



## MELTON CITY COUNCIL

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Notice is hereby given that the Ordinary Meeting of the Melton City Council will be held in the Council Chamber, Civic Centre, 232 High Street, Melton on 12 December 2016 at 7.00pm.

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

Kelvin Tori  
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 Local Law, which includes the following aspects:

- **Silence** must be maintained by members of the public in the gallery at all times. A visitor to the gallery must not interject or take part in the debate that occurs in the Chamber.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Special Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Ordinary 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:
  - i) 5 pm on the day of the Ordinary Meeting if questions are submitted into the receptacle designated for public questions outside the Council Chamber
  - ii) 5pm on the day of the Ordinary Meeting if questions are submitted by 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. The person directing the question must be present in the gallery at the time the question is to be dealt with for it to be valid.

- It is an offence for any person, not being a Councillor, who is guilty of any improper or disorderly conduct to not leave the meeting when requested by the Chairperson to do so.  
Penalty: 20 Penalty Units
- It is an offence for any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.  
Penalty: 20 Penalty Units

A penalty unit for a Local Law made under Part 5 of the *Local Government Act 1989* is \$100 in accordance with s110(2) of the *Sentencing Act 1991*.

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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 Section 77A, 77B, 78 and 79 of the Local Government Act 1989, any Councillor must declare any direct or indirect interest, and any conflict of interest, in any items contained within the Notice Paper.

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

That the Minutes of the Ordinary Meeting of Council held on 21 November 2016 be confirmed as a true and correct record.

**7. RECORD OF ASSEMBLY OF COUNCILLORS**

**7.1 RECORD OF ASSEMBLY OF COUNCILLORS IN ACCORDANCE WITH SECTION 80A(1) OF THE LOCAL GOVERNMENT ACT 1989**

- 21 November 2016 Record of Assembly of Councillors
- 28 November 2016 Record of Assembly of Councillors
- 5 December 2016 Record of Assembly of Councillors

**RECOMMENDATION:**

That the Record of Assembly of Councillors dated 21 November, 28 November and 5 December 2016 attached to this Agenda be received and noted.

**LIST OF APPENDICES**

1. 21 November 2016 Record of Assembly of Councillors
2. 28 November 2016 Record of Assembly of Councillors
3. 5 December 2016 Record of Assembly of Councillors



**8. CORRESPONDENCE INWARD**

**8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR**

- The Hon Daniel Andrews MP – Premier of Victoria – Police Resources and Community Safety in the City of Melton.

**RECOMMENDATION:**

That the Parliamentarian and Departmental letters received by the Mayor be received and noted.

**LIST OF APPENDICES**

1. Correspondence Inwards - The Hon Daniel Andrews MP - Premier of Victoria - undated

**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 AUTHORISATION OF AFFIXING THE COMMON SEAL OF COUNCIL

Author: Dominique Roberts - Governance Officer  
Presenter: Kel Tori - Chief Executive Officer

#### PURPOSE OF REPORT

For Council to adopt the schedule of documents requiring the Common Seal of Council.

#### RECOMMENDATION:

That the Council Seal be affixed to the documentation as detailed in the Schedule for Authorising of Affixing of the Common Seal of Melton City Council dated 12 December 2016.

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#### REPORT

##### 1. Executive Summary

Documents requiring the Common Seal of Council to be affixed are detailed in **Appendix 1**.

##### 2. Background/Issues

Use of the Council Seal is required where Council, as a body corporate, executes a document.

The *Local Government Act 1989* (S.5(2) and (3)) prescribes that a Council must have a common seal, and that the common seal must –

- a. bear the name of the Council (which name may refer to the inhabitants of the municipal district) and any other word, letter, sign or device the Council determines should be included; and
- b. be kept at the Council office; and
- c. be used in accordance with the local laws of the Council.

Council's Meeting Procedure Local Law (2013) prescribes the use of Council's Common Seal and the authorized officers who must be present and sign every document to which the common seal is affixed.

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

The Melton City Council 2013-2017 Council Plan references:

2. *A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability*
  - 2.6 *Ensure timely compliance with statutory and regulatory obligations.*

##### 4. Financial Considerations

There are no financial considerations relating to the use of the Council Seal.

**5. Consultation/Public Submissions**

Not applicable.

**6. Risk Analysis**

Ensuring that the Council Seal is only affixed in accordance with a resolution of Council controls the potential risk of the Seal being incorrectly affixed to a document.

**7. Options**

Not applicable.

**LIST OF APPENDICES**

1. Schedule for Authorising of Affixing the Common Seal - dated 12 December 2016

## **12.2 RESPONSE TO NOTICE OF MOTION 439 - ROTATION OF COUNCIL MEETINGS BETWEEN CAROLINE SPRINGS AND MELTON**

**Author: Tracy Spiteri - Governance Coordinator**  
**Presenter: Kel Tori - Chief Executive Officer**

### **PURPOSE OF REPORT**

To respond to Notice of Motion 439 (Cr Carli) in relation to the outlining the costs associated with holding alternate Ordinary Meetings of Council at Caroline Springs Civic Centre/Library and the Melton Civic Centre for 2017.

### **RECOMMENDATION:**

That Council:

1. determine that the Caroline Springs Civic Centre/Library is not a suitable venue for the conduct of Ordinary Meetings of Council
2. ask officers to investigate alternate venues in the Eastern corridor to assess their suitability for hosting Ordinary Meetings of Council.

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### **REPORT**

#### **1. Executive Summary**

This report responds to Notice of Motion 439, adopted by Council at its Ordinary Meeting held on 21 November 2016 requesting a report detailing the costs associated with holding alternate Ordinary meetings of Council at the Caroline Springs Civic Centre/Library in 2017.

The report is based largely on Council's holding of an Ordinary Meeting at that location in August 2015.

The report also details a number of safety and security risks at this site, particularly when there is a large public gallery in attendance. These risks significantly impact on Council's ability to ensure a safe and healthy workplace for both Councillors and staff.

The additional costs are estimated at \$4,500 per meeting.

#### **2. Background/Issues**

Council adopted a Notice of Motion at its Ordinary meeting held on 21 November 2016 that 'At the next Ordinary Meeting of Council, officers provide a detailed report outlining the costs associated with rotating Ordinary Council monthly meetings between Caroline Springs Civic Centre/Library and the Melton Civic Centre for 2017'.

In August 2015 a similar report was also tabled at a meeting held at Caroline Springs Civic Centre/Library outlining the full costs of holding every second Ordinary Meeting at Caroline Springs Civic Centre/Library in response to a Notice of Motion (no. 405) (see **Appendix 1**).

Melton City Council has a purpose built Council Chamber ('the Chamber') located at the Melton Civic Centre. The Chamber has 50 permanent seats available for the public which can be extended to 75 if required. The Chamber has microphones and audio permanently set up for the recording of meetings and catering facilities are available on site for the public gallery and Councillors. Councillors can also exit directly from the Chamber to a secure area. The Chamber is also sufficiently sound proof to hold any in-camera proceedings.

Unlike other Councils, the City of Melton does not have multiple Chambers or town halls or similar spaces available within the municipality. The availability of purpose built spaces or facilities to enable Council meetings to be held at various locations to the same or similar standard is limited.

The Civic Centre at Caroline Springs is also a library facility.

### **Meeting Considerations**

In order to host every second Ordinary Meeting of Council at the Caroline Springs Civic Centre/Library for 2017 the following must be accounted for:

- the provision of amplification and recording capacity of the meeting
- the provision for consideration of items in-camera, noting the need for the room to be reasonably sound proof
- the secure transporting of meeting related equipment and materials including the Mayoral robes and chain
- the availability of catering for public gallery and Councillors
- a suitable and secure room and/or location being available in close proximity to the meeting for Councillors
- chamber specific items such as flags and Queens image being available
- adequate tables and chairs being available
- cleaning and refreshing of amenities prior to the meeting
- the staff resources and time required to deliver each meeting including set up of the room and pack down
- the safety and security of the public gallery, Councillors and staff.

### **Council Meeting – 11 August 2015**

On 11 August 2015, an Ordinary Meeting of Council was held in meeting room 1 and 2 of the Caroline Springs Civic Centre/Library.

The capacity of the meeting rooms combined is 50 people. This number is reduced by the necessary audio equipment and the desks/tables for the Councillors suitably arranged in order to conduct the meeting. It is estimated that once the audio and desks were in place, there was seating for approximately 40 people (with approximately one third of the room taken up with Councillor desks and audio equipment).

The number of people in attendance in the gallery was in excess of 40 people which meant that some people had to stand. This number of people in attendance was greater than is usually the case at Ordinary Meetings held at Melton. This could, but does not necessarily indicate, a greater community involvement at this site if meetings were held there more regularly.

In terms of Councillors and staff, there were six Councillors in attendance and seven staff including Executive. It should be noted that in the future there would likely be nine Councillors present as Council now has nine Councillors. These added Councillors would limit the public gallery slightly more.

This space arguably presented some security and/or safety risks to the gallery and Councillors. This was because

- the ingress and egress were limited;
- the degree of separation between the gallery and Councillors was limited; and
- there was no ability for Councillors to exit directly to a secure location.

The lack of separation between Councillors and the gallery also presented challenges for the Mayor in controlling the meeting, with quite restricted visibility to individuals forming the gallery.

The Chief Executive has a statutory obligation to provide a safe and healthy workplace, and it is believed that the ability to meet this obligation would be negatively impacted by making the Caroline Springs Civic Centre/Library a regular Council meeting venue.

Catering for the meeting was provided by the Pipes Cafe located within the Leisure Centre situated across the road. This necessitated Councillors and Council staff to attend the Leisure Centre with Council agendas.

### 3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability

*2.1 Build community trust through socially responsible governance for long term sustainability*

### 4. Financial Considerations

The cost of hosting a Council Meeting in Caroline Springs takes into consideration the key components of equipment and resources.

Amplification and recording equipment hire (including operator costs)	\$3,300.00 (inc GST)
Additional cleaning of facility prior to the meeting	\$100.00
Staff resources	\$1,100.00
<b>Total Costs</b>	<b>\$4,500.00</b>

### 5. Consultation/Public Submissions

No consultation has been undertaken in the preparation of this report.

### 6. Risk Analysis

Holding an Ordinary Meeting of Council in the Caroline Spring Civic Centre/Library in August 2015 provided some insights into real and potential risks with the use of this facility for meetings.

This space arguably presented some security and/or safety risks to the gallery and Councillors. This was because

- the ingress and egress were limited;
- the degree of separation between the gallery and Councillors was limited; and
- there was no ability for Councillors to exit directly to a secure location.

These limitations could pose a risk in a number of circumstances and ways.

First, in the event that there is an evacuation of the entire site, it would be difficult to

evacuate the building quickly because egress from the meeting would be limited.

Secondly, in the event that the public gallery becomes disorderly, the limited distance between the gallery and Councillors and the inability of Councillors to exit directly to a secure area, could pose a safety risk.

There is also a potential risk to confidentiality. It is not entirely clear whether or not this room is sufficiently soundproofed so as to ensure that conversations would not be heard by the general public.

## **7. Options**

Council may consider whether with Lakeview Secondary College could host Ordinary Council meetings in its Performing Arts Facility. This is a 240 seat facility with a staged area that may provide amplification and recording capacity as well as greater functionality for meetings such as this. Costing for this option will need to be obtained, but will be at a reduced cost if amplification and recording facilities are available.

A further alternative exists at Taylors Hill Youth Facility, which has in past hosted Citizenship ceremonies.

## **LIST OF APPENDICES**

1. Council Report Minutes - Response to Notice of Motion 405 (Cr Carli) - Council Meetings to be held in Caroline Springs - dated 11 August 2015



## 12.3 PLANNING APPLICATION PA 2016/5222/1 - USE AND DEVELOPMENT OF AN EDUCATION CENTRE WITH ASSOCIATED CAR PARKING AND LANDSCAPING AT 761-797 HIGH STREET MELTON

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

### PURPOSE OF REPORT

To consider and determine a planning application for the use and development of an education centre with associated car parking and landscaping at 761-797 High Street, Melton.

