

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 17 September 2018 at 7.00pm.

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

Kelvin Tori
CHIEF EXECUTIVE

Visitors to the Gallery please note:

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

- **Silence** must be maintained by members of the public in the gallery at all times. A visitor to the gallery must not interject or take part in the debate that occurs in the Chamber.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Special Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Ordinary Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than:
 - i) 5 pm on the day of the Ordinary Meeting if questions are submitted into the receptacle designated for public questions outside the Council Chamber
 - ii) 5pm on the day of the Ordinary Meeting if questions are submitted by electronic medium as per Council website directions.

A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson. The person directing the question must be present in the gallery at the time the question is to be dealt with for it to be valid.

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

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

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1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

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

Reconciliation Statement

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

2. APOLOGIES AND LEAVE OF ABSENCE

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

3. CHANGES TO THE ORDER OF BUSINESS

4. DEPUTATIONS

Presentation of an Art Piece by local artist, Mr Mick Breen.

During NAIDOC Week celebrations this year a local artist, Mr Mick Breen, offered to donate an art piece to Melton City Council.

Mr Breen will be in attendance at this Council meeting to present his art piece to the Council. Accompanying Mr Breen is his partner, Ms Charmaine Hamilton, a board member of the Kirrip Aboriginal Corporation.

Mr Breen is a proud Wiradjuri man. Mick was born and lived on his mother's Country in Junee, a small country town in Southern Central NSW. He moved to Melbourne in 2016 and completed certificates in Aboriginal Arts & Culture at Kangan Batman TAFE, where he drew on his Culture and life experience as an Aboriginal man.

Since that time Mr Breen has become an established artist exhibiting and selling artwork at a number of exhibitions. He has also been commissioned to paint pieces for a number of organisations and has donated many of his paintings for charity auctions and fund raising events.

Mr Breen now resides within Melton City and is an active member of Kirrip Aboriginal Corporation. Mick has gifted this painting to Melton City Council on behalf of Kirrip Aboriginal Corporation in appreciation and acknowledgement of their support.

The title of the art piece to be donated to Melton City Council is "Gugga". In the language of the Wiradjuri people, Gugga is the word/name for goanna.

Mr Breen, in paying respect to his ancestors has created a work that represents his totem from Wiradjuri country, in southern New South Wales.

This piece uses acrylic paint on a piece of Yellow Box Bark using the traditional ochre colours in a conventional crosshatch style, a traditional Aboriginal technique used for around 60,000 years to reflect the complex structure of Aboriginal society and culture.

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 20 August 2018 and Special Meeting of Council held on 10 September 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**

- 20 August 2018 Record of Assembly of Councillors
- 27 August 2018 Record of Assembly of Councillors
- 3 September 2018 Record of Assembly of Councillors
- 10 September 2018 Record of Assembly of Councillors

RECOMMENDATION:

That the Record of Assembly of Councillors dated 20 & 27 August 2018 and 3 & 10 September 2018 attached to this Agenda be received and noted.

LIST OF APPENDICES

1. 20 August 2018 Record of Assembly of Councillors
2. 27 August 2018 Record of Assembly of Councillors
3. 3 September 2018 Record of Assembly of Councillors
4. 10 September 2018 Record of Assembly of Councillors

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- Hon Richard Wynne MP – Minister for Planning – Infrastructure Contribution Plan

RECOMMENDATION:

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

LIST OF APPENDICES

1. Letter from Hon Richard Wynne MP - dated 22 August 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**NOTICE OF MOTION 574 (CR RAMSEY)**

Councillor: Sophie Ramsey - Councillor

As this Notice of Motion was not able to be considered at the Ordinary Meeting of Council held 20 August 2018 due to the provisions of the Council's Meeting Procedure Local Law 2013, it has been carried over to the 17 September 2018 Ordinary Meeting of Council.

MOTION:

That Council formally rescind the resolution of Council, adopted at the Ordinary Meeting of Council held on 23 July 2018 at item 12.7 - Response to Notice of Motion 566 – City Vista Sports Project.

OFFICER'S COMMENTS:

As recorded in the Minutes of the Ordinary Meeting of Council held 20 August 2018, this matter was laid on the table at that meeting as it did not meet the provisions of Council's Meeting Procedure Local Law 2013. This local law says that for a Rescission Motion to be considered, there must be at least an equal number of Councillors present in the chamber that were present when the resolution of Council was adopted.

At the Ordinary Meeting of Council held 20 August 2018 there were six Councillors present and at the Ordinary Meeting of Council held 23 July 2018, when the substantive motion in question was adopted by Council, there were seven Councillors present.

This Notice of Motion is therefore brought back to the Council for its consideration.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 AUTHORISING THE AFFIXING OF THE COMMON SEAL OF COUNCIL

Author: Rebecca Bartlett - Acting Governance Officer
Presenter: Kel Tori - Chief Executive Officer

PURPOSE OF REPORT

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

RECOMMENDATION:

That the Council Seal be affixed to the documentation as detailed in the Schedule for Authorising of Affixing of the Common Seal of Melton City Council dated 17 September 2018.

REPORT

1. Executive Summary

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

2. Background/Issues

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

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

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

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

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

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

5. Consultation/Public Submissions

Not applicable.

6. Risk Analysis

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

7. Options

Not applicable.

LIST OF APPENDICES

1. Authorising the Affixing of the Common Seal of Council - dated 17 September 2018

12.2 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Rebecca Bartlett - Acting Governance Officer
Presenter: Kel Tori - 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 - 4**
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 2018 were adopted by Council at the Ordinary Meeting held 13 November 2017.

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
27 June 2018	Arts and Culture Advisory Committee	Appendix 1
2 August 2018	Disability Advisory Committee	Appendix 2
16 August 2018	Early Years Partnership Committee	Appendix 3
16 August 2018	Heritage Advisory Committee	Appendix 4

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. Arts and Culture Advisory Committee Meeting Minutes - dated 27 June 2018
2. Disability Advisory Committee Meeting Minutes - dated 2 August 2018
3. Early Year Partnership Committee Meeting Minutes - dated 16 August 2018
4. Heritage Advisory Committee Meeting Minutes - dated 16 August 2018

12.3 MUNICIPAL AUDIT COMMITTEE MEETING - 29 AUGUST 2018

Author: Cheryl Santoro - Senior Administration Officer
Presenter: Kel Tori – Chief Executive Officer

PURPOSE OF REPORT

To present to Council the minutes of the Municipal Audit Committee meeting held on Wednesday 29 August 2018.

RECOMMENDATION:

That Council:

1. Note the minutes of the Municipal Audit Committee meeting held on Wednesday, 29 August 2018 at **Appendix 1**.
 2. Adopt the recommendations arising within the minutes
 3. Note the 2017/2018 Finance Report Year Ended 30 June 2018 at **Appendix 2**.
-

REPORT

1. Executive Summary

The minutes of the Audit Committee meeting held on 29 August 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 of consideration.

Issues discussed and recommendation 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. Minutes of Audit Committee Meeting for 29 August 2018
2. Year Ended Financial Report 30 June 2018

12.4 DRAFT ANNUAL FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT - 30 JUNE 2018

Author: Cheryl Santoro - Senior Administration Officer
Presenter: Kel Tori - Chief Executive Officer

PURPOSE OF REPORT

To present to Council for approval the draft Annual Financial Statements and Performance Statement for 30 June 2018, prior to reports being submitted to Council's auditor, in accordance with section 132(2) of the *Local Government Act 1989*.

RECOMMENDATION:

That Council:

1. Approve, in principle, the draft Annual Financial Statements and Performance Statement for 30 June 2018 at **Appendix 1**.
2. Authorise the Mayor, Cr Bob Turner and Deputy Mayor, Cr Ken Hardy to approve the Statements in their final form after any changes recommended, or agreed, by the Auditor have been made, pursuant to sections 132(2) and 132(5) of the *Local Government Act 1989*.

