



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 23 July 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*.

TABLE OF CONTENTS

1.	OPENING PRAYER AND RECONCILIATION STATEMENT	5
2.	APOLOGIES AND LEAVE OF ABSENCE	5
3.	CHANGE TO THE ORDER OF BUSINESS	5
4.	DEPUTATIONS	5
5.	DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR	5
6.	ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
7.	RECORD OF ASSEMBLY OF COUNCILLORS	6
7.1	RECORD OF ASSEMBLY OF COUNCILLORS IN ACCORDANCE WITH SECTION 80A(1) OF THE LOCAL GOVERNMENT ACT 1989	6
8.	CORRESPONDENCE INWARD	11
8.1	PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR	11
9.	PETITIONS AND JOINT LETTERS	17
10.	RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING	17
11.	PUBLIC QUESTION TIME	17
12.	PRESENTATION OF STAFF REPORTS	18
12.1	AUTHORISING THE AFFIXING OF THE COMMON SEAL OF COUNCIL For Council to adopt the schedule of documents requiring the Common Seal of Council.	18

-
- | | | |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 12.2 | ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES | 21 |
| | To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council. | |
| 12.3 | MUNICIPAL AUDIT COMMITTEE MEETING - 27 JUNE 2018 | 44 |
| | To present to Council the minutes of the Municipal Audit Committee meeting held on Wednesday, 27 June 2018. | |
| 12.4 | RESPONSE TO NOTICE OF MOTION 553 - INVESTIGATION OF ADDITIONAL PARKING OPTIONS AROUND ROCKBANK PRIMARY SCHOOL | 51 |
| | To respond to Notice of Motion 553 (Cr Abboushi) to report to Council the outcome of investigating additional car parking options adjacent to Rockbank Primary School, Rockbank. | |
| 12.5 | RESPONSE TO NOTICE OF MOTION 555 - INVESTIGATION OF ADDITIONAL PARKING OPTIONS ON BUNGAREE TRACK, BURNSIDE HEIGHTS | 57 |
| | To respond to Notice of Motion 555 (Cr Abboushi) in relation to investigating additional car parking options along Bungaree Track, Burnside. | |
| 12.6 | RESPONSE TO NOTICE OF MOTION 563 - OPTIONS AND COSTING FOR COUNCIL TO PROVIDE A PERMANENT LOCATION FOR THE CAROLINE SPRINGS RSL SUB-BRANCH | 61 |
| | To provide a report in response to Notice of Motion 563 (Cr Majdlik) tabled at the Ordinary Meeting of Council held on 28 May 2018. | |
| 12.7 | RESPONSE TO NOTICE OF MOTION 566 - CITY VISTA SPORTS PROJECT | 64 |
| | To provide information in response to the Notice of Motion 566. | |
| 12.8 | RECONCILIATION ROADMAP 2018 - 2020 | 67 |
| | To present the Reconciliation Roadmap 2018 – 2020 and seek Council endorsement. | |
| 12.9 | AMENDMENT C188 TO THE MELTON PLANNING SCHEME - ADVERTISING DESIGN GUIDELINES | 73 |
| | To consider the adoption of Planning Scheme Amendment C188 to the Melton Planning Scheme to implement the recommendations of the Melton <i>Advertising Signage Design Guidelines</i> . | |
| 12.10 | CONTRACT No. 18/015 -TOOLERN CREEK SHARED PATH PROJECT | 122 |
| | To seek Council's approval for the award of Contract No. 18/015 for the construction of the Toolern Creek Shared Path project. | |

12.11	CONTRACT No. 18/011 - PROVISION OF HARD WASTE, DUMPED RUBBISH AND ON-REQUEST COLLECTION SERVICES	127
	To seek Council's approval for the award of Contract No. 18/011 for the Provision of Hard Waste, Dumped Rubbish and On-Request Collection Services commencing 1 November 2018 to 30 June 2023 with options for a further three, one year extensions at Council's discretion.	
12.12	CONTRACT No:18/049 - PROVISION OF BUILDING AND PUBLIC AMENITY CLEANING AND SANITARY SERVICES	146
	To seek Council's approval for the award of Contract No. 18/049 for the Provision of Building and Public Amenity Cleaning and Sanitary Services commencing 1 November 2018 to 30 June 2021 with options for a further five, one year extensions at Council's discretion.	
12.13	PLANNING APPLICATION PA 2018/6093 - TWO LOT SUBDIVISION AT 8 WESTLEY PLACE, BROOKFIELD	168
	To consider and determine the above planning application.	
12.14	PLANNING APPLICATION PA 2018/6099 - USE AND DEVELOPMENT OF A VEHICLE STORE AND REDUCTION IN PARKING AT 127-157 TARLETONS ROAD, BONNIE BROOK	185
	To consider and determine the above planning application	
12.15	EXTENSION OF CONTRACT 15/042 - FLEET FUEL AND MAINTENANCE CARD SERVICES	196
	To seek Council's approval to consider the contract extension of the Fleet Fuel and Maintenance Services, Contract No. 15/042 for a further two years, commencing 1 July 2018.	
13.	REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES	200
14.	COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS	200
15.	NOTICES OF MOTION	201
15.1	NOTICE OF MOTION 569 (CR RAMSEY)	201
15.2	NOTICE OF MOTION 570 (CR TURNER)	202
16.	COUNCILLOR'S QUESTIONS WITHOUT NOTICE	203
17.	MOTIONS WITHOUT NOTICE	203