### 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:	Bill Jacobs Pty Ltd
Proposal:	Education Centre
Existing Land Use:	Place of Worship
Zone:	General Residential Zone – Schedule 1
Overlays:	Nil
Number of Objections:	Three
Key Planning Issues:	Increased traffic and noise Vehicle entry and exit points
Recommendation:	Approve application subject to conditions

#### The Land and Surrounding Area

The subject site has an area of 35,900m<sup>2</sup> (3.59 hectares) and is located on the southern side of High Street, Melton West approximately 460 metres west of Bulmans Road. Other features of the site are as follows:

- The site is irregular in shape, relatively flat and has a frontage to High Street of 362.4 metres.
- The site contains a large single storey brick and colourbond clad building used as a Place of Worship (Plymouth Brethren Christian Church) with associated car parking and landscaping occupying the eastern portion of the site.
- An existing retarding basin is located on the subject site directly west of the church. The remainder of the subject land is vacant.
- The southern boundary of the site adjoins the Western Highway, however, is above the level of the highway.

- There are no easements on the subject land.

Opposite High Street are single and double storey attached and detached brick dwellings with concrete tiled and colourbond clad roofing including medium density housing along with vacant allotments (including the adjoining land to the east).

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

### **The Application**

The application proposes the use and development of an Education Centre (Primary and Secondary School) with associated car parking and landscaping on the subject land.

The proposed development is summarised as follows:

- A double storey building comprising a Junior School and a Senior School with associated administration and amenities (staff and students).
- This building will be setback 19.4 metres from the northern boundary (High Street frontage). The maximum height of the building will be 8.4 metres.
- A single storey multiple purpose sports hall with mezzanine level to the west of the main school building. This building will be setback 19.4 metres from the northern boundary (High Street frontage). The maximum height of this building will be 8.7 metres.
- A double storey specialist studio building at the rear of the main school building. The maximum height of this building will be 6.7 metres.
- External materials, colours and finishes include pre cast concrete panels with a paint or rendered finish (shale grey colour), powder coated metal screens and structures (ironstone grey), stone wall (mocha pearl limestone), colourbond cladding (shale grey colour), alucobond cladding (blue grey and blue oar), aluminium framed windows and metal deck roofing (windspray colour).
- The proposal also includes three sports surface courts, play equipment with a shade structure and a single storey storage building.
- A total of 58 car spaces are provided on site for the proposed education centre (including 27 designated drop off car spaces).
- Vehicle access is via a new 7.4 metre wide vehicle crossover (entry/exit) onto High Street to the north-east of the main building and a new 4 metre wide vehicle crossover (exit only) opposite the multiple purpose sports hall.
- Three existing trees on the adjoining High Street road reserve are to be removed to accommodate the vehicle crossovers for the proposed development. An arborists report has been submitted to justify the removal of these trees.
- Landscaping is provided in the form of a 4 metre wide area along the northern (front) boundary, a 1 metre wide area along the proposed eastern boundary and additional landscaping areas adjacent to and between the on-site car parking areas for the proposed development.
- The existing retarding basin will be filled in and levelled to match the remainder of the site.
- The education centre will be occupied by the Glenvale School (currently operating at 1-3 Killarney Drive, Melton) and consist of 250 students and 24 staff.

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

**Planning Controls**

Zone	General Residential Zone	A permit is required to use and develop land for the purposes of an Education Centre.
Overlays	Nil	Not applicable.
Particular Provisions	Clause 52.06 – Car Parking	1 car space for each employee (primary school) and 1.2 car spaces for each employee (secondary school). On the basis of six primary school teachers, 15 secondary school teachers, and three support staff, a total of 27 car spaces are required on site for the proposed development. The application makes provision for 58 spaces.

A full assessment of the proposal against the relevant State and Local planning policies is included in **Appendix 3**.

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

The land is not affected by a Restrictive Covenant.

**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 Plan Reference and Policy Reference**

The Melton City Council 2013-2017 Council Plan references:

## 1. Managing our Growth

*1.1 Strategically plan for a well designed and built City.*

**3. Financial Considerations**

No Council related financial considerations are involved with the application.

**4. Consultation/Public Submissions****Public notification of the application**

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

The grounds of objection may be summarised as follows:

- Increased traffic and noise resulting in adverse impact on the existing residential environment.
- The proposed vehicle entry/exit on the eastern side should be entry only to reduce traffic congestion on High Street.

A response to the objections is provided in **Appendix 4**.

**Referral of the application**

The application was referred to a number of Council Departments for comment and advice. The application was also required to be referred to Vic Roads and Melbourne Water. A complete list of responses is included in **Appendix 5**.

Council's Operations (Parks) Department has requested that Tree Nos.2 and 5 located within the High Street road reserve be retained which requires the location of the vehicle

crossovers for the proposed development to be modified. The remaining trees can be removed. This has been discussed with the applicant who has agreed for this to be dealt with as a condition should Council resolve to approve the proposal.

Council's City Design Department, Engineering Department and Vic Roads have raised the issue of noise attenuation measures for the proposal as the subject land adjoins a declared main road (Western Highway) and due to the sensitive nature of the proposed use and development. The plans initially submitted as part of the application included an acoustic fence along the southern boundary of the subject site. However, the fence has been removed from the plans on the basis that the applicant will need to engage the services of a qualified acoustic engineer to determine the type of noise attenuation measures required for the proposed use and development. Vic Roads has requested that an acoustic report be submitted as a condition of approval prior to the commencement of any works.

Council's Engineering Department has not raised any concerns with the filling of the existing retarding basin. However, it has advised that detailed drainage plans and design calculations are required to demonstrate that drainage as well as stormwater quality and retardation is provided within the subject land to cater for both the existing church and the proposed development and that it must connect with the existing legal point of discharge and outfall point on the adjoining land to the west. This will be requested as a condition should Council resolve to approve the application.

## **5. Issues**

### **Planning Assessment**

The proposal is consistent with the relevant requirements of the State and Local Planning Policy Framework, the purpose of the General Residential Zone (Schedule 1), car parking provisions (Clause 52.06) and the decision guidelines under Clause 65 of the Melton Planning Scheme.

The proposed use and development of the site for an Education Centre (Primary and Secondary School) is consistent with the purpose of the General Residential Zone which encourages educational uses to serve local community needs in appropriate locations. The subject land is considered an appropriate location for the proposed use and development as it adjoins High Street and the Western Highway and is located in proximity to Woodgrove Shopping Centre, High Street Activity Centre and the future Melton West Precinct Structure Plan area to the west on the eastern side of Harkness Road and will also be well serviced by existing public transport.

The layout, setbacks, built form, scale and appearance of the proposed development is appropriate and will complement and respect the existing neighbourhood character of the area which consists of a mixture of residential and non residential single and double storey land use and development.

The number and layout of car spaces (including aisle widths) provided on site for the proposed development satisfies the requirements outlined under Clause 52.06 of the Melton Planning Scheme.

The application has been referred to a number of Council Departments along with Vic Roads and Melbourne Water. The issues raised can be addressed as conditions (amended plans) should Council resolve to approve the proposal.

The grounds of objections are acknowledged, however, cannot be substantiated. The proposal is likely to generate an increase in traffic particularly during peak periods (8.15 am to 8.45 am and 2.45 pm to 3.15pm Monday to Friday) when students arrive at and depart from the subject land. Council's Engineering Department has commented that works will need to be undertaken to this section of High Street to accommodate the vehicle access points for the proposed development and has requested detailed engineering plans be

submitted in accordance with the relevant guidelines. This will be requested as a condition should Council resolve to approve the proposed development.

The applicant has advised that the majority of students will travel to and from school in mini vans supplied by the school. Additional car parking (194 spaces) is also available on the subject land associated with the existing Place of Worship for special events as the school and church will not be operating at the same time.

The proposed use and development is unlikely to cause any material detriment to the amenity of adjacent and surrounding properties.

## **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 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. Locality Map - dated 25 November 2016
2. Development Plans - dated August 2016
3. Assessment against Planning Scheme - undated
4. Response to Objections - undated
5. Referral Comments - undated
6. Notice of Decision to Grant a Permit Conditions - undated

## 12.4 AUTHORISATION REQUEST FOR AMENDMENT C180 TO THE MELTON PLANNING SCHEME - 126-156 COBURNS ROAD, MELTON

Author: Lucy Slater - Senior Strategic Planner  
Presenter: Laura-Jo Mellan - Manager City Design, Strategy & Environment

### PURPOSE OF REPORT

To consider Planning Scheme Amendment C180 to the Melton Planning Scheme to rezone 126-156 Coburns Road, Melton from Residential Growth Zone (RGZ) to Mixed Use Zone (MUZ).

### RECOMMENDATION:

That Council:

1. Seek Authorisation to prepare Planning Scheme Amendment C180 to the Melton Planning Scheme from the Minister for Planning;
2. Upon receiving Authorisation, prepare and exhibit Planning Scheme Amendment C180 to the Melton Planning Scheme in accordance with Section 19 of the *Planning and Environment Act 1987*.
3. Authorise the General Manager Planning and Development to negotiate and resolve any issues that are raised by submitters during the exhibition process prior to the Amendment being reported back to Council for referral to a Planning Panel or Adoption.

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## REPORT

### 1. Executive Summary

The Amendment proposes to rezone 126-156 Coburns Road, Melton (refer **Appendix 1**) from Residential Growth Zone (RGZ) to Mixed Use Zone (MUZ) (refer **Appendix 2**). The strip of properties already has 50 percent non residential uses operating. This amendment would formalise the area as an appropriate precinct for non residential uses, and provide some diversity in the types of commercial land currently available in the municipality, giving businesses another option to establish in Melton.

A Traffic and Parking Analysis has been undertaken for the area, which concludes that there is no traffic engineering reasons why the rezoning could not proceed.

It is recommended that Council seek Authorisation from the Minister for Planning to prepare and exhibit Amendment C180 to the Melton Planning Scheme.

### 2. Background/Issues

The Amendment proposes to rezone 126-156 Coburns Road, Melton (refer **Appendix 1**) from Residential Growth Zone (RGZ) to Mixed Use Zone (MUZ). The amendment would affect 16 lots. Currently half of the lots are being used for residential purposes and the remainder are already operating non residential uses, such as medical centres and home offices (refer **Appendix 2**).

The subject lots are located on the eastern side of Coburns Road opposite to the Woodgrove Shopping Centre. The precinct is also in close proximity to High Street to the north and the Western Freeway Interchange to the south.

There is currently very little Mixed Use zoned land in the municipality, which has limited the options for businesses to establish in Melton. The *City of Melton Retail and Activity Centres Strategy (2014)* acknowledges that there is currently a lack of job opportunities for Melton residents within the municipality, with only one job for every four working residents. The *City of Melton Investment Attraction Strategy 2016-2019* also identifies that currently there is 2.9 white collar workers per job, which is a much higher rate than in Melbourne. This amendment will provide local employment opportunities and increase the diversity of the types of employment land available in Melton.

Council has been approached by a number of the business owners in the precinct as well as outside of the precinct to rezone the land to allow them to either expand their existing business in the precinct or open up a new business, thus allowing them to continue their business within the municipality rather than having to move outside the municipality to secure a premises.

Council has been approving planning permit applications for non residential uses in the precinct over the last 15 years, with the majority of them being for various medical uses. This amendment would therefore formalise what is already occurring by rezoning the precinct for non residential uses.

Under the current zoning of RGZ, the land does not meet the conditions required for Office use, therefore the precinct is quite limited in the range of non residential uses that can currently occur.

The rezoning of the land to MUZ would allow Office (up to 250sqm without a permit) uses to occur, as well as permit required retail uses. This would allow the existing businesses to remain within Melton, and encourage other small businesses to establish.

Woodgrove Shopping Centre is a Regional Centre as per the *City of Melton Retail and Activity Centres Strategy*, and is zoned Commercial 1 Zone (C1Z). Woodgrove's primary function is retail shopping. It is considered that this amendment to rezone 126-156 Coburns Road to MUZ would create a good transition between the C1Z and the RGZ further to the east. In addition to this, the proposed rezoning is not considered to undermine the primary function of Woodgrove as a retail centre, as the proposed MUZ area would more likely attract Office, given the existing character of the area, and the physical restrictions on possible uses due to the small size of the lots.

Council engaged a traffic consultant to undertake a traffic and parking analysis of the subject sites, to assess whether the proposed rezoning would create any negative traffic or parking impacts on the area (refer **Appendix 3**).

