality and Respect 2030 Strategy.

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

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Melton City Council has implemented the CRES to support Best Practice recommendations endorsed by the Department of Education (DE) and the Municipal Association of Victoria (MAV). The CRES will support:

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

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

### 3.1. Central Registration Enrolment Scheme

The CRES model aims to:

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

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

### 3.2. Eligibility Criteria

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

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

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

### 3.3. Allocation Priorities

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

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

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

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

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

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

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



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*Note: Once First and Second round allocations have been finalised, children will be prioritised according to the number of criteria met.*

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

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

### 3.3.1. Non-Residents

Council will consider kindergarten registrations from families who reside outside the Melton City Council municipality. These will be assessed annually in November and will be determined on the kindergarten vacancies at that time. Council is committed to providing an outcome of this registration request by late November to early December.

Any registrations received in the year that the child is due to commence kindergarten will be resolved within four weeks of the application date.

Non-Residents who have accepted a placement for their child's three-year-old kindergarten year are not guaranteed a four-year-old placement the following year. Normal Non-Resident processes will still apply.

Families are considered to live outside of the municipal boundaries if they move out of the municipality prior to the commencement of the kindergarten year.

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

## 3.4. Registration

### 3.4.1. Registration Fees

Council will contribute to the administration cost of operating the kindergarten CRES via State Government funding, enabling council to now provide this service to the community free of charge.

### 3.4.2. Allocation of Places

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

## 3.5. Kindergartens Located on School Sites

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

For further information in relation to school zoning boundaries go to [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

For school enrolment processes, contact your local primary school.

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**3.6. Privacy**

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

**3.7. Responsibility and Accountability****Kindergarten Registration Officer/ Central Registration team**

- Responsible for the administrative tasks associated with the receipt of registrations and allocation of kindergarten placements in line with the Allocation Priorities of this policy.

**Kindergarten Engagement Officer**

- Responsible for the identification, active engagement and outreach to families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.
- Support the kindergarten registration and allocation process for families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.

**Children Services Team Leader**

- Ensure that program procedures and systems support the policy.
- Oversee policy implementation, referred to and reviewed as appropriate.

**Kindergarten EYM**

- Responsible for processing enrolments.
- Responsible for providing families with session times, orientation sessions and fee information in relation to the day-to-day operations of the kindergarten program.
- Responsible for all operations of the kindergarten including employing kindergarten staff.

**Parents & Guardians**

- Responsible for providing all required documentation for the Kindergarten Registration form by the date indicated in the Kindergarten Information Booklet.

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**4. Definitions**

Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a three- or four-year-old kindergarten program.
Applicant	A child whose parent/guardian has lodged a completed kindergarten registration.
Best Practice	A best-practice model that streamlines the process of registering and enrolling children in kindergarten for families and service providers, ensuring the process is simple, consistent, inclusive and equitable.
CRES- Central Registration Enrolment Scheme	The CRES model is designed to reduce challenges for Central enrolment schemes and achieve consistency of kindergarten registration across Victoria. The model has been co-designed by stakeholders across Victoria, the Department of Education (DE) and the Municipal Association of Victoria (MAV).
Deferrals – Four-Year-Old	Children of City of Melton residents who attended kindergarten in Term One but withdrew their place and deferred to the following year with DET approval.  Children, who have deferred from a four-year-old kindergarten place and are considered by DE not to have accessed a year of funded kindergarten, are therefore eligible for kindergarten funding in the following year.
DE	State Government Department of Education
Eligible Child	A child who is eligible to be allocated a place in a CRES Melton City Council kindergarten.
Early Start Kindergarten (ESK)	Early Start Kindergarten provides free or low-cost kindergarten to eligible three-year-old children who identify as Aboriginal or Torres Strait Islander or Refugee or Asylum Seeker or are known to Child Protection.

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Term	Definition
Early Years Compact Agreement	<p>A ten-year agreement between Department of Families, Fairness and Housing, Department of Education and local government with the goal to support vulnerable children including to increase the participation of children in out of home care and children known to child protection in early years services.</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>• Vulnerability, location and disadvantage do not determine outcomes for children.</li> <li>• Families are well supported by high quality, inclusive services for children and families in the early years.</li> <li>• families can access help when and where they need it.</li> <li>• Stronger place-based governance and planning.</li> </ul>
Funded Kindergarten Place	<p>After enrolment, children receive a funded DE kindergarten place when they attend kindergarten in the year before school.</p> <p>From 2022, funded kindergarten places will be available for the two years prior to a child starting school.</p> <p>Children are eligible for only one year of each three- and four-year-old kindergarten place.</p>
Non-Residents	Families who reside outside the Melton City Council municipality. Families are also considered to live outside the municipality boundaries if they move out of the municipality prior to the commencement of the kindergarten year.
The Kindergarten Funding Guide	The Kindergarten Funding Guide is developed by DE and is updated from time to time to guide Kindergarten EYMS on operations including the eligibility criteria for funding and Priority of Access Criteria.
Kindergarten Registration	Information provided to Melton City Council by Parent/Guardians, advising of the request for a three and/or four-year-old child to be allocated a kindergarten place. This information is used by Melton City Council to allocate the child a kindergarten place and provided to the Kindergarten EYM to process enrolment.
Kindergarten Enrolment	Completed by Kindergarten EYMS to enrol a child within their service.
Kindergarten Early Years Managers (EYM)	The service which operates the kindergarten program that is participating in CRES.



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Term	Definition
Kindergarten Priority of Access Criteria	In line with the State Government and the DE Priority of Access Criteria, Priority of Access Criteria is implemented to support fair and equitable access to kindergarten.
Municipal Association Victoria (MAV)	The legislated peak body for local government in Victoria.

## 5. Related Documents

Name	Location
Local Government Act 2020	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
Charter of Human Rights and Responsibilities Act 2006	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Child Wellbeing and Safety Act 2005	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Children, Youth and Families Act 2005	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Child Safe Standards	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Disability Discrimination Act 1992 (Commonwealth)	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
Education and Care Services National Regulations 2011	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Education and Care Services National Law Act 2010	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Equal Opportunity Act 2010	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Victorian Gender Equality Act 2020	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
Kindergarten Funding Guide	<a href="https://www.education.vic.gov.au/">https://www.education.vic.gov.au/</a>
Melton City Council Kindergarten Registration, language services and eligibility information	<a href="https://www.melton.vic.gov.au/">https://www.melton.vic.gov.au/</a>
Privacy and Data Protection Act 2014	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Sex Discrimination Act 1984 (Commonwealth)	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
Sex and Age Discrimination Amendment Act 2011	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>

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Name	Location
<i>Health Records Act 2001</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>The Early Years Compact Agreement</i>	<a href="https://www.education.vic.gov.au/">https://www.education.vic.gov.au/</a>
<i>The Equality and Respect 2030 Strategy</i>	<a href="https://www.melton.vic.gov.au/">https://www.melton.vic.gov.au/</a>
<i>Victorian Kindergarten policy, procedures and funding criteria.</i>	<a href="http://www.education.vic.gov.au">http://www.education.vic.gov.au</a>

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

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Item 6.1 Kindergarten Central Registration Policy  
Appendix 2 PRP Changes - Kindergarten Central Registration Policy**Kindergarten Central Registration Policy**

<b>Date adopted</b>	TBC
<b>Adopted by</b>	Council
<b>Review due</b>	1 March 2026
<b>Responsible officer</b>	Manager Child, Families & Youth
<b>Records reference</b>	TBC

**1. Purpose**

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

**2. Application And Scope**

This policy applies to parents/guardians wishing to access a three- or four-year-old kindergarten or pre-prep place at an associated Council kindergarten, Kindergarten Early Years Manager's (EYM), Council officers and agencies involved in the placement of children into three- or four-year-old kindergarten and pre-prep as part of Council's CRES.

In partnership with Kindergarten EYMs, Melton City Council Kindergarten CRES operates central registration, and allocation of kindergarten places for both three- and four-year-old children within **selected** kindergartens across the municipality.

**3. General Provisions**

Melton City Council is committed to:

- meeting the needs of the local community regarding kindergarten registration
- equal access for all children based on the priorities set out in this policy.
- compliance with the *Local Government Act 2020, Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*.
- compliance with Department of Education (DE) funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services.
- maintaining confidentiality in relation to all information provided on Kindergarten Registration forms.
- being inclusive of all people, acknowledging the contribution of people and communities from diverse backgrounds, within the municipality.
- striving for Gender Equity as per the Equality and Respect 2030 Strategy.

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

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Melton City Council has implemented the CRES to support Best Practice recommendations endorsed by the Department of Education (DE) and the Municipal Association of Victoria (MAV). The CRES will support:

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

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

### 3.1. Central Registration Enrolment Scheme

The CRES model aims to:

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

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

### 3.2. Eligibility Criteria

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

- Children who are three years of age or older by 30 April in the year they are to attend three-year-old kindergarten.
- Children who are four years of age or older by 30 April in the year they are to attend four-year-old kindergarten.



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

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

From 2026, Eligible children can be provided with access to a minimum of 16 hours of Pre-Prep (replacing 4-year-old kindergarten the year prior to school entry). Eligible children are those who identify as an Aboriginal and/or Torres Strait Island, or a refugee and/or asylum seeker or are known to Child Protection.

### 3.3. Allocation Priorities

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

- Children at risk of abuse or neglect, including children in Out of Home Care
- Children who identify as Aboriginal or Torres Strait Islander
- Children from a refugee or asylum seeker background
- Children that meet the eligibility criteria for the Kindergarten Fee Subsidy
- Children with additional needs defined as children who:
  - have an identified specific disability or development delay.
  - require additional assistance to fully participate in the kindergarten program
  - require a combination of services which are individually planned

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

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

- A parent/guardian or child has a life threatening or debilitating illness or disease.
- A parent/guardian who has a disability, diagnosed mental illness or drug and/or alcohol dependency.
- Court orders that limit choices for kindergarten.

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

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

*Note: Once First and Second round allocations have been finalised, children will be prioritised according to the number of criteria met.*

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

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

### 3.3.1. Non-Residents

Non-residents who meet the DE Priority of Access listed in 3.3 Allocation Priorities above will be given priority of a place over residents who do not meet the DE Priority of Access.

Council will consider kindergarten registrations from all other non-resident families who do not meet the DE Priority of Access. These will be assessed annually in November and will be determined on the kindergarten vacancies at that time. Council is committed to providing an outcome of this registration request by late November to early December.

Any registrations received in the year that the child is due to commence kindergarten will be resolved within four weeks of the application date.

Non-Residents who have accepted a placement for their child's three-year-old kindergarten year are not guaranteed a four-year-old placement the following year. Normal Non-Resident processes will still apply.

Families are considered to live outside of the municipal boundaries if they move out of the municipality prior to the commencement of the kindergarten year.

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

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**3.4. Registration****3.4.1. Registration Fees**

Council will contribute to the administration cost of operating the kindergarten CRES via State Government funding, enabling council to now provide this service to the community free of charge.

**3.4.2. Allocation of Places**

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

**3.5. Kindergartens Located on School Sites**

A child enrolled into a City of Melton Kindergarten on a primary school site does not confirm your child's entry into that school the following year. **Council is not involved in the allocation of primary school places.**

For further information in relation to school zoning boundaries go to [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au)

For school enrolment processes, contact your local primary school.

**3.6. Privacy**

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

**3.7. Responsibility and Accountability****Kindergarten Registration Officer/ Central Registration team**

- Responsible for the administrative tasks associated with the receipt of registrations and allocation of kindergarten placements in line with the Allocation Priorities of this policy.

**Kindergarten Engagement Officer**

- Responsible for the identification, active engagement and outreach to families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.
- Support the kindergarten registration and allocation process for families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.

**Children Services Team Leader**

- Ensure that program procedures and systems support the policy.
- Oversee policy implementation, referred to and reviewed as appropriate.

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**Kindergarten EYM**

- Responsible for processing enrolments.
- Responsible for providing families with session times, orientation sessions and fee information in relation to the day-to-day operations of the kindergarten program.
- Responsible for all operations of the kindergarten including employing kindergarten staff.

**Parents & Guardians**

- Responsible for providing all required documentation for the Kindergarten Registration form by the date indicated in the Kindergarten Information Booklet.

**4. Definitions**

Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a three- or four-year-old kindergarten program.
Applicant	A child whose parent/guardian has lodged a completed kindergarten registration.
Best Practice	A best-practice model that streamlines the process of registering and enrolling children in kindergarten for families and service providers, ensuring the process is simple, consistent, inclusive and equitable.
CRES- Central Registration Enrolment Scheme	The CRES model is designed to reduce challenges for Central enrolment schemes and achieve consistency of kindergarten registration across Victoria. The model has been co-designed by stakeholders across Victoria, the Department of Education (DE) and the Municipal Association of Victoria (MAV).
Deferrals – Four-Year-Old	Children of City of Melton residents who attended kindergarten in Term One but withdrew their place and deferred to the following year with DET approval.  Children, who have deferred from a four-year-old kindergarten place and are considered by DE not to have accessed a year of funded kindergarten, are therefore eligible for kindergarten funding in the following year.
DE	State Government Department of Education
Eligible Child	A child who is eligible to be allocated a place in a CRES Melton City Council kindergarten.