REPORT

1. Executive Summary

The Audit Committee meeting on 29 August 2018 discussed and reviewed the draft Financial Statements and Performance Statement for the year ended 30 June 2018. The Audit Committee has recommended that Council approve the statements prior to them being submitted to the Auditor, as required under the *Local Government Act 1989* ('the Act').

2. Background/Issues

For the purpose of sections 132(2) and 132(5) of the Act, Council must not submit the Annual Financial Statements and Performance Statements to the auditor or the Minister unless it has passed a resolution giving its approval in principle to the statements. The Council must authorise two Councillors to certify the Statements in their final form after any changes are recommended, or agreed to, by the Auditor.

In accordance with section 133(1) of the Act, Council must submit the Statements to the Minister within three months after the end of the financial year reported on.

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

There are no direct costs associated with this matter.

5. Consultation/Public Submissions

There is no requirement for public consultation in relation to the draft Financial Statements and Performance Statement.

6. Risk Analysis

Endorsing the recommendations in this report will ensure Council's continued compliance with the legislative requirements.

7. Options

Council has the option to reject the Officer's recommendations, however this would put Council's ability to meet statutory obligations at risk.

LIST OF APPENDICES

1. Draft Annual Financial Statements and Performance Statement - 30 June 2018

12.5 2018-2019 COUNCIL AND WELLBEING ANNUAL ACTION PLAN

Author: Bob Baker - Corporate Planning and Performance Coordinator
Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To present the proposed 2018 – 2019 Council and Wellbeing Annual Action Plan for Council's consideration.

RECOMMENDATION:

That Council adopt the 2018 – 2019 Council and Wellbeing Annual Action Plan as detailed in **Appendix 1**.

REPORT

1. Executive Summary

Each year Council produces an Annual Action Plan identifying the key activities that Council will undertake to achieve the strategic outcomes, objectives and strategies identified in the Council and Wellbeing Plan 2017-2021.

There are 151 actions identified from across Council's service units detailed in the proposed 2018 - 2019 Council and Wellbeing Annual Action Plan (The 2018-19 Annual Action Plan) as detailed in **Appendix 1**.

Progress against these actions is reported to Council in a quarterly progress report and at the end of the year in Council's Annual Report.

2. Background/Issues

The Council and Wellbeing Plan 2017-2021 details the vision for the community, and the strategic outcomes, objectives and strategies to be undertaken in the work toward that vision.

The vision for the community is that Melton is "A Thriving Community Where Everyone Belongs." The Council Plan identifies five (5) themes to guide the work of the organisation. These themes are:

1. A proud, inclusive and safe community
2. A thriving and resilient natural environment
3. A well planned and built City
4. A strong local economy and a lifelong learning City
5. A high performing organisation demonstrating leadership and advocacy

Each year Council produces an Annual Action Plan identifying key activities that Council will undertake in implementing the Council and Wellbeing Plan. The 2018-19 Annual Action Plan includes projects, programs, services and service enhancements that will occur within a twelve (12) month period.

The 2018 - 2019 Annual Action Plan includes 151 actions, inclusive of 21 actions being carried forward from the 2017 - 2018 Council Annual Action Plan.

Some significant initiatives included in the 2018 - 2019 Annual Action Plan include:

- Continue to deliver actions from Melton: A City for All People, year one and commence delivery of year two actions incorporating Ageing Well, Disability, Early Years and Youth
- Implement year two of the Intercultural Plan 2017-2021
- Develop the Safer City Plan
- Implement the Reconciliation Roadmap 2018-2021
- Develop an Arts Strategy 2019 to 2025
- Develop a Libraries Strategy 2019-2029 to guide library services and infrastructure
- Implement the Preventing Violence Against Women Through Gender Equity Strategy
- Implement the Integrated Water Management Plan
- Continue to implement the Environment Plan 2017-2027
- Develop a Waste and Litter Prevention Strategy for the municipality that will guide waste and resource management into the future
- Implement year one of the Domestic Animal Management Plan
- Deliver Stages four and five of the Pride of Melton project
- Implement 'Moving Melton', Council's integrated transport strategy

The list of actions above is not exhaustive, and the 2018-19 Annual Action Plan itself provides only a selection of the work being delivered by Council.

Progress against all of the actions in the 2018-19 Annual Action Plan is detailed in quarterly progress reports presented to the Ordinary Meeting of Council and the end of year outcomes are detailed in Council's Annual 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

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

4. Financial Considerations

The 2018-19 Annual Action Plan is resourced via the adopted 2018 - 2019 Council Budget.

5. Consultation/Public Submissions

Actions contained in the 2018 - 2019 Annual Action Plan are a result of Council's ongoing engagement with community and prioritisation processes through annual business planning and budget development.

6. Risk Analysis

Nil.

7. Options

That Council:

1. Adopt the 2018 – 2019 Annual Action Plan as detailed at **Appendix 1**;
2. Not adopt the 2018 – 2019 Annual Action Plan and refer back to officers for further work; or
3. Provides an alternative option as considered by Council.

LIST OF APPENDICES

1. 2018-2019 Council and Wellbeing Action Plan - undated

12.6 COUNCIL AND WELLBEING ANNUAL ACTION PLAN END OF YEAR REPORT 2017/18

Author: Bob Baker - Corporate Planning and Performance Coordinator

Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To present to Council the 2017/18 end of year Council Annual Action Plan report.

RECOMMENDATION:

That Council receive and note the 2017/18 end of year Council Annual Action Plan as per **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 initiatives that Council will take in response to the objectives and strategies identified in the Council Plan.

Progressive achievements against actions from the Plan were reported following the conclusion of the first three quarters of the financial year, and this cumulative report is compiled following the conclusion of each financial year. Updates on select initiatives are also reproduced in Council's Annual Report.

Appendix 1 to this report provides details of Council's activities and achievements during 2017/18.

2. Background/Issues

The Council Plan is Council's primary vision and strategic planning document that establishes the direction Council has committed to over the course of its four year term of office. The Council Plan contains objectives, strategies and strategic indicators.

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

Council provides the community with quarterly progress reports in support of Council's commitment to transparency, through public access to relevant information, decision making and strategic documents.

Annual Action Plan 2017/18

The 2017/18 Annual Action Plan identified 153 actions that Council committed to deliver.

Appendix 1 provides a detailed summary on the status of each action in the 2017/18 Annual Action Plan, inclusive of the reporting period from 1 July 2017 to 30 June 2018.

The following table provides summary of progress against actions for 2017/18:

Status	Description	Number of Actions
Achieved	The Action is completed.	131
On Track	The action is on track and expected to be completed by the current timeline	11
Not On Track	The Action has been delayed impacting on the current timeline.	9
Postponed	The Action has been deferred for the financial year.	2
Total		153

Major achievements from the end of year report include:

Construction of:

- The Abey Road bridge
- Stage Three of the Pride of Melton project
- 79,157 metres of new footpaths in the Municipality

Finalisation of the following key strategic documents:

- Adoption of the Melton Interfaith Strategy
- The adoption of Melton: A City for All People, incorporating Ageing Well, Disability, Early Years and Youth
- Adoption of Equality and Respect 2030 – a strategy to prevent violence against women through gender equality
- The adoption of an Integrated Water Management Plan
- The adoption of the MacPherson Park Future Directions Plan

The implementation of new program and service initiatives, including:

- The development of a Domestic Animal Management Plan
- The development of a Strategic Telecommunications Infrastructure Strategy
- The development of a new Public Art Strategy and Policy
- A number of demonstrated advocacy activities addressing key infrastructure, education, transport and health issues

Upon Council's receipt of this update, the 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

Activities from the Annual Action Plan 2017/18 were funded via Council's 2017/18 budget process, and also supported by Government grants.