The results of the analysis conclude that there are no traffic engineering reasons why the proposed rezoning should not proceed. Specifically, it stated that:

- The overall traffic volume generated by the rezoning (under a worst-case maximum development scenario) is forecast to be modest and can be readily accommodated onto Coburns Road and the surrounding intersections with the traffic impact expected to be insignificant.
- Current parking utilisation is comparatively modest, at most times on a standard weekday. Even at the 'busiest time' (5pm) more than half of the available parking supply (both on-site and on-street) is unoccupied. This would indicate that the provision within individual properties is 'generous'. Within this context, the application of standard planning scheme parking requirements for any future development will ensure that all future parking demand can be satisfied on-site.

This section of Coburns Road is managed by VicRoads, and they have been consulted regarding the proposed amendment as part of the Traffic and Parking Analysis carried out, and will be further consulted throughout the amendment process.

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

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City

*1.3 Generate an innovative local economy that stimulates opportunities for investment, business and training*

### **4. Financial Considerations**

Council officer time and resources are involved in the preparation, exhibition, and adoption of the amendment, which may include a Panel Hearing. Statutory fees are required to be paid by Council as the Responsible Authority which are within Council's recurrent budget.

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

The exhibition of Amendment C180 will provide an opportunity for those affected or who have an interest in the proposed amendment to put in a formal submission to the process. Amendment C180 would be on public exhibition for a period of four weeks and notice would be given:

- To land owners and Government bodies, who may be directly affected by the amendment;
- In a local newspaper circulating in the area, on Council's website, and in the Victorian Government Gazette.

### **6. Risk Analysis**

Should Council choose not to initiate the Amendment, it would result in a lack of mixed use zoned land in appropriate locations, which may limit some of the business looking to establish in Melton.

### **7. Options**

Council can resolve to either:

1. Seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C180 to the Melton Planning Scheme in accordance with the *Planning & Environment Act 1987* and authorise the General Manager of Planning & Development to negotiate and resolve any objections prior to the amendment being reported back to Council.
2. Not proceed with the amendment.

### **LIST OF APPENDICES**

1. Site Plans - dated 21 November 2016
2. Rezoning Map - undated
3. Traffic Assessment Coburns Road Melton



## **12.5 CONTRACTS FOR AWARD - 17/015 MINNS ROAD CONSTRUCTION, 17/013 MT COTTRELL ROAD CONSTRUCTION STAGE 2, 17/016 SPRAY SEALING - ROAD RESURFACING PROGRAM 2016-2017, 17/017 ASPHALT TREATMENTS - ROAD RESURFACING PROGRAM 2016-2017**

**Author: Brendan Sell - Civil Projects Coordinator**

**Presenter: Luke Shannon - General Manager Planning & Development**

### **PURPOSE OF REPORT**

To seek approval from Council to award:

1. Contract No. 17/015 for the construction of Minns Road, Kurunjang
2. Contract No. 17/013 for the construction of Mt Cottrell Road, Stage 2, Mt Cottrell
3. Contract No. 17/016 for the construction of Spray Sealing – Road Resurfacing Program 2016-2017
4. Contract No. 17/017 for the construction of Asphalt Treatments – Road Resurfacing Program 2016-2017.

### **RECOMMENDATION:**

That Council:

1. Receive and note the Tender Evaluation Reports found in **Confidential Appendices 1, 2, 3 and 4** (separately circulated)
2. Award Contract No. 17/015 for the construction of Minns Road to Bitu-mill (Civil) Pty Ltd for the amount of \$1,371,444.50 (excluding GST).
3. Award Contract No. 17/013 for the construction of Mt Cottrell Road to Downer EDI Works Pty Ltd for the amount of \$2,025,277.37 (excluding GST).
4. Award Contract No. 17/016 for the Spray Sealing – Road Resurfacing Program 2016-2017 to Fulton Hogan Industries for the amount of \$874,581.00 (excluding GST).
5. Award Contract No. 17/017 for the Asphalt Treatments – Road Resurfacing Program 2016-2017 to Asphaltech Pty Ltd for the amount of \$1,647,922.62 (excluding GST).
6. Delegate execution to the Chief Executive Officer in relation to all relevant contract documentation for the contracts above.

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## **REPORT**

### **1. Executive Summary**

The purpose of this report is to seek approval from Council to award:

1. Contract No. 17/015 for the construction of Minns Road, Kurunjang;
2. Contract No. 17/013 for the construction of Mt Cottrell Road, Stage 2, Mt Cottrell; and,
3. Contract No. 17/016 for the construction of Spray Sealing – Road Resurfacing Program 2016-2017.
4. Contract No. 17/017 for the construction of Asphalt Treatments – Road Resurfacing Program 2016-2017.

**Contract 17/015 Minns Road, Kurunjang**

Council committed to the construction of Minns Road in the 2016/2017 budget, with funding to upgrade the unsealed road to a sealed rural road between Coburns Road to Black Knight Way and Gisborne Melton Road to the Toolern Creek with an allocated budget of \$2,418,580.

The tender was advertised on 29 October 2016 and four responses were received. All submissions were assessed in detail to clarify a variety of exclusions, conditions and contract departures. Tender interviews were conducted with two of the companies and referee checks conducted.

The contractor is required to commence construction by no later than the third week of January 2017 and complete the works by no later than April 2017.

The assessment panel is recommending that the contract be awarded to Bitu-mill (Civil) Pty Ltd for the amount of \$1,371,444.50 (excluding GST).

**Contract 17/013 Mt Cottrell Road Construction Stage 2**

Council committed to the construction of Mt Cottrell Rd Stage 2 in the 2016/2017 budget, with funding supplied by the Federal Governments Roads to Recovery Program to upgrade the unsealed road to a sealed rural road between Greigs Rd and Boundary Road with an allocated budget of \$2,450,000.

The tender was advertised on 24 October 2016 and seven responses were received. All submissions were assessed in detail to clarify a variety of exclusions, conditions and contract departures. Tender interviews were conducted with three of the companies and referee checks conducted.

The contractor is required to commence construction no later than the January 23 2017 and complete the works by no later than end of May 2017.

The assessment panel is recommending that the contract be awarded to Downer EDI Works Pty Ltd for the amount of \$2,025,277.37 (excluding GST).

**Contract 17/016 Road Resurfacing Program 2016-2017 – Spray Sealing 2016-2017**

Council has committed to the delivery of the 2016-2017 Road Resurfacing Program in the 2016/17 budget, with a total budget allocation of \$3,000,000 with \$1,200,000 allocated to the Spray Sealing Program.

The tender was advertised on 5 November 2016 and three responses were received. All submissions were assessed in detail to clarify a variety of exclusions, conditions and contract departures.

The contractor is required to commence construction by no later than the third week of January 2017 and complete the works by no later than March 2017.

The assessment panel is recommending that the contract be awarded to Fulton Hogan Industries for the amount of \$847,581.00 (excluding GST).

**Contract 17/017 Road Resurfacing Program 2016-2017 – Asphalt Treatments 2016-2017**

Council has committed to the delivery of the 2016-2017 Road Resurfacing Program in the 2016/17 budget, with a total budget allocation of \$3,000,000 with \$1,800,000 allocated to the Asphalt Treatments portion.

The tender was advertised on 12 November 2016 and four responses were received.

The contractor is required to commence construction by no later than the third week of January 2017 and complete the works by no later than April 2017.

The assessment panel is recommending that the contract be awarded to Asphaltech Pty Ltd for the amount of \$1,647,922.62 (excluding GST).

## 2. Background/Issues

### **Contract 17/015 Minns Road, Kurunjang**

Minns Road, Kurunjang, is an unsealed road which links Kurunjang residents to Melton and Melton West. In the 2016/2017 budget, funding was allocated to seal two sections of Minns Road (Coburns Road to Black Knight Way and Gisborne Melton Road to the Toolern Creek) to a rural road standard. The proposed reconstruction of Minns Road involves the construction of new seal over new pavements. This project is partly by Developer Contributions and Council funds.

As an unsealed road, Minns Road requires frequent maintenance with a need for grading every four weeks. This road is also of high interest to the community and often attracts comments from community members on Council's social media platforms in support of sealing the road. The improved safety and riding comfort will encourage residents to use the road more frequently and improve community satisfaction.

The tender was advertised on 29 October 2016 and four responses were received. All submissions were assessed in detail to clarify a variety of exclusions, conditions and contract departures. Tender interviews were conducted with two of the companies and referee checks conducted. The Tender Evaluation is contained in Confidential **Appendix 1** – Tender Evaluation Report for Minns Road Construction (separately circulated).

The contractor is required to commence construction by no later than the third week of January 2017 and complete the works by no later than April 2017.

The assessment panel is recommending that the contract be awarded to Bitu-mill (Civil) Pty Ltd for the amount of \$1,371,444.50 (excluding GST).

### **Contract 17/013 Mount Cottrell Road, Stage 2**

The objective of the Mt Cottrell Rd construction stage 2 is to improve the safety of the current road along with providing an improved road network link between Melton and Wyndham City Councils, as identified in the Melton Integrated Transport Strategy.

The existing pavement along this section is a narrow rural type road in reasonably poor condition which includes an unsealed road (gravel) over approximately 3.8km in length outside the Urban Growth Boundary. The proposed works will construct a sealed road in accordance with Council standards between Greigs Road and Boundary Road.

The project addresses the continuous improvement of Melton City Council infrastructure by providing a road upgrade treatment along Mt Cottrell Road. This project stage follows from the recently constructed stage 1. This stage accounts for a full reconstruction of a section of Mt Cottrell Road, south of the Greigs Rd/Mt Cottrell Rd intersection and finalising with an asphalted intersection at Boundary Rd/Mt Cottrell Rd.

The tender was advertised on 24 October 2016 and seven responses were received. All submissions were assessed in detail to clarify a variety of exclusions, conditions and contract departures. Tender interviews were conducted with three of the companies and referee checks conducted. The tender evaluation is contained in Confidential **Appendix 2** – Tender Evaluation Report for Mount Cottrell, Stage 2 (separately circulated).

The contractor is required to commence construction by no later than the 23 January 2017 and complete the works by no later than end of May 2017.

The assessment panel is recommending that the contract be awarded to Downer EDI Works Pty Ltd for the amount of \$2,025,277.37 (excluding GST).

**Contract 17/016 Spray Sealing – Road Resurfacing Program 2016-2017**

Melton City Council is committed to delivering safe road infrastructure to the community in a fiscally responsible manner. As part of this commitment Council undertakes an annual asphaltting program through its Capital Works and Maintenance programs in order to maximise the useful life of road based assets and to maintain best possible condition of roads throughout their life-cycle.

Resealing and replacing road surfaces through the asphalt and reseal program are two activities which contribute to extending seal life and maintaining condition in a higher order for much of that life-cycle. Due to the specialised nature of the asphalt treatments and spray seal treatments, it is advantageous to tender the two treatments separately.

In preparation for procurement, data was taken from Council's asset register and lifecycle modelling software. The nominated roads were then validated through physical inspection and consultation with relevant stakeholders.

The tender was advertised on 5 November 2016 and three responses were received. All submissions were assessed in detail to clarify a variety of exclusions, conditions and contract departures. The tender evaluation is contained in Confidential **Appendix 3 – Tender Evaluation Report for Spray Sealing – Road Resurfacing Program 2016-2017** (separately circulated).

The contractor is required to commence construction by no later than the third week of January 2017 and complete the works by no later than March 2017.

The assessment panel is recommending that the contract be awarded to Fulton Hogan Industries for the amount of \$874,581.00 (excluding GST).

**Contract 17/017 Asphalt Treatments – Road Resurfacing Program 2016-2017**

Melton City Council is committed to delivering safe road infrastructure to the community in a fiscally responsible manner. As part of this commitment Council undertakes an annual asphaltting program through its Capital Works and Maintenance programs in order to maximise the useful life of road based assets and to maintain best possible condition of roads throughout their life-cycle.

Resealing and replacing road surfaces through the asphalt and reseal program are two activities which contribute to extending seal life and maintaining condition in a higher order for much of that life-cycle. Due to the specialised nature of the asphalt treatments and spray seal treatments, it is advantageous to tender the two treatments separately.

The tender was advertised on 12 November 2016 and four responses were received. All submissions were assessed in detail to clarify a variety of exclusions, conditions and contract departures. The tender evaluation is contained in Confidential **Appendix 4 – Tender Evaluation Report for Asphalt Treatments – Road Resurfacing Program 2016-2017** (separately circulated).

The contractor is required to commence construction by no later than the third week of January 2017 and complete the works by no later than April 2017.

The assessment panel is recommending that the contract be awarded to Asphaltech Pty Ltd for the amount of \$1,647,922.62 (excluding GST).

