



MELTON CITY COUNCIL

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 November 2018 at 7.00pm.

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

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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, 78A, 78B, 78C, 78D, 78E 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 15 October 2018 and Special Meeting of Council held on 1 November 2018 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**

- 15 October 2018 Record of Assembly of Councillors
- 22 October 2018 Record of Assembly of Councillors
- 29 October 2018 Record of Assembly of Councillors
- 7 November 2018 Record of Assembly of Councillors

RECOMMENDATION:

That the Record of Assembly of Councillors dated 15, 22 & 29 October and 7 November 2018 attached to this Agenda be received and noted.

LIST OF APPENDICES

1. 15 October 2018 Record of Assembly of Councillors
2. 22 October 2018 Record of Assembly of Councillors
3. 29 October 2018 Record of Assembly of Councillors
4. 7 November 2018 Record of Assembly of Councillors

8. CORRESPONDENCE INWARD**8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR**

- Hon Jacinta Allan MP – Minister for Public Transport & Minister for Major Projects - Melbourne Airport Rail Link
- Hon Jacinta Allan MP – Minister for Public Transport & Minister for Major Projects - Toilet access at Diggers Rest Station
- Hon Jaala Pulford MP – Minister for Agriculture and Minister for Regional Development – Relief options for drought affected farmers

RECOMMENDATION:

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

LIST OF APPENDICES

1. Letter from Hon Jacinta Allan MP - dated 1 October 2018
2. Letter from Hon Jacinta Allan MP - dated 19 October 2018
3. Letter from Hon Jaala Pulford MP - dated 19 October 2018

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

10.1 AMENDMENT C173 TO THE MELTON PLANNING SCHEME - SIGNIFICANT LANDSCAPE FEATURES STRATEGY PANEL REPORT

Author: Donald Lewis - Strategic Planner

Presenter: Laura-Jo Mellan - Manager City Design, Strategy & Environment

PURPOSE OF REPORT

To consider the recommendations of the Planning Panel on Amendment C173 to implement the Significant Landscape Features Strategy into the Melton Planning Scheme.

RECOMMENDATION:

That Council:

1. Adopt Amendment C173 to the Melton Planning Scheme as contained at **Appendix 4**.
2. Submit the Amendment to the Minister for Planning for approval.

REPORT

1. Executive Summary

Amendment C173 seeks to amend the Melton Planning Scheme to implement the recommendations of the Significant Landscape Features Strategy, 2016 (the Strategy) (**Appendix 1**). At its Ordinary meeting on 2 May 2016, Council adopted the Strategy and resolved to prepare and exhibit Amendment C173 to the Melton Planning Scheme (**Appendix 2**).

Following this resolution, Council officers sought authorisation to commence the Amendment from the Department of Environment, Land, Water and Planning (DELWP). Subsequently, the draft Amendment was publicly exhibited during the period of 5 October 2017 – 6 November 2017 and 16 submissions were received.

At its Ordinary meeting on 18 December 2017, Council resolved to request the Minister for Planning to establish an independent Planning Panel to consider unresolved submissions received in response to Amendment C173 in accordance with the *Planning and Environment Act 1987*.

On 10 January 2018, Planning Panels Victoria appointed a two person Panel to hear and consider unresolved submissions. The Panel conducted a Directions Hearing on 30 January 2018, and considered the submissions at a Panel Hearing on 8 March 2018.

Council officers received the Panel Report (**Appendix 3**) on 30 April 2018. The report fully supported Amendment C173 and the Strategy, recommending only minor changes to the exhibited Amendment documentation and reflecting Councils Submission in respect of deleting the extension of the Significant Landscape Overlay at Mt Atkinson in the context of the approved Precinct Structure Plan (**Appendix 4**).

It is now recommended that Council adopt Amendment C173 to the Melton Planning Scheme subject to the minor changes recommended in the Panel Report.

2. Background/Issues

Significant Landscape Features Strategy

The 2012 Planning Scheme Review identified the need to undertake a Landscape Strategy to protect important features and recommended improved planning controls. This was also a key recommendation from the Western Plains North Green Wedge Management Plan (WPNGWMP) which was adopted by Council in 2014. On this basis, the Strategy was prepared and adopted by Council at its Ordinary Meeting on 2 May 2016.

The Strategy identifies significant landscapes across the municipality and provides policy direction from Landscape Management Guidelines contained in a Local Planning Policy. The Strategy also recommended the extension of the existing Significant Landscape Overlay (SLO) affecting Mt Kororoit, Mt Atkinson and Mt Cottrell, and updating schedules to the SLO1, Environmental Significance Overlay 1 (ESO1) and Environmental Significance Overlay 2 (ESO2). The ESO1 is applied to Remnant Woodlands, Open Forests and Grasslands. The ESO2 is applied to Wetlands, Waterways, and Riparian Strips.

The Amendment sets out detailed guidance for responsive design and siting of development.

Specifically it:

- Extends existing Significant Landscape Overlay (SLO) mapping of Mt Kororoit, Mt Cottrell and Mt Atkinson.
- Amends the Significance Landscape Overlay Schedule 1, Environmental Significance Overlay Schedules 1 and 2 (ES01 & ES02).
- Amends the Municipal Strategic Statement at Clause 21.01 and 21.03.
- Introduces a Rural Landscape Character Policy into the Melton Planning Scheme at Clause 22.16.
- Introduces the *Significant Landscape Features Strategy, May 2016* as a Reference Document

Following Council's adoption of the Strategy and resolution to proceed with an Amendment to the Melton Planning Scheme to implement the recommendations of the Strategy, Council officers commenced preparation of Amendment C173. Officers had discussions with DELWP concerning the form and content of the Amendment. Authorisation was received from DELWP on 23 August 2017 subject to some changes to Amendment documents.

The amendment was placed on public exhibition from 5 October 2017 – 6 November 2017 and 16 submissions were received through this process. All submissions opposed the amendment in some form except for a submission received from the CFA which supported the Amendment.

Following exhibition, Council Officers contacted submitters to attempt to resolve the submissions. Most submitters requested significant changes to the Amendment and indicated their support for an independent Planning Panel to consider these submissions.

Planning Panel

At its Ordinary meeting on 18 December 2017, Council resolved to request the Minister for Planning to establish an independent Planning Panel to consider unresolved submissions received in response to Amendment C173 in accordance with the *Planning and Environment Act 1987*.

On the 10 January, Planning Panels Victoria appointed a two person panel to hear and consider submissions received. The Planning Panel conducted a Directions Hearing on 30 January 2018 and considered submissions at a Panel Hearing on 8 March 2018.

Following discussions with two submitters after the Directions hearing and their subsequent withdrawal. The two submissions related to the proposed extension of the SLO at Mt Atkinson would have extended into areas identified for development for urban uses that would be inconsistent with the objective of the overlay control. This issue arose when the Strategy was approved prior to the finalisation of the Mt Atkinson and Tarneit Plains Precinct Structure Plan (PSP). At the time the Mt Atkinson and Tarneit Plains PSP was approved, the planning scheme amendment was authorised and ready for exhibition and therefore could not be changed. However, Council officers agreed that the proposed extension conflicted with the approved PSP and agreed to delete the extension of the SLO but retain the existing SLO.

There were five submitters who requested to be heard at the Panel Hearing.

It is important to note that all 16 submissions were considered by the Planning Panel, whether the submitter was heard at the Planning Panel or not.

Planning Panel Report

The Panel issued its report to Council officers on 30 April 2018 (**Appendix 3**). The Panel Report supported the Amendment and the Strategy and noted that the extension of the Significant Landscape Overlay at Mt Cottrell and Mt Kororoit is appropriate and the methodology underpinning this was sound. The Panel agreed with Melton City Councils submission that the abandonment of the Mt Atkinson Significant Landscape Overlay mapping was appropriate, particularly in circumstances where the Significant Landscape Overlay would extend over a future urban area within an approved Precinct Structure Plan. The Panel supports the introduction of the Rural Landscape Character local planning policy to provide a policy framework for Council to exercise discretion in respect to development in rural areas and in the use of the application requirements.

The Panel recommended that Council adopt the Amendment as exhibited subject to the following changes (**Appendix 4**):

1. Abandon the proposed extension of the Significant Landscape Overlay at Mt Atkinson.
2. Amend Schedule 1 to the Significant Landscape Overlay by replacing landscape objective dot points 2, 3, 4 and 5 with:
 - To keep the core volcanic cone areas free from development where possible, by discouraging building and works at:
 - i. Mt Kororoit above the 180 metre AHD contour line
 - ii. Mt Cottrell above the 160 metre AHD contour line
 - iii. Mt Atkinson above the 120 metre AHD contour line.
3. Amend Clause 3.0 of Schedule 1 to the Environmental Significance Overlay to introduce a permit exemption for fencing within the Eynesbury mixed use development as defined by the Mixed Use Zone, as follows:
 - This does not apply if the fence is within the Eynesbury mixed use development as defined by the Mixed Use Zone.

It is recommended that Council adopt Amendment C173 to the Melton Planning Scheme subject to minor drafting changes as recommended by the Panel (**Appendix 3**) and detailed in **Appendix 4**. Council officers as required by the *Planning & Environment Act 1987* made the report public on 30 April 2018. Officers also sent letters to all submitters advising them that the report was available.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

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

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

4. Financial Considerations

Council Officer time and resources are involved in the preparation of the Strategy and preparation, exhibition, the consideration of submissions and the adoption of the amendment as well as attendance at the Panel Hearing. Council engaged suitably qualified consultants to prepare the adopted Significant Landscape Features Strategy to the value of \$120,000.

Council has incurred costs associated with the Planning Panel, including legal representation and fees payable to Planning Panels Victoria to conduct the Directions Hearing and Panel Hearing. The total fees payable were \$37,782.09.

Given the process is almost completed, the amendment will no longer add significantly to the resource and administrative costs of Council. The amendment will result in a negligible increase in planning applications to Council and provide a clear and robust policy framework to consider all applications.

5. Consultation/Public Submissions

Public Exhibition

The amendment was on public exhibition from 5 October 2017 – 6 November 2017 and involved letters (giving notice) to affected land owners and occupiers and Government bodies and agencies who may have been materially affected by the amendment.

Letters were sent to land owners and occupiers that are affected by the:

- SLO1
- ESO1 and ESO2
- Previous submitters to the Strategy
- Previous submitters to the WPNGWMP.

Letters were sent to the following Government bodies and agencies:

- Prescribed Ministers
- Victorian Planning Authority
- Southern Rural Water
- Vic Track
- Western Water
- CFA
- Victorian Planning Authority (VPA)
- DELWP

Included in the mail out was an information brochure and the public notice.

Notices were placed in the local newspaper the *Melton and Moorabool Star Weekly* and the *Government Gazette* and posted on DELWP's and Council's website.

Submissions

A total of 16 submissions were received in response to the amendment.

All submissions opposed the amendment in some form except for one submission received from the CFA which supported the Amendment.

Following exhibition, Council Officers contacted submitters who sought clarification on some issues and the process for the next stage of the Amendment. Most submitters requested significant changes to the Amendment and indicated their support for an independent Planning Panel to consider these submissions.