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Early Start Kindergarten (ESK)	Early Start Kindergarten provides free or low-cost kindergarten to eligible three-year-old children who identify as Aboriginal or Torres Strait Islander or Refugee or Asylum Seeker or are known to Child Protection.
Early Years Compact Agreement	<p>A ten-year agreement between Department of Families, Fairness and Housing, Department of Education and local government with the goal to support vulnerable children including to increase the participation of children in out of home care and children known to child protection in early years services.</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>• Vulnerability, location and disadvantage do not determine outcomes for children.</li> <li>• Families are well supported by high quality, inclusive services for children and families in the early years.</li> <li>• families can access help when and where they need it.</li> <li>• Stronger place-based governance and planning.</li> </ul>
Funded Kindergarten Place	<p>After enrolment, children receive a funded DE kindergarten place when they attend kindergarten in the year before school.</p> <p>From 2022, funded kindergarten places will be available for the two years prior to a child starting school.</p> <p>Children are eligible for only one year of each three- and four-year-old kindergarten place.</p>
Non-Residents	Families who reside outside the Melton City Council municipality. Families are also considered to live outside the municipality boundaries if they move out of the municipality prior to the commencement of the kindergarten year.
The Kindergarten Funding Guide	The Kindergarten Funding Guide is developed by DE and is updated from time to time to guide Kindergarten EYMS on operations including the eligibility criteria for funding and Priority of Access Criteria.
Kindergarten Registration	Information provided to Melton City Council by Parent/Guardians, advising of the request for a three and/or four-year-old child to be allocated a kindergarten place. This information is used by Melton City Council to allocate the child a kindergarten place and provided to the Kindergarten EYM to process enrolment.
Kindergarten Enrolment	Completed by Kindergarten EYM to enrol a child within their service.

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Kindergarten Early Years Managers (EYM)	The service which operates the kindergarten program that is participating in CRES.
Kindergarten Priority of Access Criteria	In line with the State Government and the DE Priority of Access Criteria, Priority of Access Criteria is implemented to support fair and equitable access to kindergarten.
Municipal Association Victoria (MAV)	The legislated peak body for local government in Victoria.
Pre-prep	From 2025, Four-Year-Old Kindergarten will gradually transition to Pre-Prep, with programs across Victoria increasing from 15 to 30 hours each week.

## 5. Related Documents


Name	Location
Local Government Act 2020	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
Charter of Human Rights and Responsibilities Act 2006	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Child Wellbeing and Safety Act 2005	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Children, Youth and Families Act 2005	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Child Safe Standards	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Disability Discrimination Act 1992 (Commonwealth)	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
Education and Care Services National Regulations 2011	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Education and Care Services National Law Act 2010	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Equal Opportunity Act 2010	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Victorian Gender Equality Act 2020	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
Kindergarten Funding Guide	<a href="https://www.education.vic.gov.au/">https://www.education.vic.gov.au/</a>
Melton City Council Kindergarten Registration, language services and eligibility information	<a href="https://www.melton.vic.gov.au/">https://www.melton.vic.gov.au/</a>
Privacy and Data Protection Act 2014	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>

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Name	Location
<i>Sex Discrimination Act 1984 (Commonwealth)</i>	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
<i>Sex and Age Discrimination Amendment Act 2011</i>	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
<i>Health Records Act 2001</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>The Early Years Compact Agreement</i>	<a href="https://www.education.vic.gov.au/">https://www.education.vic.gov.au/</a>
<i>The Equality and Respect 2030 Strategy</i>	<a href="https://www.melton.vic.gov.au/">https://www.melton.vic.gov.au/</a>
<i>Victorian Kindergarten policy, procedures and funding criteria.</i>	<a href="http://www.education.vic.gov.au">http://www.education.vic.gov.au</a>

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

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Council's Interim Senior Lawyer and Property Advisor, S. Rainford, joined the meeting, and Director City Life, T Scoble departed the meeting at 1.12pm.

**6.2 PLACE NAMING POLICY**

**Responsible Officer:** Emily Keogh - Head of Governance

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

**Date Prepared:** 05 March 2025

**Motion**

Crs Majdlik/Shannon.

That the Policy Review Panel recommend Council approve the Place Naming Policy, provided as **Appendix 1** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

**2. Background****2.1 The Policy**

Council is a naming authority pursuant to the *Geographic Place Names Act 1998*. Council's powers to name places is derived from section 10 the *Local Government Act 2020*, schedule 10 part 5 of the *Local Government Act 1989* and the *Road Management Act 1998*.

As a naming authority, Council often receives requests to name roads, places and localities from the community, internal and external stakeholders. To date, Council has not had a centralised and formalised policy and process to manage these requests.

The Policy seeks to formalise the process which Council will follow, to ensure a clear, consistent and transparent naming approach which is compliant with the Naming rules for places in Victoria. The Policy should be read in conjunction with the internal naming process, for a comprehensive understanding of the internal Council procedure which will be complied with and 'The naming rules for places in Victoria' (**the naming rules**) which outlines the statutory requirements for naming roads, features and localities.

The Policy will not apply to any feature or road where Councils not the naming authority, including schools, and roads under the control and management of VicRoads.

Whilst Council is the naming authority, it is fundamental to note that Geographic Names Victoria (**GNV**) are the final approval body for any naming proposals in Victoria. GNV will only approve a proposal where it is in line with the naming rules.

The process of naming has inherent controversies and complexities, particularly as it relates to the naming themes of GNV.

GNV designate four key themes, which are considered to be of particular importance in respect of place naming. The four themes are outlined below, along with a brief statement on how the Policy seeks to promote and align with the themes.

**a. Linking the name to a place**

The Policy requires that all proposals to name a place, should seek to preserve the City of Melton's cultural heritage and be relevant to the local area. Examples of linking a name to place may include local flora and fauna, significant local events and local geography.

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**b. Recognition and use of tradition owners' languages**

If a naming authority is considering using an Aboriginal name or names in the proposal, it must consult the relevant Traditional Owner group(s) to that area to determine an appropriate name and receive consent for the use of that name.

There are three tradition owners' groups within the City of Melton, in no particular order:

- i. Bunurong Land Council Aboriginal Corporation
- ii. Wadawurrung Traditional Owners Aboriginal Corporation
- iii. Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation.

Where there exists any proposal to use traditional owner language, Council will consult with the Registered Aboriginal Party/Parties and the name will only be considered with the explicit consent of the RAP/s.

The Policy proposes that where the community vote on the key naming theme of Traditional Owner Language, the applicable RAP will be asked to provide the name/s which may then be considered for further community consultation. The RAP's do not support community consultation on a traditional owner language name at the same time as any other name.

Officers have sought details of the process, timeline and cost associated with engaging with each RAP as it relates to a naming proposal. Whilst no definitive timeframes or costs were provided, with the RAP's confirming that the cost and timeline are dependent on the unique circumstances of each request, it can be assumed that no engagement with a RAP to seek a proposed name/s, will occur any earlier than eight weeks from initial engagement. The cost of engaging with a RAP and seeking consideration for naming, is between \$1,500 and \$3,500.

The Policy seeks to be sufficiently broad, to account for the slightly varying processes of each RAP, whilst the overarching principles of early engagement, consultation and consent, being strictly applied.

**c. Gender equality**

The Victorian Government set a target to promote 70% of new commemorative place naming, after women as part of the State's 'Our equal state: Victoria's gender equality strategy and action plan 2023-2027'. This Policy is aligned with the action plan.

**d. Using commemorative names**

The Policy requires that Council only consider commemorative names after a person who has been deceased for no less than two years, unless by resolution of Council and subject to approval by GNV. Commemorative names will be used in conjunction with the other key themes, and particularly noting the Victoria Government action plan referred to above.

**Two Step Process**

The naming of significant features will utilise directional and feature names, for example, Melton Library. Where a feature type is not required to support clear planning, Council will run a two-step consultation process.

Firstly, Council will seek community feedback on a preferred naming themes as contained in the naming rules and the Policy. As part of this first step of consultation, the community will be invited to provide suggestions for names alongside the theme.

Officers will review the names and longlist all names which are compliant with the Naming Rules. The Senior Lawyer and Property Advisor will shortlist five names.

Please note, if the selected theme is "Recognition and use of traditional owner language", Officers will ask the RAP to provide the name or list of names, for further community consultation. If the RAP does not consent to the use of traditional owner language, the next most voted on theme will be utilised.

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Officers will then present the shortlisted names to Council for consideration and endorsement to proceed with community feedback. Consultation may include a notice on Council's website, in a local newspaper and using Council's official social media.

Officers will consider all feedback received and produce a report for formal consideration to Council on the preferred name. Once endorsed, Council will publish a public notice of the preferred name and lodge the name with GNV.

Council will not propose a traditional owner language name, and any other name, at the same time.

The two-step consultation seeks to engage the community as early as possible, whilst ensuring Officers are not required to create and produce lists of names for each feature. The proposal seeks two resolutions of Council to ensure they are involved at each stage prior to community engagement on the name itself.

The s7 instrument of delegation presently delegates the power to approve, assign or change the name of a road to four Governance team members but may include additional Officers upon update to the s7. There is no proposal to delegate this power to any Officer outside of the Governance business unit. The Policy proposes that all other proposals, be presented to Council for consideration where Officers will seek resolution for the Chief Executive Officer to be authorised to facilitate and authorise all associated procedural elements.

The Head of Governance and CEO will at all times, be able to determine that a naming proposal should be considered by Council even where it may be a delegated power. To ensure the Executive Leadership Team remain informed, a report will be produced at the earliest opportunity prior to any exercise of delegation in relation to naming.

**Informal Naming**

There may exist some instances where an informal naming process may be appropriate. For example, where there is a request to place a plaque on a park bench, whilst not naming that feature itself. These requests may be guided by but will not be bound by the Policy. No informal naming will be gazetted, lodged to Geographic Names Victoria or registered on VICNAMES.

**2.2 Sources/benchmarking**

The Policy is closely aligned with the naming policies of Melbourne and Wyndham City Council, and is compliant with the naming rules, and Council's legislative obligations as a naming authority.

**2.3 Consultation**

The Policy outlines the requirements for community consultation, and when and how that process will be facilitated. Community consultation will at a minimum comply with Council's Community Engagement Policy (including as it may change from time to time), the naming rules, and any legislative requirements. Consultation will always include a notification on Council's website.

The Policy has been internally referred to various Council business units, including all areas which have initiated or sought information on a naming process in the preceding 12 months. The Policy incorporates feedback from the Social Planning and Wellbeing, Recreation, Health Connected Communities and Governance.

**2.4 Communication and Implementation**

Officers will update the relevant Policy Register, publish the policy on Council's website, and communicate the policy to relevant stakeholders.



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Implementation of the amended policy will be the responsibility of the Legal and Property Team. Information and updates will be provided to relevant business units, to ensure Council is applying consistent practices across the organisation for the overall benefit of the community.

**2.5 Compliance**

The Policy is compliant with the *Geographic Place Names Act 1998*, the *Local Government Act 2020*, *Local Government Act 1989*, the *Road Management Act 1998* and any other relevant rules and guidelines.

**2.6 Measures of Success**

Officers will provide regular updates to the Executive Leadership Team on the progression of all proposals related to place naming, and matters will be presented to Council as required under the Policy.

**LIST OF APPENDICES**

1. Place Naming Policy

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Place Naming Policy

Appendix 1 PRP Changes - Place Naming Policy

**Place Naming Policy**

<b>Date adopted</b>	tba
<b>Adopted by</b>	Council
<b>Review due</b>	tba
<b>Responsible officer</b>	Senior Lawyer and Property Advisor
<b>Records reference</b>	tba

**1. Purpose**

The Place Naming Policy (**the Policy**) has been developed to support the decision making of Melton City Council (**Council**) in decisions as the naming authority. The Policy will support a transparent and accountable framework for naming roads, places and localities within the City of Melton. The Policy will ensure that naming decisions are consistent with the Naming Rules for places in Victoria (**Naming Rules**) and provide a clear and consistent naming procedure.

The Policy will ensure:

- A consistent and concise approach is applied to all naming requests within the City of Melton;
- All City of Melton features, localities and places are named in line with the Naming Rules and registered officially for the benefit of the community.
- Ensure that the community is appropriately engaged and consulted with when naming places.

**2. Application And Scope**

Council is a naming authority pursuant to the *Geographic Place Names Act 1998*. Council's authority to name places is derived from the section 10 of the *Local Government Act 2020*, schedule 10 part 5 of the *Local Government Act 1989* and section 11 of the *Road Management Act 2004*. As a naming authority, Council may initiate or receive requests from the community and other stakeholders to name publicly owned features, roads and localities. This policy should be read in accordance with the Naming Rules.

This Policy does not apply to any public feature or road where Council is not the naming authority. For example, VicRoads and the Department of Education may be the appropriate naming authority for public features which they own or manage.

The Policy and subsequent community engagement requirements may not be applied where Council is required to urgently consider a naming proposal in accordance with clause 6.1.2 of the Naming Rules. In this instance, Council may proceed with consideration of a naming proposal without consulting with the community where there is a persuasive reason to do so, such as on public safety grounds.