18.	URGENT BUSINESS	203
19.	CONFIDENTIAL BUSINESS	204
19.1	DISABILITY ADVISORY COMMITTEE COMMUNITY REPRESENTATIVES 2018-2020	205
	To seek Council endorsement to appoint five (5) applicants to the Disability Advisory Committee 2018 – 2020.	
19.2	COMMUNITY FUNDING OUTCOMES 2017/18	208
	To provide a report of outcomes of the 2017/18 Community Grants Program.	
20.	CLOSE OF BUSINESS	219

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 25 June 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**

- 25 June 2018 Record of Assembly of Councillors
- 2 July 2018 Record of Assembly of Councillors
- 9 July 2018 Record of Assembly of Councillors
- 16 July 2018 Record of Assembly of Councillors

RECOMMENDATION:

That the Record of Assembly of Councillors dated 25 June 2018, 2, 9 and 16 July 2018 attached to this Agenda be received and noted.

LIST OF APPENDICES

1. 25 June 2018 Record of Assembly of Councillors
2. 2 July 2018 Record of Assembly of Councillors
3. 9 July 2018 Record of Assembly
4. 16 July 2018 Record of Assembly of Councillors

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

- Hon Natalie Hutchins MP – State Member for Sydenham – Government support for Neighbourhood Houses
- Hon Lisa Neville MP – Minister for Police – Increased Police resources in Melton City Council
- Hon Richard Wynne MP - Minister for Planning – Kororoit Creek Regional Park – 1352-1402 Western Highway, Deanside

RECOMMENDATION:

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

LIST OF APPENDICES

1. Correspondence Inwards - Hon Nataline Hutchins MP - dated 16 May 2018
2. Correspondence Inwards - Hon Lisa Neville MP - dated 7 June 2018
3. Correspondence Inwards - Hon Richard Wynne MP - dated 17 June 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

Nil.

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 23 July 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 and Affixing of the Common Seal of Council - dated 23 July 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 - 5**.
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
7 June 2018	Disability Advisory Committee Meeting	Appendix 1
20 June 2018	Intercultural Advisory Committee	Appendix 2
21 June 2018	Early Years Partnership Committee	Appendix 3
21 June 2018	Heritage Advisory Committee	Appendix 4
26 June 2018	Melton Transport Community Reference Group	Appendix 5

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. Disability Advisory Committee Meeting Minutes - dated 7 June 2018
2. Intercultural Advisory Committee Meeting Minutes - dated 20 June 2018
3. Early Years Partnership Committee Meeting Minutes - dated 21 June 2018
4. Heritage Advisory Committee Meeting Minutes - dated 21 June 2018
5. Melton Transport Community Reference Group Meeting Minutes - dated 26 June 2018



MINUTES

Melton Transport Community Reference Group (MTCRG)

Held on 26 June 2018 at 6:30pm in Civic Room 2, Melton Civic Centre

Present:

Councillors

Bob Turner (BT)
Sophie Ramsey (SR)
Kathy Majdlik (KM)

Council Staff

Matthew Milbourne (MM), Senior Strategic Planner
Laura-Jo Mellan (LJM), Manager City Design, Strategy and Environment
Sam Romaszko (SRo), Manager Engineering Services

Community Representatives

Vinea Fuimaono (VF)
Ian Matthews (IM)
Madeleine Connor (MC)
Alison Richards (AR)
Alan Perry (AP)

Chairperson: Bob Turner, Councillor (Mayor)

Minute Taker: Matthew Milbourne, Senior Strategic Planner

1. Welcome

2. Apologies

Frederic Blevin (FB), Community Representative
David O'Connor (DO), Community Representative
Raj Arora (RA), Community Representative
Adut Dharurai (AD), Community Representative
Lawrence Geyer (LG), Community Representative
Dan Hogan (DH), Manager Engagement and Advocacy

3. Declaration of interests and/or conflict of interests

There were no declarations of interest, or declarations of a conflict of interest.

4. General Business

4.1 Welcome to Sam Romaszko – Manager Engineering Services

Sam Romaszko is the new Manager of Engineering Services at Melton City Council.