5. Consultation/Public Submissions

The 2017-2021 Council planning process involved extensive consultation of 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 and subsequent 2017/18 Annual Action Plan.

6. Risk Analysis

Nil

7. Options

That Council:

1. adopt the 2017/18 end of year Annual Action Plan report as detailed at **Appendix 1**; or
2. provide an alternative option at Council's discretion.

LIST OF APPENDICES

1. 2017 - 2018 Council and Wellbeing Annual Action Plan End of Year Report

12.7 CONSIDERATION OF THE DRAFT MELBOURNE AIRPORT MASTER PLAN 2018

Author: Steve Finlay - Coordinator Statutory Planning

Presenter: Bob Baggio - Manager Planning Services

PURPOSE OF REPORT

To consider the draft Melbourne Airport Master Plan 2018, and provide feedback to Melbourne Airport on the content of the draft Master Plan.

RECOMMENDATION:

That Council submits this report to the Melbourne Airport as part of its submission to the Preliminary Draft Melbourne Airport Master Plan 2018, and in its accompanying letter indicate that Council:

1. Supports the development of the Melbourne Airport Master Plan 2018, as the success of the City of Melton's economy is in part tied to the operational capacity of the Melbourne Airport.
2. Supports the development of the Melbourne Airport in accordance with the implementation program outlined in the Melbourne Airport Master Plan 2018.
3. Supports the development of tools within the Victoria Planning Provisions that protect the Prescribed Airspace of Melbourne Airport, subject to Council reserving the right to comment on any proposed changes to the Victoria Planning Provisions.
4. Understands that alternative noise contours are being investigated to deal with aircraft noise by the Commonwealth Government, and Council reserves the right to comment on any alternative changes / supplementary planning controls regarding aircraft noise in the future.
5. Provides in principle support that sensitive land uses should be limited in areas subject to the Melbourne Airport Environs Overlay (MAEO) controls, however, it will reserve the right to undertake a further planning study to investigate a full range of land use opportunities (including employment opportunities) in areas that are subjected to the MAEO, in accordance with actions arising from Council's adopted Western Plains North Green Wedge Management Plan (September 2014).

REPORT

1. Executive Summary

Melbourne Airport has prepared its Preliminary Draft Master Plan (2018), which outlines its vision and strategic intent for Melbourne Airport's future for the next 20 years. The draft Master Plan is available for public comment until 5 October 2018.

The preparation of the Master Plan is a requirement of the *Airports Act 1996*, and builds upon the initiatives and strategic vision outlined in the Melbourne Airport Master Plan 2013 and previous Master Plans for the airport.

Melbourne Airport is currently Australia's second busiest passenger airport and the main aviation hub for the southern part of Australia. Over the next 20 years, Melbourne Airport expects the number of aircraft, passengers and freight handled by the airport to increase, and therefore it is planning to increase its operational capacity to cope with:

- An increase from 239,000 annual aircraft movements to 384,000 annual aircraft movements;
- An increase from 35.2 million passengers per annum to more than 67 million passengers per annum; and
- An increase from 463,000 tonnes of freight per annum to 900,000 tonnes of freight per annum.

The projected increases in passenger and freight movements are influenced by national and international economic growth, and projected population increases, including the projection that Melbourne will become Australia's largest city with a population increasing to close to seven million people within the next 20 years.

In order to cope with increased demand for international air freight and passenger movements, planning is already well underway for a third runway and other significant improvements to the Melbourne Airport. The Master Plan communicates the continued development of the airport beyond the third runway, and towards a long-term capacity of four runways, which is a configuration that has been anticipated by the airport since its establishment.

At present, Melbourne Airport has a competitive edge over other airports in Australia through its 24 hour curfew free status. Melbourne Airport and the State Government will continue to plan to ensure that the airport retains its curfew free status since the Melbourne Airport is a major contributor to the economy of Victoria.

Melbourne Airport currently has approximately 20,600 people working at the airport, of which 1051 (or 5.1%) reside in the City of Melton.

2. Background/Issues

In accordance with Section 70 of the *Airports Act 1996* the Melbourne Airport must have a Master Plan for the airport that has been approved by the Commonwealth Minister for Infrastructure and Transport. The Act specifies that the Master Plan must include objectives that are to be achieved by the plan and also requires that other matters must be considered by the plan, including providing details of such things as development objectives, future aviation needs, future land-use plans, flight paths and noise impacts, environmental issues and strategies and a ground transport plan.

The Melbourne Airport Master Plan 2018 provides a 20 year vision and strategic direction to increase the operational capacity of the Melbourne Airport. In order to cope with the projected increases in demand for passengers and freight, the Master Plan communicates the continued development of the airport beyond the third runway and towards a long-term capacity of four runways, a configuration anticipated by the airport since its establishment, and included in previously approved Airport Master Plan documents.

The Master Plan will provide for the orderly expansion of the Melbourne Airport through a series of plans, being:

Airport Land Use Plan

This plan sets out the land use plan for Melbourne Airport, which will be used to guide all airport development and is used to assess non-aviation development proposals. The objectives of this plan include the need to facilitate land use and development in accordance with the Master Plan, to advance the Melbourne Airport as one of the State's key activity centres, to provide for long-term aviation growth requirements, and to support complementary uses such as business, retail, employment, hotels, leisure, transport and community facilities in five designated land use precincts as outlined in the Master Plan. The five land use precincts as outlined in the Master Plan are Airside Operations, Airport Expansion, Terminals, Landside Main and Landside Business.

The Master Plan will provide for future development and orderly expansion of the Airport through a series of plans:

Airside Development Plan

This plan seeks to ensure that runway and associated taxiway capacity can accommodate forecast growth with a range of projects that will provide for additional runway capacity, maximization of the existing apron capacity within the current Terminals Precinct through shared use where appropriate, safety improvements and projects that will enable a more efficient flow for aircraft on taxiways and runways. The Master Plan outlines that a third runway, running east-west, as approved in the 2013 Master Plan, is expected to be operational by 2023, with a fourth runway, running north-south unlikely to be needed until after 2038.

Terminals and Aviation Development Plan

This plan seeks to improve the terminals precinct to accommodate expected increases in passenger and freight numbers, which will include expansions to existing terminals, upgrades to enhance passenger experiences in the terminals for both domestic and international passengers, and relocation and redevelopment of freight terminals in the south-eastern precinct of the airfield.

Non-aviation Development Plan

This plan seeks to protect the airport's long-term viability, and allow it to provide world-class facilities. The plan reinforces the role that Melbourne Airport plays as an important employment and activity centre, and would seek to further build upon that reputation by encouraging development that compliments the airport's key functions and can support aviation activities.

Ground Transport Plan

This plan seeks to set out actions required to address the forecast increases in passenger, employee and commercial vehicles travelling to Melbourne Airport. Amongst the actions required by the plan are the need to continue to extend and expand the capacity of the internal road network, enhance the safety and capacity of the forecourt and parking areas, work with the State Government and private operators to improve the external road network, and work with the State and Federal Governments to plan for a future rail link to Melbourne Airport.

Utilities and Infrastructure Development Plan

This plan outlines the initiatives and investments that will be made to utilities infrastructure at Melbourne Airport to meet increased growth and development, including the need to modernise utility infrastructure to ensure security, efficiency and reliability of supply or the planned growth of the airport.

Environment Strategy

This strategy highlights how the environmental values of the airport will be protected and enhanced and how operations will be adequately managed to ensure that there are no detrimental environmental impacts as a result of the functioning and future development of the airport. Airport operations will be managed to ensure that there are positive environmental outcomes that meet relevant industry standards and community expectations.

Safeguarding Melbourne Airport

This aspect of the Master Plan is of the most relevance and interest to the City of Melton.