Council may at times, in unique and exceptional circumstances, resolve to consider a naming proposal which falls outside of this Policy but is compliant with the Naming Rules. Council must provide reasons as to this decision.



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Informal naming requests may use this Policy as a guide but will not be bound by the requirements of the Policy. Council may choose to elect to engage with the community about informal naming requests.

### 3. General Provisions

Council will consider the following general provisions when naming publicly owned features, places and localities within the City of Melton.

#### 3.1. The Naming Rules

This Naming Rules provide thirteen principles which Council aims to promote. The naming principles are:

Principle A – Ensuring public safety

Principle B – Recognising the public interest

Principle C – Linking the name to place

Principle D – Ensuring names are not duplicated

Principle E – Recognition and use of Traditional owner languages

Principle F – Names must not discriminate or be offensive

Principle G – Gender equality

Principle H – Dual names

Principle I – Using commemorative names

Principles J – Using commercial and business names

Principle K – Language

Principle L – Directional names to be avoided

Principle M – Assigning extend to a road, feature or locality

#### 3.1.1. Naming Themes

The below four Key Themes have been designated by GNV as holding particular importance. Council will apply the Naming Rules to all proposals, noting the Key Themes may be prioritised when engaging in community consultation for naming.

##### 1. KEY THEME3 ONE - PRINCIPLE C – LINKING THE NAME TO A PLACE

All proposals to name a place should ensure the preservation of the City of Melton's cultural heritage and should be relevant to the local area. Examples of names that may link a name to place may include but are not limited to; local flora and fauna, past exploration and settlement, local geography, significant local events, cultural diversity of past and current inhabitants.

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Appendix 1 PRP Changes - Place Naming Policy

**2. KEY THEME TWO - PRINCIPLE E – RECOGNITION AND USE OF TRADITIONAL OWNER LANGUAGES**

Traditional Owner language will be encouraged when naming a place. The use of Traditional Owner language will be subject to agreement from the relevant Registered Aboriginal party or Traditional owner group.

**3. KEY THEME THREE - PRINCIPLE G – GENDER EQUALITY**

The Gender Equality Act 2020 supports commemorative naming of places after women. Council recognises the diversity of the community and looks to promote inclusivity of all communities. When developing a naming proposal, key consideration will be given to gender equality.

As required by GNV, Council will give particular effect to Principle G by annually reporting on all places named by Council and the proportion of names for women and gender diverse people among all named places. Council will strive to ensure that places named for women and gender diverse people constitute two thirds of places named, in the 5 years following endorsement of this Policy.

**4. KEY THEME FOUR - PRINCIPLE I – USING COMMEMORATIVE NAMES**

Council will consider a commemorative naming proposal where a person has been deceased for a period of no less than two years, as guided by the naming rules Council will not consider commemorative names after any person who is alive or has not been deceased for two years, unless by resolution of Council and where the proposal is supported by Geographic Names Victoria.

In addition, any proposal to name a place after a person must demonstrate that the individual has made significant community contributions. Significant community contributions may include but is not limited to achievements, volunteerism, relevant history or association to the local area or other significance of a person/family.

Commemorative names will require consultation with the individual's family. Council will not progress any commemorative naming proposal where the family objects to the proposed name.

**3.2. Community Consultation**

Council will seek to consult with the community as early as is deemed practicable. Consultation will depend on the type of feature to be named, the location of that feature and those groups which may have an interest in the name of the feature.

Council retains the discretion to determine if the immediate community or extended community must be consulted with or notified of a change. *Immediate community* means people who live and work within the immediate area and owners of properties or business. *Extended community* includes residents, ratepayers, Emergency Service Providers and businesses surrounding the area which in the opinion of Officers, may be significantly affected by the proposal.

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Appendix 1 PRP Changes - Place Naming Policy

Council will consult with the following individuals and groups in line with the below table. Council may also choose to engage with other groups where Officers determine they may have a unique interest in the naming of a place or feature.

Community Engagement will be in accordance with Council's Community Engagement Policy and the minimum consultation requirements contained in Section 7 of the Naming Rules.

Local Parks	<p>Local parks will be named using the road name the land is addressed to.</p> <p>If this is non-compliant with the Naming Rules, another abutting road name will be used.</p> <p>Council may choose to consider an alternate name, which is deemed appropriate and that promotes the Key Naming Theme. The final decision may only be made by resolution of Council.</p>
Roads	<p><b>New Road</b></p> <p>Council works collaboratively with developers to create road names for new subdivisions which are compliant with the Naming Rules. The responsibility for new road naming, remains with the developers and will be approved by Council's subdivisions team, with key consideration given to the four naming themes set out in clause 3.1.1.</p> <p>Council will not consult with the community where a road or feature to be named is within a new subdivision with no effect on the immediate community.</p> <p><b>Renaming</b></p> <p>Roads will be named on an as needs basis, for example, where a development requires a road suffix change for strategic planning purposes.</p> <p>Internal teams will be requested to suggest proposed names for roads, to be considered by the Head of Governance.</p> <p>Where a new road name is being proposed, the matter will be referred to Council for consideration.</p>

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Appendix 1 PRP Changes - Place Naming Policy

## Significant Features

Where confusion would be caused by not including the feature's location within the name, the location will be included in the proposed name. Where a significant feature does not require the features name to be included in the name, Council will carry out a **two-step** consultation process.

1. Council will seek community feedback on a preferred naming theme as contained in the Naming Rules and set out in this Policy, including inviting community suggestions for names.
2. Where the preferred naming theme is Theme Two: Recognition and use of traditional owner language, Council will seek the name/s from the Traditional Owner Group directly. If the Traditional Owner Group do not consent to the use of traditional owner language for the nominated feature, the second preferred naming theme will be utilised.
3. Council Officers will review all proposed names and longlist all names which are compliant with the Naming Rules and in line with this Policy.
4. Officers will shortlist up to five names, for Council consideration and endorsement for further community consultation.
5. Following Council resolution, Council will invite community feedback on the shortlisted name/s.
6. Officers will consider all feedback received and produce a report for formal consideration and a decision by Council of the preferred name.
7. Council will publish a public notice on the final proposed name in accordance with the Naming Rules before lodging the proposed name with Geographic Names Victoria.

The process flow chart is provided at Appendix 1.



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Appendix 1 PRP Changes - Place Naming Policy

Community consultation will always be exhibited on Council's website and where requested by the Chief Executive Officer or Head of Governance, on Council's social media or in a newspaper circulated throughout the City of Melton.

Council Officers will refer any decided name to the Registrar of Geographical Names for gazettal. Council will install required signage and record the history behind the name in VICNAMES.

### 3.3. Decision Not To Proceed With Consideration Of Naming Proposal

Council's Chief Executive Officer may choose not to proceed with a naming proposal, where:

- a. The naming proposal seeks to change an existing compliant name, which is familiar to the local community and there is no compelling reason to consider a name change; or
- b. Where the proposed name is non-compliant with the Naming Rules;
- c. The proposed name is the same as or substantially similar to an application which has already been subject to Council decision or decision by Officer under delegation;
- d. The proposed name is a repeated, frivolous, unreasonable or otherwise vexatious request.

#### 3.3.1. Notifiable Decisions

Where there is a proposal to name a significant place, Councillors will always be notified. Council Officers may also elect to notify Councillors of any decision to name a Place. Notifiable decisions may include:

- a. Inviting submissions from the community on the name of a feature;
- b. To identify a preferred name for a place;
- c. To not undertake a competition for naming of a significant place;
- d. To pursue a name for a place that is not a significant place.

The Head of Governance is responsible for all decisions to notify Councillors and the form of this notification.

### 3.4. Procedural Guidelines

Council may initiate naming requests internally or may receive requests from members of the community or external stakeholder. Council may self-initiate a place naming process where a Significant Feature requires a name, there is a need to assign or amend the name of a place to ensure clarity or safety, construction or development will create a new place that is to be named, or the Head of Governance determines there is another sufficient reason to do so.


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The s7 instrument of delegation, delegate the power to approve, assign or change the name of a road to five members of Council staff, being the Head of Governance, Manager Governance, Coordinator Governance, Senior Lawyer & Property Advisor and Lawyer. The power must be exercised in accordance with the Act and will most often be exercised for administrative name changes, such as to change the suffix of a road name to reflect the appropriate road type.

Where the power to make a decision to name a feature, locality or road is not delegated, a report will be presented to Council for formal consideration. Officers may also elect to present the decision to Council for consideration where naming any feature, locality or road may be deemed to be particularly controversial or is of high community interest.

Any submission to name a place should be in writing to Council by web form, email or postal mail. Applicants will be encouraged to consider this Policy and the Naming Rules prior to making a submission.

Each submission must include:

- a. The proposed name of the place;
- b. A precise description or map of the place to be named;
- c. Arguments in support of proposed name;

The later of 90 days of receipt of a valid submission, or receipt of requested further information, a Council Officer must either:

- i. Reject the proposed name and provide the basis for the rejection;
- ii. Request further information of the submitter;
- iii. Notify the submitter that the proposed name will progress through the process set forth in this Policy and proceed as soon as practicable.

### 3.5. Fees

Where a request to name a place is as a direct result of a new development, or is requested by a developer, the proponent of that development will be responsible for all fees associated with the process under the Policy, public consultation and lodgment with the Registrar.

Where a request to name a place is initiated by Council, or by an individual or community group and is not related to a new or in progress development, the costs will be borne by Council.

## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

Item 6.2 Place Naming Policy

Appendix 1 PRP Changes - Place Naming Policy

## 4. Definitions

Term	Definition
Act	means the <i>Local Government Act 2020</i>
Community Engagement Policy	Means Melton City Council's Community Engagement Policy which may change from time to time.
Feature	Includes mountains, watercourses, buildings, structures, parks and reserves
Naming Rules	Means the Naming Rules for places in Victoria (Statutory requirements for naming roads, features and localities – 2022) or any document which replaces it.
Place	means any place or building that is, or is likely to be, of public interest and includes, but is not restricted to: <ul style="list-style-type: none"> <li>a) township, area, park, garden, reserve of land, suburb and locality;</li> <li>b) topographical feature, including undersea feature; street, road, transport station, government school, government hospital, and government nursing home.</li> </ul>
Registered Aboriginal Party	Means a body that is registered under Part 10 of the <i>Aboriginal Heritage Act 2006</i> . At the date of this Policy being endorsed, there are three RAP's in the City of Melton, Bunurong Land Council Aboriginal Corporation, Wadawurrung Traditional Owners Aboriginal Corporation and Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation.
Significant <b>Feature</b>	Means a locality; or a new major road; or a new major bridge; or a large civic, community or recreation building built by the Council; active open space; or any other place deemed by the Head of Governance to be significant.

## 5. Related Documents

Name	Location
<i>Local Government Act 2020</i>	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
<i>Local Government Act 1989</i>	<a href="https://www.legislation.vic.gov.au/acts/local-government-act-1989">Local Government Act 1989   legislation.vic.gov.au</a>
<i>Road Management Act 2004</i>	<a href="https://www.legislation.vic.gov.au/acts/road-management-act-2004">Road Management Act 2004   legislation.vic.gov.au</a>
<i>Geographic Names Act 1998</i>	<a href="#">Microsoft Word - SLR98-7AAD.011.DOCX</a>

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## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

Item 6.2 Place Naming Policy

Appendix 1 PRP Changes - Place Naming Policy

## Appendix 1 – Flow chart for naming of Significant Features





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Council's Interim Senior Lawyer and Property Advisor, S Rainford departed the meeting at 2.13pm.

**6.3 ADVISORY COMMITTEES TERMS OF REFERENCE TEMPLATE****Responsible Officer:** Emily Keogh - Head of Governance**Document Author:** Vanja Zdjelar - Governance Officer**Date Prepared:** 26 February 2025**Motion**

Crs Shannon/Majdlik.

That the Policy Review Panel recommend Council approve the Advisory Committees Terms of Reference Template, provided as **Appendix 1** to this report, with changes made by the Panel highlighted in yellow.

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

Melton City Council oversees 13 Advisory Committees, each governed by its own Terms of Reference (ToR). It is important to note that the Audit and Risk Committee operates under a separate Charter pursuant to the *Local Government Act 2020*. Currently, the responsibility for drafting and managing ToRs falls to the respective advisory committee council officer representatives. An updated template has been created, provided as **Appendix 1** to this report, which ensures a standardised approach to their creation, implementation and operation.

The Advisory Committees ToRs template has been developed to establish a uniform structure and approach for all Melton City Council Advisory Committees. This aims to ensure that all advisory committees work under a consistent framework, promoting clarity, transparency, and efficiency in governance. Aligning with best practices in governance, this template follows widely accepted principles for structuring decision-making documents.

A consistent approach to ToRs helps reinforce strong governance practices by clearly defining responsibilities, reporting structures, and performance measures. This reduces ambiguity and fosters accountability across all Council advisory committee functions.