MINUTES

4.2 Resignation of a Committee Member

MM informed the MTCRG that Frederic Blevin has indicated that he can no longer serve on the MTCRG.

4.3 Top three actions from Moving Melton and Melton Advocacy Priorities (presented by MM)

Community representatives and Councillors were asked to nominate their top three actions from Moving Melton and the Melton Advocacy Priorities to advocate for in the lead up to the State Government Election.

RA, LG, and DO had emailed their top three actions in, and these were added to the nominations, which are listed below:

Active Transport (Walking and Cycling)

- Investigate opportunities to improve walking and cycling
 - Trail along Toolern Creek and Werribee River to link Melton Station – Weir Views – Eynesbury – Werribee

Public Transport

- Regular all day trains and electrification
 - Park and ride facilities where people can catch a bus to a train station
 - Park and ride facilities could utilise easements such as High Voltage Transmission lines
- Redesign Melton Railway Station – integrated transport services
- Improve bus networks
 - There are housing estates that are not serviced by buses (e.g. Eynesbury, Atherstone, parts of Kurunjang)
 - All trains should be met by a bus
 - Priority bus lanes and network improvements (such as more direct routes)
 - Bus cleanliness should be improved
 - Request PTV trial free bus transport for a period of time to create behaviour change
- Community transport options – not just for community care clients to address bus coverage gaps – example given of the Woodlea community bus (RSL)

Road Based Transport

- Upgrade the Western Highway to Freeway Standard (build new interchanges)
- Duplication of the bridge over the Maribyrnong River on the Calder Freeway
- Upgrade the Melton Highway
- Upgrade Hopkins Road
- Upgrade Christies Road
- Traffic lights at Exford Road
- Upgrade key intersections on VicRoads roads (Norton Drive)
- Grade separation at Melton Railway Station (Exford Road and Coburns Road)



MINUTES

LJM indicated that Council is can capture some of the priorities through their work program:

- City Design can assess the gaps in the Toolern Creek / Werribee River trail network
- Engineering Services to investigate the traffic lights on Exford Road
- Engineering Services to continue to advocate for improvements to Melton Highway, Christies Road, Hopkins Road, and intersection upgrades (such as Norton Drive and Coburns Road / High Street)
- City Strategy to include the redesign of Melton Station in the Melton South Structure Plan.

SRo indicated that VicRoads is currently undertaking a review of the Western Highway. This is a scoping study that identifies capacity and safety improvements required as a result of growth currently being experienced along the corridor. The next step requires a planning study to be undertaken by VicRoads (no funding has not been allocated by the State Government at this stage) which will provide further detail and support budget bids for the project.

4.4 Discussion on what should be the MTCRG's focus in the lead up to the State Election in November 2018 (presented by MM / LJM)

Community representatives and Councillors were then given three dots each to place on their top three advocacy priorities. The top three were:

- Upgrade the Western Highway to Freeway Standard (seven votes)
- Improve bus networks (six votes)
- Regular all day trains and electrification (four votes)

The community representatives were asked to identify potential actions that could be undertaken to advocate for improvements to the top three advocacy priorities:

Upgrade the Western Highway to Freeway Standard

- Targeted campaign showing how behind the growth the current Highway is and detrimental effects on commuters
- Get all Councils along the Western Highway to have a joint campaign for the improvement (including South Australia)
- Run a joint campaign with truck / freight transport companies
- Get commuters to publicise the massive problems of car congestion – provide real life examples of the impact of congestion on their life
- Show the cost benefits associated with the above calculated by reputable consultants
- Local newspaper campaign
- Social media campaign (e.g. Facebook)
- Lobby the State and Federal Governments for the increased allocation of money to plan for improvements, and then the upgrade works to improve safety and amenity

12.3 MUNICIPAL AUDIT COMMITTEE MEETING - 27 JUNE 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, 27 June 2018.

RECOMMENDATION:

That Council:

1. Note the minutes of the Municipal Audit Committee meeting held on Wednesday, 27 June 2018 at **Appendix 1**.
2. Adopt the recommendations arising within the minutes.

REPORT

1. Executive Summary

The minutes of the Audit Committee meeting held on 27 June 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. Municipal Audit Committee Minutes for 27 June 2018

12.4 RESPONSE TO NOTICE OF MOTION 553 - INVESTIGATION OF ADDITIONAL PARKING OPTIONS AROUND ROCKBANK PRIMARY SCHOOL

Author: Kerry Walton - Coordinator Traffic and Transport
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To respond to Notice of Motion 553 (Cr Abboushi) to report to Council the outcome of investigating additional car parking options adjacent to Rockbank Primary School, Rockbank.

RECOMMENDATION:

That Council note the car parking options available in the vicinity of Rockbank Primary School, and prepare a parking management brochure for use by the school indicating where available parking exists in the surrounding road network.