6. Risk Analysis

Should Council choose not to adopt Amendment C173, the absence of a local planning policy in the Melton Planning Scheme will result in a lack of clear direction for Council officers in assessing future planning permit applications in a consistent and efficient manner. This may result in inappropriately design development impacting the landscape features within the City of Melton, contrary to the policy intent of the adopted *Significant Landscape Features Strategy* (The Strategy).

It should also be noted that should Council choose not to adopt C173, it would mean that an adopted Council document, The Strategy, would not be implemented into the Planning Scheme and may have an impact on any weight afforded to the Strategy in VCAT proceedings.

7. Options

Council can resolve to either:

1. Adopt Amendment C173 to the Melton Planning Scheme subject to the changes recommended in the Panel Report and submit the Amendment to the Minister for Planning for approval; or
2. Abandon Amendment C173 to the Melton Planning Scheme.

LIST OF APPENDICES

1. The Significant Landscape Features Strategy - dated May 2016
2. Minutes of Ordinary Meeting - dated 2 May 2016
3. C173 Panel Report - dated 30 April 2018
4. C173 Planning Scheme Ordinance - undated

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Rebecca Bartlett - Acting Governance Officer
Presenter: Maurie Heaney – Acting Chief Executive Officer

PURPOSE OF REPORT

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

RECOMMENDATION:

That Council:

1. note the minutes of Advisory Committee meetings at **Appendix 1 - 8**
2. adopt recommendations arising within the Minutes.

REPORT

1. Executive Summary

In accordance with section 3(1) of the *Local Government Act* 1989 (the Act), Council may establish a) Advisory Committees for the purpose of providing advice, or b) Special Committees which are delegated powers, duties or functions of Council. The establishment of an Audit Committee, considered an Advisory Committee of Council, is dealt with under section 139 of the Act.

A Council appointed Advisory Committee meeting where at least one Councillor attends and which considers matters that are intended or likely to be the subject to a decision of Council, is considered an assembly of Councillors. In accordance with section 80A of the Act, a written record of an assembly of Councillors must, as soon as practicable, be reported at an ordinary meeting of the Council. The minutes of the Advisory Committees attached to this report forms the written record of the assembly detailing matters considered and any Councillor conflicts disclosed.

2. Background/Issues

Advisory Committees are established by a resolution of Council. The role of an Advisory Committee, including the limits of power, are clearly defined in the Terms of Reference adopted by Council.

The membership of Committees will vary depending upon its specific role. Committee membership will generally comprise a Councillor/s, council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually at the Statutory Meeting of Council. Councillor representation on current Council Committees and to other organisations for 2017 were adopted by Council at the Ordinary Meeting held 21 November 2016.

Advisory Committees meet regularly during the year and minutes of all meetings are scheduled to be presented at the next Ordinary Meeting of Council.

Advisory Committee Meetings minutes attached to this report for Council acknowledgement and endorsement:

Meeting Date	Advisory Committee	Attached
14 August 2018	Leisure Advisory Committee	Appendix 1
5 September 2018	Intercultural Advisory Committee	Appendix 2
11 October 2018	Early Years Partnership Committee	Appendix 3
12 October 2018	Preventing Family Violence Committee	Appendix 4
16 October 2018	Arts and Culture Advisory Committee	Appendix 5
18 October 2018	Heritage Advisory Committee	Appendix 6 & 7
24 October 2018	Policy Review Panel	Appendix 8
24 October 2018	Audit Committee	See separate report
7 November 2018	Councillor Representation Nomination Advisory Committee	See separate report

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

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

2.3 Facilitate community engagement in planning and decision making.

4. Financial Considerations

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

5. Consultation/Public Submissions

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

6. Risk Analysis

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

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

7. Options

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

LIST OF APPENDICES

1. Leisure Advisory Committee Meeting Minutes - dated 14 August 2018
2. Intercultural Advisory Committee Meeting Minutes - dated 5 September 2018
3. Early Years Partnership Committee Meeting Minutes - dated 11 October 2018
4. Preventing Family Violence Committee Meeting Minutes - dated 12 October 2018
5. Arts and Culture Advisory Committee Meeting Minutes - dated 16 October 2018
6. Heritage Advisory Committee - dated 18 October 2018
7. Heritage Advisory Committee - dated 18 October 2018. Heritage Assistance Fund applicants - **CONFIDENTIAL**

Designated as confidential by the Chief Executive Officer pursuant to Section 77(2)(c) and Section 89(2)(h) of the *Local Government Act 1989*.
8. Policy Review Panel - dated 24 October 2018

12.2 MUNICIPAL AUDIT COMMITTEE MEETING - 24 OCTOBER 2018

Author: Cheryl Santoro - Senior Administration Officer
Presenter: Maurie Heaney – Acting Chief Executive Officer

PURPOSE OF REPORT

To present to Council the minutes of the Municipal Audit Committee meeting held on Wednesday 24 October 2018.

RECOMMENDATION:

That Council:

1. Note the minutes of the Municipal Audit Committee meeting held on Wednesday 24 October 2018 at **Appendix 1**.
 2. Adopt the recommendations arising within the minutes
 3. Note the 1st Quarter Finance Report 30 September 2018 at **Appendix 2**.
-

REPORT

1. Executive Summary

The minutes of the Audit Committee meeting held on 24 October 2018 are appended to this report as **Appendix 1**. The Committee considered various issues in relation to financial management and governance and the minutes contain recommendations for the consideration of Council.

2. Background/Issues

It is a requirement within the Terms of Reference of the Municipal Audit Committee to meet and report on decisions and recommendations to the Council for consideration.

Issues discussed and recommendations made by the Committee are noted in the minutes for action by both individuals and Council.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.4 An organisation that demonstrates excellence in local government leadership and customer and community service.

4. Financial Considerations

A provision has been provided in this year's budget for the remuneration on a fee per meeting basis for independent members of the Committee with an additional amount paid to the Chairperson.

5. Consultation/Public Submissions

The Municipal Audit Committee consists of Crs Turner and Hardy and three independent external members Mr Robert Tommasini, Mr Alan Hall and Mr Farshan Mansoor.

6. Risk Analysis

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

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

7. Options

The Audit Committee is an Advisory Committee of Council, and Council therefore has the discretion to accept, reject or amend its recommendations.

LIST OF APPENDICES

1. Municipal Audit Committee Minutes - dated 24 October 2018
2. 1st Quarter Finance Report - 30 September 2018

12.3 COUNCILLOR REPRESENTATION NOMINATIONS ADVISORY COMMITTEE MEETING MINUTES - 7 NOVEMBER 2018

Author: John Whitfield - Governance Coordinator
Presenter: Maurie Heaney – Acting Chief Executive Officer

PURPOSE OF REPORT

To present the minutes of the Councillor Representation Nominations Advisory Committee (CRNAC) meeting held on Wednesday, 7 November 2018

RECOMMENDATION:

That Council:

1. note the minutes of the Councillor Representation Nominations Advisory Committee (CRNAC) meeting held on Wednesday, 7 November 2018
 2. adopt the recommendations arising within the minutes.
-

REPORT

1. Executive Summary

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

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

2. Background/Issues

At the Ordinary Meeting 8 September 2015, Council adopted the Terms of Reference (ToR) for the Councillor Representation Nominations Advisory Committee (CRNAC). These ToR outline the establishment, composition and operating procedures in the recommending of Councillor membership to committees (Council and other organisations), boards, peak bodies and other decision making bodies for which a Councillor representative is required.

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

The *Local Government Act 1989* allows for two types of Council committees:

- *Special Committees* of Council - have delegated power from the Council as set out in an Instrument of Delegation. The Instrument outlines the extent and limitations of the committee's powers and functions with these to be exercised in accordance with the guidelines or policies adopted by the Council.
- *Advisory Committees* of Council - consider issues and make recommendations to the full Council. Advisory Committees have no delegated power and so their

recommendations need to be adopted or endorsed by the full Council at an Ordinary or Special Council meeting before they can be implemented.

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

The Municipal Emergency Management Planning Committee and the Municipal Fire Management Planning Committee are a little different. They are formed under the *Emergency Management Act 1986*.

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

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.3 Effective civic leadership, advocacy, partnerships and good governance.

4. Financial Considerations

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

5. Consultation/Public Submissions

The CRNAC is an Advisory Committee of Council that makes recommendations to Council regarding its delegates to committees and external organisations for the upcoming 12 months. Consequently, no public consultation is required.

6. Risk Analysis

Advisory Committee minutes must be reported to Council. As they have no delegated power, they are restricted to the making of recommendations for Council's consideration.

The extent of the power and functions that can be exercised by special committees is governed by their Instrument of Delegation.

Council adopts Terms of Reference for each of its committees to guide their role, composition and operation.

7. Options

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

LIST OF APPENDICES

1. Councillor Representation Nominations Advisory Committee Minutes - dated 7 November 2018

12.4 RESPONSE TO NOTICE OF MOTION 571 - (CR ABOUSHI) PROVIDE REPORT TO COUNCIL ON STEAM WEEDING AND OPTIONS TO IMPLEMENT IN MAINTENANCE OF BUILDING SURROUNDS.

Author: Wayne Kratsis - Parks and Open Space Coordinator - Operations
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To respond to Notice of Motion 571 to explore options to incorporate steam weeding as a maintenance practice, in particular focusing on Council Building surrounds and locations of a sensitive nature.

RECOMMENDATION:

That Council:

1. do not proceed with steam weeding as a maintenance practice for weed control.
2. continue to investigate new options to control weeds as they become commercially available to ensure we meet best practice .

REPORT

1. Executive Summary

Council has historically relied on chemical control to manage weed growth in conjunction with hand removal which remains the preferred method. Trials of alternative weed control has been explored with mixed results. The motivation to explore these methods has been driven by perception that chemical control may cause adverse health effects over the long term.

The use of steam control has proven successful but only when used in combination with other methods such as chemical or hand removal. The integration of steam treatment as a full replacement option for the use of chemical has significant constraints which result in this not being our preferred option.

2. Background/Issues

At the Ordinary Meeting of Council on 20 August 2018, Notice of Motion 571 (Cr Abboushi) was considered and Council resolved the following:

That Council officers explore options to introduce steam weeding in the municipality specifically around sensitive areas such as kindergartens, community centres, schools, maternal and child health centres and provide a report to Council.

The application of glyphosate in controlling weeds has been the most commonly used practice in the horticulture industry since its inception in 1974. Whilst there have been a number of alternative weed control methods introduced to the market, chemical treatment remains the most cost effective and successful method of control on a global scale. Melton Council continue to review its maintenance practices regularly to ensure we achieve the best outcome for our community providing a safe environment to live, work and play.

In 2013 Council engaged the services of *Aus Eco Solutions* to conduct a trial of the use of steam to control weeds in parks and open space. This was driven by growing concern around safety of chemical use with proliferating media causing heightened sensitivity at the time. In recent months this has again become topical triggering the Municipal Association of Victoria to issue a notice around the use of glyphosate, ultimately supporting its continued use. This is attached as **Appendix 1** to this report.

The trial in 2013 created an opportunity for Council staff to operate the machinery and appreciate 'first hand' the pros and cons. The results demonstrated that steam was successful on small perennial weeds but larger weeds even with repeated applications, were only scorched as a result of treatment and grew back.