The Master Plan seeks to provide a framework that will continue to maintain, protect and support the ongoing operations and growth at Melbourne Airport, as well as balancing the needs of communities surrounding the airport. This is primarily done through aircraft noise and airspace protection measures.

The Master Plan identifies that it is important to protect the airport's curfew free status for the good of airport operations and the Victorian economy. The National Airports Safeguarding Framework (NASF) provides a set of principles and guidelines to assist in addressing airport safeguarding issues to better protect the ongoing operation of airports in Australia, and

Melbourne Airport also has a number of policies and processes in place for ensuring that on-airport developments achieve airport safeguarding requirements. When Melbourne Airport is notified of off-airport development and use applications (such as applications affected by the Melbourne Airport Environs Overlay control), it assesses them with consideration of the NASF Guidelines and provides a response to the Responsible Authority (usually Council) that sets out any issues or concerns in terms of airport safeguarding.

Aircraft Noise Management

The site of the Melbourne Airport was originally selected to minimise the impact of aircraft noise on surrounding areas. In recent years, urban development has begun to get closer to the airport and under its flight paths. If urban development is not carefully managed it can impact upon the operation of the airport and its curfew-free status.

Land use controls for the areas around Melbourne Airport have been in place since 1992. These controls ensure that inappropriate land use and development in noise-affected areas surrounding the airport do not affect its efficient operation.

The Melton Planning Scheme has the Melbourne Airport Environs Overlay (MAEO) control, which is related to noise contours informed by the Australian Noise Exposure Forecast (ANEF) system. The ANEF chart shows the cumulative noise effect of a full year of operations so that seasonal changes in weather patterns and airline schedules are taken into account. The resulting contours are therefore a measure of the total noise exposure over a 12-month period divided by 365 to show an average annual day. They do not represent the maximum exposure on any day or the maximum exposure caused by a single aircraft. The current extent of the Melbourne Airport Environs Overlay control area is based upon ANEF contours from 2003.

The State Government has indicated that the MAEO boundaries will be reviewed after the 2018 Master Plan and associated ANEF contours have been approved. This will change the boundaries of the current MAEO to match new long-range ANEF contours. The new ANEF contained in the 2018 Master Plan is larger than the 2003 ANEF upon which the current MAEO is based, as a result of the new east-west runway, and a refresh of the inputs and assumptions used to calculate the noise footprint.

The main variables influencing the ANEF include weather, aircraft type, aircraft schedules, indicative flight corridors, airline operations and air traffic control procedures. This has meant that noise contours have retracted in some areas, whilst increasing in others. The main areas of change are to the west and north of the airport over green wedge land and to the south of the proposed fourth runway.

It is noted that within the City of Melton, the updated ANEF indicates a significant reduction in the extent of the ANEF based upon the 2003 contours around the Diggers Rest area, but when compared to the 2013 ANEF, whilst there is a slight reduction close to Diggers Rest Township, there are increases in the ANEF in the area predominantly in the Green Wedge between Hillside and Diggers Rest. This is indicated at **Appendix 1**.

Given that the proposed changes to the MAEO areas are likely to result in the extent of the overlay being reduced close to Diggers Rest and slightly increased in the green wedge area between Hillside and Diggers Rest, based upon the 2018 ANEF, it is recommended that Council support the use of the 2018 ANEF contours to inform further planning controls to safeguard the airport.

In September 2014, the City of Melton adopted the Western Plains North Green Wedge Management Plan, which includes the areas of the Green Wedge affected by the Melbourne Airport Environs Overlay control. The Western Plains North Green Wedge Management Plan acknowledges that significant parts of the south-eastern portion of the Green Wedge (between Hillside and Diggers Rest) are affected by the Melbourne Airport Environs Overlay, which has been applied to protect the interests of Melbourne Airport, and to reduce the impact of aircraft noise. It is further acknowledged that the protection of the Melbourne

Airport and its curfew-free status is a specific objective of State Planning Policy and that the National Airports Safeguarding Framework aims to achieve further protection.

Notwithstanding, the Western Plains North Green Wedge Management Plan also outlines that consideration should be given to undertaking further planning work for the Hillside Interface Precinct to recognise the impact that the future Outer Metropolitan Ring transport corridor will have on this area and to identify a full range of land use opportunities (including employment) that may be appropriate to provide on this land. The Melbourne Airport Master Plan 2018 will not compromise the ability of Council to undertake this work into the future.

Melbourne Airport has indicated that most noise complaints come from areas outside of the published ANEF contours. Melbourne Airport has recommended that additional planning tools be developed to better support the airport's ongoing operation and to protect surrounding communities.

Having regard to the recognised limitations of the ANEF system, NASF Guideline A: Measures for Managing Impacts of Aircraft Noise recommends using the 'number-above' noise contour to supplement the ANEF contours. This system is based on noise contours which show the expected number of aircraft noise events per day above 60, 65 and 70 decibels. The N-contour system reports aircraft noise in a way that a person perceives it – as a number of noise events per day above a certain decibel level. This system was first published in the 2013 Master Plan, but has not yet translated to the planning system.

Little is known at this stage as to whether the N-contour system will ultimately be introduced into the Victoria Planning Provisions and the Melton Planning Scheme. If this system were to be introduced into the Victoria Planning Provisions, it is unclear how it may seek to control land use or development.

Given the uncertainty surrounding whether it is the implementation of updated ANEF contours or N-contours that will inform future planning controls, be it policy or updates to the Melbourne Airport Environs Overlay controls, it is recommended that Council reserves the right to make comment on any policy or Melton Planning Scheme updates surrounding airport safeguarding at the appropriate time, and before such changes are implemented.

Airspace protection and risk management

There are a number of issues that present a potential risk to aviation operations, including building-induced windshear, potential wildlife strikes, wind turbine farms, lighting distractions and airspace intrusions.

Whilst the airspace around Melbourne Airport is protected from intrusion by the *Airports (Protection of Airspace) Regulations 1996*, it is recognised that there are limited mechanisms within the Victoria Planning Provisions or the Melton Planning Scheme to mitigate against airspace intrusion. The Master Plan considers that improvements to the Victoria Planning Provisions need to be made to provide greater certainty and rigour in protecting its Prescribed Airspace in accordance with the National Airport Safeguarding Framework. This could take the form of a new overlay control or particular provision in the Victoria Planning Provisions.

It is recommended that Council supports the exploration of changes to the Victoria Planning Provisions to protect Prescribed Airspace, however, Council should reserve the right to comment on any proposed changes to the Victoria Planning Provisions.

Implementation Plan

The Master Plan provides a strategic framework for the future development of the Melbourne Airport over the next 20 years and beyond, and within the Master Plan, there is a staging and implementation program outlined that contemplates the future development of the Melbourne Airport, subject to further approvals as required.

The Implementation Plan within the Master Plan outlines the scope of projects proposed at Melbourne Airport within the initial five years of the plan, up to a 20 year horizon in 2038. The

plan contemplates such projects as the development of the third runway in the initial five year horizon, taxiway upgrades and terminal upgrades, improvements to internal and external road networks and public transport, and implementing biodiversity and conservation management plans and an Environment Strategy for the Airport.

The Implementation Plan outlines that Melbourne Airport is committed to working closely with all stakeholders, including all levels of government to ensure timely delivery of essential transport and infrastructure and the ongoing safeguarding and protection of airport operations through appropriate policy controls. In addition, airlines and other key stakeholders will be worked with closely to discuss timing and priority investments associated with the Implementation Plan.

Safeguarding the operations of the Melbourne Airport is an ongoing and shared responsibility between the airport and all levels of government. The National Airports Safeguarding Framework seeks to achieve a balance between the growth and operation of the Australian airports, recognising their economic and social benefits while considering the needs of communities surrounding the airport.