**1.2 Sources/benchmarking**

A benchmarking exercise was conducted across various Victorian local councils to assess best practices in advisory committee templates. The primary comparisons were made with Maribyrnong City Council, Wyndham City Council and the City of Yarra, as their templates and scopes closely aligned with the standardisation objectives Melton City Council aims to achieve. These Councils demonstrated a structured and easy to understand approach to ToRs, providing a strong foundation for the development of a unified template.

**1.3 Consultation**

Consultation has been conducted with the Manager of Governance and the Head of Governance to ensure alignment with Council policies and best practice.

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MINUTES OF THE POLICY REVIEW PANEL13 MARCH 2025

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Council officer representatives from all advisory committees have been provided with the revised ToRs for review and initial population.

Insights provided by committee representatives will be reviewed and incorporated into the next update cycle, which will be scheduled to initially take place within 12 months of adoption.

**1.4 Communication and Implementation**

All council officer committee representatives have received the standardised ToRs. The template was circulated via email and individual meetings were set up with all committee officer representatives to provide any feedback and concerns, and to start the initial process of populating the document.

If the Policy Review Panel approves this standardised template, all newly updated advisory committee ToRs will be submitted for approval at the 24 March 2025 Council Meeting.

Following the adoption of the updated Terms of References, they will be made publicly available for the recruitment of committee representatives and will be distributed to respective committee representatives upon appointment. The Governance team will update the templates as needed and ensure they are published on Council's website for accessibility.

**1.5 Compliance**

The *Local Government Act 2020* does not require Councils to form advisory committees but provides a governance framework that indirectly applies to them. Councils establish advisory committees to provide expert advice, community input, and recommendations on specific issues, however, advisory committees do not have decision-making powers and act in an advisory capacity only.

**1.6 Measures of Success**

The measure of success for the Terms of Reference template for advisory committees will be assessed based on feedback received from committee members. Council officer representatives will be responsible for collecting and documenting this feedback and submitting it to the Governance team for review and action.

Updates to the ToRs template will be incorporated during the next scheduled review cycle. This process ensures continuous improvement while maintaining consistency across all advisory committees.

**LIST OF APPENDICES**

1. Advisory Committees Terms of Reference Template

## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

Item 6.3 Advisory Committees Terms of Reference Template

Appendix 1 PRP Changes - Advisory Committees Terms of Reference Template

**<Name of Committee> Terms of Reference**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date>
<b>Responsible officer</b>	<insert responsible position title>
<b>Records reference</b>	<insert reference>

This template contains instructions in **grey** to assist in its completion.

**1. Purpose**

<Provide a clear and concise statement of the purpose of this Terms of Reference. Describe the key objectives, scope, and expected outcomes.>

*For example: The [Committee Name] serves as an advisory body to Melton City Council, providing recommendations, insights, and guidance on matters within its designated scope. The committee works to enhance community engagement, inform policy decisions, and support the Council in addressing key issues affecting residents. Through research, discussion, and collaboration, the committee aims to represent diverse perspectives, promote transparency, and contribute to the overall well-being and development of the City of Melton.*

a. <INSERT TEXT HERE>

**2. Membership**

Membership of the Committee will be composed of between <insert member numbers e.g. 3-8> members at any one time.

Membership of the Committee will include:

- A minimum of two (2) Councillors
- A minimum of three (3) and a maximum of eight (8) community representatives with a combination of relevant skills, networks and interests
- Organisation Representatives *(delete if not applicable)*
- The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.

&lt;Name of Committee&gt; Terms of Reference

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## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

Item 6.3 Advisory Committees Terms of Reference Template

Appendix 1 PRP Changes - Advisory Committees Terms of Reference Template

Position/ Panel Member Type	No. of Positions	Type of Appointment (Appointed, ex-officio)	Term
Chair (Councillor)	1	Appointed	Annually, as appointed by Council
Councillor (not including the Chair)	<i>please specify number</i>	Appointed	Annually, as appointed by Council
<b>Reserve Councillor</b>  The Reserve Councillor does not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable.  <i>Delete if not applicable</i>	<b>1</b>	<b>Appointed</b>	<b>Annually, as appointed by Council</b>
Sponsoring Member  <i>Executive Leadership Team Member / Manager / Staff member</i>	1	Ex-officio	Ongoing
Community Representative	<i>(please specify)</i>	Appointed	In line with Council Term, concluding in June prior to Local Government Elections

## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

Item 6.3 Advisory Committees Terms of Reference Template

Appendix 1 PRP Changes - Advisory Committees Terms of Reference Template

Organisation Representatives (insert position and organisation, if applicable)	Please specify	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Melton City Council staff members (insert role)	Please specify	Ex-officio	Ongoing

**2.1. Method of Appointment****2.1.1. Recruitment of Community Representatives**

- a. The process for appointing community representatives will be as follows:
  - i. The Council will publicly advertise opportunities for community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
  - ii. When appropriate, the Council may invite representatives from specific organisations to join the Committee, ensuring subject matter expertise.
  - iii. Consideration for membership is given to individuals with relevant experience and/or interests.
  - iv. Consideration will be given to ensuring committee representatives are selected to reflect the geographic and demographic nature of the committee.
- b. Selection of community representatives is based on the following selection criteria:
  - i. Reside, work, study, or volunteer in the City of Melton and be at least 16 years old (with the exception of the Youth Advisory Committee, where members must be at least 12 years old).
  - ii. Demonstrated leadership and relationship-building skills or a willingness to develop them.
  - iii. Relevant knowledge and experience in the portfolio area.
  - iv. Strong community connections with the ability to engage a broad range of perspectives.
  - v. Willingness to contribute constructively in an advisory capacity to the Council.
  - vi. Formal acceptance of the Terms of Reference and Confidentiality Agreement.
  - vii. Aboriginal and/or Torres Strait Islander residents of the City of Melton are strongly encouraged to apply.

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Advisory Committees Terms of Reference Template

Appendix 1 PRP Changes - Advisory Committees Terms of Reference Template

- viii. Application from individuals with a disability are strongly encouraged.

Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership. Appointments will be made by Council based on the advice given by a panel composing of the Chair of the Committee and Council staff with expertise in the particular subject matter.

Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation unless specifically recruited for that purpose.

#### 2.1.2. Term of Appointment

- a. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections.
- b. Committee members may reapply for one additional consecutive term.
- c. No member can serve more than a total of two consecutive terms.
- d. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- e. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.
- f. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- g. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.

#### 2.2. Chair

- a. ~~Council will appoint one of the Councillor Representatives as the designated Chair for the Committee. Meetings will be led by the Chair.~~

If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. In all other cases, Council will appoint a Councillor representative as Chair. Meetings will be led by the Chair.

- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.



## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Advisory Committees Terms of Reference Template

Appendix 1 PRP Changes - Advisory Committees Terms of Reference Template

- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.

### 2.3. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is a majority at least 50% of each member category present, as detailed in the following table: *(Please use the table below as a guide and tailor to your committee)*

Total Members in a Category	Minimum Required for Quorum
e.g. 4 Councillor Representatives	2 must be present
e.g. 3 Councillor Representatives	2 must be present
e.g. 8 Community Representatives	4 must be present
e.g. 9 Community Representatives	5 must be present

### 3. Meeting Guidelines

- a. Meetings will be held monthly/quarterly/biannually/annually.
- b. Meetings will be limited to a duration of (insert) hours.
- c. Meetings may be conducted either in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.
- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.

## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

Item 6.3 Advisory Committees Terms of Reference Template

Appendix 1 PRP Changes - Advisory Committees Terms of Reference Template

- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

#### 4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member who is a part of the committee, to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas and minutes, in consultation with **Councillors, the Chair**, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

#### 5. Conflicts of Interest

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

- Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

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



## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

Item 6.3 Advisory Committees Terms of Reference Template

Appendix 1 PRP Changes - Advisory Committees Terms of Reference Template

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## 6. Confidentiality and Privacy

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

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

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

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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

## MINUTES OF THE POLICY REVIEW PANEL

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**6.4 POLICY REVIEW PLAN****Responsible Officer:** Emily Keogh - Head of Governance**Document Author:** Vanja Zdjelar - Governance Officer**Date Prepared:** 26 February 2025**Motion**

Crs Majdlik/Shannon.

That the Policy Review Panel recommend Council note the plan to review and update Council Policies that are currently overdue for review, with an amendment to prioritise the CCTV (Assessment and Installation) Policy by moving its review date to the earliest possible timeframe.

CARRIED**1. Background****1.1 Council Policies****Status at 3 March 2025**

As at 3 March 2025 there were 71 Council Policies with:

- 23 Policies Overdue for Review;
- 48 Policies up to date.

The status of Council Policies by directorate / business unit on 3 March 2025 was:

	#	%	Org Performance		City Life		City Delivery		City Futures		Governance		People & Customer	
Overdue for Review	23	32%	5	100%	8	35%	1	8%	0	0%	6	29%	3	43%
Up to Date	48	68%	0	0%	15	65%	12	92%	2	100%	15	71%	4	57%
Total	71		5		23		13		2		21		7	

Comparison from 1 March 2024 to 3 March 2025:

	Status as at 1 March 2024		Status as at 3 March 2025	
	Number of Policies	Percentage	Number of Policies	Percentage
Overdue for Review	10	15%	23	32%
Up to Date	58	85%	48	68%
Total	68		71	

The increase in policies overdue for review from 15% to 32% is in part attributed to the cessation of Policy Review Panel meetings during the election period in 2024.

## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

A comprehensive schedule has been established for 2025 to ensure that all overdue policies, as well as those due for review within the year are assessed by the Policy Review Panel within the 2025 calendar year. The objective is to eliminate the number of overdue policies while fostering an efficient operating rhythm. This proactive approach will help maintain up-to-date policies, ensuring alignment with best practice.

The policies overdue for review, or due for review in 2025 are:

Policy	Review Date	Business Unit	Scheduled PRP Month
<b>Online Engagement Policy</b>	1/03/2017	Communications	April
<b>Public Internet Policy</b>	21/10/2018	Advocacy & Government Relations	April
<b>Live Streaming and Publishing of Council Meetings Policy</b>	30/08/2021	Governance	April
<b>Councillor Speaking Opportunity Protocol</b>	30/09/2021	Governance	April
<b>Gifts and Merchandise Policy</b>	30/03/2017	Communications	May
<b>Policy Approval Process Policy</b>	30/06/2022	Governance	May
<b>Community Bus Service Access Policy</b>	31/05/2023	Community Care & Active Living	May
<b>Non-Standard Public Lighting Fittings - Subdivision Approvals Policy</b>	30/06/2023	Engineering & Asset Services	May
<b>Fees &amp; Charges Policy</b>	30/06/2024	Finance	June
<b>Financial Reserves Policy</b>	30/06/2024	Finance	June
<b>Gambling Harm Prevention and Reduction Policy</b>	1/07/2024	Healthy Connected Communities	June
<b>Events Policy</b>	1/10/2024	Advocacy & Government Relations	June

## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

Policy	Review Date	Business Unit	Scheduled PRP Month
<b>CCTV (Assessment and Installation) Policy</b>	1/11/2024	Community Planning	July
<b>Community Infrastructure Planning Policy</b>	1/11/2024	Healthy Connected Communities	July
<b>Advocacy Policy</b>	30/11/2024	Advocacy & Government Relations	July
<b>Credit Card Policy</b>	1/12/2024	Procurement	August
<b>Procurement Policy</b>	1/12/2024	Procurement	August
<b>Defence Leave Policy</b>	31/12/2024	People & Customer	August
<b>Financial Assistance (Rates &amp; Charges) Policy</b>	31/12/2024	Finance	August
<b>Volunteer Policy</b>	16/06/2024	Healthy Connected Communities	September
<b>Community Achievement Awards Policy</b>	26/02/2025	Healthy Connected Communities	September
<b>Community Funds Program Policy</b>	26/02/2025	Healthy Connected Communities	September
<b>Councillor Gift Policy</b>	28/02/2025	Governance	October
<b>Men's Shed Policy</b>	30/04/2025	Healthy Connected Communities	October
<b>Group Fitness and Personal Training – Use of Public Open Space Policy</b>	12/05/2025	Recreation & Facility Activation	October
<b>Asset Management Policy</b>	30/06/2025	Engineering & Asset Services	October
<b>Community Engagement Policy</b>	30/06/2025	Healthy Connected Communities	November

## MINUTES OF THE POLICY REVIEW PANEL

13 MARCH 2025

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Policy	Review Date	Business Unit	Scheduled PRP Month
<b>Traffic Calming Policy</b>	30/06/2025	Engineering & Asset Services	November
<b>Public Art Policy</b>	31/10/2025	Libraries	November
<b>Councillor Social Media Policy</b>	1/12/2025	Communications	December
<b>Media Policy</b>	12/12/2025	Communications	December

**1.2 Sources/benchmarking**

The review process for each policy will include appropriate benchmarking and review of comparable policies, as well as a consideration of applicable legislative requirements.

**1.3 Consultation**

The review process for each policy will include appropriate consultation with relevant stakeholders.

**1.4 Communication and Implementation**

The Governance team will monitor the Policy Review Project and update the Policy Register, Intranet and Internet as policies are reviewed and adopted by Council.

**1.5 Compliance**

The review process for Council policies includes a check for compliance with external legislation including the *Local Government Act 2020* and the *Charter of Human Rights and Responsibilities Act 2006*.