The logistics of the equipment being restricted by hose to a light truck meant that access limitations existed in some areas, particularly child care centres which often had segregated play areas and complex internal fencing. The trial concluded that steam control was successful in 60% of applications, but was not viable as a complete method of control. Given that conventional methods would still be required to complement the steam treatment it was not considered a viable alternative at the time of trial.

Council's current service contract with Citywide does not encompass use of steam for weed management. Whilst Citywide does not provide this service in Melton it does in its contract with Bayside City Council where a combination of manual removal and steam treatment is used exclusively in 60 playgrounds and 15 childcare facilities. This was later introduced successfully to the contract as a variation with a cost of \$135,000 p/a.

The resolution explicitly lists *kindergartens, community centres, schools, maternal and child health centres* of which Council is currently responsible for 26 sites. If Council were to consider playgrounds in the context of sensitive locations this figure would increase substantially to 172.

As it currently stands, given the costs associated with steam control, its limitations in use and the advice on the safe use of glyphosate, Council Officers believe the current practice should continue.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

1. A proud, inclusive and safe community: A City of people leading happy and healthy lives
 - 1.1 *A community where all people feel welcome, valued and proud.*

4. Financial Considerations

Council currently engage the services of Citywide Service Solutions Pty Ltd to perform weed control among other services in kindergartens, community centres, and maternal and child health centres. The cost of delivering this activity is embedded within the scope of contract 16/001 *Provision of Parks Maintenance Services*.

Given that steam control is not a service in the existing contract, a variation would be required to enable these services to be delivered. There would be a financial concession in Citywide conducting this work as opposed to a new provider given their existing obligations to service the site.

Contract 16/001 expires on 30 June 2022 and there would be added value incorporating steam control into the new parks contract with competitive market forces driving greater value at this time.

Below is an outline of approximate costs in adding these services in Melton City Council.

Service	Cost (per annum)
Implement Steam Weed Control to sensitive sites. (including playgrounds) 172 sites	\$160,000
Implement Steam Weed Control to sensitive sites. (excluding playgrounds) 26 sites	\$57,500
Continue with current practice of weed control in accordance with MAV guidance notice.	\$ nil

5. Consultation/Public Submissions

Council occasionally receives queries from residents who express concern about chemical use in its open space network. This is typically less than 5 cases per annum.

6. Risk Analysis

Council uses herbicides that are approved for use in Australia and provides appropriate training and instruction to staff delivering this service. At the current time there is no risk in continuing with our existing practice and this view is supported by the Municipal Association of Victoria.

7. Options

1. Do not implement steam control into the service provision and continue with current practice.
2. Cease using chemical control and rely on a combination of manual removal and steam control effective immediately.
3. Incorporate steam control of weeds in the tender of parks maintenance contract at its review in 2022.
4. Conduct a trial of steam control at a suitable site over a 12 month period and report back to Council.

LIST OF APPENDICES

1. MAV CEO Update - dated 18 September 2018

12.5 RESPONSE TO NOTICE OF MOTION 573 (CR RAMSEY) - MCKENZIE AND PALMERSTON STREET PEDESTRIAN CROSSING LIGHTING

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

PURPOSE OF REPORT

To respond to Notice of Motion 573 to investigate street lighting at the pedestrian crossings on McKenzie Street and Palmerston Street, Melton.

RECOMMENDATION:

That Council note:

- The lighting at the Palmerston Street zebra crossings is functioning correctly and meets all the requirements of Australian Standards,
- McKenzie Street lighting is not yet activated but is the same lighting and design as Palmerston Street and will meet all the requirements of the Australian Standard when activated and
- No further lighting is required on either street.

REPORT

1. Executive Summary

At the meeting of Council 20 August 2018 a Notice of Motion 573 (Cr. Ramsey) was raised "That Council officers investigate the current lighting at the two pedestrian crossings in front of the Melton Library and the two pedestrian crossings in Palmerston Street, between High Street and McKenzie Street and report back to Council."

Council officer have investigated the lighting at the crossings and found the both streets have been designed to Australian Standards and have been approved by Powercor.

The Palmerston Street lights are functioning as per the design. The McKenzie streets lights have not yet been activated as they are waiting on the final Powercor audit.

Accordingly Council officer recommendation is no works are required to the lighting as they meet all the requirements of the Australian Standards.

2. Background/Issues

Palmerston and McKenzie Street are within stages 2 and 3 of the newly constructed Melton Town Centre works. Zebra crossings have been installed on each street to provide safe and convenient pedestrian crossing points. See site plan Attachment 1.

Both streets have street lighting designs completed to Australian Standards that incorporates new street lights and poles using the latest LED technology. The street lighting design has been approved by Powercor and meets all the Australian Standard requirements for zebra crossings.

The lights in McKenzie Street have not been activated as yet and are awaiting Powercor's final commissioning audit to do so. Unfortunately this is always a time consuming process

and Council officers are continuing to pressure the contractor and Powercor to have the final audits and approvals completed. It is expected the lights will be switch on in by the end of this year. The lights in Palmerston Street have been activated for some time now and are functioning as per the design.

Accordingly Council officers are satisfied the street lighting at the locations identified meet the Australian Standards and that no further works are required.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

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

3.4 A flexible, safe and health promoting transport network that enables people to move around.

4. Financial Considerations

There are no financial implications with leaving the lighting in its current form.

5. Consultation/Public Submissions

No concerns have been raised from the public in terms of the lighting levels on the operating section of lighting in Palmerton Street.

6. Risk Analysis

There are no risks associated with the pedestrian crossings as they meet all the requirements of the Australian Standards.

7. Options

The two streets identified have lighting designed to the Australian Standard. This design has been approved by Powercor and no further lighting is required.

In this instance Council cannot provide additional lighting as the Australian Standard does not permit increasing lighting over the Australian Standard in any location as it impacts upon the rest of the lighting scheme in the area.

Given this no further options are presented.

LIST OF APPENDICES

1. Site Plan - dated 18 September 2018

12.6 RESPONSE TO NOTICE OF MOTION 585 (CR ABBOUSHI) - PATRONAGE OF THE TAYLORS HILL YOUTH CENTRE

Author: Kristie Lawson - Coordinator Young Communities

Presenter: Troy Scoble - Manager Recreation & Youth

PURPOSE OF REPORT

The purpose of the report is to respond to Notice of Motion 585 (Cr Abboushi) to outline existing patronage of the Taylors Hill Youth Centre and strategies being undertaken or to be undertaken to activate over the next 12 months.

RECOMMENDATION:

That Council note this report.

REPORT

1. Executive Summary

At its ordinary meeting of Council held on 17 September 2018 Council resolved via Notice of Motion 585:

That Council Officers present a report as soon as possible detailing existing patronage of the Taylors Hill Youth Centre and outline strategies to activate over the next 12 months with the report to include and not be limited to:

- 1. The existing activation of the facility including Council and external based services;*
- 2. Strategies to engage with young people in the Eastern corridor of the municipality and increase patronage of the facility including engagement with local schools;*
- 3. The feasibility of a promotional campaign to promote access to the facility with the objective to increase patronage where possible.*

The Taylors Hill Youth and Community Centre is currently activated with a combination of youth and community focused programming, external agencies providing services and casual hire by community groups.

Council delivers youth focused services, activities, programs and events from two sites in the municipality, one of which is Taylors Hill Youth and Community Centre.

Taylors Hill Youth and Community Centre is a multipurpose facility that supports council and other groups to deliver youth focused programs with Neighborhood House program delivery and Community Centre operations.

2. Background/Issues

The existing Youth Service model was recently reviewed and as a result, since June 2018 a transition toward a new service model 'Young Communities' has been ongoing. A key recommendation of the review has been the establishment of an activation and engagement team to specifically focus on engaging with young people and activating a diverse mix of community spaces. As an outcome of the review the team is working on a specific strategy to engage young people within the eastern corridor and new ways of delivering programs and

activities outside of the dedicated youth facilities and into the community in areas such as (but not limiting) schools, recreational spaces (Leisure Centers) and parks.

1. *The existing activation of the facility including Council and external based services.*

The Taylors Hill Youth and Community Centre is currently activated with Council, Community and external based services. Activation includes:

- Weekly youth drop in program, currently operating on a Friday night.
- Outreach service delivery operating on a Monday and 6801 Outreach operating in the Eastern corridor on a Saturday night.
- Scheduled Outreach bbq planned for during the summer.
- Front of house function (not dedicated) to answer queries and take enquiries
- Reconnect funded program – one dedicated worker to the eastern corridor working from Taylors Hill Youth and Community Centre
- Engage Youth Mentoring program operating from Taylors Hill Youth and Community Centre 2 days per week.
- 1.2x FTE Youth Development Officer working from Taylors Hill Youth and Community Centre
- Teenage Holiday Program delivered the Survivor activity from Taylors Hill Youth and Community Centre
- Odyssey Youth and Family Services - lease workspace to work collaboratively with Young Communities team to deliver shared case management of Young people and shared project deliverables.
- 14 external agencies hiring space at Taylors Hill Youth and Community Centre for a range of activities, programs and events.
- 18 Community groups operating multiple weekly sessions, all of which are available to young people to attend.

2. *Strategies to engage with young people in the Eastern corridor of the municipality and increase patronage of the facility including engagement with local schools.*

The Young Communities service model has a specific focus to develop effective methods of engagement to collaborate and work with young people in the eastern corridor. The focus is to understand and identify the needs of young people in the east of the municipality to provide services such as education, and training connections and seek to utilise the Taylors Hill Youth and Community Centre to support the engagement effort.

The next 12 months will see the implementation of specific strategies to engage with young people in the Eastern corridor of the municipality. These strategies have been agreed to as part of Council reporting and in response to the Young Communities Service review.

Strategies to increase patronage of the Taylors Hill Youth and Community Centre, engage with local schools and young people in the eastern corridor include:

- Continued focus on school engagement, including staff attending schools to speak to students and provide information on the types activities and services available to young people in the municipality.
- The City of Melton Youth Awards and Youth Grants Program presentation held in the Eastern Corridor to further promote activities of the Young Communities team.
- Involvement in Children's Week 2018 on two days, including Thursday 25 October 2018, delivered at Taylors Hill Youth & Community Centre. Engagement activity undertaken with young people and families, provision of activities and presence.