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

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City

*1.1 Strategically plan for a well designed and built City*

#### 4. Financial Considerations

##### Contract No. 17/015 Minns Road Construction

Minns Road Construction has an overall budget of \$2,418,580. This budget is made up of the following:

**Table 1.0:**

Funding body	\$
Developer Contributed Funds	1,518,580.00
City of Melton	900,000.00
TOTAL	2,418,580.00

The recommended tender amount is within the budget for the project.

##### Contract 17/013 Mount Cottrell Road, Stage 2

Mount Cottrell Road Construction has an overall budget of \$2,450,000. This budget is made up of the following:

**Table 2.0:**

Funding body	\$
Roads to Recovery (Federal Government)	2,450,000.00
TOTAL	2,450,000.00

The recommended tender amount is within the budget for the project.

##### Contract 17/016 Spray Sealing – Road Resurfacing Program 2016-2017

The Road Resurfacing Program for 2016-2017 has an overall budget of \$3,000,000. Of this budget, \$1,800,000 is allocated to asphalt treatments and \$1,200,000 is allocated to spray seal treatments. This budget is made up of the following:

**Table 3.0:**

Funding body	\$
City of Melton	1,200,000.00
TOTAL	1,200,000.00

The recommended tender amount is within the budget for the project.

##### Contract 17/017 Asphaltting – Road Resurfacing Program 2016-2017

The Road Resurfacing Program for 2016-2017 has an overall budget of \$3,000,000. Of this budget, \$1,800,000 is allocated to asphalt treatments and \$1,200,000 is allocated to spray seal treatments. This budget is made up of the following:

**Table 4.0:**

Funding body	\$
City of Melton	1,800,000.00
TOTAL	1,800,000.00

The recommended tender amount is within the budget for the project.

## 5. Consultation/Public Submissions

Consultation on the overall Capital Works plan, which includes all four projects was carried out internally and approved by Council.

Further Consultation will be conducted with affected stakeholders during the construction of each project.

## 6. Risk Analysis

The following measures have been put in place to reduce or eliminate the risk to Council for this project.

a. Engagement of a suitably qualified civil construction companies:

- Advertised open tenders to construction companies via The Age and on the Tendersearch website
- Required companies tendering for the construction phase to comply with Council's occupational health and safety requirements.
- To assist in the selection of a construction company with suitable occupational health and safety work practices, Council requires construction companies invited to tender to provide evidence of a third party certified occupational health and safety management plan.
- Conducted referee checks for the appointment of the construction company.

b. Engagement of a financial capable construction company:

- The engagement of an independent and expert consultant to conduct a financial review of the short-listed companies.

## 7. Options

To support the Officers recommendation within the report.

## LIST OF APPENDICES

Nil

## 12.6 SNAKE REMOVAL PROGRAM

**Author: Ian Stewart - Manager Compliance**  
**Presenter: Luke Shannon - General Manager Planning & Development**

### PURPOSE OF REPORT

To provide Council with a progress report on the trial snake removal program.

### RECOMMENDATION:

That Council note the report.

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## REPORT

### 1. Executive Summary

This report provides an update on the 12 month trial of the snake removal program that was approved by Council on the 22 August 2016.

The Council has undertaken the program for the last three months in which 33% of calls resulted in a snake being removed. The total amount of calls received during this trial is 45. The numbers of calls are expected to increase during December and January.

### 2. Background/Issues

The current trial began immediately following the 22 August 2016 Council Meeting and will conclude on the 22 August 2017. The trial program over the first three months had the following calls. The table provides details on the outcomes. Council has not received any repeat snake calls from a single resident.

<b>2016/17 Program – current trial (to date)</b>				
<b>Date</b>	<b>Time</b>	<b>Suburb</b>	<b>Snake Removed</b>	<b>Comments</b>
1/09/2016	3.15pm	Burnside	No	Lizard found
5/09/2016	3.53pm	Kurunjang	Yes	
8/09/2016	4.00pm	Caroline Springs	No	Lizard found
20/09/2016	10.24am	Caroline Springs	Yes	
20/09/2016	12.56pm	Melton	No	
21/09/2016	1.59pm	Burnside	Yes	
23/09/2016	2.35pm	Caroline Springs	Yes	
24/09/2016	2.32pm	Plumpton	Yes	
28/09/2016	2.50pm	Kurunjang	No	
6/10/2016	4.25pm	Kurunjang	Yes	
6/10/2016	5.20pm	Hillside	Yes	
7/10/2016	4.30pm	Melton	Yes	
13/10/2016	3.30pm	Melton South	Yes	
15/10/2016	1.18pm	Caroline Springs	No	
15/10/2016	12.00pm	Kurunjang	No	

<b>2016/17 Program – current trial (to date)</b>				
<b>Date</b>	<b>Time</b>	<b>Suburb</b>	<b>Snake Removed</b>	<b>Comments</b>
17/10/2016	2.45pm	Melton West	No	
19/10/2016	9.50am	Burnside	No	
19/10/2016	5.20pm	Melton West	No	
25/10/2016	3.00pm	Plumpton	No	
26/10/2016	12.51pm	Melton South	No	Lizard found
26/10/2016	2.31pm	Melton	No	
27/10/2016	1.27pm	Eynesbury	Yes	
28/10/2016	1.18pm	Hillside	No	
28/10/2016	3.11pm	Kurunjang	No	Lizard found
29/10/2016	5.07pm	Kurunjang	Yes	
30/10/2016	12.30pm	Kurunjang	No	
30/10/2016	1.45pm	Brookfield	No	
30/10/2016	3.20pm	Caroline Springs	No	Lizard found
30/10/2016	4.05pm	Melton South	No	
30/10/2016	5.25pm	Melton	No	
31/10/2016	4.02pm	Burnside	No	
31/10/2016	2.28pm	Ravenhall	Yes	
3/11/2016	1.30pm	Melton	No	
3/11/2016	3.44pm	Eynesbury	Yes	
4/11/2016	11.27am	Melton South	No	
7/11/2016	11.54am	Hillside	No	
8/11/2016	11.43am	Hillside	No	
10/11/2016	2.21pm	Caroline Springs	No	
11/11/2016	11.20am	Burnside Heights	No	
11/11/2016	1.40pm	Caroline Springs	Yes	
16/11/2016	2.01pm	Caroline Springs	No	
16/11/2016	4.55pm	Kurunjang	Yes	
17/11/2016	12.58pm	Melton South	No	lizard
17/11/2016	1.26pm	Brookfield	4 snakes	

The following table provides details on the previous trial (initial trial). Trial ran from mid February 2016 through to the end of June 2016. Council received 24 calls during this period. Of these calls Council attended 22 properties and removed 6 snakes and observed 6 lizards.

<b>2016 – Initial trial</b>				
<b>Date</b>	<b>Time</b>	<b>Suburb</b>	<b>Snake Removed</b>	<b>Comments</b>
16/02/2016	9.30am	Ravenhall	Yes	
19/02/2016	3.02pm	Melton	No	
25/02/2016	1.18pm	Hillside	No	
25/02/2016	3.53pm	Caroline Springs	No	
26/02/2016	2.36pm	Caroline Springs	No	
27/02/2016	5.30pm	Melton South	No	
28/02/2016	3.20pm	Caroline Springs	Yes	



2016 – Initial trial				
Date	Time	Suburb	Snake Removed	Comments
29/02/2016		Burnside	Yes	
2/03/2016	2.18pm	Melton	No	Lizard Removed
2/03/2016	2.47pm	Kurunjang	No	
2/03/2016	4.45pm	Melton West	No	
7/03/2016	12.00	Kurunjang	No	
8/03/2016	9.00am	West Melton	No	
13/03/2016	2.15pm	Caroline Springs	Yes	
15/03/2016	5.25pm	Melton West	No	Blue tongue lizard found
17/03/2016	11.08am	Taylor's Hill	No	Blue tongue lizard found
24/03/2016	12.51pm	Melton West	No	Blue tongue lizard found
7/04/2016	10.30am	Caroline Springs	No	Blue tongue lizard found
13/04/2016	11.30am	Caroline Springs	Yes	
7/05/2016	1.50pm	Hillside	Yes	
16/05/2016	3.50pm	Brookfield	No	Blue tongue lizard found
17/06/2016	3.11pm	Melton South	No	Very large diamond python

Council sent out three expressions of interest requests and only received one response. Based on the details provided Council accepted this expression of interest and appointed one contractor. This contractor has a number of subcontractors to geographically cover the municipality.

Any supplier would need to be suitably qualified, hold a current wildlife licence and have appropriate insurance. Any snake that is removed by a licensed snake catcher must be released with five (5) kilometres unless special approval is received from the DELWP. The service provider also requires the land owner's written consent to remove the snake. If the landowners consent is not received, then any snake captured would be re-released within the landowners' property.

### 3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability

*2.2 Provide levels of service that balance community need with organisational capacity*

### 4. Financial Considerations

Since Council agreed to continue the service the cost date of the twelve month trial is \$7500. At the time of the Council report in August 2016 indications were that the estimated cost would be \$20,000. Based on current trends the costs should be very close to this amount.

### 5. Consultation/Public Submissions

The program has been advertised on our website and our facebook page. The facebook post attracted over 70,000 persons in 24 hours. Council staff are preparing a brochure that will provide information on snake related material (particularly on property maintenance).

## 6. Risk Analysis

As Council has decided to continue the current service this will mean higher levels of risk to the organization as snakes are protected under the Wildlife Act and they are the responsibility of the State Government. Snakes on private property would normally be the responsibility of the landowner.

Relocating snakes caught by the snake catcher from the residential areas will not significantly reduce the risks to residents as other snakes will then occupy these areas vacated by removing the snake.

Residents need to understand the types of vegetation and landscaping that provide a suitable habitat for snakes. By reducing loose ground cover material in the form of rubbish, logs, rocks and sheets of tin from properties will be effective in reducing the risk. Removing overgrown and creeping vegetation will also reduce the likelihood of attracting snakes. Generally stem type trees that have a space between the canopy and the ground will also reduce risk.

Minimising food sources around the home that may attract mice and rats will again reduce the risk of snakes being attracted to the property.

Residents can also be proactive by installing snake proof mesh around their boundaries or installing snake deterrent devices.

## 7. Options

As this is an update on the program there are no options.

## LIST OF APPENDICES

Nil

## 12.7 RESPONSE TO NOTICE OF MOTION No 436 - PARK LIGHTING

**Author: Adrian Cope - Open Space Planning Coordinator**  
**Presenter: Maurie Heaney - General Manager Community Services**

### PURPOSE OF REPORT

To provide a response to the Notice of Motion 436 of the Ordinary Meeting of Council of 21 November 2016 relating to Park Lighting.

### RECOMMENDATION:

That Council:

1. Note the hierarchy of Regional, District and Local reserves as detailed in the Open Space Plan 2016-26 within the list of parks and reserves (**Appendix 1**).
2. Undertakes a detailed analysis of lighting in passive parks and linear reserves to determine standard of lighting required and the costs associated with the program.
3. Refers the provision of lighting in areas of public open space to the 5 year Capital Works Plan.

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## REPORT

### 1. Executive Summary

At its meeting on 21 November 2016, Council requested Council Officers to provide a report detailing:

1. the hierarchy of parks that apply within the municipality
2. the standard of lighting installed in each 'level' of park
3. the impact financially and on neighbourhood amenity of increasing the standard of lighting in parks, including via the use of solar lighting options.

As requested in the Notice of Motion 436 of the Ordinary Meeting of Council of 21 November 2016 this report provides the hierarchy of the parks and reserves within the municipality and reviews the provision of lighting in these parks but does not consider lighting in sporting grounds, community centres or municipal car parks.

The lighting of passive open space across the City has generally been delivered on an ad hoc basis with lighting of paths in local parks being traditionally seen as a low priority compared to the provision of other infrastructure such as shelters, play equipment paths and trees.

No formal standard of lighting has been set within each 'level' of park, however, it is intended, as an outcome of the Open Space Plan 2016-26 (the Plan) and the capital works program for Park Development, that lighting in passive open space paper is reviewed to provide clarity for the standard and locations where lighting is required within new developments and where lighting should be installed or upgraded in existing parks and reserves.

The provision of lighting is expected to add to the amenity of reserves where lighting is provided and will likely have a positive impact on the perceptions of safety associated with the reserve.