Additionally, all policies will be considered to assess whether a Gender Impact Assessment is required for compliance with the *Gender Equality Act 2020* and will be checked for compliance with Council's Instruments of Delegation.

**1.6 Measures of Success**

Success will be measured by adherence to the review schedule, with progress reflected in regular reporting periods.

**LIST OF APPENDICES**

Nil

MINUTES OF THE POLICY REVIEW PANEL

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**7. GENERAL BUSINESS**

Nil

**8. NEXT MEETING**

The next meeting of the Policy Review Panel is scheduled for Thursday 3 April 2025 at 9.30am.

**9. CLOSE OF BUSINESS**

The meeting closed at 2.46pm.

Confirmed

Dated this

.....CHAIRPERSON

## 12.8 ADVISORY COMMITTEES TERMS OF REFERENCE UPDATES

**Author: Vanja Zdjelar - Governance Officer**  
**Presenter: Emily Keogh - Head of Governance**

### PURPOSE OF REPORT

To adopt updated Terms of Reference for eleven (11) of Council's 13 Advisory Committees, in accordance with the updated standardised Terms of Reference template.

### RECOMMENDATION:

That Council approve the following updated Advisory Committees' Terms of References, provided as **Appendices 1-11** to this report, thereby replacing the existing Terms of Reference for each of the respective committees:

1. Arts and Culture Advisory Committee
2. CEO Employment and Remuneration Committee
3. Councillor Representations Nominations Advisory Committee
4. Disability Advisory Committee
5. Heritage Advisory Committee
6. Intercultural Advisory Committee
7. Melton Weir Development Committee
8. Policy Review Panel
9. Preventing Family Violence Advisory Committee
10. Safe City Advisory Committee
11. Youth Advisory Committee

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## REPORT

### 1. Executive Summary

Under the *Local Government Act 2020* (the Act), councils have the authority to establish advisory committees to support decision-making. While these committees do not hold formal decision-making powers, they play a crucial advisory role in guiding Council. Although the Act does not explicitly outline governance requirements for advisory committees, they are typically governed by a Terms of Reference.

Currently, Council oversees thirteen (13) Advisory Committees. The Audit and Risk Advisory Committee operates under a separate Charter pursuant to the *Local Government Act 2020* and is therefore excluded from this report. Further, the Community Achievement Awards Assessment Panel is undergoing a formal review and is therefore also not included in this report.



To ensure consistency, transparency, and alignment with best practices, a standardised template for Advisory Committee governance was developed. This template was endorsed by the Policy Review Panel on 13 March 2025 and presented for Council approval.

Its implementation will streamline governance processes, promote uniformity across advisory committees, and enhance operational effectiveness.

## 2. Background/Issues

At the commencement of the new Council term, it was identified that the Terms of Reference for Advisory Committees varied significantly, leading to inconsistencies in their structure, governance, and operations. These differences created challenges in ensuring transparency, accountability, and efficiency across all committees.

A standardised Terms of Reference template was developed to establish a consistent framework for all Melton City Council Advisory Committees. The template aims to enhance clarity, uniformity, and best governance practices while aligning with widely accepted principles for structuring advisory committee documents. This approach ensures that all advisory committees operate under a shared set of guidelines, fostering improved governance and efficiency.

Following the introduction of the new template, all Advisory Committee Officer representatives reviewed and updated their respective Terms of Reference to align with the standardised format. Feedback from council officers involved in this process was overwhelmingly positive, with only minor adjustments required for some Committees to accommodate their specific functions.

The adoption of the new template has resulted in several key improvements. These include:

- **Committee Member Terms**

Standardised terms to align with the Council term (approximately 3.5 years, accounting for the election period in the final year and establishment of committees at the commencement of each new Council term). The Youth Advisory Committee is an exception due to the young demographic of committee members, necessitating shorter member terms of two (2) years.

- **Minimum Councillor Representation Number**

The minimum Councillor representation number has been set at two Councillors per advisory committee to ensure adequate governance and oversight. Each individual committee may set its Councillor representation composition to greater than two Councillors, however, it must not be set at less than two Councillors.

- **Community Member Composition**

Committees engaging with community members must have a minimum of three (3) and maximum of eight (8) community members. The Intercultural Advisory Committee and the Youth Advisory Committee are an exception due to the need for broader representation.

- **Chairperson Role**

The Chairperson role has been clearly defined to outline responsibilities and expectations.

- **Attendance and Quorum**

More explicitly defined to ensure committees can operate efficiently with minimum disruption.

- **Confidentiality & Privacy**

Standardised provisions have been made across all committees to maintain consistency and protect confidential information.

- **Conflicts of Interest**

The process for disclosure of Conflicts of interest has been clearly articulated to ensure transparency and uniformity across all committees.

These changes collectively enhance transparency, governance, and operational effectiveness, ensuring that Melton City Council's Advisory Committees function in a cohesive, accountable, and efficient manner.

If Council adopts the revised Terms of Reference for each of the committees, they will be made publicly available to support the recruitment of committee representatives and will be provided to appointed representatives. All previous Terms of Reference will be made redundant as a result of the adoption of the new documents. The Governance team will update the templates as necessary and ensure they are accessible on the 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**

Nil.

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

The standardised Terms of Reference template (Template) was reviewed by the Policy Review Panel on 13 March 2025 which resulted in a recommendation to Council to adopt the Template, inclusive of changes made by the Policy Review Panel.

The Council officer committee representatives reviewed the Terms of Reference template and collaborated with internal stakeholders to update the relevant Committee's individual Terms of Reference. The template was shared via email, and individual meetings were held with each committee officer representative and other relevant officers to gather feedback, address concerns, and complete the preparation of each revised document.

### **6. Risk Analysis**

Not proceeding with the recommendation to adopt the updated Advisory Committee Terms of References may risk the Committees' ability to operate in a transparent and efficient manner, in accordance with best practice.

### **7. Options**

Council may:

1. Approve the updated Advisory Committees' Terms of References as set out at **Appendices 1-11.**
2. Approve the updated Advisory Committees Terms of Reference with amendments.

**LIST OF APPENDICES**

1. Arts and Culture Advisory Committee TOR - Revised
2. CEO Employment and Remuneration Committee TOR - Revised
3. Councillor Representations Nominations Advisory Committee TOR - Revised
4. Disability Advisory Committee TOR - Revised
5. Heritage Advisory Committee TOR - Revised
6. Intercultural Advisory Committee TOR - Revised
7. Melton Weir Development Committee TOR - Revised
8. Policy Review Panel TOR - Revised
9. Preventing Family Violence Advisory Committee TOR - Revised
10. Safe City Advisory Committee TOR - Revised
11. Youth Advisory Committee TOR - Revised

## Arts and Culture Advisory Committee Terms of Reference

<b>Date adopted</b>	tba
<b>Adopted by</b>	Council
<b>Review due</b>	tba
<b>Responsible officer</b>	Coordinator Arts & Events
<b>Records reference</b>	<insert reference>

### 1. Purpose and Responsibility

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

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

The Arts and Culture Advisory Committee has been established to:

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

## 2. Membership

Membership of the Committee will include:

- a. A minimum of two (2) Councillors
- g. A minimum of four (4) and a maximum of eight (8) community representatives with a combination of relevant skills, networks and interests
- h. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.

Position/ Panel Member Type	No. of Positions	Type of Appointment	Term
Chair (Councillor)	1	Appointed	Annually, as appointed by Council
Councillor (not including the Chair)	2	Appointed	Annually, as appointed by Council
Sponsoring Member Manager Healthy Connected Communities	1	Ex-officio	Ongoing
Community Representative	7	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Melton City Council staff members  Coordinator Arts and Events  Senior Art Project Officer	2	Ex-officio	Ongoing

## 2.1. Method of Appointment

### 2.1.1. Recruitment of Community Representatives

- a. The process for appointing community representatives will be as follows:
  - i. The Council will publicly advertise opportunities for community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
  - ii. When appropriate, the Council may invite representatives from specific organisations to join the Committee, ensuring subject matter expertise.
  - iii. Consideration for membership is given to individuals with relevant experience and/or interests.
  - iv. Consideration will be given to ensuring committee representatives are selected to reflect the geographic and demographic nature of the committee.
- b. Selection of community representatives is based on the following selection criteria:
  - i. Reside, work, study, or volunteer in the City of Melton and be at least 16 years old.
  - ii. Demonstrated leadership and relationship-building skills or a willingness to develop them.
  - iii. Relevant knowledge and experience in the portfolio area.
  - iv. Strong community connections with the ability to engage a broad range of perspectives.
  - v. Willingness to contribute constructively in an advisory capacity to the Council.
  - vi. Formal acceptance of the Terms of Reference and Confidentiality Agreement.
  - vii. Aboriginal and/or Torres Strait Islander residents of the City of Melton are strongly encouraged to apply.
  - viii. Application from individuals with a disability are strongly encouraged.

Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership. Appointments will be made by Council based on the advice given by a panel composing of Council staff with expertise in the particular subject matter.

Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation unless specifically recruited for that purpose.

**2.1.2. Term of Appointment**

- a. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections.
- b. Committee members may reapply for one additional consecutive term.
- c. No member can serve more than a total of two consecutive terms.
- d. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- e. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.
- f. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- g. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.

**2.2. Chair**

- a. If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of the Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. In all other cases, Council will appoint a Councillor representative as Chair. Meetings will be led by the chair.
- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.



**2.3. Attendance and Quorum**

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
3 Councillor Representatives	2 must be present
7 Community Representatives	4 must be present

**3. Meeting Guidelines**

- a. Meetings will be held quarterly.
- b. Meetings will be limited to a duration of 1.5 hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.
- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

**4. Agendas and Minutes**

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member who is a part of the committee, to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas and minutes, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

## 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

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

## 6. Confidentiality and Privacy

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

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

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

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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

## CEO Employment and Remuneration Committee Terms of Reference

<b>Date adopted</b>	tba
<b>Adopted by</b>	Council
<b>Review due</b>	tba
<b>Responsible officer</b>	Head of Governance
<b>Records reference</b>	<insert reference>

### 1. Purpose

The CEO Employment and Remuneration Committee (the Committee) has been established to provide advice and recommendations to Council on all matters related to the employment of the CEO as set out in the Council's CEO Employment and Remuneration Policy, including but not limited to:

- selection and appointment of the Independent Advisor;
- independent advice received from time to time from the Independent Advisor;
- performance monitoring of the CEO, including with respect to achievement of the KPIs;
- annual review of the CEO's performance, including against the KPIs;
- CEO's remuneration;
- recruitment and appointment of a CEO, if required;
- provisions to be included in the Contract of Employment from time to time;
- appointment of an Acting CEO, if required; and
- implementation of the CEO Employment and Remuneration Policy.

### 2. Membership

Membership of the Committee comprises of four Councillors and an independent facilitator.

Membership of the Committee will include:

- Four (4) Councillors
- One independent facilitator
- The sponsoring Member of the Executive Leadership Team.

Position/ Panel Member Type	No. of Positions	Type of Appointment	Term
Chair (Mayor)	1	Appointed	Ongoing
Councillors	4	Appointed	Ongoing
Sponsoring Member Head of Governance	1	Ex-officio	Ongoing
Independent Facilitator	1	Appointed	2 years

#### 2.1. Chair

- a. The Mayor is the designated Chair for the Committee.
- b. In the absence of the Mayor, the Deputy Mayor will be the Chair of the Committee.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member or Council staff member.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

#### 2.2. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings, they should request a leave of absence.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.

- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
4 Councillors	2 must be present
Independent Facilitator	Must be present

### 3. Meeting Guidelines

- a. Meetings will be held biannually, or as required.
- b. Meetings will be limited to a duration of 2 hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.
- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

### 4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

The Head of Governance is responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated Independent Facilitator must ensure accuracy of minutes prior to presentation to Council.



## 5. Conflicts of Interest

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

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

Should the Mayor declare a Conflict of Interest, the Deputy Mayor will assume the Chair for that item.

## 6. Confidentiality and Privacy

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

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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.



## Councillor Representation Nominations Advisory Committee (CRNAC) Terms of Reference

<b>Date adopted</b>	tba
<b>Adopted by</b>	Council
<b>Review due</b>	tba
<b>Responsible officer</b>	Head of Governance
<b>Records reference</b>	<insert reference>

### 1. Purpose

This document establishes the terms of reference, composition and operating arrangements of the City of Melton Councillor Representation Nominations Advisory Committee (CRNAC).

CRNAC annually recommends to Council respective Councillor membership on all committees, peak bodies, boards, memberships, policy or decision making bodies for which Councillor representation is either a mandated or voluntary requirement.

### 2. Membership

Membership of the Committee will include:

- a. All Councillors
- b. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.