- Engagement with local schools in eastern corridor seeking Youth Advisory Council nominations.
 - Development of a school engagement pack including all of the key services and information (for all schools within the municipality) (Melton, a City for All People Strategy Year 2 action)
 - Brand refresh for Young Communities (working through returned design briefs and implementing new brand) (Melton, a City for All People Strategy Year 2 action)
 - Increased focus on delivering programs and activities for young people external to the Youth Centre and Community Centre and out in the Community, such as in schools/ parks or other venues.
 - Program development has commenced to plan programs to be delivered each weeknight to young people from Taylors Hill Youth and Community Centre such as music, health and wellbeing activities, street art program and other targeted engagement sessions.
 - Involvement in development of an Intergenerational program at Burnside Children's and Community Centre with Community Care, Families and Children and Young Communities. (Melton, a City for All People Strategy Year 2 action)
 - Commenced analysis of population data to understand demographic of young people in the municipality, including Eastern corridor.
 - Review of the Youth Directory and updating Council webpages relating to youth (Melton, a City for All People Strategy Year 2 action)
 - Distribution of information in community languages (Melton, a City for All People Strategy Year 2 action)
 - Measuring school engagements across municipality through monthly KPI reporting
 - Youth disengagement forum planned for 2019, with input in design from young people (Melton, a City for All People Strategy Year 2 action and Budget commitment)
 - Investigating ability to measure outreach engagements by geographical area to ensure effort if being targeted in the right locations.
 - Strengthened use of digital media platforms to increase engagement opportunities (Melton, a City for All People Strategy Year 2 action)
 - The development of a facilities model that will seek to include provision of further activation initiatives for Taylors Hill Youth & Community Centre.
 - Outreach bbq during summer and other targeted engagement activities which may include partners such as Victoria Police and other agencies.
3. *The feasibility of a promotional campaign to promote access to the facility with the objective to increase patronage where possible.*

The Young Communities team are currently actioning a number of initiatives which include the establishment of an Engagement and Activation team dedicated to targeted engagement with young people, strategic oversight of key council plans and strategies, managing key networks, ensuring facility management consistency and event delivery. A key project is also to undertake a rebranding exercise which will involve significant promotion across the municipality.

The rebranding work has commenced and will include establishing a recognizable brand for Young Communities that is relevant to young people, rebranding all facets of outgoing communications, including but not limiting social media, flyers and newsletters. This

rebranded information will be distributed with objectives including to engage young people in the eastern corridor and to increase patronage at Taylors Hill Youth and Community Centre.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

1. A proud, inclusive and safe community: A City of people leading happy and healthy lives
 - 1.1 *A community where all people feel welcome, valued and proud.*

4. Financial Considerations

Nil

5. Consultation/Public Submissions

Whilst there has been no consultation associated with the development of this report, it is important to note that the actions and strategies referred to in the report, specifically around engaging young people in the eastern corridor will involve a significant engagement and communication effort with young people.

The Young Communities team has commenced an engagement strategy with consideration as to how we will engage with young people to see meaningful input into program planning and delivery. Children's Week 2018 saw staff attending both events with ipads, seeking to ask families and young people what they knew about youth services, what they would like to see and how they could find out more. Djerriwarrh Festival and Summersault event will see a more roving focus on community engagement with staff walking around to interact with families, young people and the wider community.

The newly emerging Youth Advisory Council (currently under review) will be a significant platform for engagement with a new approach planned for this next reiteration.

We sought input from the community, including young people on the Young Communities brand refresh and will continue to seek feedback as the project progresses.

6. Risk Analysis

Nil

7. Options

Option for Council is to note the report.

LIST OF APPENDICES

Nil

12.7 JOINT LETTER - LACK OF TOILET FACILITIES IN STONE RIDGE PARK (DULOE RISE RESERVE), COBBLEBANK

Author: Adrian Cope - Open Space Planning Coordinator
Presenter: Coral Crameri – Acting General Manager Community Services

PURPOSE OF REPORT

To provide Council with a response to the Joint Letter tabled at the Ordinary Meeting of Council 17 September 2018 relating to the lack of toilet facilities in Stone Ridge Park (Duloe Rise Reserve), Cobblebank.

RECOMMENDATION:

That Council officers write to author of the Request advising them that Council does not support the installation of a public WC amenities at Duloe Rise Reserve, Cobblebank.

REPORT

1. Executive Summary

A Joint Letter (**Appendix 1**) was tabled at the Ordinary Meeting of Council 17 September 2018 relating to the lack of toilet facilities in Stone Ridge Park (Duloe Rise Reserve), Cobblebank.

Whilst there are no policies to guide the provision of public toilets across the municipality, the Council endorsed the Open Space Plan 2016 - 2026 and the Landscape Development Guidelines 2010. These strategic documents provide guidelines that refer to the provision of public toilets in open space areas throughout the municipality and state that open spaces categorised as district and / or regional in nature may requiring public toilets. The Duloe Rise Reserve is categorised as a local level reserve under those guidelines.

2. Background/Issues

Duloe Rise Reserve is a local standard reserve located at 2 Duloe Rise, Cobblebank. The reserve is bounded by Alabaster Avenue, Stonehenge Drive, Duloe Rise and Shale Way. Refer to **Appendix 2** for the location of the reserve. The reserve is located in the Toolern Precinct Structure Planning area, is approximately 0.79 hectares and has been developed as a consequence of Stage 7 of the Stone Ridge Estate.

The reserve is designed to service a community of approximately 1,000 residents. This passive open space reserve is designed to be 'local' in nature, that is; to meet the social and recreational needs of residents within a 400 metre radius.

The users of local reserves are generally occupied for short periods of time, whereas district and regional open spaces have a range of activities that will attract users for prolonged periods of several hours.

Whilst there are no policies to guide the provision of public toilets across the municipality, the Council endorsed the Open Space Plan 2016 - 2026 and the Landscape Development Guidelines 2010. These strategic documents provide guidelines that refer to the provision of public toilets in open space areas throughout the municipality and state that open spaces categorised as district and / or regional in nature may requiring public toilets.

Council has provided public toilets at the nearby Bridge Road Playspace, which is a regional level play area, situated in a location associated with the athletics track, hockey field and Bridge Road Childrens Services Centre. This facility is 400m walking distance from Duloe Rise Reserve. These facilities have a range of attractors that will generally engage the community for longer periods of time than compared to a local reserve.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

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

3.2 Community facilities, infrastructure and services that are equitably planned for, provided and maintained.

4. Financial Considerations

There are no financial considerations associated with this report at this stage. In the event that Council installed public toilets at this site, there could be significant financial implication associated with the installation of toilets in local reserves.

Two public toilets have been identified for delivery in the 2018/19 financial year at larger reserve consistent with the guidelines with a cost estimate at \$200,000 per unit.

5. Consultation/Public Submissions

No consultation has been undertaken at this time.

6. Risk Analysis

The risks associated with this are associated with the expectation of the community. The installation of a public toilet at a local reserve will most likely have a flow on effect, creating the expectation that Council will install public toilets at each local reserve in the municipality.

7. Options

Council has the option to:

1. Note the report and advise the author of the joint letter of the recommended outcome.
2. Provide funding for the provision of temporary toilet facilities and build a permanent structure at this reserve.

LIST OF APPENDICES

1. Joint Letter Duloe Rise Reserve - undated
2. Duloe Rise Reserve Location - dated 26 October 2018

12.8 2018-2019 COUNCIL AND WELLBEING ANNUAL ACTION FIRST QUARTER PROGRESS REPORT

Author: **Bob Baker - Corporate Planning and Performance Coordinator**

Presenter: **Peter Bean - General Manager Corporate Services**

PURPOSE OF REPORT

To provide the first quarter update on the progressive achievement of the Council's 2018-2019 Council and Wellbeing Annual Action Plan.

RECOMMENDATION:

That Council receive and note the 2018-2019 Council and Wellbeing Annual Action Plan First Quarter Progress Report (1 July – 30 September 2018) as presented at **Appendix 1**.

REPORT

1. Executive Summary

The 2017-2021 Melton City Council and Wellbeing Plan is prepared in accordance with the *Local Government Act 1989*. The Plan is reviewed on an annual basis to adapt to the evolving needs of our growing community.

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

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

Appendix 1 provides detail on activity for the first quarter (1 July - 30 September 2018), in the progressive achievement of the 2018-2019 Council and Wellbeing Annual Action Plan.

2. Background/Issues

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

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

The 2018-2019 Council and Wellbeing Annual Action Plan provides 151 actions that Council has committed to deliver. Council provides the community with quarterly progress reports that support Council's commitment in providing transparency, through public access to relevant information, decision making and strategic documents.

Appendix 1 provides a detailed summary on the status of each action in the 2018-2019 Council and Wellbeing Annual Action Plan, inclusive of the period from 1 July-30 September 2018.

The following table provides summary of progress against actions.

Status	Description	Number of actions
Achieved	The Action is completed.	9
On track	The action is on track and expected to be completed by the current timeline	139
Not On Track	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	3
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column	0
Total		151

Key achievements this quarter include:

- Delivered a publication to celebrate the history of the City of Melton
- Delivered the Annual Melton City Council Sports Awards recognising the contribution made by local sporting clubs and volunteers
- Designed and constructed a fitness circuit around Lake Caroline with distance marker signage and footpath decals to encourage physical activity

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

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.4 An organisation that demonstrates excellence in local government leadership and customer and community service.

4. Financial Considerations

Initiatives and activities delivered from the Action Plan are contained within the Council approved 2018-19 Budget.

5. Consultation/Public Submissions

The 2017-2021 Council and Wellbeing planning process involved extensive consultation with stakeholders including the community, Council staff, government agencies, community organisations and private industry. This process resulted in the publication of the 2017-2021 Melton City Council and Wellbeing Plan. The 2018-2019 Council and Wellbeing Annual Action Plan is prepared from internal consultation of Council management.

6. Risk Analysis

Nil

7. Options

Nil

LIST OF APPENDICES

1. 2018-2019 Council and Wellbeing Annual Action Plan First Quarter Progress Report
- 1 July to 30 September 2018

12.9 CONTRACT No. 19/026 - PROCUREMENT OF INFORMATION TECHNOLOGY SOFTWARE SUBSCRIPTIONS AND IMPLEMENTATION SERVICES

Author: Mohammad Afzal - Enterprise/Technical Architect
Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To advise Council that the tender assessment for the subscription and implementation of information technology integration and access management software has been completed and a recommendation presented to Council.

RECOMMENDATION:

That:

1. Council award Contract No. 19/026 for the subscription and implementation of information technology integration and access management software to MK Datanet for the total sum of \$1,335,000 exclusive of GST.
 2. The contract be effective from 1 December 2018 for a three year term.
 3. That a review be undertaken prior to the completion of the contract to determine whether to extend the term of the contract for an additional three years.
-

REPORT

1. Executive Summary

Council has completed a tender for the supply and implementation of information technology integration and access management software to be procured under a subscription model to support the objectives the organisations' Business Transformation program.

Council publically advertised this tender on the 28th September 2018 and received submissions from Software One, MK Datanet and Adactin Group. Following evaluation panel assessment of submissions, it was recommended that the tender be awarded to MK Datanet at a cost of \$1,335,000 exclusive of GST.

The contract will commence on the 1st December 2018 consisting of the implementation services and software subscriptions for a three year period after which the software subscription will revert to an annual cost of \$204,000 with 5% annual increases thereafter.

The tender evaluation summary is provided in the Confidential Appendix 1 to this report.

2. Background/Issues

The organisation has embarked on a multiyear service delivery improvement initiative called the Business Transformation program. This program aims to improve internal operational efficiency and external customer service interfaces through the use of technology.

A major technological impediment to improving Council service delivery is the inability for staff to efficiently share information across Council functions that depend on accurate information for process automation and decision making. The implementation of an integration and access management platform, also known as an enterprise service bus, allows Council to re-architect

its technology platform to improve information flows across its various information technology systems.

3. Council Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.2 A flexible, innovative and creative organisation that responds to rapidly changing community and operating environments

4. Financial Considerations

Council has the financial capacity within its Business Transformation Program recurrent budget to procure the contracted services.

The following table highlights each component of the proposed contract.