It is acknowledged that having appropriate safeguarding measures in place is appropriate to protect the interests of the Melbourne Airport and communities surrounding the airport, and Council will continue to be involved in supporting the implementation program of the Master Plan and developing an improved safeguarding framework for Melbourne Airport.

Recommendations

It is recommended that Council submit this report to the Melbourne Airport as part of its submission to the Preliminary Draft Melbourne Airport Master Plan 2018, and in its accompanying letter indicate that Council:

- Supports the development of the Melbourne Airport Master Plan 2018, as the success of the City of Melton's economy is in part tied to the operational capacity of the Melbourne Airport.
- Supports the development of the Melbourne Airport in accordance with the implementation program outlined in the Melbourne Airport Master Plan 2018.
- Supports the development of tools within the Victoria Planning Provisions that protect the Prescribed Airspace of Melbourne Airport, subject to Council reserving the right to comment on any proposed changes to the Victoria Planning Provisions.
- Understands that alternative noise contours are being investigated to deal with aircraft noise by the Commonwealth Government, and Council reserves the right to comment on any alternative changes / supplementary planning controls regarding aircraft noise in the future.
- Provides in principle support that sensitive land uses should be limited in areas subject to the Melbourne Airport Environs Overlay (MAEO) controls, however, it will reserve the right to undertake a further planning study to investigate a full range of land use opportunities (including employment opportunities) in areas that are subjected to the MAEO, in accordance with actions arising from Council's adopted Western Plains North Green Wedge Management Plan (September 2014).

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

Due to its proximity to the Melbourne Airport, the City of Melton is identified as having a competitive advantage for businesses establishing themselves in the municipality. It is therefore in the interests of Council to facilitate and support the ongoing development of the Airport, whilst balancing this against the social cost of this development through increased aircraft noise.

Increasingly, as the employment base of the City of Melton grows in areas of logistics and manufacturing, the economic growth of the municipality will be tied to improvements to the operational capacity of the Melbourne Airport.

5. Consultation/Public Submissions

The Draft Melbourne Airport Master Plan 2018 is currently available for public comment (16 July to 5 October 2018). The Airport have also held a number of drop-in sessions in affected communities so that the community can avail themselves of the Master Plan and ask questions of Melbourne Airport representatives about the Master Plan.

The City of Melton's residential and business communities are invited to make their own submissions to Melbourne Airport.

Following the public comment period and the consideration of submissions from the public and other interested stakeholders, the Draft Master Plan will be submitted to the Federal Minister for Infrastructure and Transport for approval.

6. Risk Analysis

There is currently some uncertainty on whether the State Government will tighten restrictions under the flight paths of the Melbourne Airport in order to improve safeguarding arrangements of the Melbourne Airport. However, it is noted that this will be subjected to a different process and it is likely that Council will have the opportunity to comment on any changes to the Melton Planning Scheme controls on land under the flight paths if this were to arise.

7. Options

There are three options available to Council in consideration of the Draft Melbourne Airport Master Plan 2018. Council can:

1. Choose not to make a submission to Melbourne Airport;
2. Make a submission in accordance with the recommendations of this report; or
3. Make an altered submission to that recommended in this report.

LIST OF APPENDICES

1. ANEF Contour comparison 2003-2018

12.8 MELTON CIVIC CENTRE PROJECT

Author: Lauren Pammer - Project Officer - Civil Projects
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To advise Council of the current status of the Civic Centre Project and seek endorsement to cease the current project and approve to begin works on the new Toolern Civic Centre.

RECOMMENDATION:

That Council:

1. Cease the current office accommodation project at High St
2. Begin design of new civic offices at Toolern now for target occupancy 2022/23
3. Set aside a budget of \$60m over the next 5 years for the design and construction of the Toolern Civic Centre project
4. Consider the future of the current civic office as part of a review of the High St shopping precinct urban design framework (High St UDF)

REPORT

1. Executive Summary

The purpose of this report is to seek Council's endorsement to cease the current Melton civic centre project, involving the extension of the High St civic building at a budget of \$15-\$20 million. In addition it is recommended that Council proceed with the design and subsequent construction of a civic centre at Toolern (Cobblebank) to the value of \$60 million for target occupancy 2022/23.

At the Ordinary Meeting of Council 21 August 2017, Council approved to proceed with the extension to the current High Street Civic Centre to accommodate staff for the next 15-20 years. In addition Council adopted a strategic direction of establishing a major Civic Centre within the Toolern Metropolitan Activity Centre in 2032-2037.

In October 2017 Council awarded the design services contract for a 4000sqm new civic building extension to Peddle Thorp Architects. In conjunction with the design services a workspace strategy consultant was engaged to liaise with staff on developing key workplace objectives which would provide both a foundation for the workplace design and a framework for decision making in its implementation.

After an intensive review of the workspace strategy outcomes and resulting objectives and an analysis of the anticipated staff growth, it has become evident the existing civic building would need to be extensively occupied as well. The continued use of the existing building would require upgrades to end of life or aged mechanical and electrical systems as well as an internal fit out providing consistency of workspaces between the new and existing buildings. To deliver a new building and substantial refurbishments to the existing building, the project will require additional funding of \$10 million making the total project budget \$30 million. This would provide Council with interim accommodation until the move to Toolern in 2032/37 for an anticipated further cost of \$60 million plus escalation.

Due to the significant financial benefits as well as the benefits a civic centre would bring to the Toolern Town Centre, it is recommended that Council cease the existing High St accommodation project and approve a \$60 million budget to begin the design and construction of a new civic building in Toolern for occupancy in 2022/23. In addition it is recommend to consider the future of the current civic site as part of the High St shopping precinct Urban Design Framework (UDF) to be developed over the next 24 months.

2. Background/Issues

Current Project

In October 2017 Council awarded the design contract for a \$20 million High St building extension to Peddle Thorp Architects. The design scope included for:

- Design of a 2-storey building including all services, to be located to the east of the current building
- Demolition of the brick and portable buildings currently occupied by Djerriwarrh Health and the portable building occupied by Council.
- Fit out of new building including open plan workstations and meeting spaces, in line with the workplace strategy developed by six ideas in consultation with staff.
- Design services only for the existing reception and councillor meeting space.

During the detailed design process it became evident that to meet the workspace requirements of a contemporary office, a footprint larger than 4000sqm would be needed to accommodate all Civic Centre staff until 2032/37. The current cost estimate for the new building extension is currently sitting at \$22 million. Rather than increase the new building size, the project control group opted to investigate utilising more expansively the existing civic building to house staff that earlier contemplated.

A detailed analysis of the existing building was undertaken and included reviews of:

- Which departments would be situated in each building
- A design to enable a physical connection between the two buildings
- The level of fit out required to provide staff with a consistent level of modern spaces and facilities regardless of their location
- Review of building services which highlighted upgrades and new works for:
 - Mechanical system at end of life
 - Electrical services requiring upgrades for compliance
 - Fire protection to allow for new building extension

The review of the existing building concluded that to complete a major services upgrade and fit out would cost an estimated \$8 million bringing the total project cost to an estimated \$30 million.

After considerable scrutiny of the current works required to the existing building, Executive chose to review the direction of the project to ensure the planned objectives and benefits were still on track and achievable. As a result three options were considered in light of financial prudence and strategic direction. The three options are outlined below.

Options

1. *Continue with New Building and Refurbishment to Existing Building – Cost Approx. \$30m and Move to Toolern in 2032-2037 for an Additional Cost of \$60m+*

This interim solution would allow for all staff to be accommodated in both buildings and allow for some growth until a move to Toolern, but will be achieved with the largest cost financially

to Council. Whilst refurbishment works are risky in their hidden costs, the result however allows for the existing building to be upgraded to a more acceptable standard for whatever its future use may be. While appreciating that this option would provide a more modern workplace for those accommodated in the existing building, it is however not recommended due to the significant costs of an interim solution and escalated costs on the final Toolern building in 2032/37.