This report investigates the possibility in increasing or improving the lighting in passive parks throughout the municipality, the standard of lighting and the cost implications in doing so.

## **2. Background/Issues**

### **1. The hierarchy of parks that applies within the municipality**

The Open Space Plan 2016-26, adopted by Council at the Ordinary Meeting of 4 April 2016, identifies the hierarchy of open space as Regional, District and Local reserves. The list of reserves and their current status is attached at **Appendix 1** and an extract from the Open Space Plan 2016 which identifies the hierarchy of reserves is attached at **Appendix 2**.

### **2. The standard of lighting installed in each 'level' of park**

The Plan does not identify if lighting is to be provided at each level of park but does have an action plan objective relating to the development of policies that will guide and inform Council regarding open space development, including the provision of lighting within public passive open spaces.

Council also has a standard set of Landscape Guidelines, adopted in 2010, that identified that District standard parks were to be provided with public lighting and by implication that Local standard parks would not be provided with public lighting.

The standard of lighting installed in each 'level' of park has not yet been determined in any Council standard, guideline or document, however as a result of the adoption of the Open Space Plan the preparation of a 'position paper' to outline a scheduled program of implementation has been commenced in regards to the provision of lighting within passive open space.

This paper intends to provide a clear and consistent approach to the decision-making process for the provision of external lighting across Melton City Council (Council) managed open space that is consistent with relevant Council plans and strategies as well as relevant legislation. This paper proposes that lighting is focused on paths within the reserves rather than attempting to illuminate the whole of the reserve.

Where lighting is provided, or is to be provided, the standard of lighting is determined by the Australian Standard AS NZS 1158 2005: Lighting for Roads and Public Spaces.

This standard determines the lux level for lighting as well as the frequency/spacing of lights but does not require all areas of open space to be provided with lighting, rather it determines the standard of lighting that is provided along paths where Council determines that lighting should be provided.

The Australian Standard identifies Category P as being applicable to outdoor public areas, other than roads, where the visual requirements of pedestrians are dominant. Based on the standards, Category P4 determines that lighting is installed at between 25 – 35 metre spacings, depending on the lighting product that is being used.

Reserves that have been provided with lighting have typically been along transit routes, thereby ensuring that lights illuminate the path network to facilitate active transport rather than lighting the reserve for use outside daylight hours.

The exception to this within the municipality is the provision of lighting at Lake Caroline Promenade, which was developed by Delfin Lend Lease and was to provide a greater level of amenity, creating an iconic location.

### **3. The impact financially and on neighbourhood amenity of increasing the standard of lighting in parks, including via the use of solar lighting options**

**Appendix 1** of this report provides a list of parks greater than 0.2 hectares within the municipality and identifies those parks that currently have lighting installed.

In determining if lighting is provided, a range of issues need to be considered in determining if lighting is installed; including if the lighting is to improve safety or add to the amenity or aesthetics of the area. Other issues for consideration include:

- Environmental Impact:
  - Increase the carbon footprint impact of Council's public lighting
  - Impact on the fauna of the area, specifically in linear corridors along creeks such as Toolern Creek, Arnolds Creek and Kororoit Creek
  - Lighting spill on residential properties.
- Social Benefit/Impact:
  - Improvement in the safety of the community
  - Crime prevention through Environmental Design ( CPTED)
  - Does the installation of lighting increase use of area of open space outside daylight hours?
  - Will the lighting of parks have a negative impact on residents abutting the parkland?
  - Is the reserve along a transit route?

Council has approximately 230 parks and 40 linear reserves. It is noted that the linear reserves have approximately 70 kilometres of shared trails at present. Council's asset data identifies that 34 of the parks and linear reserves currently have lights installed. The majority of areas of open space that have lighting have seen the installation being undertaken by Developers as part of the residential development.

A review of Council's Customer Action Request (CAR) system identifies that requests for lighting have been infrequent, with 22 having been received in the past seven years. Six of these requests have been received during 2016 with the majority of these requests relating to security within areas of open space.

The cost of lighting has been significant given the need to connect mains power and provide underground cables and infrastructure. The newer technology of solar power and LED lighting has resulted in a significant reduction in the cost of provision of lighting.

It is Officers belief that as a result of a combination of factors including infrequent use, poor transit connections and negative social and environmental impacts the lighting of all parks and linear reserves is unwarranted and an audit should be undertaken to determine which reserves may benefit from or require lighting.

A provisional review estimated by Officers indicate that up to 110 parks could be lit. Using an average of 4 - 6 lights per passive park approximately 440 - 660 lights would be required.

Parks such as Navan Park and Lake Caroline, with approximately 2,000 metres of path, would require in excess of 50 lights in the event that Council decided to install lighting. It is noted that these parks are not typical of those within the municipality.

The lighting of the north side of Kororoit Creek Linear trail from Caroline Springs Boulevard to Lake Caroline Reserve, a distance of 910 metres, is estimated at \$85,800 with spacing of one light per 30 metres.

A wide variety of lighting types are now on the market ranging from the all-in-one that includes solar panels built into the lighting panel to the split unit. Both types of lights are required, depending on the orientation of the paths that require lighting. The LEDs now available reduce the level of illumination when no activity is detected and increase upon movement, thereby reducing lighting spill but also increasing disruption if located close to dwellings.

Light poles suggested in the report are steel in structure and 3 to 4 metres in height with an attached panel fixed to the structure.

Estimates have been sought for the supply and installation of solar LED lights. Based on the two styles of lights that are in current use across the municipality a total estimated project cost of between \$1,254,000 and \$1,881,000 may be required. This figure is a basic estimate based on simple light provision and installation only with no contingencies or ongoing maintenance/renewal expenditure.

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

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City
  - 1.2 Build a sense of place through an engaging range of community facilities and shared open spaces*

### **4. Financial Considerations**

The provisional cost estimate for the supply and installation of between 440- 660 solar lights using LED technology is for a total estimated project cost of between \$1,254,000 and \$1,881,000.

A formal audit and quantified costing should be undertaken to ascertain the full extent of works required before considering this item for inclusion in any works program.

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

Consultations have occurred internal of the organisation with Council staff. If Council were to proceed with any installation of future lighting, there would be a further engagement process with the affected residents.

### **6. Risk Analysis**

The risks associated with lighting of public open space are difficult to determine as Council has not lit many of the parks and reserves in the municipality. These risks generally relates to safety in the use of paths in the reserves and improving the perception of safety when in the parks and reserves. The installation of lighting has been in an ad hoc manner, typically being reactionary rather than in a systematic and analytical manner.

The standard of lighting of open space is determined by the Australian Standard AS NZS 1158 2005: Lighting for Roads and Public Spaces. Category P of the standard is applicable to outdoor public areas, other than roads, where the visual requirements of pedestrians are dominant.

Further analysis of parks and reserves by a suitably trained and qualified person to determine where lighting is required would reduce the risk.

The development and introduction of a Paper or Policy for the lighting of parks and open spaces will provide guidance on what Council expects to be delivered within areas of public open space. The need to have a consistent approach provides guidance to the community as well as to Developers in the provision of open space in the growth areas of the municipality.

The provision of lighting in key reserves will provide an improvement in the accessibility and use of the reserves and improve the perceptions of safety.

## 7. Options

Council has the option to:

1. Not undertake any lighting within areas of open space.
2. Undertake detailed analysis of lighting in passive parks and linear reserves to determine what lighting is required and the costs associated with the program.
3. Provide a program of funding to install lighting in parks throughout the municipality via Council's 5 Year Capital Works Plan.
4. Refer this report to the Passive Parks Development Program for consideration and inclusion in the program.

## LIST OF APPENDICES

1. Parks Asset Data - December 2016
2. Open Space Plan Extract: Hierarchy of Parks - February 2016

## 12.8 GROWING SUBURBS FUNDING OUTCOMES

**Author: Michelle Rowe - Social Planning Officer**  
**Presenter: Maurie Heaney - General Manager Community Services**

### PURPOSE OF REPORT

To report the outcomes of the recently awarded Growing Suburbs Fund grants and to highlight Council's projects that were successful.

### RECOMMENDATION:

That Council:

1. Note Melton City Council's success in being awarded Growing Suburbs Funding for the amount of \$4.38M.
2. Write to the Hon. Natalie Hutchins, the Minister for Local Government, thanking the State Government for their support via this funding program.

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## REPORT

### 1. Executive Summary

Council resolved at its meeting on 21 November 2016 to apply to the State Government via the Growth Suburbs Fund (GSF) for nine (9) projects. Officers submitted applications which are referred to on page two of this report.

In 2015 the State Government officially launched the Interface Growth Fund (IGF) with an initial \$50M investment into the outer suburbs to support the delivery of critical local infrastructure needs for growing communities. Council was successful in obtaining a total of \$6.321M from Round 1 of the IGF.

The IGF has subsequently be renamed as the Growing Suburbs Fund (GSF) and in May 2016 \$50M was made available to Melbourne's ten (10) Interface Councils. These Councils are Cardinia, Casey, Hume, Melton, Mitchell, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges.

Council submitted nine (9) projects to the GSF and was successful in receiving a total of \$4.38M toward five (5) projects. The five (5) projects are:

- Caroline Springs Basketball Facility extension
- Scout Environment Education Activities Centre construction
- Botanic Trail
- Kensington Drive Reserve Development upgrade
- Burnside Sage 2 Multipurpose Community Centre.

This report provides an overview of the funding received.

### 2. Background/Issues

Council responded to the 2016-17 Growing Suburbs Fund application guidelines and submitted nine (9) separate funding applications in July 2016. The nine (9) projects submitted, including the amounts submitted for, are presented in the following table:



	<b>Project</b>	<b>Capital Cost</b>	<b>Funding Requested</b>	<b>Funding Outcome</b>
1	Caroline Springs Basketball Facility extension	\$7M	\$2.5M	\$2.5M
2	Scout Environment Education Activities Centre construction	\$2M	\$500K	\$500K
3	Botanic Trail	\$850K	\$400K	\$190.9K
4	Taylor's Hill West Sporting Precinct Development	\$11M	\$3M	Nil
5	Kenswick Drive Reserve Development upgrade	\$387K	\$194K	\$194K
6	Caroline Springs Regional Tennis, Pavilion and Court construction	\$4M	\$2M	Nil
7	Burnside Stage 2 Multipurpose Community Centre	\$2M	\$1M	\$1M
8	Hannah Watts Park development	\$1.1M	\$500K	Nil
9	Stan Payne Reserve development	\$500K	\$250K	Nil

The GSF intended to fund a mix of projects that have a direct social or economic benefit for communities across the following broad infrastructure:

- community health, wellbeing, and social interaction
- early education and learning and training
- sport, recreation and leisure
- environmental and climate change resilience
- place-making civic amenity and community connecting.

All infrastructure projects are to commence construction within 12 months of the grant being announced and must be completed within a three (3) year timeframe from the start of construction. It is also highlighted that any one Council will not receive more than 20% of the total 2016-17 GSF funding pool (which is a total of \$50M). This means that any one Council will not receive in excess of \$10M.

The 2016-17 GSF is the contribution towards meeting critical local infrastructure needs for communities in Melbourne's diverse and fast growing outer suburbs. It is positioned to quickly respond to the pressures being experienced by Interface communities by bringing forward local infrastructure projects that will make a big difference of the day-to-day lives of outer suburban families.

### **Successful GSF Projects**

The five (5) successful GSF projects (and awarded funding amounts highlighted) in this round are:

#### **1. Caroline Springs Basketball Facility extension:**

Construction of two high ball courts, community meeting space, a kitchen and amenities to the existing Caroline Springs Leisure Centre that supports a range of indoor sports and programs. The project will provide multiple participation opportunities for local and neighbouring residents and will address the under provision of indoor courts across Melton's eastern corridor.

**2. Scout Environment Education Activities Centre construction:**

The construction of a new Scout Adventure Activity Centre (SAAC) located at Burnside Heights Recreation Reserve, Burnside Heights. This facility will provide a home for the Caroline Springs Scout Group, catering for around 300 youth aged 5 to 25 years. It will be a quality community facility and education centre, providing programs aimed at developing resilient youth, addressing social challenges and vulnerabilities and building future community leaders.

**3. Botanic Trail:**

The Melton Botanic Trail will connect the Melton Botanic Gardens (MBG) to the Toolern Creek Trail and provide a walking track around the Botanic Lake. The project will consist of three pedestrian bridges, a board walk, a kilometre of shared path and landscaping works.