• Service	• Annual Cost • First Year	• Annual Cost • Second Year	• Annual Cost • Third Year
• Upfront Costs	• \$14,000	• Nil	• Nil
• Mulesoft License Subscription	• \$99,000	• \$99,000	• \$99,000
• Sailpoint License Subscription	• \$105,000	• \$105,000	• \$105,000
• Mulesoft Professional Services	• \$358,000	• Nil	• Nil
• Sailpoint Professional Services	• \$351,400	• Nil	• Nil
• Total	• \$ 927,000	• \$204,000	• \$204,000

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

The key risks associated with information technology projects are cost variations and project implementation delays which are often associated with poor requirements scoping, project controls and governance. In order to mitigate against such risks the organisations enterprise project management framework will be utilised to ensure the project has the appropriate level of governance and controls in place.

7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Re-advertise the tender seeking further submissions.

LIST OF APPENDICES

1. Procurement of Information Technology Software Subscription and Implementation Services - Tender Evaluation - **CONFIDENTIAL**

Designated as confidential by the Chief Executive Officer pursuant to Section 77(2)(c) and Section 89(2)(d) of the *Local Government Act 1989*.

12.10 PLANNING SCHEME AMENDMENT C190 - ANOMALIES AMENDMENT

Author: Myles Graham - Strategic Planner

Presenter: Laura-Jo Mellan - Manager City Design, Strategy & Environment

PURPOSE OF REPORT

To consider Planning Scheme Amendment C190 to the Melton Planning Scheme to correct a number of zoning and overlay anomalies.

RECOMMENDATION:

That Council:

1. Seek authorisation from the Minister for Planning to prepare Planning Scheme Amendment C190 to the Melton Planning Scheme.
2. Apply for an exemption from all of the notice requirements of Section 19 of the *Planning and Environment Act 1987*, except for notification to land owners of affected sites and prescribed Ministers under Sections 19(1)(b) and 19(1)(c).
3. Upon receipt of authorisation, prepare and exhibit Amendment C190 to the Melton Planning Scheme in accordance with the relevant requirements of the *Planning and Environment Act 1987*.
4. Authorise the General Manager Planning and Development and Manager City Design, Strategy and Environment 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 of the amendment.

REPORT

1. Executive Summary

Amendment C190 to the Melton Planning Scheme corrects a number of existing anomalies regarding zoning and overlays that have been identified in the Melton Planning Scheme. The anomalies include mapping inaccuracies, zoning errors or zones no longer required, and incorrectly listed or mapped places from the Schedule to the Heritage Overlay (refer to **Appendix 1**).

Correcting the anomalies within the Melton Planning Scheme ensures that the zoning reflects the use, and ownership of the land. Incorrect zoning can impact on the ongoing use of land, and in particular trigger the need for a planning permit where one would not normally be required.

The proposed amendment will resolve these errors and anomalies in the Melton Planning Scheme to ensure that the controls on the land are appropriate given the ownership and use, and ensure that unnecessary planning permits are not triggered.

2. Background/Issues

Amendment C190 proposes to correct a number of zoning and overlay anomalies within the Melton Planning Scheme. An explanation of the proposed changes are detailed below, and maps of the proposed changes are included in **Appendix 1**.

Correcting the anomalies within the Planning Scheme ensures that the zoning reflects the use, and ownership of the land. Incorrect zoning can impact on the ongoing use of land, and in particular trigger the need for a planning permit where one would not normally be required. The proposed amendment will resolve these errors and anomalies in the Melton Planning Scheme to ensure that the controls on the land are appropriate given the ownership and use, and ensure that unnecessary planning permits are not triggered.

Rezoning of Council owned land

Seven properties are owned by Council and zoned for an incorrect public use. The proposed rezoning will ensure that the zone correctly reflects that the land is owned by Council, and what the intended use of the land is.

1. 19 Rockfern Crescent, Diggers Rest: Rezone from Public Use Zone – Education (PUZ2) to Public Use Zone – Local Government (PUZ6). A portion of the property is currently incorrectly zoned as Public Use Zone – Education (PUZ2). It is proposed that this PUZ2 zone be changed to PUZ6.
2. 56 Cambrian Way, Melton: Rezone from Public Park and Recreation Zone (PPRZ) and Public Use Zone – Service and Utility (PUZ1) to Public Park and Recreation Zone (PPRZ). A portion of the property in the North-West corner is incorrectly zoned PUZ1. It is proposed that this PUZ1 section be changed to PPRZ.
3. 360 Clarkes Road, Brookfield: Rezone from Public Park and Recreation Zone (PPRZ) and Public Use Zone – Service and Utility (PUZ1) to Public Park and Recreation Zone (PPRZ). The section of the property located at the northern end of the reserve adjacent to Riparian Way is incorrectly zoned PUZ1. It is proposed that this PUZ1 section be changed to PPRZ.
4. 74-100 Centenary Avenue, Kurunjang: Rezone from Public Park and Recreation Zone (PPRZ) and Public Use Zone – Education (PUZ2) to Public Park and Recreation Zone (PPRZ). This eastern portion of the property includes tennis courts and clubrooms, and is incorrectly zoned PUZ2. It is proposed that this PUZ2 section be changed to PPRZ.
5. 26-42 Richard Road and 22A Reynolds Place, Melton South: Rezone from Public Use Zone – Education (PUZ2) to Public Park and Recreation Zone (PPRZ). These properties are part of Blackwood Drive Reserve and include a shared path that separates the school site from the public open space; and cricket practice nets. These properties are incorrectly zoned PUZ2 and are proposed to be changed to PPRZ.
6. 24-26 Reserve Road, Melton: Rezone from Public Park and Recreation Zone (PPRZ) and Public Use Zone – Service and Utility (PUZ1) to Public Park and Recreation Zone (PPRZ). This property contains the Melton Recreation Reserve and includes a play space. A portion of the property is incorrectly zoned PUZ1 and is proposed to be changed to PPRZ.

Rezoning of state government owned land

1. 60 Black Dog Drive, Brookfield: Rezone from Public Use Zone – Education (PUZ2) and General Residential Zone – Schedule 1 (GRZ1) to Public Use Zone – Education (PUZ2). This property is owned by the Department of Education and Training. A section of the property is incorrectly zoned General Residential Zone – Schedule 1 (GRZ1). It is proposed that this GRZ1 section be changed to Public Use Zone – Education (PUZ2), to be consistent with the remainder of the parcel and to accurately reflect its intended future use. The proposed PUZ2 is appropriate as it reflects the use of the land for future

education purposes. The Department of Education and Training is supportive of the proposed zone change.

Rezoning of privately owned land

Public Use Zones are typically used on public land for public utilities, community services and facilities and must be owned by a public authority. Public Use Zones are not intended to be located on privately owned properties. Where PUZs are incorrectly applied to private land, it can restrict land uses, or trigger planning permits where they wouldn't ordinarily be required. Six privately owned properties are inappropriately zoned for public use. C190 proposes to correct this error and apply the correct zone that is consistent with the remainder of the owners' land, as well as surrounding properties.

1. 21 Rockfern Crescent and 94 Plumpton Road, Diggers Rest: Rezone the area of property identified as Public Use Zone – Education (PUZ2) to Urban Growth Zone – Schedule 5 (UGZ5). Sections of these properties are incorrectly zoned Public Use Zone – Education (PUZ2). It is proposed that these PUZ2 sections be changed to Urban Growth Zone Schedule 5 (UGZ5) to be consistent with the balance of the property.
2. 158-182 and 184-204 Burns Lane, Toolern Vale: Rezone the area of property identified as Public Use Zone – Local Government (PUZ6) to Rural Conservation Zone (RCZ). Sections of the properties are incorrectly zoned Public Use Zone – Local Government (PUZ6). It is proposed that these PUZ6 sections be changed to Rural Conservation Zone (RCZ) to be consistent with the balance of the property.
3. 2088-2128 Diggers Rest – Coimadai Road, Toolern Vale: Rezone the area of property identified as Public Use Zone – Service and Utility (PUZ1) to Rural Conservation Zone (RCZ). A section of the property is incorrectly zoned Public Use Zone – Service and Utility (PUZ1). It is proposed that this PUZ1 section be changed to Rural Conservation Zone (RCZ) to be consistent with the balance of the property.
4. 78-132 Hoggs Road, Toolern Vale: Rezone the areas of property identified as Public Use Zone – Service and Utility (PUZ1) and Public Conservation and Resource Zone (PCRZ) to Rural Conservation Zone (RCZ). Sections of the property are incorrectly zoned Public Use Zone – Service and Utility (PUZ1) and Public Conservation and Resource Zone (PCRZ). It is proposed that both the PUZ1 and PCRZ sections be changed to Rural Conservation Zone (RCZ) to be consistent with the balance of the property.
5. 102 High Street, Melton: Rezone the area of property identified as Public Use Zone – Service and Utility (PUZ1) to Industrial 1 Zone 1 (IN1Z). A section of the property is incorrectly zoned Public Use Zone – Service and Utility (PUZ1). It is proposed that this PUZ1 section be changed to Industrial 1 Zone (IN1Z) to be consistent with the balance of the property.
6. 54 Pinnacle Crescent, Brookfield: Rezone the area of property identified as Public Use Zone – Education (PUZ2) to General Residential Zone – Schedule 1 (GRZ1). A section of the property is incorrectly zoned Public Use Zone – Education (PUZ2). It is proposed that this PUZ2 section be changed to General Residential Zone – Schedule 1 (GRZ1) to be consistent with the balance of the property.

Mapping boundary related corrections on Western Water owned land

1. Rezoning Crown Allotment 81D, Parish of Yangardook from Public Conservation and Resource Zone (PCRZ) to Public Use Zone – Service and Utility (PUZ1). It is proposed to align the zone to the parcel boundary as it is currently out of alignment. Western Water is supportive of the proposed zone change.
2. Rezoning 2389A Diggers Rest – Coimadai Road and 2389 Diggers Rest – Coimadai Road, Toolern Vale so that the Public Use Zone – Service and Utility (PUZ1) accurately aligns with the title boundary of 2389A Diggers Rest – Coimadai Road, Toolern Vale, plus its connecting northern easement. It is proposed to align the zone to the parcel

boundary as it is currently out of alignment. Western Water is supportive of the proposed zone change.

Overlay corrections

1. Removing HO106 (1200-1220 Mt Cottrell Road, Strathulloh (Parcel 3001)) from the Heritage Overlay maps. The Panel Report for the Melton Planning Scheme Amendment C71 – Heritage Amendment included the following resolution:

‘The Panel has concluded that the house at 1200-1220 Mt Cottrell Road, Melton South (HO106) is not sufficiently representative of the ‘type’ it is said to represent or sufficiently intact to meet the threshold for architectural significance (AHC D2). While it is relatively rare, the Panel considers that the other houses proposed for listing under the HO to represent the development of the Closer Settlement Board’s ‘Exford’ subdivision better demonstrate the characteristics of farm properties of that era. The Panel recommends that: HO106 – the house at 1200-1220 Mt Cottrell Road, Melton South – should be deleted from the HO.’

Following gazettal of Amendment C71, HO106 was deleted from the Schedule to Clause 43.01 Heritage Overlay as recommended by the Panel Report, however it was not deleted from the associated mapping due to an administrative oversight. It is proposed to delete HO106 from the Melton Planning Scheme maps to reflect the Schedule to the Heritage Overlay.