<b>Position/ Panel Member Type</b>	<b>No. of Positions</b>	<b>Type of Appointment</b>	<b>Term</b>
Chair (Mayor)	1	Appointed	Ongoing
Councillors	All Councillors	Appointed	Ongoing

Sponsoring Member	1	Ex-officio	Ongoing
Head of Governance			

### 2.1. Chair

- a. The Mayor is the designated Chair for the Committee.
- b. If the Chair is unable to attend a meeting, the Deputy Mayor to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member or Council staff member.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

### 2.2. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- c. The Committee shall not unreasonably deny a leave of absence request.
- d. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
10 Councillors	5 must be present

## 3. Meeting Guidelines

- a. Meetings will be held annually.
- b. Meetings will be limited to a duration of two (2) hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee does not have the authority to direct Council Officers in their duties.
- e. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- f. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

#### 4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

The Head of Governance will be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The Head of Governance, in consultation with Councillors, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committee. Head of Governance must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

#### 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.


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

#### 6. Confidentiality and Privacy

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

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

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



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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

## Disability Advisory Committee Terms of Reference

<b>Date adopted</b>	tba
<b>Adopted by</b>	Council
<b>Review due</b>	tba
<b>Responsible officer</b>	Manager Community Care and Active Living
<b>Records reference</b>	<insert reference>

### 1. Purpose

The Disability Advisory Committee serves as an advisory body to Melton City Council, providing recommendations, insights, and guidance on matters relating to accessibility and inclusion for people with disability and carers within the City of Melton. The committee works to enhance community engagement, inform policy decisions, and support the Council in addressing key issues relating to disability.

### 2. Membership

Membership of the Committee will be composed of between *thirteen* (13) members at any one time.

Membership of the Committee will include:

- a. A minimum of three (3) Councillors
- b. Maximum of four (4) community representatives, consisting of two (2) Person with disability, one (1) Carer of a child with disability and one (1), Carer of an adult with disability.
- c. One (1) Organisation Representative
- d. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.
- e. Four (4) Council Staff

Position/ Panel Member Type	No. of Positions	Type of Appointment	Term
Chair (Councillor)	1	Appointed	Annually, as appointed by Council
Councillor (not including the Chair)	2	Appointed	Annually, as appointed by Council
Reserve Councillor  The Reserve Councillor does not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable.	1	Appoint	Annually, as appointed by Council
Sponsoring Member  <i>Chief Executive Officer</i>	1	Ex-officio	Ongoing
Community Representative  Person with Disability	2	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Community Representative  Carer of a child with disability	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections

Community Representative  Carer of an adult with disability	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives  Disability Service	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Melton City Council staff members  Manager Community Care and Active Living  Community Wellbeing and Inclusion Coordinator  Advocacy and Inclusion Officer  Engineering Manager	4	Ex-officio	Ongoing

## 2.1. Method of Appointment

### 2.1.1. Recruitment of Community Representatives

- a. The process for appointing community representatives will be as follows:
  - i. The Council will publicly advertise opportunities for community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
  - ii. When appropriate, the Council may invite representatives from specific organisations to join the Committee, ensuring subject matter expertise.
  - iii. Consideration for membership is given to individuals with relevant experience and/or interests.



- iv. Consideration will be given to ensuring committee representatives are selected to reflect the geographic and demographic nature of the committee.

b. Selection of community representatives is based on the following selection criteria:

- i. Reside, work, study, or volunteer in the City of Melton and be at least 16 years old.
- ii. Demonstrated leadership and relationship-building skills or a willingness to develop them.
- iii. Relevant knowledge and experience in the portfolio area.
- iv. Strong community connections with the ability to engage a broad range of perspectives.
- v. Willingness to contribute constructively in an advisory capacity to the Council.
- vi. Formal acceptance of the Terms of Reference and Confidentiality Agreement.
- vii. Aboriginal and/or Torres Strait Islander residents of the City of Melton are strongly encouraged to apply.
- viii. Application from individuals with a disability are strongly encouraged.

Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership. Appointments will be made by Council based on the advice given by a panel composing of Council staff with expertise in the particular subject matter.

Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation unless specifically recruited for that purpose.

**2.1.2. Term of Appointment**

- a. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections.
- b. Committee members may reapply for one additional consecutive term.
- c. No member can serve more than a total of two consecutive terms.
- d. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- e. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.

- f. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- g. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.

## 2.2. Chair

- a. If the Mayor is a member of the Advisory Committee, the Mayor would automatically assume the role of the Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. Meetings will be led by the Chair.
- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.

## 2.3. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.

- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
3 Councillor Representatives	2 must be present
4 Community Representatives	2 must be present
1 Organisational Representative	1 must be present

### 3. Meeting Guidelines

- Meetings will be held Bi-monthly.
- Meetings will be limited to a duration of two (2) hours.
- Meetings may be conducted in person and/or online.
- The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- The Committee does not have the authority to direct Council Officers in their duties.
- Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

### 4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member who is a part of the committee, to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas and minutes, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

## 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

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

## 6. Confidentiality and Privacy

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

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

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

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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

## Heritage Advisory Committee Terms of Reference

<b>Date adopted</b>	March 2025
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date>
<b>Responsible officer</b>	Manager City Strategy
<b>Records reference</b>	<insert reference>

### 1. Purpose

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

The City of Melton Heritage Advisory Committee ("the Committee") has been established to:

- a. Provide advice to Council on the documentation, interpretation, management and conservation of history and heritage in the City of Melton.
- b. Make recommendations to Council about further work required to document and protect Melton's heritage.
- c. Provide recommendations for nomination of places to Local, State or National registers.
- d. Advocate in a professional manner on behalf of the community and celebrate the community's history and heritage within the City of Melton.

### 2. Membership

Membership of the Committee will be composed of between 3-8 members at any one time.

Membership of the Committee will include:

- a. The Chair (Appointed Councillor Representative)
- b. A minimum of two (2) Councillors
- c. The sponsoring Member or Executive or staff member (1)
- d. A minimum of three (3) and a maximum of six (6) community representatives with a combination of relevant skills, networks and interests



Position/ Panel Member Type	No. of Positions	Type of Appointment	Term
Chair (Councillor)	1	Appointed	Annually, as appointed by Council
Councillor (not including the Chair)	1	Appointed	Annually, as appointed by Council
Reserve Councillor  The Reserve Councillor does not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable.	1	Appointed	Annually, as appointed by Council
Sponsoring Member	1	Ex-officio	Ongoing
Community Representative	6	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives  Heritage Advisor	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Melton City Council staff members	2	Ex-officio	Ongoing

## 2.1. Method of Appointment

### 2.1.1. Recruitment of Community Representatives

- a. The process for appointing community representatives will be as follows:
  - i. The Council will publicly advertise opportunities for community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
  - ii. When appropriate, the Council may invite representatives from specific organisations to join the Committee, ensuring subject matter expertise.
  - iii. Consideration for membership is given to individuals with relevant experience and/or interests.
  - iv. Consideration will be given to ensuring committee representatives are selected to reflect the geographic and demographic nature of the committee.
- b. Selection of community representatives is based on the following selection criteria:
  - i. Reside, work, study, or volunteer in the City of Melton and be at least 16 years old.
  - ii. Demonstrated leadership and relationship-building skills or a willingness to develop them.
  - iii. Relevant knowledge and experience in the portfolio area.
  - iv. Strong community connections with the ability to engage a broad range of perspectives.
  - v. Willingness to contribute constructively in an advisory capacity to the Council.
  - vi. Formal acceptance of the Terms of Reference and Confidentiality Agreement.
  - vii. Aboriginal and/or Torres Strait Islander residents of the City of Melton are strongly encouraged to apply.
  - viii. Application from individuals with a disability are strongly encouraged.

Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership. Appointments will be made by Council based on the advice given by a panel composing of Council staff with expertise in the particular subject matter.

Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation unless specifically recruited for that purpose.



**2.1.2. Term of Appointment**

- a. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections.
- b. Committee members may reapply for one additional consecutive term.
- c. No member can serve more than a total of two consecutive terms.
- d. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- e. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.
- f. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- g. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.

**2.2. Chair**

- a. If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. Meetings will be led by the Chair.
- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.

**2.3. Attendance and Quorum**

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table: (Please use the table below as a guide and tailor to your committee)

Total Members in a Category	Minimum Required for Quorum
2 Councillor Representatives	1 must be present
6 Community Representatives	3 must be present

**3. Meeting Guidelines**

- a. Meetings will be held quarterly.
- b. Meetings will be limited to a duration of 2 hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.
- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

**4. Agendas and Minutes**

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member who is a part of the committee, to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas and minutes, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

## 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

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

## 6. Confidentiality and Privacy

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

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

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

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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

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## Intercultural Advisory Committee Terms of Reference

<b>Date adopted</b>	tba
<b>Adopted by</b>	Council
<b>Review due</b>	tba
<b>Responsible officer</b>	Team Leader Diversity and Intercultural
<b>Records reference</b>	<insert reference>

### 1. Purpose

The City of Melton is a community made up of many cultural groups, each with unique identities bringing a wealth of culture and history as they contribute to the growth, strength and diversity of the community.

The IAC will work together with communities to support the City of Melton to be inclusive of all people, valuing and acknowledging the contribution of cultural diversity and the role of diverse communities within the municipality.

The IAC works to:

- advise Council on issues and barriers that affect people from diverse backgrounds who are either living, working, recreating and/or learning in the City of Melton
- respond to relevant documents including policies, reports, research documents and plans provided by Council officers for comment
- receive and comment on reports on Council's progress in implementing specific strategies to increase inclusion by all members of the diverse communities in Council facilities, programs and activities
- raise concerns for Council to consider on behalf of the community
- assist Council to promote the benefits of diversity and intercultural dialogue within the City of Melton and region.

### 2. Membership

Membership of the Committee will include:

- a. A minimum of four (4) Councillors
- b. Thirteen (13) community representatives with a combination of relevant skills, networks and interests
- c. Two (2) Organisation Representatives

- d. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.

Position/ Panel Member Type	No. of Positions	Type of Appointment	Term
Chair (Councillor)	1	Appointed	Annually, as appointed by Council
Councillor (not including the Chair)	3	Appointed	Annually, as appointed by Council
Reserve Councillor  The Reserve Councillor does not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable.	1	Appointed	Annually, as appointed by Council
Sponsoring Member	1	Ex-officio	Ongoing
Community Representative	13	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives	2	Appointed	In line with Council Term, concluding in June prior to Local Government Elections



Melton City Council staff members	2	Ex-officio	Ongoing
Community Capacity Coordinator			
Diversity & Intercultural Development Team Leader			

## 2.1. Method of Appointment

### 2.1.1. Recruitment of Community Representatives

- a. The process for appointing community representatives will be as follows:
  - i. The Council will publicly advertise opportunities for community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
  - ii. When appropriate, the Council may invite representatives from specific organisations to join the Committee, ensuring subject matter expertise.
  - iii. Consideration for membership is given to individuals with relevant experience and/or interests.
  - iv. Consideration will be given to ensuring committee representatives are selected to reflect the geographic and demographic nature of the committee.
- b. Selection of community representatives is based on the following selection criteria:
  - i. Reside, work, study, or volunteer in the City of Melton and be at least 16 years old.
  - ii. Demonstrated leadership and relationship-building skills or a willingness to develop them.
  - iii. Relevant knowledge and experience in the portfolio area.
  - iv. Strong community connections with the ability to engage a broad range of perspectives.
  - v. Willingness to contribute constructively in an advisory capacity to the Council.
  - vi. Formal acceptance of the Terms of Reference and Confidentiality Agreement.
  - vii. Aboriginal and/or Torres Strait Islander residents of the City of Melton are strongly encouraged to apply.



- viii. Application from individuals with a disability are strongly encouraged.

Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership. Appointments will be made by Council based on the advice given by a panel composing of Council staff with expertise in the particular subject matter.

Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation unless specifically recruited for that purpose.

#### **2.1.2. Term of Appointment**

- a. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections.
- b. Committee members may reapply for one additional consecutive term.
- c. No member can serve more than a total of two consecutive terms.
- d. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- e. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.
- f. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- g. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.

#### **2.2. Chair**

- a. If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. In all other cases, Council will appoint a Councillor representative as Chair. Meetings will be led by the Chair.
- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.

### 2.3. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
4 Councillor Representatives	2 must be present
13 Community Representatives	7 must be present
2 Organisation Representatives	1 must be present

## 3. Meeting Guidelines

- a. Meetings will be held quarterly.
- b. Meetings will be limited to a duration of 1.5 hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.
- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

#### 4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member who is a part of the committee, to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas and minutes, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

#### 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.


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

#### 6. Confidentiality and Privacy

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

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

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



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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

## Melton Weir Development Committee Terms of Reference

<b>Date adopted</b>	tba
<b>Adopted by</b>	Council
<b>Review due</b>	tba
<b>Responsible officer</b>	Manager City Strategy
<b>Records reference</b>	<insert reference>

### 1. Purpose

The Melton Weir Development Advisory Committee plays an advisory and guidance role which will advise Council on matters relating to the improvement, planning and development of the Melton Weir including water access and the surrounding public open space.

The committee is to provide a forum for communication between the facility's primary stakeholders (Southern Rural Water, traditional landowners and Melbourne Runabout and Speedboat Club), community members, and Council with the aim of meeting the needs of the wider local community where safe to do so.

Members of the Committee shall endeavour to provide, where necessary, technical advice and recommendations based on an individual level of expertise in a particular area and be able to justify opinions based on community knowledge and local experience.