**4. Burnside Stage 2 Multipurpose Community Centre:**

It is proposed that the second stage of Burnside Multipurpose Community Centre be constructed in a 'growth zone' adjacent to the existing facility on the corner of Lexington Drive and Montmartre Boulevard Burnside, and the centre of the last stage of the Dennis Family Corporation's development at Burnside. Significantly this site is adjacent to a designated Primary School site in Lexington Drive. To meet the demand for large quality, dedicated community space, Stage 2 of the Burnside Multipurpose Community Centre will include a 360 square metres of partitionable activity rooms for play groups, meetings and a diverse range of other events, and landscaping in accordance with the master plan to provide for community use.

**5. Kenswick Drive Reserve Development upgrade:**

The upgrade works at Kenswick Drive Reserve will revitalise this under-utilised open space. It will provide much needed infrastructure creating a vibrant and participatory environment for the community, providing opportunities for social interaction and physical activity which can be directly linked with broader positive health and wellbeing outcomes.

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

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability

*2.5 Advocate in the best interests of our community and region*

**4. Financial Considerations**

The projects identified exist within Council's 10 Year Capital Works Plan for current or future years. In the event contributions are not forthcoming there is no anticipation that additional Council funds will be required. If projects are funded this would simply enable them to be brought forward in the 10 Year Capital Works Plan.

**5. Consultation/Public Submissions**

Consultation have occurred over the past in many ways, specifically around Council briefings or budget paper discussions. Capital Works updates etc.

## **6. Risk Analysis**

Any risks associated with the funding submissions have been considered at the time that Council resolved to endorse the projects.

## **7. Options**

Council has the option to note the funding achievements outlined in this report.

## **LIST OF APPENDICES**

1. 2016-17 Growing Suburbs Fund Application Guidelines - undated

## 12.9 MELTON BOTANIC TRAIL FUNDING SHORTFALL

Author: Matthew Hutchinson - Design and Traffic Coordinator  
Presenter: Luke Shannon - General Manager Planning & Development

### PURPOSE OF REPORT

To present Council with options of how to fund the shortfall of the Melton Botanic Trail project.

### RECOMMENDATION:

That Council fund the funding shortfall with an allocation in the capital works program 2017/18.

---

## REPORT

### 1. Executive Summary

The Melton Botanic trail creates a connection from the Toolern Creek Trail to the Melton Botanic Gardens (MBG) through a series of pedestrian bridges and shared paths. This project was funded as part of the Growing Suburbs funds but not the full allocation Council requested. This has left Council with a \$150,000 shortfall to complete the project.

The recommendation to Council is to fund the shortfall from Council's capital works program.

### 2. Background/Issues

The Melton Botanic Trail will connect the Melton Botanic Gardens to the Toolern Creek Trail and provide a walking track around the Botanic Lake. The project will consist of three pedestrian bridges, a board walk, a kilometre of shared path and landscaping works. See Melton Botanic Trail Master Plan - November 2016.

The project was funded as part of the Growing Suburbs fund but not to the full amount requested. Council requested \$424,000 and was funded \$190,000. Excluding Council and Friends of the Melton Botanic Garden in kind support Council are \$150,000 short in funding.

Council's portion of the funding was for the connection over Toolern Creek and the shared path connecting into the MBG. This will proceed irrespective if Council accept the funding or not.

A discussion with department occurred in the days preceding the funding announcement about the reduced funding amount. The discussion was could the project still be completed with the reduced funding. The Council officer agreed it could but would likely need to be delayed slightly to obtain extra funding in the 16/17 budget.

### 3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City
  - 1.1 *Strategically plan for a well designed and built City*

### 4. Financial Considerations

The shortfall in funding including contingencies is \$150,000.

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

There were many letters of support for the project including the Friends of the Melton Botanic gardens who committed \$50,000 in landscaping.

## **6. Risk Analysis**

The risk of not accepting the funding is that Council are unlikely to receive it in future rounds.

## **7. Options**

1. Fund the shortfall from Council's capital works program.
2. Fund the shortfall from the Shared Path Program at the expense of another project.
3. Decline the funding and not proceed with the path and bridges around the lake. The connection over Toolern Creek will proceed.

## **LIST OF APPENDICES**

1. Melton Botanic Trail Master Plan - November 2016

## **12.10 MELTON RECREATION RESERVE - FEMALE CHANGE ROOMS AND PUBLIC TOILET FACILITIES**

**Author: Glenn Mulcahy - Recreation Coordinator**  
**Presenter: Maurie Heaney - General Manager Community Services**

### **PURPOSE OF REPORT**

To consider a funding request for public toilets and female change rooms at Melton Recreation Reserve.

### **RECOMMENDATION:**

That Council note that:

1. A funding application seeking \$70,000 to Sport and Recreation Victoria's, Country Football Netball Program to support construction of female friendly change facilities at Melton Recreation Reserve in the 2017/18 financial year has been submitted.
2. Subject to the funding approval being received, Council proceed with the works with a Council contribution of \$100,000.
3. Should the funding application not be successful, the project be referred to the 2017/18 Budget for consideration.

### **REPORT**

#### **1. Executive Summary**

The Melton South Football Netball Club (MSFNC) has submitted a proposal to Council seeking a funding contribution towards the installation of a public toilet amenities block and female change room at Melton Recreation Reserve. The Club states that the project is required due to netball teams (home and visitors) currently utilising public toilets as change facilities.

#### **2. Background/Issues**

The MSFNC has provided Football and Netball opportunities to the Melton community since 1972. Tenants at Melton Recreation Reserve (alongside Melton South Junior Football Netball Club (MSJFNC) and Melton South Primary School Cricket Club (MSPSCC), the club comprises a netball program with ten current teams and a senior, reserves and under 18's Australian Rules Football program.

Female football is currently the fastest growing sport within Victoria and netball is anticipated to experience 18% growth within the region by 2026. Regional Planning (Western Metropolitan Regional Football Facilities Strategy and AFL Goldfields Regional Strategy) has identified that investment into essential player and official change room amenities is critical to both support the increasing need to cater for female participation – Investment into female friendly facilities at Melton Recreation Reserve has been highlighted as a priority within both strategies.

Furthermore, this is supported by Sport and Recreation Victoria (SRV) Female Friendly Sport Infrastructure guidelines released in 2016 encouraging female participation in inclusive environments.

The SRV Country Football and Netball Program (CFNP) provides funding of up to \$100,000 at a 2 to 1 ratio, to assist country football and netball clubs, to develop facilities including but not limited to: unisex change room facilities for players / umpires and development or

upgrading of football and netball surfaces. Applications for the current round of funding closed on 7 December 2016 where Council applied for the maximum \$70,000 eligible under the funding conditions.

The proposal for a modular relocatable change rooms (1 home and 1 away) is to be located adjacent to the existing pavilion onsite but connected to existing services and designed to comply with State Government, AFL and Netball Victoria's Preferred Facility Guidelines.

Issues identified regarding the Melton South Football Netball Club proposal include:

- The Club have identified that this project is an immediate need required prior to next Football / Netball season beginning on April 1 2017. Works would need to commence on site in February 2017 to meet this timeline.
- The Club request is for a combined amenities block, including a female change room and public toilet facilities. Public toilet facilities (male, female and disabled) currently exist within the current pavilion at Melton Recreation Reserve and adjacent to the reserve car park to accommodate spectators on game day. The Open Space Plan 2016-2026 suggests Melton Recreation Reserve public toilet provision is adequate for a district reserve.
- The quotation design provided by the Club is not supported by significant strategic infrastructure planning guidelines completed by Council and stakeholders including the Australian Football League (AFL), Netball Victoria (NV) and Sport and Recreation Victoria. Items including provision of urinals, change room size, lack of showers and lockable cubicles to allow for privacy have not been considered in this proposal.

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

The Melton City Council 2013-2017 Council Plan references:

4. Community Health and Wellbeing: A City of people leading healthy and happy lives  
*4.3 Encourage our community to be physically active and healthy*

### **4. Financial Considerations**

The club has committed a financial contribution of \$30,000 towards the project and a further \$20,000 contribution for in labor and materials association with the connection of services.

Funding for this project is not currently allocated in the 10 year Capital Works Program or recurrent Council budgets. If the funding application to SRV is successful for the proposed project, this will be referred to the 2017/18 budgetary process along with all other Council priorities.

The Club has received a quotation for \$113,700 to install the proposed amenities public toilet amenities block and female change room at Melton Recreation Reserve. This quotation does not include plans and approvals of approximately \$2,300 connection to services \$12,000 bringing the total project cost to \$128,000.

Initial cost estimates by internal staff for design of a modular relocatable amenities block comprising of two unisex change rooms reflective of State Sporting Association Facilities Guidelines and construction / design standards is a total project cost to \$200,000. All prices listed are GST exclusive.

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

#### **Public consultation**

Discussions have been held with Melton South Football Netball Club President (Brendan Morrissey).

Consultation is required on design, further community funding commitments and project support from other tenanted users of Melton Recreation Reserve – Melton South Junior Football Netball Club (MSJFNC) and Melton South Primary School Cricket Club (MSPSCC).

**Internal technical consultation** - Internal consultation has been undertaken with staff from Capital Projects to ensure design for the funding submission is reflective of State Sporting Association Facilities Guidelines, State Government *Female Friendly Sports Infrastructure Guidelines (FFSIG)*, current construction / design standards and consistency with relevant legislation.

**External technical consultation** – External consultation on design and letters of support will be required for funding submission from State Sporting Bodies AFL Victoria and Netball Victoria.

## 6. Risk Analysis

Rejection of the proposal for female friendly change facilities would see a lost opportunity for Council to actively demonstrate its support to grow participation in female sport and recreation.

Proceeding with the proposal for female friendly facilities in the short time frames suggested may lead to an inferior product that will not be viable in the long term compared to a physical extension to the existing building.

## 7. Options

**Option 1** – The club hire public toilets as required.

This would address club requirements and provide time for officers to evaluate design and infrastructure options for the site.

**Option 2** – Consider the allocation requested for future Council budget process i.e. 2017/18 financial year.

## LIST OF APPENDICES

Nil



## 12.11 DIGGERS REST KINDERGARTEN RELOCATION

**Author: Kristie Lawson - Early Childhood Coordinator**  
**Presenter: Maurie Heaney - General Manager Community Services**

### PURPOSE OF REPORT

To inform Council of changes to Diggers Rest Kindergarten service provision due to significant damage to the building.

### RECOMMENDATION:

That Council note the report.

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## REPORT

### 1. Executive Summary

The Diggers Rest Children's and Community building was damaged after a vehicle incident on Wednesday 30 November 2016. The kindergarten programs will be relocated to continue to provide services to families.

### 2. Background/Issues

Melton City Council delivers the Kindergarten Central Enrolment service for four year old kindergarten and is in partnership with TRY Australia to deliver kindergarten to the Diggers Rest community.

Melton City Council provides the facility to deliver kindergarten programs to the Diggers Rest Community (**Appendix 1 and 2**).

The Diggers Rest Children's and Community building, located at 48/66 Plumpton Road, Diggers Rest was damaged in the early hours of Wednesday 30 November 2016, when a vehicle lost control and caused extensive damage to the Kindergarten room, children's bathroom and some of the outdoor play space.

As a result the three and four year old kindergarten programs are to be relocated to ensure current families can continue these programs until the end of term 4, 16 December 2016. An assessment into the impact of the kindergarten usage for 2017 is in the process of being determined.

Three options were considered for managing the relocation of kindergarten families for the remainder of 2016:

- To relocate the kindergarten programs to the Diggers Rest Primary School;
- To relocate the three and four year old programs to Burnside Kindergarten; and
- To relocate the 23 four year old children and 12 three year old children to other kindergartens with vacancies within the municipality.

In assessing the available options, it was determined by Council Officers that the primary school provided the best outcomes for Diggers Rest families. On Wednesday 30 November 2016, a Council Officer met with the Diggers Rest Primary School and explored the potential opportunity to relocate the kindergarten programs to the school. The Primary School welcomed the opportunity and identified the great benefits to the children in transitioning into primary school for 2017.

Documentation was submitted to Department of Education and Training (DET) notifying of the incident and applying for a new Service Approval to enable the programs to be relocated.

All families who are currently enrolled at the Diggers Rest kindergarten were contacted via telephone on Wednesday and asked to attend a briefing session the following day.