2. Removing HO34 (126-196 McCorkells Road, Toolern Vale) from the Heritage Overlay maps.

The Panel Report for the Melton Planning Scheme Amendment C71 – Heritage Amendment included the following resolution:

‘The Panel has concluded that the place at 126-196 McCorkells Road, Toolern Vale (HO34) has been altered to the extent that it no longer possesses the majority of the heritage values that were described in the statement of significance. It is therefore not a place of heritage significance to the Shire of Melton and should be removed from the HO. The Panel recommends that: HO34 – the house and ruin at 126-196 McCorkells Road, Toolern Vale should be deleted from the HO.’

Similarly, following gazettal of Amendment C71, HO34 was deleted from Schedule to Clause 43.01 Heritage Overlay, however was not deleted from the associated mapping due to an administrative oversight. It is proposed to delete HO34 from the Melton Planning Scheme maps to reflect the Schedule to the Heritage Overlay.

3. Amend the Schedule to Clause 43.01 Heritage Overlay to list HO19 at 2389-2485 Diggers Rest-Coimadai Road, Toolern Vale under its correct suburb. HO19 is listed incorrectly in the Schedule to Clause 43.01 Heritage Overlay under the suburb of Diggers Rest. It is proposed to amend the address of HO19 to the correct suburb of Toolern Vale.

Note: whilst the lot number for this property is now 2389, it will remain as 2389-2485 in the Schedule to ensure consistency and continuity.

Strategic Assessment

Ministerial Direction No 11 requires amendments to be assessed against a number of guidelines. Every Planning Scheme Amendment should maintain or develop the strategic intent of the Planning Scheme. This strategic assessment has been undertaken and it is considered that the amendment adequately addresses this requirement for the reasons outlined below.

The amendment is consistent with the Planning Policy Framework, and makes proper use of the Victoria Planning Provisions as the proposed amendment seeks to correct errors and anomalies in the Melton Planning Scheme.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way
 - 3.1 A City that strategically plans for growth and development.

4. Financial Considerations

Council officer time and resources are involved in the preparation of the Amendment. Council is also required to pay the mandatory fees associated with the Amendment process. These costs will be covered under the City Design, Strategy and Environment operational budget.

5. Consultation/Public Submissions

Planning scheme amendments are subject to an exhibition process in accordance with the *Planning and Environment Act 1987*. This normally includes direct notification to affected land owners, notification to government agencies and prescribed Ministers, a notice placed in a local newspaper, and a notice placed in the Government Gazette.

As discussed previously in this report, the amendment proposes to correct a range of anomalies on public and private land and only affects the owners of those specific properties. Therefore, it is proposed that Council seek an exemption under Section 20(2) of the *Planning and Environment Act 1987* to exempt the amendment from the notice requirements in Section 19, except for:

- Notice to land owners (Section 19(1)(b)).
- Notice to prescribed Ministers in the *Planning and Environment Act 1987* (Section 19(1)(c)).

These exemptions are considered appropriate given that the amendment seeks to correct anomalies which have no impact beyond property boundaries.

Once the exhibition period closes, a further report will be provided to Council. Outlining any submissions that were made to Amendment C190 and whether any changes to the amendment based on the submissions need to be referred to a Planning Panel.

6. Risk Analysis

If Council chooses not to seek authorisation to prepare a Ministerial Planning Scheme Amendment it would prevent the necessary updates required to the Melton Planning Scheme.

It would also result in difficulties for land owners when applying for future planning permits and difficulty for Council officers in facilitating appropriate development and considering future planning permit applications.

7. Options

Council can choose to:

1. Seek authorisation to prepare and exhibit a Planning Scheme Amendment in accordance with the *Planning and Environment Act 1987* and apply for an exemption from notice requirements under Section 19 and authorise the General Manager Planning & Development and Manager City Design, Strategy & Environment to negotiate and resolve any issues; or

2. Abandon the Planning Scheme Amendment.

LIST OF APPENDICES

1. Existing and Proposed Zone Maps - undated

12.11 PLANNING APPLICATION PA 2018/6270 - THREE LOT SUBDIVISION AT 547 BULMANS ROAD, HARKNESS

Author: Cam Luong - Development Planner
Presenter: Bob Baggio - Manager Planning Services

PURPOSE OF REPORT

To consider the above planning application

RECOMMENDATION:

That Council issue a Notice of Decision to Refuse to Grant a Permit subject to the grounds outlined in **Appendix 5** of this report.

REPORT

1. Background

Executive Summary

Applicant:	Tops Pty Ltd C/- ERM
Proposal:	Three lot rural subdivision
Existing Land Use:	Existing house and outbuildings
Zone:	Green Wedge Zone
Overlays:	None
Number of Objections:	None
Key Planning Issues:	Consistency with the Green Wedge Zone, State and Local Planning Policies, and the adopted Western Plains North Green Wedge Management Plan (WPNGW Management Plan)
Recommendation:	Refusal is recommended

The Land and Surrounding Area

The subject site has an area of 62.49 hectares and is located on the south western corner of Bulmans Road and Porteous Road. Other features of the site are as follows:

- The site is irregular in shape.
- It contains an existing dwelling and numerous outbuildings.

The surrounding area is generally characterised by its broad expansive rural landscapes and vistas which exist across this area. There are some notable existing and proposed non-agricultural land uses within the immediate surrounding area, including:

- 239A Harkness Road, Harkness (land generally to the south of Porteous Road) – To be used as cemetery in the future.

- 624 Bulmans Road, Harkness (directly opposite) – The land has been developed as a Place of Worship (Jehovah’s Witnesses).
- 721 Minns Road, Harkness (land located on the south-western corner) – The land is owned by Western Water and developed with above ground water storage tanks.
- 734 Bulmans Road, Harkness (generally to the north) – The land forms part of MacPherson Park.

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

The Application

The application proposes to subdivide the land into three allotments.

The proposed development is summarised as follows:

- Lot 1 will form the primary lot and will be approximately 52.49 ha in area, and contain the existing building and numerous outbuildings.
- Lots 2 and 3 will each be approximately 5 ha in area. The lots will be located on the south eastern portion of the subject land close to Bulmans/Minns Road intersection.

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

Planning Controls

Zone	(Clause 35.04-3 – Green Wedge Zone)	<p>A permit is required to subdivide the land.</p> <p>A proposal to subdivide land within the Green Wedge Zone must meet the conditions specified in the Schedule to the Green Wedge Zone.</p> <p>The Schedule breaks down the rural land of Melton into three different groupings (this being Areas A, B and C). The subject land is located in Area A. The Schedule outlines the following requirements for subdivision within Area A:</p> <ul style="list-style-type: none"> • <i>“The number of lots into which the land may be subdivided is to be calculated using the following formula: $N=A/20$.</i> • <i>Where N (rounded down) is the number of lots that can be created and A is the area of the land in hectares.</i> • <i>The subdivision must comprise one large primary lot. The secondary lots must be at least 1.0 hectares and must be no larger than 5.0 hectares.</i> • <i>An agreement under Section 173 of the Act must be entered into with the owner of each lot created which ensures that the land may not be further subdivided under this provision.”</i>
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Local Planning Policy	Clause 21.01-3 (Rural Areas)	The policy recognizes that non-urban areas of Melton perform a vital role in providing a buffer between the outward spread of Melbourne and the rural hinterland.
Local Planning Policy	Clause 22.08 (Rural Land Use Policy)	The policy recognizes that these areas will remain rural in character and will provide for the establishment of non-urban activities and limited residential development in a planned and co-ordinated manner.

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 considered to be of cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2007*.

Section 49 (1) of the Aboriginal Heritage Regulations outlines that the subdivision of land into 3 or more lots is a high impact activity if -

- (a) *the planning scheme that applies to the activity area in which the land to be subdivided is located provides that at least 3 of the lots may be used for a dwelling or may be used for a dwelling subject to the grant of a permit; and*
- (b) *the area of each of at least 3 of the lots is less than 8 hectares.*

Only two of the three lots are under 8 hectares, therefore, the proposal is not considered to be a high impact activity. Therefore, the proposal constitutes an exempt activity which does not require a Cultural Heritage Management Plan.

2. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

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

3.1 A City that strategically plans for growth and development.

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application The application was required to be advertised. The advertising was satisfactorily completed and no objections were received.

Referral of the application

The application was referred to a number of Council Departments and External Authorities for comment and advice.

A complete list of responses is included in **Appendix 4**.

5. Issues

Planning Assessment

The proposal has been assessed against and deemed to be inconsistent with the relevant State and Local Planning Policies, Zoning provisions, and fails to satisfy the decision guidelines at Clause 65 of the Melton Planning Scheme.

Background regarding the rural subdivision provisions in the Green Wedge Zone

Amendment L56 to the Melton Planning Scheme (1996) involved the deletion of the General Farming A and B Zones and replaced them with the Rural (Agricultural) Zone. The zone was subsequently replaced with the Green Wedge Zone, but the subdivision provisions remain.

It is important for Council to note that in supporting Amendment L56, Council identified that “the amendment is first and foremost a rural based amendment intended to protect and enhance the declining rural and agricultural areas of Melton by producing a greater degree of flexibility in development controls (particularly in relation to subdivision) than would ordinarily be the case in rural zones and to use the economic gains to landowners from these concessions to consolidate and enhance the remaining rural landholdings into viable units. Such a strategy involves a careful balance of the competing views of those public authorities who wish to avoid further fragmentation of rural areas and private land owners who want greater development options”. The aim is to respond in part to the pressures for further land fragmentation on the urban fringe, but to manage the fragmentation in a sustainable manner to encourage corresponding aggregation where possible (Panel Report, Page13).

The amendment was also designed to introduce a more flexible approach to rural land use and management by “fostering developments that are sustainable and feature a high standard of environmental management by rural land owners”.

The proposed subdivision is not consistent with the purpose and intent of Amendment L56. The application provides no justification of how the economic gains to the owner of the subject land will protect or enhance the existing rural land holdings into viable units.

Green Wedge Management Plan

Section 60(1A)(g) of the *Planning and Environment Act* outlines that Council may consider any adopted strategic plan, policy document, code or guideline, when assessing an application.

At the Ordinary Meeting of Council on 23 September 2014, Council adopted the Western Plains North Green Wedge Management Plan (WPNGW Management Plan) in line with State Government requirements. The WPNGW Management Plan aims to achieve a balance between the protection of agricultural viability and environmental features and opportunities for other appropriate uses in the Green Wedge. The opportunities include the possibility of rural residential subdivisions. The subject land forms part of an area that is identified in Precinct 5 of the WPNGW Management Plan. The key actions outlined for the Precinct include:

- L10 a13 - *“Pursue changes to introduce a flat 12ha minimum lot size as an ‘interim’ measure within the parts of the precinct to which this minimum does not already apply.”*
- L10 a14 - *“Consider undertaking a Rural Residential land supply and demand analysis to identify the demand in relation to number, location and lot size that exists within the City of Melton. On the basis of this work and the Biodiversity Strategy, consider longer term if a smaller minimum lots size may be warranted.”*

The proposed subdivision is considered to be pre-mature, given, that the key actions outlined in the WPNGW Management Plan have not been implemented. The proposal may be appropriate once the further strategic work as outlined in the WPNGW Management Plan is completed.