### 2. Membership

Membership of the Committee will include:

- a. A minimum of two (2) Councillors
- b. A minimum of three (3) and a maximum of six (6) community representatives with a combination of relevant skills, networks and interests
- c. Organisation Representatives
  - Traditional Owner Representative
  - Southern Rural Water
  - The Melbourne Runabout & Speedboat Club
- d. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.

<b>Position/ Panel Member Type</b>	<b>No. of Positions</b>	<b>Type of Appointment</b>	<b>Term</b>
Chair (Councillor)	1	Appointed	Annually, as appointed by Council
Councillor (not including the Chair)	4	Appointed	Annually, as appointed by Council
Sponsoring Member	1	Ex-officio	Ongoing
Community Representative	6	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives  Southern Rural Water  The Melbourne Runabout & Speedboat Club  Traditional Owners or Registered Aboriginal Party	3	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Melton City Council staff members  Coordinator Open Space Planning  Senior Open Space Planner	2	Ex-officio	Ongoing



## 2.1. Method of Appointment

### 2.1.1. Recruitment of Community Representatives

- a. The process for appointing community representatives will be as follows:
  - i. The Council will publicly advertise opportunities for community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
  - ii. When appropriate, the Council may invite representatives from specific organisations to join the Committee, ensuring subject matter expertise.
  - iii. Consideration for membership is given to individuals with relevant experience and/or interests.
  - iv. Consideration will be given to ensuring committee representatives are selected to reflect the geographic and demographic nature of the committee.
- b. Selection of community representatives is based on the following selection criteria:
  - i. Reside, work, study, or volunteer in the City of Melton and be at least 16 years old.
  - ii. Demonstrated leadership and relationship-building skills or a willingness to develop them.
  - iii. Relevant knowledge and experience in the portfolio area.
  - iv. Strong community connections with the ability to engage a broad range of perspectives.
  - v. Willingness to contribute constructively in an advisory capacity to the Council.
  - vi. Formal acceptance of the Terms of Reference and Confidentiality Agreement.
  - vii. Aboriginal and/or Torres Strait Islander residents of the City of Melton are strongly encouraged to apply.
  - viii. Application from individuals with a disability are strongly encouraged.

Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership. Appointments will be made by Council based on the advice given by a panel composing of Council staff with expertise in the particular subject matter.

Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation unless specifically recruited for that purpose.



**2.1.2. Term of Appointment**

- a. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections.
- b. Committee members may reapply for one additional consecutive term.
- c. No member can serve more than a total of two consecutive terms.
- d. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- e. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.
- f. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- g. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.

**2.2. Chair**

- a. If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of the Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. In all other cases, Council will appoint a Councillor representative as Chair. Meetings will be led by the Chair.
- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.

**2.3. Attendance and Quorum**

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table

Total Members in a Category	Minimum Required for Quorum
5 Councillor Representatives	3 must be present
6 Community Representatives	3 must be present
3 Organisation Representatives	2 must be present

**3. Meeting Guidelines**

- a. Meetings will be held quarterly.
- b. Meetings will be limited to a duration of 3 hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.
- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

**4. Agendas and Minutes**

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member who is a part of the committee, to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas and minutes, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

## 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

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

## 6. Confidentiality and Privacy

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

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

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

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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

## Policy Review Panel Terms of Reference

<b>Date adopted</b>	tba
<b>Adopted by</b>	Council
<b>Review due</b>	tba
<b>Responsible officer</b>	Head of Governance
<b>Records reference</b>	<insert reference>

### 1. Purpose

The purpose of the Policy Review Panel (Panel) is to:

- Provide advice and recommendations to Council on draft Council policies, and Terms of Reference for Council Committees
- Review and assess Council policies to determine their relevance and appropriateness
- Review and assess all Terms of Reference for all Council Committees to determine their relevance and appropriateness
- Provide advice to officers on gaps which may exist in the Council policy suite.

### 2. Membership

Membership of the Committee will include:

- a. A minimum of two (2) Councillors
- b. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.
- c. The Chief Executive Officer
- d. Manager Governance

Position/ Panel Member Type	No. of Positions	Type of Appointment (	Term
Chair (Councillor)	1	Appointed	Annually, as appointed by Council
Councillor (not including the Chair)	3	Appointed	Annually, as appointed by Council
Reserve Councillor  The Reserve Councillor does not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable.	1	Appointed	Annually, as appointed by Council
Sponsoring Member  Head of Governance	1	Ex-officio	Ongoing
Chief Executive Officer	1	Ex-officio	Ongoing
Manager Governance	1	Ex-officio	Ongoing

### 2.1. Chair

- a. If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of the Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. In all other cases, Council will appoint a Councillor representative as Chair. Meetings will be led by the Chair.



- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member or Council staff member.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.

## 2.2. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table: (Please use the table below as a guide and tailor to your committee)

Total Members in a Category	Minimum Required for Quorum
4 Councillor Representatives	2 must be present

## 3. Meeting Guidelines

- a. Meetings will be held monthly.
- b. Meetings will be limited to a duration of two (2) hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.



- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.
- h. The CEO and Head of Governance are invited to attend all Panel Meetings.
- i. The Responsible Officers for each policy or terms of reference will be invited to the Panel meetings to discuss their reports.

#### 4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas and minutes, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

#### 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

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

## 6. Confidentiality and Privacy

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

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

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

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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

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## Preventing Family Violence Advisory Committee Terms of Reference

<b>Date adopted</b>	tba
<b>Adopted by</b>	Council
<b>Review due</b>	tba
<b>Responsible officer</b>	Health Promotion Officer
<b>Records reference</b>	<insert reference>

### 1. Purpose

The Preventing Family Violence Advisory Committee serves as an advisory body to Melton City Council, providing recommendations, insights, and guidance on matters within its designated scope. The committee works to prevent family violence in the City of Melton and raise awareness of its impacts. Through evidence and discussion, members who are representative of the diverse community will collaboratively identify and develop opportunities to support an environment for shared knowledge, to reduce the impact of family violence in the City of Melton by addressing systemic gender inequalities.

### 2. Membership

Membership of the Committee will, where possible, be composed of between 10-13 members at any one time, with regard to age, gender, ethnicity, and people with lived experiences of disability.

Membership of the Committee will include:

- a. A minimum of four (4) Councillors
- b. A minimum of six (6) and a maximum of nine (9) Organisation Representatives
- c. Up to five (5) Council staff with an ex officio status
- d. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.
- e. Melton City Council's (Council) Team Lead and Council's Road and Community Safety Officer will attend meetings to provide advice and support to the Committee. Other representatives may be invited to attend meetings to present agenda items. These representatives will be present on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

Position/ Panel Member Type	No. of Positions	Type of Appointment	Term
Chair (Councillor)	1	Appointed	Annually, as appointed by Council
Councillor (not including the Chair)	3	Appointed	Annually, as appointed by Council
Sponsoring Member Coordinator, Social Planning & Wellbeing	1	Ex-officio	Ongoing
Organisation Representatives Djirra	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives Victoria Police	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives Western Health	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections

Organisation Representatives  MiCare	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives  The Orange Door	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives  Catholicare	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives  The Department of Education (Respectful Relationships)	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives  GenWest	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections

Organisation Representative  Vacant (formerly Kip House)	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Melton City Council staff members  <i>Team Leader, Community Health Promotion</i>	1	Ex-officio	Ongoing
Melton City Council staff members  <i>Health Promotion Officer (Coordinating Council Officer)</i>	1	Ex-officio	Ongoing
Melton City Council staff members  <i>Coordinator, Community Wellbeing &amp; Inclusion</i>	1	Ex-officio	Ongoing
Melton City Council staff members  <i>Family Violence &amp; Service Navigation Social Worker</i>	1	Ex-officio	Ongoing

## 2.1. Method of Appointment

### 2.1.1. Term of Appointment

- a. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections.
- b. Committee members may reapply for one additional consecutive term.
- c. No member can serve more than a total of two consecutive terms.
- d. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- e. A position will be deemed vacant if a member fails to attend without proxy for three consecutive meetings.
- f. Leave may be negotiated and granted. A proxy can be nominated to maintain an individual or group's representation if required.
- g. If a vacancy occurs, a nomination process will be undertaken.
- h. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.
- i. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- j. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.

### 2.2. Chair

- a. If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. In all other cases, Council will appoint a Councillor representative as Chair. Meetings will be led by the Chair.
- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.
- e. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.



If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.

### 2.3. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
3 Councillor Representatives	2 must be present
9 Organisation Representatives	5 must be present

## 3. Meeting Guidelines

- a. Meetings will be held quarterly.
- b. Meetings will be limited to a duration of 2 hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.
- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

#### 4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member who is a part of the committee, to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas, minutes and other administration support, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives. This officer will arrange meeting facilities and other meeting logistics, as relevant, to support face-to-face meetings

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

#### 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

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

#### 6. Confidentiality and Privacy

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

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

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

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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

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## Safe City Advisory Committee Terms of Reference

<b>Date adopted</b>	tbc
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date>
<b>Responsible officer</b>	Manager Libraries & Learning
<b>Records reference</b>	<insert reference>

### 1. Purpose

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

Council has an ongoing and important role in building community cohesion, social capital, promoting positive behaviours and safe environments as evidence-based approaches for sustained road and community safety. This is reflected in adopted policy and plan commitments.

This Committee works to enhance community engagement and support Council in addressing key and emerging issues impacting the City of Melton community. Through research, discussion, and collaboration the committee addresses community safety with respect to diverse perspectives and contributes to the overall wellbeing and development, in regard to community safety and wellbeing, through application of a whole-of-community collaborative approach.

The Committee will:

- support the implementation and evaluation of Council's adopted policy and strategy commitments relevant to community and road safety
- provide advice and recommendations in the development of strategies and activities that promote a safe, connected, cohesive and resilient community
- share information and identify issues that may impact or influence safety, wellbeing, and community cohesion in the City of Melton
- contribute to the planning and delivery of local initiatives aimed at strengthening road and community safety at the individual, environmental and societal levels
- contribute to and share information from local, regional, and statewide community, road and safety networks.

## 2. Membership

Membership of the Committee will include:

- a. A minimum of two (2) Councillors
- b. A minimum of three (3) and a maximum of eight (8) community representatives with a combination of relevant skills, networks and interests
- c. Organisation Representatives
- d. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.

Position/ Panel Member Type	No. of Positions	Type of Appointment	Term
Chair (Councillor)	1	Appointed	Annually, as appointed by Council
Councillor	5	Appointed	Annually, as appointed by Council
Sponsoring Member	1	Ex-officio	Ongoing
Community Representative	3	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives, six (6) positions in total			
Department of Justice and Community Safety	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections

Djerriwarrh Community and Education Services	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Edmund Rice Community Services Victoria	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Fit to Drive	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Victoria Police	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Western Health	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Melton City Council staff members, five (5) positions in total			
Coordinator Social Planning and Wellbeing	1	Ex-officio	Ongoing



Coordinator Community Capacity	1	Ex-officio	Ongoing
Coordinator Young Communities	1	Ex-officio	Ongoing
Coordinator Transport and Traffic	1	Ex-officio	Ongoing

## 2.1. Method of Appointment

### 2.1.1. Recruitment of Community Representatives

- a. The process for appointing community representatives will be as follows:
  - i. The Council will publicly advertise opportunities for community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
  - ii. When appropriate, the Council may invite representatives from specific organisations to join the Committee, ensuring subject matter expertise.
  - iii. Consideration for membership is given to individuals with relevant experience and/or interests.
  - iv. Consideration will be given to ensuring committee representatives are selected to reflect the geographic and demographic nature of the committee.
- b. Selection of community representatives is based on the following selection criteria:
  - i. Reside, work, study, or volunteer in the City of Melton and be at least 16 years old.
  - ii. Demonstrated leadership and relationship-building skills or a willingness to develop them.
  - iii. Relevant knowledge and experience in the portfolio area.
  - iv. Strong community connections with the ability to engage a broad range of perspectives.
  - v. Willingness to contribute constructively in an advisory capacity to the Council.
  - vi. Formal acceptance of the Terms of Reference and Confidentiality Agreement.
  - vii. Aboriginal and/or Torres Strait Islander residents of the City of Melton are strongly encouraged to apply.



- viii. Application from individuals with a disability are strongly encouraged.

Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership. Appointments will be made by Council based on the advice given by a panel composing of Council staff with expertise in the particular subject matter.

Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation unless specifically recruited for that purpose.

#### **2.1.2. Term of Appointment**

- a. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections.
- b. Committee members may reapply for one additional consecutive term.
- c. No member can serve more than a total of two consecutive terms.
- d. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- e. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.
- f. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- g. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.

#### **2.2. Chair**

- a. If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. In all other cases, Council will appoint a Councillor representative as Chair. Meetings will be held by the Chair.
- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.
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### 2.3. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
6 Councillor Representatives	3 must be present
3 Community Representatives	2 must be present
6 Organisation Representatives	3 must be present

## 3. Meeting Guidelines

- a. Meetings will be held quarterly.
- b. Meetings will be limited to a duration of two (2) hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
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#### 4. Agendas and Minutes

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The staff member responsible for preparing agendas and minutes, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

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#### 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.