2. Complete New Building at a Budget of \$15-\$20m – No Works to Existing Building

This option involves the construction of a smaller free standing building located east of the existing building. The new building would be designed with an approx. 3000sqm footprint over 2 levels as opposed to 4000sqm and would have its own entry from either Yuille or Unitt Streets. Staff would be accommodated in both the new building and existing civic building until the eventual move to Toolern in 2029/33. The move date is earlier than in option 1 given the reduced footprint of the new building.

Under this scenario there would be no upgrades to the existing building with staff accommodated within the conditions currently afforded with ageing services (mechanical & electrical) maintained as long as possible. This option provides a clear interim solution but is not recommended due to similar escalated costs in future years as in option 1 and the deteriorating conditions within the existing building.

3. Change Direction and Move to Toolern Metropolitan Activity Centre within the Next Four Years \$60m.

Whilst this option would see Council leave the existing High St centre earlier than anticipated there are clear advantages in moving earlier such as value for money, a positive impact on the Toolern Metropolitan Town Centre and an opportunity to reinvigorate High St. The advantages of a move to Toolern are elaborated on further into this report.

Toolern and its Advantages

In August 2017 Council were presented with an accommodation strategy which identified a preferred location for a future Civic Centre. Seven possible sites were evaluated against the ability for Council to achieve strategic objectives and provide the best return on investment.

The selection criteria was:

- Accessibility and Location
- Financial Outcomes and Value for Money
- Capacity to Deliver a Civic Precinct/Co-Location Opportunities
- Economic Development/Stimulus
- Compliance with Melton Planning/Precinct Structure Plans

In determining the preferred location for a new civic centre the key project drivers were determined as:

1. **An improved Civic presence** / customer service / community accessibility, including a modern, single, integrated interface for Council Customer Service and an enhanced sense of Civic Presence / Civic Precinct capacity with Civic and community facilities
2. **Geographical location**, capacity to cater for changing customer services and accessibility requirements as the municipality grows
3. **Improved financially sustainable outcomes** for Council including minimizing capital development costs over the longer term, minimise the use of funds for land acquisition through the utilization of Council land and assets
4. **Improved workplace amenity** for Council staff including opportunity to improve staff productivity, organizational culture and accessibility (including public transport)

(Currie & Brown Sept 2016)

The results are noted below with Toolern Town Centre ranked number 1

1. Toolern Town Centre
2. Melton Civic Centre
3. Rockbank Town Centre
4. Caroline Springs Library & Learning Hub
5. Plumpton Town Centre
6. Rockbank North Town Centre
7. Woodgrove Shopping Centre

Toolern is the major future urban growth area centrally located within the City of Melton and is classified as one of only eleven Metropolitan Activity Centers (MAC) within Victoria. MAC's are intended to have the broadest mix of uses and to be a location for many higher order activities that deliver services to the whole region including major health services, further higher education institutions, substantial recreation and entertainment venues, hotels and dining options, corporate and government regional headquarters as well as major retailers. The MAC at Toolern will provide greater transport accessibility options via opening of the Toolern/Cobblebank train station in 2019, proximity to the Western Hwy and connections to bus networks.

In contrast to the other locations reviewed, the Toolern Metropolitan Activity Centre located in Cobblebank (shown in image 1) identifies Council owned land of an appropriate size (2ha) to accommodate the required floor space and facilities for Council's long term Civic needs.

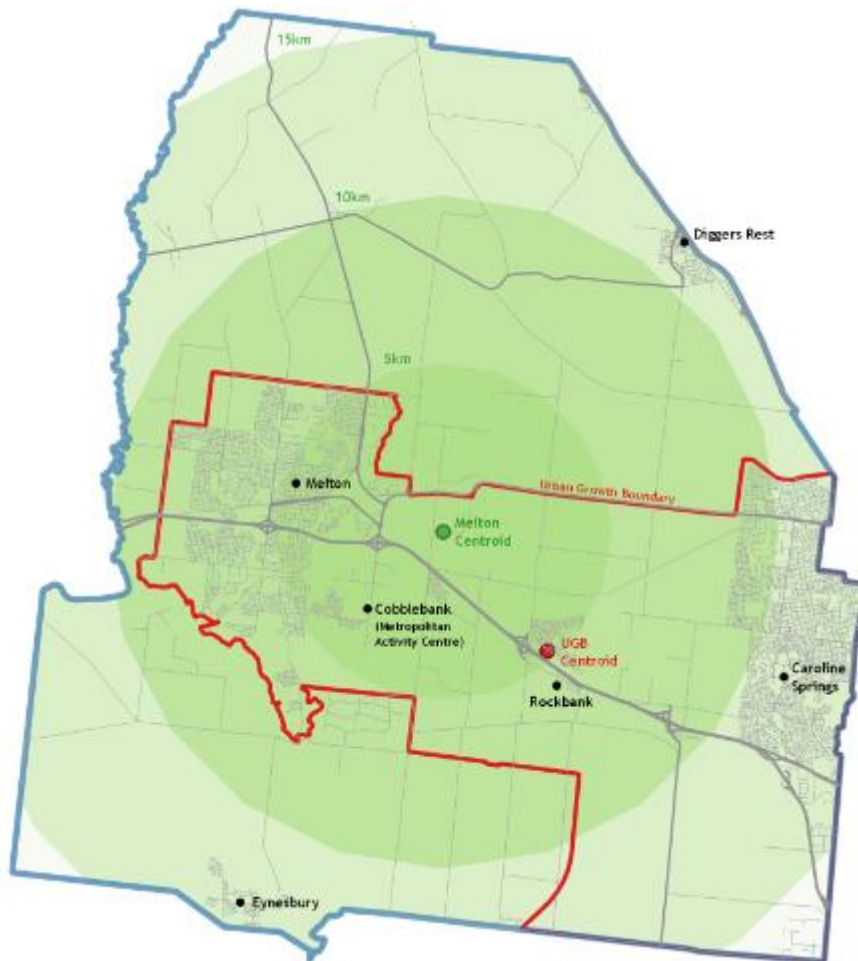


Image 1: Melton Municipality – Town Centres Proximity to Melton Municipality Centroid & UGB Centroid

When Council adopted in August 2017 to build an interim solution at High Street rather than move immediately to Toolern it was because of 1. Financial considerations and 2. The Toolern Urban Design Framework (UDF) was in the early stages of revision with transport infrastructure not confirmed and major commercial operators not committed which provided uncertainty. In the following 12 months commercial and infrastructure commitments have been confirmed which means the Toolern Metropolitan Activity Centre is poised to rapidly develop. Changes are highlighted below:

- As previously noted land owned by Council has been identified through the Urban Design Framework process. Image 2 below shows possible options for Civic building on Council owned land. Tract consultants have been engaged to review the most appropriate location of the Civic building as well as an indoor stadium in light of the Toolern Urban Design Framework
- Further progressed communications on locations with partners such as hospitals, education providers and commercial operators through the UDF revision process
- Toolern railway station was announced in Nov 2017 and will open late 2019
- Coles planning application approved in the last 2 months for a 4000sqm supermarket, car parks and retail (similar in size to Taylors Hill shopping Centre)
- Atherstone residential development is selling at quicker than expected timeframes
- Locations for an indoor high ball stadium and a sports oval have been identified, with the latter to be constructed by 2021 by Lend Lease Communities as part of the Atherstone Estate.