Relevant VCAT decisions

Council (at its Meeting on the 22 June 2009) refused a similar planning permit application for a two lot subdivision proposal at 544-618 Diggers Rest-Coimadai Road, Diggers Rest (PA2008/1903). The proposal was to create a primary lot (approximately 61.69 hectares); and a secondary lot (approximately 4.77 hectares).

The applicant subsequently lodged a review against Council's decision at VCAT (*Tsourounakis v Melton SC [2009] VCAT 2602*). Council's decision was affirmed by VCAT; and no planning permit was granted for the proposal. In his determination, the member made the following comments in relation to the proposal:

"The state planning policy framework generally provides that land in the green wedge area that is presently used for rural purposes should continue to be used for that purpose... This is to be generally achieved by the orderly development of land for rural living precincts or settlements. This is usually undertaken by identifying the overall demand for rural living development through a municipal housing strategy. Within such a strategy, suitable areas can be identified for rural living development, the appropriate zone can be applied to the area to facilitate its orderly development. Land can be subdivided and developed with the appropriate services and infrastructure. A key part of this approach is to discourage ad hoc, isolated small lots in rural areas." (Emphasis added).

In *Parkworth Pty Ltd & Anor v Casey CC [2002] VCAT 1594* (18 December 2002), the tribunal made the following comments in relation the rural/residential property values:

Rural planning policy recognises that farming land is a very important economic asset of the state, quite apart from its value to the individual owners. However, its value for farming purposes can be compromised or lost if it is fragmented into small pieces that are not useful for farming purposes. The demand for rural houses and rural subdivisions comes from people wanting to exploit the residential value, as opposed to the farming value, of such land. There is a demand from people who like to live in the country on rural residential lots or hobby farms. Such use is essentially residential, rather than farming, in nature. Fragmentation into small holdings makes the land un-useful for genuine farming. It also inflates the per hectare value by endowing it with a residential rather than a farming value. The land value so inflated often means that farming activities cannot justify farming investment in it.

In *Blackwood v Casey CC [2003] VCAT 769* (27 June 2003), the tribunal made the following comments in relation to difference in amenity expectations between rural and residential landowners:

It seems to me that allowing subdivision which adds to the number of rural residential lots in an area designated for farming and other compatible activities does not work towards achieving the outcomes that are called for by the relevant planning policies and strategies. This is the very problem which has been identified by the "Rural Zones Review" Reference Group when it said that "the subdivision of rural land, on its own, is not the problem....Subdivision only becomes a 'problem' when a residential use of the land is proposed and the nature of the land use changes from agriculture to residential. Landowners expectations change accordingly." This difference in expectations, particularly with respect to amenity and the provision of urban services, results in the fundamental difficulty associated with the provision of rural residential opportunities in areas designated for rural [as opposed to "rural living"] purposes.

...

The amenity conflict is not the only matter which can threaten the continued viability of existing farming enterprises. The prospect of being able to subdivide land into rural residential type lots may also heighten expectations and pressure for this to occur on other land.

...

This proposal would bring about an outcome whereby an additional rural residential lot is created. This is not appropriate in an area which is clearly designated for rural purposes and currently accommodates farming uses which are not compatible with the type of residential amenity that is anticipated and expected by rural residential "lifestylers".

...

It would be easy to examine the merits of this proposal as simply being the creation of "just one more lot". However, all applications for excisions involve "just one more lot". The excision of any lot must produce an outcome which is consistent with furthering the purpose of the zone and not one which adds to existing pressures which work toward undermining the continued viability of rural land use.

In the absence of the further strategic work as outlined in the WPNGW Management Plan, the proposal is considered to be inconsistent with the intended purpose of the Green Wedge Zone, which is "to provide for the use of land for agriculture" and "recognise, protect and conserve green wedge land for its agricultural, environmental, historic, landscape, recreational and tourism opportunities, and mineral and stone resources". The proposal may be consistent with intended purpose once the further strategic work as outlined in the WPNGW Management Plan is completed.

6. Options

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

7. Conclusion

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

It is considered that the proposal generally does not comply with the relevant requirements of the Planning Scheme.

Therefore, it is recommended that the application be refused as outlined in **Appendix 5**.

LIST OF APPENDICES

1. Locality Plan - dated 25 October 2018
2. Plans of Proposal - undated
3. Assessment against relevant planning scheme controls - undated
4. Referral Comments - undated
5. Grounds of Refusal - undated

12.12 MELTON RECYCLING FACILITY - FREE GREEN WASTE OPTIONS REPORT

Author: Les Stokes - Manager Operations
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To seek Council endorsement on the future of the free green waste service provided at the Melton Recycling Facility.

RECOMMENDATION:

That Council continue the free green waste service in the months of November and December each year, with a review of the service in the 2020/2021 financial year.

REPORT

1. Executive Summary

In 2015 Council introduced free disposal of green waste at the Melton Recycling Facility in the month of November. This initiative was intended to assist rural residents to clean up their properties prior to the fire season. At the 21 August 2017 Ordinary Meeting of Council, Council resolved to extend the free disposal period to November and December (commencing 1 November 2017) and Officers were to submit a report the following year to enable a review of the service.

This report reviews the current service and considers five options for the future of the service, including an assessment of the financial impacts of each option. The report recommends that the free green waste remain for the months of November and December, with a review of service to be completed in the 2020/2021 financial year following the completion and operation of the upgraded Melton Transfer Station.

2. Background/Issues

At the 6 March 2017 Council meeting, Council considered Notice of Motion 456 and resolved the following:

That Council officers provide a report to Council on the outcomes of the free green waste service provided at the Melton Recycling Facility (MRF) in November 2015-16, along with options for expanding the times/days/months in which the service is available.

The review was presented to Council at the 21 August 2017 Council meeting, where Council resolved the following:

That Council:

- 1. extend the current November only free Green Waste service at the Melton Recycling Facility to include the month of December*
- 2. review the service in 12 months time.*

The following report provides a further review of the service and seeks to provide Council with the information requested in the above resolution.

The Melton Recycling Facility receives green waste from two sources, the general public and various council contractors (Parks & Open Space, Road Maintenance, etc.), all of which is transported to Veolia Environmental Services in Bulla for processing.

Green Waste Tonnages

The following provides a breakdown of the tonnages of green waste received at the Melton Recycling Facility since the initiative was introduced in 2015/2016;

Green Waste Tonnages			
Month	2015/16	2016/17	2017/18
Jul	149.76	213.23	237.21
Aug	112.20	188.33	229.50
Sep	227.20	202.60	225.61
Oct	179.36	282.18	292.00
Nov	371.12 (free month)	650.64 (free month)	442.8 (free month)
Dec	219.07	313.83	385.52 (free month)
Jan	139.28	272.26	283.20
Feb	173.17	284.44	213.48
Mar	199.31	226.24	227.30
Apr	195.06	250.32	193.94
May	208.32	308.54	179.34
Jun	143.34	287.14	186.41
Totals	2317.19	3479.75	3096.31

Resident Uptake

Prior to introducing the free disposal green waste at Melton Recycling Facility the facility received approximately 2000 tonnes of green waste per annum.

In the first financial year of the service being introduced, green waste tonnages increased at by approximately 317 tonnes and a further 1162 tonnes in the 2nd financial year.

Last financial year tonnages dropped by approximately 383 tonnes, potentially due to weather conditions, however overall tonnages remain significantly higher than prior to the initiative being introduced.

The following provides a breakdown of residents who used the service in 2017 by suburb.

Suburb	Nov-2017			Dec-2017		
	No. Veh	Tenants	Owners	No. Veh	Tenants	Owners
AINTREE	1		1	0	0	0
BONNIE BROOK	3		3	1	0	1
BROOKFIELD	204	26	178	204	0	204
BURNSIDE	37	5	32	40	6	34
BURNSIDE HEIGHTS	34		34	26	2	24
CAROLINE SPRINGS	133	16	117	171	8	163
COBBLEBANK	4		4	2	0	2
DEANSIDE	3		3	3	0	3
DIGGERS REST	37	1	36	49	4	45
EXFORD	1		1	2	0	2
EYNESBURY	37	11	26	42	3	39
FIELDSTONE	2	1	1	0	0	0
FRASER RISE	4		4	2	0	2
GRANGEFIELDS	0			0	0	0
HARKNESS	44	1	43	51	2	49

Suburb	Nov-2017			Dec-2017		
	No. Veh	Tenants	Owners	No. Veh	Tenants	Owners
HILLSIDE	228	30	198	187	8	179
KURUNJANG	273	36	237	241	2	239
MELTON	343	83	260	389	20	369
MELTON SOUTH	305	62	243	301	16	285
MELTON WEST	290	75	215	294	25	269
MOUNT COTTRELL	1		1	2	0	2
PARWAN	0			2	0	2
PLUMPTON	8	2	6	8	0	8
RAVENHALL	7	2	5	1	0	1
ROCKBANK	6	1	5	12	0	12
STRATHULLOH	7		7	13	0	13
TAYLORS HILL	78	14	64	94	1	93
THORNHILL PARK	1	0	1	3	0	3
TOOLERN VALE	22		22	10	0	10
TRUGANINA	0			1	0	1
WEIRVIEWS	1		1	6	0	6
TOTALS	2,114	366	1,748	2,157	97	1,860

Loss of Income

Green waste received at the Melton Recycling Facility from the general public is charged at the standard gate rate, based on vehicle size and trailer load, and whilst the facility does not have accurate accounting systems to track vehicle types and loads, it is estimated that the total loss of income due to the free green waste disposal initiative is approximately \$110,000 per month.

The following provides a breakdown of the vehicles and income loss in the months of November 2016;

	Car/Station Wagon	Van/Utility	Small Trailer Water level	Small Trailer heaped	Small Trailer High sided	large Trailer Water Level	Large Trailer Heaped	Large Trailer High Sided	Totals
Gate Fee	\$20	\$40	\$40	\$70	\$80	\$65	\$90	\$140	
No of Vehicles	175	521	556	483	207	74	58	20	2094
Loss of Income	\$3500	\$20840	\$22240	\$33810	\$16560	\$4810	\$5220	\$2800	\$99,800

The following provides a breakdown of the vehicles and income loss in the months of November 2017;

	Car/Station Wagon	Van/Utility	Small Trailer Water level	Small Trailer heaped	Small Trailer High sided	large Trailer Water Level	Large Trailer Heaped	Large Trailer High Sided	Totals
Gate Fee	\$20	\$40	\$40	\$70	\$80	\$65	\$90	\$140	
No of Vehicles	236	489	520	593	165	46	59	12	2,120
Loss of Income	\$4720	\$19560	\$20800	\$41510	\$13200	\$2990	\$5310	\$1680	\$109,770

The following provides a breakdown of the vehicles and income loss in the months of December 2017;

	Car/Station Wagon	Van/Utility	Small Trailer Water level	Small Trailer heaped	Small Trailer High sided	large Trailer Water Level	Large Trailer Heaped	Large Trailer High Sided	Totals
Gate Fee	\$20	\$40	\$40	\$70	\$80	\$65	\$90	\$140	
No of Vehicles	246	499	424	602	257	51	62	16	2157
Loss of Income	\$4920	\$19660	\$16960	\$42140	\$20560	\$3315	\$5580	\$2240	\$115,675

New Operating Contract

From 1 July 2019 the Melton Recycling Facility will operate under a new management contract. This contract will be considered by Council for award at the 10 December 2018 Council Meeting and the costs associated in operating the facility will change.