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

#### 6. Confidentiality and Privacy

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

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

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



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

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

## 7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

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## Youth Advisory Committee Terms of Reference

<b>Date adopted</b>	tbc
<b>Adopted by</b>	Council
<b>Review due</b>	tbc
<b>Responsible officer</b>	Manager Child Families & Youth
<b>Records reference</b>	<insert reference>

### 1. Purpose

The Youth Advisory Committee serves as an advisory body to Melton City Council, providing recommendations, insights, and guidance on matters impacting young people living in the City of Melton. The committee works to enhance community engagement, inform policy decisions, and support the Council in addressing key issues affecting residents. Through research, discussion, and collaboration, the committee aims to represent diverse perspectives, promote transparency, and contribute to the overall well-being and development of the City of Melton.

### 2. Membership

Membership of the Committee will include:

- A minimum of two (2) Councillors
- A minimum of eight (8) and a maximum of fifteen (15) community representatives with a combination of relevant skills, networks and interests
- Organisation Representatives
- The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.

<b>Position/ Panel Member Type</b>	<b>No. of Positions</b>		<b>Type of Appointment</b>	<b>Term</b>
Chair (Councillor)	1		Appointed	Annually, as appointed by Council

Councillor (not including the Chair)	3		Appointed	Annually, as appointed by Council
Reserve Councillor  The Reserve Councillor does not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable.	1		Appointed	Annually, as appointed by Council
Sponsoring Member  Manager Child, Families & Youth	1		Ex-officio	Ongoing
Community Representative	8-15		Appointed	2 years, concluding in June Prior to Local Government Elections
Organisation Representatives (External Youth Service Provider)	1		Appointed	2 years, concluding in June prior to Local Government Elections



Melton City Council staff members	3		Ex-officio	Ongoing
Coordinator Young Communities				
Team Leader Engagement & Activation				
Engagement & Activation Officer				

## 2.1. Method of Appointment

### 2.1.1. Recruitment of Community Representatives

- a. The process for appointing community representatives will be as follows:
  - i. The Council will publicly advertise opportunities for community representatives to apply, requiring them to demonstrate how they meet the key selection criteria.
  - ii. When appropriate, the Council may invite representatives from specific organisations to join the Committee, ensuring subject matter expertise.
  - iii. Consideration for membership is given to individuals with relevant experience and/or interests.
  - iv. Consideration will be given to ensuring committee representatives are selected to reflect the geographic and demographic nature of the committee.
- b. Selection of community representatives is based on the following selection criteria:
  - i. Reside, work, study, or volunteer in the City of Melton and be at least 12 years old.
  - ii. Demonstrated leadership and relationship-building skills or a willingness to develop them.
  - iii. Relevant knowledge and experience in the portfolio area.
  - iv. Strong community connections with the ability to engage a broad range of perspectives.
  - v. Willingness to contribute constructively in an advisory capacity to the Council.
  - vi. Formal acceptance of the Terms of Reference and Confidentiality Agreement.



- vii. Aboriginal and/or Torres Strait Islander residents of the City of Melton are strongly encouraged to apply.
- viii. Application from individuals with a disability are strongly encouraged.

Once applications are received and the closing date has passed, candidates will be assessed against the selection criteria and the need for a diverse and balanced membership. Appointments will be made by Council based on the advice given by a panel composing of Council staff with expertise in the particular subject matter.

Membership is granted to individuals in their personal capacity rather than as representatives of any group or organisation unless specifically recruited for that purpose.

#### 2.1.2. Term of Appointment

- e. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections. The appointment will be for up to two (2) years, concluding in June prior to Local Government Elections.
- a. Committee members may reapply for one additional consecutive term.
- b. No member can serve more than a total of two consecutive terms.
- c. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- d. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.
- e. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- f. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.

#### 2.2. Chair

- a. If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. In all other cases, Council will appoint a Councillor representative as Chair. Meetings will be led by the Chair.
- f. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- g. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- h. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.

- i. The Chair has the responsibility to maintain order by addressing any individual who is disruptive or unruly during a meeting.

If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.

### 2.3. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Member.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
4 Councillor Representatives	2 must be present
15 Community Representatives	8 must be present

## 3. Meeting Guidelines

- a. Meetings will be held bimonthly.
- b. Meetings will be limited to a duration of two(2) hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.
- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

#### 4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member who is a part of the committee, to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas and minutes, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives.

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

#### 5. Conflicts of Interest

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

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

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

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

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

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

**14. NOTICES OF MOTION****14.1 NOTICE OF MOTION 959 (CR RAMSEY) - ADVOCACY FOR TOUGHER PENALTIES AND BAIL CONDITIONS****Councillor: Sophie Ramsey**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 March 2025.

**MOTION:**

That Council write to the Victorian Premier in support of the recent announcement of the State Government's plan to ban machetes and strengthen bail laws for knife crimes in Victoria and to urgently fast-track these changes and resource appropriately.

**COUNCILLOR'S PREAMBLE:**

Communities, families residents need to feel safe in their own homes, parks, shopping centres (in all public places).

More recently machetes have been used as a weapon that is why I wish to support the State Government's plan to deliver a statewide ban on Machetes and for them to strengthen the penalties and bail conditions for people caught with them. This change needs to occur as soon as possible to ensure our community feels safe.

**OFFICER'S COMMENTS:**

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

**14.2 NOTICE OF MOTION 963 (CR DR ZADA) - EXPEDITION OF HIGHLINE AND KIRKPATRICK BOULEVARD CONSTRUCTION****Councillor: Dr Phillip Zada**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 March 2025.

**MOTION:**

That Council write to Stockland requesting that they prioritise and expedite the delivery of Highline Boulevard and Kirkpatrick Boulevard and provide Council with an updated timeline for construction.

**COUNCILLOR'S PREAMBLE:**

I have received multiple enquiries from residents highlighting the significant impact of the absence of a connecting road between communities. The lack of this connection adds approximately 15 minutes to travel time, particularly for families accessing childcare services. With new schools set to open in the area, this road will serve as a critical alternate route, easing congestion and improving accessibility for parents and students. Given its importance, I request that Council engage with Stockland to explore opportunities for fast-tracking the road's delivery.

**OFFICER'S COMMENTS:**

Council officers will action in accordance with the Notice of Motion, subject to Council decision.



**14.3 NOTICE OF MOTION 964 (CR DR ZADA) - INDOOR SPORTING FACILITY IN MOUNT ATKINSON****Councillor: Dr Phillip Zada**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 March 2025.

**MOTION:**

That Council requests officers to provide a briefing to Councillors to inform discussions on whether to proceed with a formal feasibility study and business case as part of the budget process, with the briefing to include:

1. The process, estimated costs, and key considerations required to conduct a feasibility study and community engagement on the potential need for an indoor sporting facility in Mount Atkinson.
2. Any relevant strategic planning, demographic data, or sporting infrastructure assessments that may inform this process.
3. Potential funding sources or grant opportunities that could support a future business case.
4. An indicative timeline for conducting the feasibility study, should Council choose to proceed.

**COUNCILLOR'S PREAMBLE:**

As Mount Atkinson continues to grow, there is increasing interest in the need for additional indoor sporting facilities to support local clubs, recreational activities, and community events. Before committing to a full feasibility study, it is necessary to understand the costs, process, and key factors involved. This preliminary report will provide Council with the necessary information to determine the next steps.

**OFFICER'S COMMENTS:**

The Council's Sports Demand Strategy identifies two indoor sport courts being provided at Mount Atkinson. This is all subject to change once the update to the City of Melton Indoor Sports Strategy scheduled to commence in July 2025 is completed. This updated strategy will provide a guide on the purpose and type of courts / facilities to be provided at each venue across the City (considering all current and future Precinct Structure Plan commitments) and inform Council's future capital works pipeline.

**14.4 NOTICE OF MOTION 965 (CR DR ZADA) - ALTERNATE SAFETY MECHANISMS TO SUPPORT THE LEAKES ROAD INTERCHANGE****Councillor: Dr Phillip Zada**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 March 2025.

**MOTION:**

That:

1. In light of the Federal Government's and Federal Opposition's \$1.1 billion commitment to upgrade the Western Highway between Caroline Springs and Melton, Council write to the relevant State Government Minister to seek information on the planned scope of works for this investment aligned to the Business Case and timing for delivery and that the installation of traffic lights at the Leakes Road/Western Highway interchange, either permanent or temporary, be prioritised as soon as possible to address safety concerns; and
2. Council requests officers to prepare a briefing for Councillors outlining the feasibility of installing a roundabout at the intersection of Westcott Pde and Leakes Rd intersection including a provision for a crossing, in an effort to reduce risk and improve traffic flow for motorists using the Leakes Rd/Western Highway interchange.

**COUNCILLOR'S PREAMBLE:**

The Leakes Road/Western Highway interchange remains a significant safety concern for road users, with ongoing risks due to congestion, poor visibility, and the absence of effective traffic management measures. While the Council has consistently advocated for the installation of traffic lights at this critical intersection, recent funding commitments for upgrades to the Western Highway present an opportunity to prioritise this long-overdue improvement.

With the Federal Government and Federal Opposition jointly committing \$1.1 billion towards upgrading the Western Highway between Caroline Springs and Melton, it is imperative that Council seeks clarity on the scope and timing of these works. Ensuring that the installation of either permanent or temporary traffic lights at the Leakes Road/Western Highway interchange is prioritised will provide immediate safety benefits while aligning with broader infrastructure planning.

Additionally, exploring localised improvements, such as the feasibility of a roundabout with a pedestrian crossing at the Westcott Parade and Leakes Road intersection, will contribute to safer and more efficient traffic flow. By engaging with the State Government and advocating for targeted interventions, Council can take a proactive approach to addressing community concerns while securing long-term infrastructure enhancements.

**OFFICER'S COMMENTS:**

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

**14.5 NOTICE OF MOTION 966 (CR DR ZADA) - SPORTS EQUIPMENT LIBRARY PROGRAM****Councillor: Dr Phillip Zada**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 March 2025.

**MOTION:**

That Council requests officers to prepare a report and/or provide a briefing on the feasibility of implementing a sports equipment library program in our municipality, including:

1. An assessment of potential models for a sports equipment library.
2. Estimated costs for establishment and ongoing management.
3. An evaluation of community interest and anticipated demand.
4. A review of similar programs implemented by other councils and their outcomes.
5. Identification of potential funding sources, partnerships, and grant opportunities.

**COUNCILLOR'S PREAMBLE:**

Access to sporting equipment can be a barrier to participation in physical activity for many residents, particularly children and families facing financial hardship. Several councils have successfully introduced sports equipment library programs, providing free or low-cost access to a range of sporting goods to encourage active lifestyles and greater community engagement.

Such programs have been implemented in various forms, including:

- City of Monash – The Sports Locker Program allows residents to borrow sports equipment such as soccer balls, basketballs, and frisbees for free from local libraries, encouraging greater use of nearby sports facilities.
- City of West Torrens – The Hamra Centre Library offers a range of sporting equipment and outdoor games, including weights and beach games, promoting health and fitness within the community.
- City of Greater Dandenong – At the Springvale Community Hub, library members can use their library cards to borrow basketballs and table tennis sets for two hours at a time, with plans to expand the range of available sports equipment.

Exploring a similar initiative in our municipality would support community health and well-being, provide equitable access to sports equipment, and foster social inclusion through active participation.

**OFFICER'S COMMENTS:**

Officers will provide background to the previous Sports Library that existed in the City of Melton from 2009-2016, the issues surrounding including why it ceased, as well as establishing a Sports Library including model options to a briefing of Council for discussion prior to broader community engagement is undertaken.

**14.6 NOTICE OF MOTION 967 (CR DR ZADA) - YOUTH SERVICES ENGAGEMENT AND AWARENESS****Councillor: Dr Phillip Zada**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 24 March 2025.

**MOTION:**

That Council receives a briefing from Council Officers in relation to the current offering of Council's Youth Services program, including the communication and engagement strategy with the local community, schools and relevant stakeholders with a view to identifying any potential areas for strengthening or additional funding from Council or other levels of Government.

**COUNCILLOR'S PREAMBLE:**

Youth engagement remains a key focus for our community, and ensuring young people are aware of the support available to them is essential. Melton City Council provides a range of youth services, yet there is always room to refine how we connect with young people and their support networks, such as schools, sporting clubs, and community organisations.

A review of our current engagement strategies will help strengthen these connections, ensuring we are effectively reaching those who need support the most. This approach not only reinforces Council's commitment to youth wellbeing but also enhances collaboration with key stakeholders to address broader concerns, including disengagement and youth crime.

**OFFICER'S COMMENTS:**

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

**15. URGENT BUSINESS**

## 16. CONFIDENTIAL BUSINESS

### Recommended Procedural Motion

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

**16.1 Contract No. 25-255 - Cobblebank Community Services Hub - Head Contract**

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**16.2 Land Acquisition - Cobblebank**

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**16.3 Land Acquisition - Rockbank (A)**

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**16.4 Land Acquisition - Rockbank (B)**

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**16.5 Melton Cemetery**

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**17. CLOSE OF BUSINESS**