The affected families were briefed by Council Officers on Thursday 1 December 2016 at 1:30pm:

- Maurie Heaney, General Manager Community Services
- Vicky Matthews, Manager Families and Children
- Kristie Lawson, Coordinator Early Childhood

Cr Melissa De Santis, Cr Lara Carli and Cr Ken Hardy were in attendance to support the community. Carly Middleton, Operations Manager, Children's Services, and the Diggers Rest kindergarten staff from TRY Australia also attended the consultation.

Families with email addresses who were not in attendance were corresponded with via email on Friday 2 December 2016.

On Monday 5 December 2016 confirmation was received that DET granted approval of the Service Approval request and associated waivers to enable the kindergarten programs to operate from Diggers Rest Primary School effective immediately.

The four year old kindergarten program will recommence from Tuesday 6 December 2016 from Diggers Rest Primary School and the three year old program will recommence from Friday 9 December 2016.

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

The Melton City Council 2013-2017 Council Plan references:

3. Diverse, Confident and Inclusive Communities: A culturally rich, active, safe and connected City

*3.1 Provide an accessible range of services for all including children, young people, families and older adults*

### **4. Financial Considerations**

- Removal costs of the program to the Diggers Rest Primary School.

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

- Community Consultation to inform families of the arrangements for the remainder of the 2016 kindergarten term – 1 December 2016.
- Email sent to families unable to attend the Community Consultation – 2 December 2016.
- Community Consultation for families with a three or four year old kindergarten place for 2017 will be held before the end of the kindergarten term.
- Consultation with DET.

### **6. Risk Analysis**

Community perception of Council's ability to resume the kindergarten's operations from the Diggers Rest Children's and Community Centre in a timely manner.

**7. Options**

Not applicable.

**LIST OF APPENDICES**

1. Aerial photo Diggers Rest - dated 5 Dec 2016
2. Floor Plan - undated

## 12.12 SCHOOL CROSSING SUPERVISOR PROGRAM

**Author: Kel Tori - Chief Executive Officer**  
**Presenter: Kel Tori - Chief Executive Officer**

### PURPOSE OF REPORT

To advise Council in relation to current issue with respect to the subsidy level applying to Council's School Crossing Supervisor Program.

### RECOMMENDATION:

That Council:

1. Advocate to the State Government for a return to 50-50 split of School Crossing costs inclusive of salaries, installations, maintenance and program support.
2. Seek to have the Government, in partnership with Local Government, review the current model for School Crossing supervision.
3. Continue operation of the School Crossing Supervisor service under current arrangements for the 2017 school year, however during that period, give consideration to relinquishing Council's role in School Crossing supervision dependent on Government's response to the level of subsidy provided.
4. Submit to the next MAV General Assembly, a motion calling on all Councils and the MAV to campaign strongly for system review and a return to equitable funding.
5. Publicise the significant inequity that exists in funding for this important service.

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## REPORT

### 1. Executive Summary

At its inception, the school crossing supervision subsidy was a 50% contribution to the costs of operating school crossing across the State. With the expansion of the program since its inception and the increase in the number of schools and the prevalence of supervised crossings, the level of subsidy has continually been downgraded by the State Government to the point where currently Council is subsidised at 15.84% of direct costs associated with the delivery of school crossings. This equates to a financial contribution by Melton City Council of \$955,000 approximately per annum.

The MAV have been actively pursuing this matter with the State Government seeking a return to the original arrangement of 50% subsidy. It is to be noted that Northern Grampians Shire Council has already withdrawn from providing this service.

The Interface Group of Councils has identified that across the 10 Interface Councils there are some 825 subsidised crossings, and 111 unfunded crossings, for a total cost of slightly in excess of \$12M and a cumulative subsidy of almost \$3M leading to a net cost to Interface Councils collectively of approximately \$9M. The subsidy level represents an approximate subsidy of 25% of costs.

### 2. Background/Issues

The introduction of supervised school crossings was accompanied by a subsidy from the State Government to Local Government of 50% of the cost incurred. Over time this level of

subsidy has gradually eroded to the point where currently Melton City Council receives an effective rate of subsidy from VicRoads of 15.84% of the direct cost involved in providing crossing supervisors at 83 supervised crossings.

The industry has had a concern with ongoing cost shifting by the State Government for a number of years, and concerted programs in areas such as Maternal and Child Health funding have brought about and improved funding situation. This however is not the case with school crossings. In 2015-16 Melton City Council had 83 crossings and the direct cost of supervising those crossings was \$1,134,987, to which Council received a VicRoads subsidy of \$179,773. This is an effective subsidy rate of 15.84% and leaves Council to fund \$955,000 approximately for the delivery of this important road safety community service.

It is seen as an oddity that responsibility for this program falls to Local Government when many of the crossings are to service State school children attending State schools across State roads.

It is seen as important by officers that Council join with other municipalities who are raising this matter as a key issue, and support the MAV in its advocacy work with the objective of achieving a fairer funding outcome.

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

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City

### **4. Financial Considerations**

As stated in the background, Council subsidises the delivery of School Crossing Supervision Program in the order of \$955,000 per annum approximately. This represents a significant element of Council's overall budget, and whilst there is no cost involved including this element in Council's Advocacy program, there is potential considerable upside.

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

Consultation has occurred with both the MAV and the Interface Group of Councils who share Council's concern in relation to diminishing subsidy levels and an increasing liability of Councils for the provision of this important community safety program.

### **6. Risk Analysis**

There is a financial risk to Council in continuing to deliver this level of service at the current level of subsidy. It is also acknowledged by staff, that community safety would be placed at risk if the Crossing Supervision program was not provided, however the question here is whether Council should be picking up the lion share of the financial burden in respect of delivering this program.

### **7. Options**

Council has a number of options in regard to this program which include:

1. Maintaining the status quo
2. Withdrawing from provision of this service
3. Rationalising the current level of service provided
4. Requesting VicRoads to take back responsibility for the service.

### **LIST OF APPENDICES**

Nil

## **12.13 RESPONSE TO NOTICE OF MOTION 438 - COMMUNITY GROUP SUPPLIER ENGAGEMENT ACROSS COUNCIL EVENTS.**

**Author: Daniel Hogan - Manager Engagement & Advocacy**  
**Presenter: Peter Bean - General Manager Corporate Services**

### **PURPOSE OF REPORT**

To respond to Notice of Motion 438, seeking further information in relation to the selection of Community Groups as suppliers to various Council run community events, and provision of an alternative model to ensure the principles of fairness and equity can be observed in engaging Community Groups across the municipality.

### **RECOMMENDATION:**

That Council pursue an annual Expression of Interest process for the engagement of community groups as suppliers and participants for Council events throughout the municipality over the course of a year.

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### **REPORT**

#### **1. Executive Summary**

At Ordinary Meeting of Council 21 November 2016, Council carried Notice of Motion 438 (Cr Majdlik) which moved, 'That Council officers provide a report outlining how Council decides and distributes the equity between various community groups (such as the Lions, Rotary Clubs and others) throughout the different events that Council is responsible for throughout the year, and include in the report how Council can look at a more fairer distribution between the various Community Groups (and its different branches) within our municipality.'

Officer's Comments attached noted, "Council Officers fully support any attempt to ensure that not-for-profit community groups that make themselves known and available to Council for the supply of labour, catering, entertainment etc. are given equal opportunity to participate in Council events.

Informally, rotation of community groups, particularly where such groups can raise funds, is a common practice to try and ensure fairness and equity. Engaging service clubs to support Council in its delivery of events is very much dependent upon the capacity of community groups to deliver the services."

Council variously engages the following community groups to provide services; Lions Club of Melton (Djerriwarrh Festival), Rotary Club of Melton Valley (Australia Day, Carols event), Melton Owls Branch Country Women's Association (Australia Day), Caroline Springs Scouts (Australia Day), Melton RSL Sub-branch (Anzac Day, Remembrance Day), Caroline Springs RSL Sub-branch (Anzac Day), Melton Historical Society (Australia Day) and 979FM (Djerriwarrh, Australia Day, Carols Event, Summersault). Caroline Springs branches of Lions and Rotary have not previously been engaged on a paid basis.

#### **2. Background/Issues**

At Ordinary Meeting of Council 21 November 2016, Council adopted Notice of Motion 438 (Cr Majdlik) which moved, 'That Council officers provide a report outlining how Council decides and distributes the equity between various community groups (such as the Lions, Rotary Clubs and others) throughout the different events that Council is responsible for

throughout the year, and include in the report how Council can look at a more fairer distribution between the various Community Groups (and its different branches) within our municipality.'

Typically, the method of engagement is informal, in which the capacity and range of services available from the above community groups is known or negotiated on an as-needs basis by the Events & Culture unit. While no formal process is mandated (such as compulsory tendering or the like), consideration is given to a range of factors including price, quality, reliability, historical engagement, event context, in-kind event support and equity of access. This is particularly true where Council is paying for the provision of service, understanding that the community groups return significant value to the community.

To date, Council Officers have received no complaint from community groups that they are not being fairly considered for the provision of services or opportunity to engage, and in some cases, multiple community partners are approached to participate simultaneously or invited to quote.

Additionally, food vendor applications are available publically for Djerriwarrh Festival and Summersault. Council has not received a formal application from any community groups for the provision of sausage sizzles or the like through this process.

In considering fairer distribution between community groups as expressed within the motion, various alternative procurement models are available to formalise engagement, ranging from the pursuit of verbal quotes, written quotes, Expression of Interest processes, to full formal tendering.

Balancing administrative and procedural ease for all parties concerned, and the desire of Council to ensure a fair and equitable process, it is recommended that an Expression of Interest process be adopted to allow all community groups to apply for the provision of services.

Expressions of Interest for community groups to be engaged for a range of Council events would be publically advertised to ensure equity of access. Submissions from groups would then be evaluated against standard criteria to secure pre-selection for a subsequent quotation and possible engagement according to the specific requirements of the event. This ensures fairness, flexibility, accuracy and competition.

Any such balanced scorecard for evaluation would be advertised to ensure applicants are aware of Council requirements, and they will cover a range of factors including price, quality, capacity, OH&S considerations, public liability and licenses etc.

The recommendation provides a fairer outcome in that all community groups have equal access to Council event opportunities in a transparent process, and that all community groups may compete on their merits.

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

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability

*2.1 Build community trust through socially responsible governance for long term sustainability*

### **4. Financial Considerations**

Publically advertising an Expression of Interest process will incur costs not exceeding \$1,000 annually.

**5. Consultation/Public Submissions**

No Consultation was required in the preparation of this report.

**6. Risk Analysis**

No outstanding risk exists for either the adoption of the recommendation, or for the continuance of the current operating procedure.

**7. Options**

Council may choose an alternative procurement model to the recommendation, such as a tender process, formal quotes or for the continuance of the current operating procedure.

**LIST OF APPENDICES**

Nil



## 12.14 NATIONAL GROWTH AREAS ALLIANCE CONGRESS 2016

**Author: Daniel Hogan - Manager Engagement & Advocacy**  
**Presenter: Peter Bean - General Manager Corporate Services**

### PURPOSE OF REPORT

To inform Council of the National Growth Areas Alliance (NGAA) Congress 2016, hosted by the City of Wanneroo, Western Australia, 13 November to 15 November 2016.

### RECOMMENDATION:

That Council note the report.

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## REPORT

### 1. Executive Summary

Melton City Council is one of 23 members of the National Growth Areas Alliance (NGAA), a coalition of the fastest growing Councils in Australia. Recognising shared challenges and opportunities, the membership empowers the NGAA to advocate for outer suburbs, working to lobby State and Federal Governments for improved outcomes for urban edge communities.

The NGAA hosts an annual Congress in which member Councils from all over Australia gather to formally and informally share information and insights into common problems and innovative solutions, individually and collectively.

The theme of the congress was “Building the outer suburbs of the future – challenges and opportunities”.

Over three days, the Congress featured keynote addresses from the Honourable Anthony Albanese, Federal Member for Grayndler, Ian Goodenough MP, Federal Member for Moore, and representatives of MacroPlan Australia, the Victorian Government, the Urban Development Institute of Australia, the Council of Mayors of South East Queensland, the University of Western Australia and others. (Program attached as **Appendix 1**.)

A facilitated workshop was also convened in order to collectively reaffirm the mission, strategic purpose and key advocacy themes of the NGAA.

Council sent two representatives, General Manager, Corporate Services, Mr. Peter Bean, and Manager, Engagement & Advocacy, Mr. Dan Hogan.