Options

For the purposes of assessing the options required by the Notice of Motion, Council Officers have identified the following options:

1. Continue with the current service being free disposal in November and December
2. Add/remove months at either a cost or saving of approximately \$110,000 per month
3. Provide a free service all year round
4. Provide the one month free service to fire risk* properties only
5. Discontinue the free service

**fire risk properties, for the purpose of this report, are those classified as Development Land, Rural Living, Rural and Urban Growth.*

The options are discussed below and the financial impacts summarised in the section 4 of this report.

Option 1 – Current service (Free in November and December)

Since 2015, Council has provided an initiative enabling the free disposal of green waste in the month of November, extending to two months (November and December) in 2017.

As can be seen in the tables above, the volumes of green waste received in the free disposal months significantly increase compared to other months, indicating that residents are taking advantage of the service. Providing the service over a two month period enables residents more time to carry out property clean up works and spreads the peak load for the Melton Recycling Facility Operator.

Whilst this option provide benefits to the community it is costly to Council and our residents. It is important to note that volumes will continue to increase as knowledge of the service increases and we continue to grow as a municipality.

Option 2 – Reduce or Extend the Service

Reducing the free monthly service by one month continues to provide the benefits to residents as detailed above, with a cost saving in comparison to the current level of service by approximately \$110,000 per annum. Council could choose to add additional months to the free service, noting the cost of doing so (i.e. up to \$110,000/month)

Option 3 – Provide free service all year round

The annual cost to Council for the receiving, transporting and processing of green waste is \$840,000 per annum and it is reasonable for Council to try to recoup some of these costs through gate fees.

Council should note that residents have the option of a kerbside green waste bin for as little as \$43 per annum (120L bin), 63 percent of residential properties already have this service. In addition, rate payers and tenants are allocated two vouchers for use at either the Melton Recycling Facility or one hard waste collection, both of which can be used for green waste.

In the 2016/2017 financial year 22,182 vouchers were used at the Melton Recycling Facility at a cost of \$887,280 (\$40/voucher) in lost revenue. A further 3,284 hard waste collections were undertaken at a cost of \$230,151.

Providing a free year round green waste service is likely to have an adverse effect on the kerbside green waste service, decreasing volumes and discouraging its' use. This will have multiple detrimental effects:

- Collection trucks will still have to drive past every property regardless of the presence of green waste bins and Council will still incur the costs associated with transport and fuel.
- It will discourage future uptake of green kerbside bins, potentially impacting on future plans to introduce food organics into green organics (FOGO). This is a state-wide directive aimed at reducing waste to landfill and will be introduced in our municipality in coming years.

Option 4 – Provide a one month free service to fire risk properties only

This option continues to deliver the fire prevention benefits without providing the service to residents whose properties are not in areas of fire risk, i.e. standard residential properties. This would significant decrease the cost of the service as these properties make-up less than 3 percent of rateable properties. For the purposes of this report, properties in a fire risk area are those in a rural or semi-rural environment. For ease of implementation, properties with a rating classification or Rural, Rural Living, Urban Growth & Development Land will have access to the service.

Option 5 – discontinue the service

As discussed in Option 3, residents have numerous methods available to them to dispose of their green waste. The free green waste service costs council \$225,000/annum in lost gate fees alone, plus additional cost to transport and process additional volumes. Council may consider that the other disposal options available to residents (i.e. Kerbside Green Waste Collection and the Melton Recycling Facility Voucher System) are satisfactory and the additional costs unwarranted. This will cease to assist rural residents with property clean-up

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability
 - 5.4 *An organisation that demonstrates excellence in local government leadership and customer and community service.*

4. Financial Considerations

As highlighted in section 2 of this report, Council currently expends \$840,000pa on the Green Waste Service at the Melton Recycling Facility, for which it receives approximately \$650,000 in gate revenue. Resulting a current service cost of \$190,000pa.

The cost/savings to altering the service on a month by month basis is dependent to the volume of material that comes through the facility in that month. If the intent of the service is to make access the MRF for free during a busy time of year then it is expected that the costs associated with this are in the order of \$110,000/month in lost gate revenue plus additional transport and processing costs in the order of \$60,000/month.

5. Consultation/Public Submissions

Council's Municipal Fire Prevention Officer has previously reported that from a Fire Prevention point of view, the free green waste program has been a huge success. Prior to the implementation of the initiative, a majority of rural residents would enquire about burning their green waste, however they are now taking it to the Melton Recycling Facility.

It has been observed in areas such as Toolern Vale and the northern areas of the Municipality, where there are the bigger 'lifestyle' blocks, the owners are now using this service each year instead of burning or stock piling their green waste as they had done in previous years, therefore removing any perceived fire risk.

Consultation with the current Melton Recycling Facility Operator has indicated that a concentrated one month free service creates a peak demand that is difficult to manage both from a staff perspective and traffic volume/flow around the site.

6. Risk Analysis

A free all year round green waste service (Option 3) has a high likelihood of adversely effecting uptake of kerbside green waste services, undermining the future rollout of FOGO services and therefore significantly reducing Council's ability to reduce waste to landfill. As a result this option is not recommended.

Should Council proceed with Option 4 or 5, there is a risk that Council would receive some public backlash regarding the removal of an existing service. Some residents may also be unaware of the service being discontinued and arrive at the Melton Recycling Facility assuming they are entitled to free entry, which could potentially result in conflict at the gate house and an increase in complaints to Council.

7. Options

The following options have been considered and assessed by Council Officers:

1. Continue with the current service being free disposal in November and December
2. Reduce or Extend the service
3. Provide a free service all year round
4. Provide a one month free service to fire risk properties only
5. Discontinue the free service

Council is about to consider the award of a new three year operating contract for the Melton Recycling Facility, during which time the Facility is expected to undergo a significant redevelopment. Constant change to the services provided at the facility not only make it difficult for residents to understand the services provided but also for the operator to plan and manage the facility effectively. It is therefore recommended that whatever option is proceeded with, that this be adopted and be reviewed no earlier than the 2020/2021 financial year

LIST OF APPENDICES

Nil

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 590 (CR DE SANTIS)****Councillor: Melissa De Santis - Councillor**

Notice was given at the Ordinary Meeting of Council held on 15 October 2018 of my intention to move the following motion at the Ordinary Meeting Council to be held on 12 November 2018.

MOTION:

That Council support the live streaming of future Council meetings via internet and the installation of the appropriate visual and audio equipment required to successfully run this streaming.

OFFICER'S COMMENTS:

Council officers can provide a report to Council with the options available for live streaming of Council meetings, including current costs, at the Melton Civic Centre and the Burnside Community Hall.

15.2 NOTICE OF MOTION 591 (CR DE SANTIS)**Councillor: Melissa De Santis - Councillor**

Notice was given at the Ordinary Meeting of Council held on 15 October 2018 of my intention to move the following motion at the Ordinary Meeting Council to be held on 12 November 2018.

MOTION:

That Council officers prepare a report on the opportunities to advocate to the State Government to invest in projects relating to family violence such as family violence housing and social housing within the Melton municipality.

OFFICER'S COMMENTS:

A report will be presented at a future meeting of Council.

15.3 NOTICE OF MOTION 592 (CR ABBOUSHI)**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 November 2018.

MOTION:

That Council undergo a formal audit of the synthetic surfaces of Brookside Recreational Reserve and Springside Recreational Reserve to determine the status in their life-cycle and the required ongoing maintenance and renewal program that will be required. Council Officers to consult with existing user groups prior to presenting a future report to Council.

OFFICER'S COMMENTS:

These surfaces are already inspected quarterly by an independent professional synthetic surface specialist. At this current time, both surfaces have an estimated remaining life in excess of 5 years. Every quarter the surfaces are groomed and the crumb rubber topped up on an annual basis. The assessment also informs any additional maintenance that may be required, such as repairing areas of high wear and the removal of moss, algae and contaminants.

In addition to this specialist inspection, Council's Parks Service Provider also inspects these surfaces on a fortnightly basis and reports any areas of concern.

As part of Council's asset renewal planning, synthetic playing surfaces will appear in the Asset Renewal Plans and subsequently the 10-year capital works program at the time that they reach the end of their useful life.

15.4 NOTICE OF MOTION 593 (CR ABBOUSHI)

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 November 2018.

MOTION:

That Council investigate options to introduce female friendly change room upgrades, in consultation with existing user groups, at Ian Cowie Recreational Reserve Pavilion and Burnside Heights Recreational Reserve Pavilion. Council Officers to report options to Council at a future Council meeting.

OFFICER'S COMMENTS:

Council officers will investigate and prepare a report for a future meeting of Council.

15.5 NOTICE OF MOTION 594 (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 November 2018.

MOTION:

That Council Officers explore options for future use of the Melton Country Club should the lease not be renewed, and to prepare a report for the March Council Meeting.

OFFICER'S COMMENTS:

The Country Club is currently leased to Essendon Football Club until 28 February 2022.

As per the recommendation made at the 26 March 2018 Ordinary Council Meeting; Council Officers will be bringing two reports to Council in respect of the Melton Country Club.

A report to enter into a new lease with the current tenant to replace the existing lease and a report in respect of a possible sale of the premises (which if such sale occurred immediately would include transfer of the current lease).

Should Council resolve to not enter into a new lease with the current tenant, the existing lease will remain in place and will expire on 28 February 2022.

15.6 NOTICE OF MOTION 595 (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 November 2018.

MOTION:

That in line with the new Council Meeting schedule for 2019 that Councillor Briefing Sessions also alternate between the Burnside Community Centre and the Melton Civic Centre.

OFFICER'S COMMENTS:

If Council resolves on this Notice of Motion there would be a requirement for officers to consult with the user groups of the Burnside Community Centre that potentially to reducing capacity of those user groups. This would mean there would be also additional downtime pre the Council Briefing schedule and post the Council Briefing schedule for cleaning etc. so that the centre was presented in the correct state for the current user groups the next day.

15.7 NOTICE OF MOTION 596 (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 November 2018.

MOTION:

That the Council Officers explore the placement/co-location of Australian Citizenship Ceremonies (currently held at Melton Township) at the Caroline Springs/Burnside Community Centre and Melton.

OFFICER'S COMMENTS:

Council officers can provide a report outlining the options and considerations in conducting future citizenship ceremonies at both the Burnside Community Hall and the Melton Community Hall.

15.8 NOTICE OF MOTION 597 (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 November 2018.

MOTION:

That Council allocate \$500,000 towards the commencement of design works of a High Ball Indoor Stadium for Melton.

OFFICER'S COMMENTS:

A report will be presented at the December 2018 Council Meeting on this project.

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

19. CONFIDENTIAL BUSINESS

Recommended 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 Municipal Audit Committee Meeting Minutes 24 October 2018 - Confidential Report**
(f) as it relates to legal advice.
- 19.2 Community Achievement Awards Assessment Panel Recommendations (2019)**
(h) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person.

Recommended Procedural Motion

That the meeting be opened to the public.

20. CLOSE OF BUSINESS