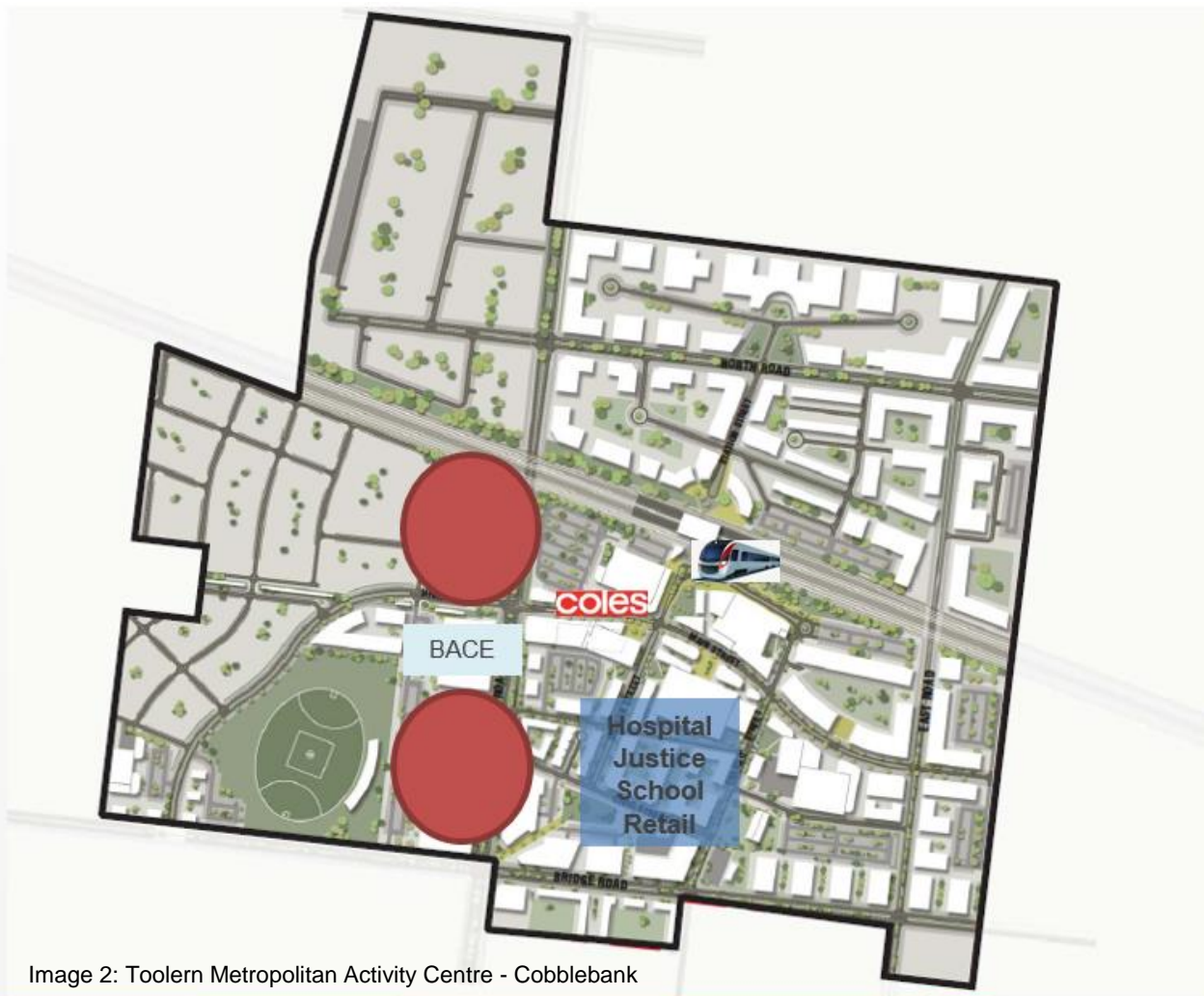


Image 2: Toolern Metropolitan Activity Centre - Cobblebank

It is envisaged that a civic presence by Council ahead of time will also provide incentives and confidence to attract public and private sector injections of capital in the area. These new business and activities will reinforce and promote current and future capital investments (rail, Coles etc.) in the area supporting increased residential growth, further commercial activities creating varied employment opportunities within the locality.

Staff Accommodation in the Interim

If Council commit to moving to Toolern earlier, there are several temporary options available to accommodate staff over the next four years. Options include:

- Existing Civic accommodation
- Djerriwarrh Community Health Centre (vacant as of Oct 2018)
- Heathdale Christian College – Centenary Avenue, Melton
- Community buildings

It is noted that any temporary option will still incur some costs which may include relocation services, fit out, technology and rental.

Implications for High St

Consideration has been given to the re-location of the Civic offices from High St to Toolern and the possible impact of moving 300 staff on High St businesses. On review this concern is not supported by the reality that staff expenditure is very small relative to total retail sales in High St. If staff expenditure is estimated between \$180,000-\$360,000 per year that would equate to only 0.22% of the \$169m total sales generated in High St.

The existing Council site in High St has a total area of 2ha and provides numerous opportunities for commercial returns that would also reinvigorate High St retail. From a high level review (Essential Economics 2018), a number of possible opportunities exist.

1. Town house redevelopment
2. Unit / Apartment and mixed use redevelopment
3. Retirement living and aged care

Under these 3 options for future development of the site, resident numbers are estimated to range between 240-470 persons. A conventional residential development for example would generate a total retail spend of \$3.4 to \$6.6 million per year which if 30% is directed to High St it would equate to \$1 to \$2 million within High St. In addition a further \$3.8 to \$7.5 million would be generated in non-retail spend in areas such as health, education, travel and professional services in the entire Melton municipality.

A residential site would clearly provide an impetus to retail spending in High St at a higher level than currently seen from Council staff.

It is recommended that Council consider the future of the current site as part of a review of the High St shopping precinct UDF which could investigate options such as land sale for development or potential rental income streams from the current building.

All options would be explored through this process. Regardless of what scenario Council endorses in terms of the future of the existing site the recommendation to relocate to Toolern remains.

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.*

5. A high performing organization demonstrating leadership and advocacy.

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

4. Financial Considerations

For the analysis of financial considerations, three options are presented below and reviewed in light of cash flow value for money and net present value. Options for comparison are:

1. *Continue with New Building and Refurbishment to Existing Building – Cost Approx. \$30m and Move to Toolern in 2032-2037 for an Additional Cost of \$60m+*
2. *Complete New Building at a Budget of \$15m-\$20m – No Works to Existing Building*
3. *Change Direction and Move to Toolern Metropolitan Activity Centre within the Next Four Years \$60m.*

Net Present Value NPV

The NPV values the total cost of a project over a set period of time and translates that value into today's money. This exercise has utilised a NPV rate of 4% and an escalation of building costs of 3% from 2018-2038. For this exercise the calculations in all have assumed the sale of the current civic site (land value only) and in one the possibility of rental income. These two income streams can be removed from the calculation with the same result across all options

Option 1 – High St New Build and Refurbishment \$30m & Toolern 2032/37 for \$60m+	
Refurbish High St	\$29,457,800
New Civic Building at Toolern	\$50,987,330
Sale of High St Site	(\$6,991,220)
Total NPV	\$73,453,910

Option 2 – High St New Building \$15m-\$20m	
New Civic Building High St	\$16,700,680
New Civic Building at Toolern	\$52,996,440
Sale of High St Site	(\$7,196,830)
Total NPV	\$62,500,290

Option 3 – Move to Toolern Now \$60m	
New Civic Building at Toolern	\$58,372,440
Sale of High St	(\$7,926,890)
Rent Return \$300 / 2,000+ sqm	(\$3,285,080)
Total NPV	\$47,160,480

Of the 3 scenarios reviewed, option 3 (Move to Toolern Now) is clearly the most cost effective strategy under a net present value (NVP) analysis at \$47 million. Option 3 provides the best value for money option when compared to options 1 and 2 (\$73 & \$62 million) which will in turn free up cash over the next 15 years to spend on additional capital projects.