### 2. Background/Issues

The National Growth Areas Alliance (NGAA) is a coalition of the fastest growing Councils in Australia. Recognising shared challenges and opportunities, the NGAA represents outer suburbs, working to lobby State and Federal Governments for improved outcomes for urban edge communities.

According to the NGAA, “Governments must act now and invest in infrastructure to ease congestion, cost of living and stress. That foresight will also lead to improved equity, more local jobs and a permanent boost in national GDP.”

The NGAA advocates for improved outcomes through a range of measures, including campaigns such as Fund our Future – which has already had wins in the community,

government and media spheres. Melton City Council participated in this campaign with highly visible traditional and digital media, engaging with our community to highlight local need.

The NGAA also regularly meets with politicians, their advisors, officers and other stakeholders to brief them on issues affecting outer suburban communities and to propose what needs to be done. The Alliance also commissions research, makes submissions and provides input to policy. Representatives from both the Federal Government and Opposition spoke at the Summit, recognising the growing importance of the NGAA as the peak representative body for fast growing outer suburbs.

### **NGAA Membership**

#### *Executive*

Chair: Mayor Glenn Docherty, City of Playford (SA)  
Deputy Chair: Mayor Tracey Roberts, City of Wanneroo (WA)  
Executive Committee: Representatives from each state  
Executive Officer: Ms Ruth Spielman

#### *Member Councils*

##### NSW:

Blacktown City Council  
Camden Council  
Campbelltown City Council  
Liverpool City Council  
Penrith City Council  
Wollondilly Shire Council

##### Victoria:

City of Casey  
Cardinia Shire Council  
Wyndham City Council  
City of Melton  
Hume City Council  
City of Whittlesea

##### Western Australia:

City of Wanneroo  
City of Swan  
City of Cockburn  
Serpentine-Jarrahdale Shire  
City of Kwinana  
City of Armadale  
City of Gosnells

##### South Australia:

District Council of Mount Barker  
City of Playford

### **Summit**

The theme of the conference, 'Building the outer suburbs of the future – challenges and opportunities', allowed a focus on understanding the practical and theoretical structures and policy settings influencing suburban and community development, as well as featuring case studies locally and internationally that have experienced success in delivering the funding and investment required to fund essential community infrastructure. (Program attached as **Appendix 1.**)

Attendees were drawn across the membership, skewing to Executive and Councillor representation. Given the timing of the event, soon after Victorian Council elections, Councillor presence from Victoria was unfortunately low, a fact regrettably acknowledged by the executive of the NGAA.

The Congress also had a focus on collective agreement of the strategic and tactical ambitions of the NGAA. A group workshop asked member Councils to consider achievable, timely actions aligned with a vision for what the NGAA should be. The workshop was facilitated by Ms. Ruth Spielman, Executive Officer of NGAA and members of staff.

Several ideas were canvassed, including the determination and leverage of current member priorities in transport, economic development and health as the basis for ongoing advocacy, tapping into member experiences both good and bad, a need to highlight capital works backlogs and infrastructure gaps, a requirement to update research for evidence based policy formulation and advocacy, leverage of the Smart Cities strategy of the government, a need to prepare the ground for a strong advocacy push in the next federal election, recognising the approximately three million aggregated voting population of the member Councils.

On an operational level, it was agreed that the NGAA continue with the campaign which had generated significant recognition and pressure at senior levels of both state and federal levels.

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

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability

*2.5 Advocate in the best interests of our community and region*

### **4. Financial Considerations**

Costs to participate in the congress in the congress have been included within the current Council budget.

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

No consultation was required in the preparation of this report.

### **6. Risk Analysis**

Nil

### **7. Options**

The report is to inform Council of the outcomes from the congress. As such, there are no options for consideration.

## **LIST OF APPENDICES**

1. NGAA Congress 2016 Program - undated

## **12.15 CONTRACT No 1806/0711 INFORMATION TECHNOLOGY PRODUCTS & SERVICES**

**Author: Amanda Pugh - IT Portfolio Management Coordinator**  
**Presenter: Peter Bean - General Manager Corporate Services**

### **PURPOSE OF REPORT**

To advise Council that the tender assessment for Contract No 1806/0711 Information Technology Products & Services has been completed and a recommendation is presented to Council.

### **RECOMMENDATION:**

That Council:

1. Endorse the use of the contract for supply of Information Technology Products & Services under the Procurement Australia contract 1806/0711 for an initial term of 2 years commencing 1 July 2016 with two further options of 12 months each.
2. That the CEO be delegated authority to approve final contract terms, and to sign and seal contract documentation.

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### **REPORT**

#### **1. Executive Summary**

Council has previously engaged a number of IT vendors via the Procurement Australia contract which expired 30 June 2016. Procurement Australia has conducted a tender process on behalf of Council (**Confidential Appendix 1**) (separately circulated), other Local Government Authorities, Not for Profit organisations and Statutory Bodies. The Minister provided a blanket approval for Council to enter into such contracts with Procurement Australia (**Appendix 2**). This type of collaborative procurement model ran by Procurement Australia allows Council to leverage its information technology requirements and services, as part of a much larger aggregated volume resulting in a significantly better outcome for Council than would otherwise be possible.

#### **2. Background/Issues**

Council is currently not able to access Contract No 1806/0711 Information Technology Products & Services. The result is that Council must ensure that standard procurement processes are adhered, which means less efficient and potentially more expensive than the master agreement via Procurement Australia.

The planned refresh of a significant proportion of Melton City Council's computers is an excellent example of such a contract providing efficiency and value. Without the ability to access such an agreement, a public tender will be required to facilitate the purchase of the required number of computers. This will place a further time and cost burden upon the project.

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

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability

*2.1 Build community trust through socially responsible governance for long term sustainability*

#### **4. Financial Considerations**

All expenditure under the contract will be in accordance with Council's adopted budget.

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

As the supply of this category is an internal service to Council, no public consultation has been undertaken.

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

If the contract is not endorsed, then Council will continue to experience less efficient procurement of IT products and services, and potentially more expensive.

#### **7. Options**

Council has the option to decline endorsement of the contract, and compel the IT department to undertake procurement activities as required; however it is not likely this will provide 'best value'.

#### **LIST OF APPENDICES**

2. Ministerial Approval of Arrangements - dated 4 August 2014

**13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES**

Reports on external Committees and external Representative Bodies for which Councillors have been appointed by Council.

**14. COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS**

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.

**15. NOTICES OF MOTION****15.1 NOTICE OF MOTION 440 (CR MENDES)****Councillor: Michelle Mendes - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 12 December 2016.

**MOTION:**

That Council Officers investigate potential sites in Diggers Rest for a dog off lead park and report back to Council within three months with indicative costing.

**OFFICER'S COMMENTS:**

Officers will undertake a review of suitable sites within Diggers Rest to determine if there is capacity to provide a dog off lead park that is sustainable and will meet the social and recreational needs of the local community.

A cost estimate, based on the area of existing infrastructure will be provided upon completion of the assessment of open space within Diggers Rest.

**15.2 NOTICE OF MOTION 441 (CR TURNER)****Councillor: Bob Turner - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 12 December 2016.

**MOTION:**

That Council officers report back to the next Ordinary meeting the options available regarding the opening or not of Thrice Lane and Gloaming Ride.

**OFFICER'S COMMENTS:**

In accordance with Council's resolution of 30 May 2016, Council's Engineering Department is presently undertaking the detailed design work to determine the cost to open up Thrice Lane and Gloaming Ride to through traffic. A feature and level survey of Thrice Lane and Gloaming Ride was completed in October and detailed design work will be completed in January 2017, along with a detailed cost estimate of the required works. The outcome of the design and cost estimate will be reported to Council, to enable Council to consider the cost impact of opening Thrice Lane and Gloaming Ride up to through traffic, along with determining the appropriate timing of these works.



**15.3 NOTICE OF MOTION 442 (CR RAMSEY)**

**Councillor: Sophie Ramsey - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 12 December 2016.

**MOTION:**

‘That Council formally rescind the motion carried at the Ordinary Meeting of Council held on 21 November 2016 being Notice of Motion 437, specifically being:

Majdlik/Carli

That post the 2016 Melton City Council’s Annual Christmas Carol Event, Councillors support the rotation of the Christmas Carols event across the municipality, for a more fairer distribution of locations within our municipality.’

**15.4 NOTICE OF MOTION 443 (CR KESIC)****Councillor: Goran Kesic - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 12 December 2016.

**MOTION:**

That commencing Christmas 2017 Council financially support up to \$10,000 'In Church', or in their absence an alternate community organisation, to provide a community level 'Carols by Candlelight' event in Caroline Springs.

**OFFICER'S COMMENTS:**

Council currently fully funds and manages a major Christmas Carols event each year, in which up to 5,000 community members attend free-of-charge. Amateur community and schools perform prior to a secular professional program, which includes an appearance from Santa. The event has shown strong growth since its inception in 2013 and has returned consistently positive feedback from attendees.

Prior to the current format, Council held up to three small scale events across the municipality, including an event in conjunction with and located at a local primary school. A strategic review of the Carols program found that low community attendance and high fixed logistical and operational costs was unsustainable, and the current format was recommended for adoption over a phased two year period.

Should Council elect to carry the motion as foreshadowed, assuming INChurch would be amenable to hosting a Carols event in Caroline Springs, it would be a simple process for Council in which there is no legal or operational impediment and an adjustment would need to be made in the midyear budget review to accommodate this request.

Most usually, community groups wishing to access Council funding for community initiatives and projects are encouraged to apply through the annual budget process or through Councils extensive grants program.

**15.5 NOTICE OF MOTION 444 (CR ABOUSHI)****Councillor: Steve Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 12 December 2016.

**MOTION:**

That Council:

1. notes the press reports of a dispute, which settled on 7 December, which involved dozens of employees at Carlton United Breweries (CUB) in Abbotsford Victoria who were sacked and offered their jobs back only if they accepted a 65% pay cut once penalty rates and other entitlements were factored in
2. re-affirms its support for social justice for all working residents in the City of Melton, including protection from pay cuts of this magnitude
3. writes to CUB Management to express its pleasure at reading the press reports that CUB had withdrawn its demands for a 65% pay cut and to resolve the dispute in a fair manner for the benefit of both the employees and the organisation
4. write to the Premier of Victoria the Hon. Daniel Andrews MP to ask that his Government look at making, or lobbying the federal government to make, appropriate changes to the law to ensure that the workers are better protected and disputes like this do not arise in the future
5. write to Senator the Hon Michaelia Cash, Minister for Employment and to the Hon Brendan O'Connor MP Shadow, Minister for Employment and Workplace Relations urging both to advocate for appropriate changes to the law to ensure that workers are better protected and disputes like this do not arise in the future, and
6. writes to the Mayors and Councillors of all Western Region Councils encouraging them to take similar steps as Melton City Council.

**OFFICER'S COMMENTS:**

Council Officers can make limited comment in relation to the press reports other than to confirm the existence of such reports based on 'desktop research'. Notwithstanding this, both letters can be drafted in the terms outlined.

**15.6 NOTICE OF MOTION 445 (CR DE SANTIS)****Councillor: Melissa De Santis - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 12 December 2016.

**MOTION:**

That Council write to the Inspector of Police (Melton) seeking an explanation regarding the decision to transfer the then existing Family Violence Unit out of the Melton township area to Caroline Springs.

**OFFICER'S COMMENTS:**

Officers support the proposed notice of motion seeking clarification of the reasons why the Family Violence Unit now operates from the Caroline Springs Police Station. Council is committed to the prevention of violence against women in the municipality and supports the role of Victoria Police in being on the frontline of this effort. It is also consistent with Council's stated objectives within the Prevention of Violence Against Women Strategy and Action Plan 2013-16.

- 16. COUNCILLOR'S QUESTIONS WITHOUT NOTICE**
- 17. MOTIONS WITHOUT NOTICE**
- 18. URGENT BUSINESS**

## 19. CONFIDENTIAL BUSINESS

### Procedural Motion

That pursuant to section 89(2) of the *Local Government Act 1989* the meeting be closed to the public to consider the following reports, that are considered confidential for the reasons indicated:

- 19.1 Minutes of the 2017 Community Achievement Awards Assessment Panel Meeting**  
This report is confidential in accordance with s89(2)(h) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person.

**Procedural Motion**

That the meeting be opened to the public.

**20. CLOSE OF BUSINESS**