Cash Flow Analysis

When reviewing the actual spend escalated over the life time of each option the cash outlay would be:

Option 1 \$130 million

Option 2 \$105 million

Option 3 \$60 million

Funding

Looking at cash flow over the next 10 years, option 3 – Move to Toolern now at \$60 million will not have an impact on rates or current spending commitments as it will be funded by revenues from the Atherstone Lend Lease Joint Venture. Projected cash inflows from Atherstone based on the current 10 year financial plan from 2018/19 to 2023/24 are approximately \$199 million and in the order of \$260 million over the life of the joint venture project.

Funding the project from joint venture revenues will also mean that there will be no impact on the Developer Contribution Plan (DCP) with the DC shortfall beginning to kick in at 2026/27 and peaking at 2034/35 at \$239 million. This figure is subject to change based on prioritisation of PSP projects and new PSP's coming on stream. Appendix 1 shows a cash flow analysis for years 2018/19 to 2027/28.

To assist with funding, there may be an opportunity to apply for Growing Suburbs Funding for the ground floor of a new civic building at Toolern which would be designed to house multipurpose community spaces.

5. Consultation/Public Submissions

Significant consultation with staff has been undertaken through workplace strategy workshops which can easily be transferred to the design of the Toolern project. As stated at the beginning of this report, the outcomes from these workshops will provide the foundation for the workplace design and a framework for decision making in its implementation.

At this time no consultation with community has taken place in regards to the new civic centre. If Council wish to engage with the community in regards to the Officer recommended Toolern option, it could be done through nominations to an advisory group to consider alternative locations. This is not recommended by Council Officers as all research and planning (planning scheme, Urban Design Framework) points to the Toolern Metropolitan Activity Centre as the most strategically advantageous location for a civic office.

Community consultation in regards to communicating a move to Toolern can also be conducted so residents can be made aware of the reasons why Toolern has been chosen as the future civic premises. This engagement will provide an opportunity to highlight that the significant expenditure at Toolern was reviewed during the planning stage and that it will still be cheaper than temporary works at High St and then an eventual move in 2032/37

6. Risk Analysis

The following risks are noted for each of the 3 options provided as well as for not proceeding at all.

Not Proceeding

Not proceeding with any new civic offices either in High St or Toolern will mean that the existing accommodation will not provide the space required for Council to meet community needs as the population and staff numbers continue to grow. The risks associated with not proceeding are staff turnover due to inadequate conditions and increased costs associated with the upkeep of the existing building which has reached its end of life.

Option 1 – High St New Build and Refurbishment \$30m, & Toolern 2032/37 for \$60m+

Option 1 provides potential financial risks due to the escalated costs of building in Toolern in 15 years, as well as the potential for increased costs with renovation works on the existing building. Whilst the current estimate of the renovation works are approximately \$8 million, the figure would be the minimum spend as it does not take into account hidden costs which are common with renovation works.

Option 2 – High St New Building \$15-\$20m

Again this option must take into account the risk of potential increased renovation costs which will not be known until the building services and coverings are exposed. In this option where staff are accommodated in both buildings the risk of outgrowing both buildings before the estimated 2029 is possible.

Option 3 – Move to Toolern Now \$60m

A move to Toolern will provide the most cost effective option for Council and will be funded by the Atherstone Joint Venture so will have no impact on rates. Having said that there will be a risk of community perception when spending \$60 million over the next 5 years. This will need to be carefully managed so the community is aware that Council has completed a detailed financial investigation into all options and that moving to Toolern is actually more cost effective. There may also be a risk of negative community reaction to Council leaving High St and what happens to the existing buildings. Again, carefully managed communication with the community will need to address this.

7. Options

The following options are available to Council:

- Option 1 Continue with the new building at High St and complete renovations to existing building at approx. \$30 million, then move to Toolern in 2032/37 for \$60m (plus escalation)
- Option 2 Build a new building next to the existing building on High St for \$15-\$20 million with no refurbishment to the existing building
- Option 3 Cease the current High St Civic project and commence design & build at Toolern now at a budget of \$60 million. In addition consider the future of the current civic office as part of a review of the High St shopping precinct urban design framework (High St UDF). **Officer Recommendation**

LIST OF APPENDICES

- 1. Accommodation Project Toolern Cash Flow Analysis

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 579 (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 17 September 2018.

MOTION:

That Council officers distribute a flyer within the next Rates instalment, to Cambridge and Watts Ward households, outlining projects in the 2018/2019 budget scheduled to be undertaken within these Wards.

OFFICER'S COMMENTS:

Officers can create a new flyer and distribute to ratepayers in the respective Wards by next rates instalment.

15.2 NOTICE OF MOTION 580 (CR TURNER)**Councillor: Bob Turner - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 17 September 2018.

MOTION:

That Council write to the Minister for Roads and Road Safety, the Hon. Luke Donnellan MP, seeking a commitment to duplicate Christies Road from the roundabout at the Deer Park By Pass off ramp through to Ballarat Road to address issues of concern regarding road safety and traffic congestion.

OFFICER'S COMMENTS:

Council's formal advocacy position for the upgrade of State Government arterial roads includes this section of road. Accordingly it is appropriate to write to the Minister on this matter.

15.3 NOTICE OF MOTION 581 (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 17 September 2018.

MOTION:

That Council officers investigate and prepare a report of how much it would cost to launch The City of Melton monthly magazine, its printing and distribution to our residents.

OFFICER'S COMMENTS:

Council Officers can investigate options and report back to Council for consideration.

15.4 NOTICE OF MOTION 582 (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 17 September 2018.

MOTION:

That Council officers prepare a report by the December 2018 meeting cycle on current measures which oversee the management and monitoring of vehicle access and parking in major parks, gardens and public car parks within the municipality and that this report include the following:

1. An audit of current vehicle or traffic management arrangement, associated data and trends
2. Opportunities for review and improvement of arrangements guiding community use of parks and gardens to protect parkland, amenity and the safety of all users
3. How current and proposed arrangements and associated data can inform policy or strategic work into future community access to and use of parks, gardens and public car parks.

OFFICER'S COMMENTS:

Nil

15.5 NOTICE OF MOTION 583 (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 17 September 2018.

MOTION:

That Melton Council Officers write to Agriculture Minister Jaala Pulford over what support options are available to Victorian farmers, who have suffered two years of severe rainfall deficiencies, without receiving drought aid from the Victorian Government.

OFFICER'S COMMENTS:

Nil

15.6 NOTICE OF MOTION 584 (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 17 September 2018.

MOTION:

That a report be presented to a Council Meeting by December 2018 with:

1. A listing of each current Council service and works that is delivered in-house;
2. A listing of what current Council services and works are outsourced, what is the annual cost of each and what is the comparison cost for delivering each service or works internally;
3. Options for Council to consider to deliver any outsourced services and works above in-house and next steps to do so.

OFFICER'S COMMENTS:

The proposed report will be extensive, especially the listing of services and works delivered in-house.

It is suggested that in addition to "the annual cost of each" in Part 2, the report also needs to identify the capital cost and establishment cost associated with each service.

15.7 NOTICE OF MOTION 585 (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 17 September 2018.

MOTION:

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.

OFFICER'S COMMENTS:

Council Officers can prepare a report.

- 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 Recommendations of 2018/19 Semi-Annual Grants Round One Assessment Panel Meeting**
 - (i) as it relates to a resolution to close the meeting to members of the public.
- 19.2 Municipal Audit Committee Meeting Minutes 29 August 2018 - Confidential Report**
 - (d) as it relates to contractual matters.
- 19.3 Funding Support Melton Hospital Group**
 - (i) as it relates to a resolution to close the meeting to members of the public.

Recommended Procedural Motion

That the meeting be opened to the public.

20. CLOSE OF BUSINESS