REPORT

1. Executive Summary

At its ordinary meeting of Council held on 26 March 2018 Council resolved via a Notice of Motion 553;

'That Council officers investigate additional parking options around Rockbank Primary School, Rockbank.'

Rockbank Primary School is a Government Primary School located in Westcott Parade, Rockbank. The school comprises 81 students, with 7 teaching and 7 administration staff members.

The school does not have a dedicated car park associated with their facility, however Rockbank Recreation Reserve located to the west of the school provides a total 98 car spaces. Further to this, the surrounding road network provides 79 car spaces within a 300m walking distance (approximate 5 minute walk).

The current parking arrangements have been inspected during the peak period and analysed to determine and where additional car parking options are available.

Based on an analysis of available car parking within the Rockbank Primary School vicinity, of the 177 car spaces available there is a current parking demand of 64 spaces. Given this, there is adequate parking available for use by the school community.

2. Background/Issues

Rockbank Primary School

Rockbank Primary School is a Government Primary School located in Westcott Parade, Rockbank. The school comprises 81 students, with 7 teaching and 7 administration staff members.

The school is located within the Rockbank growth area and it has been conveyed by the school that they are expecting their student numbers to increase as a result of the growth. The Rockbank Precinct Structure Plan (PSP) prescribes additional Government Primary School locations which will assist in meeting demand.

The school does not have a dedicated car park associated with their facility, however Rockbank Recreation Reserve located to the west of the school provides a total 97 car spaces. Further to this, the surrounding road network provides 79 car spaces within a 300m walking distance (approximate 5 minute walk).

A summary of the car parking provision is provided below along with a map which is provided in **Appendix 1**:

Parking arrangement	Number of Spaces
Formalised car park	57 (including 5 disabled spaces)
Formalised staff car park	8
Informal gravel car park	33
Kerbside parking	79
Total Number of Spaces	177

The formal car park facilitates a pick up and drop off zone that provides parents/caregivers the opportunity to drive up and collect their child without having to occupy a car space. There is also a dedicated staff car park consisting of 8 car spaces that is signed accordingly.

Schools within the municipality experience their peak parking time in the afternoon period where parents/caregivers arrive to collect their children and seek to park close to the school entrance.

Car Parking Analysis

The current parking arrangements have been inspected at the peak period and analysed to determine occupancy rates.

A summary of available parking is provided in the table below. A map indicating locations is provided in **Appendix 2**.

No. of students	Available parking spaces (<300m distance)	Parking Occupancy (no of spaces used)
81	177	64

The results indicate that the current school community utilise the formal car park and informal gravel car park. Of the 98 available car spaces, 64 were occupied by vehicles leaving approximately 113 available car spaces unused. These were predominately located kerb side on the surrounding roads within a short walking distance of the school.

Based on an analysis of available car parking within the Rockbank Primary School vicinity, of the 177 car spaces available there is a current parking demand of 64 spaces. Given this, there is adequate parking available for use by the school community. Based on the current car spaces available, the school population may increase to 250 students before additional parking would be considered.

It is noted that the Rockbank Recreation Reserve does not have any further capacity to increase the number of car parking spaces without impacting the recreation facilities.

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 is no budget allocation in this year's budget or the proposed 18/19 budget. Should Council determine to proceed with works, the financial implications are detailed below.

5. Consultation/Public Submissions

No consultation with Rockbank Primary School or residents has been conducted.

6. Risk Analysis

The risk of adopting Option 1 is minimal as it is expected that parents/ caregivers seeking to park around a school do so by parking within available public car parks and the surrounding road network.

Option 2

The risk of adopting Option 2 is that schools of Melton will have an expectation for Council to increase off street car parking for each school despite the limited opportunity in land availability. If parking is increased for schools it can create other traffic issues such as congestion, increased frustration by parents due to more vehicles in the area and reduced pedestrian safety due to increased conflicts with vehicles. It also detracts from other Council initiatives for promoting alternate active transport programs such as Walking School Buses and the Part Way is Ok initiative where the school community is encouraged to park away further away from the school and walk.

This would increase pressure on Councils Capital Works Budget for funds.

Reduction in amenity value as trees will need to be removed. Also the exiting drainage along Westcott Parade will require augmenting to accommodate parking. Along with additional footpaths on the north side and pedestrian crossing facilities.

Option 3

The risk of adopting Option 3 is that schools of Melton will have an expectation for Council to increase off street car parking for each school despite the limited opportunity in land availability. If parking is increased for schools it can create other traffic issues such as congestion, increased frustration by parents due to more vehicles in the area and reduced pedestrian safety due to increased conflicts with vehicles. It also detracts from other Council initiatives for promoting alternate active transport programs such as Walking School Buses and the Part Way is Ok initiative where the school community is encouraged to park away further away from the school and walk.

This would increase pressure on Councils Capital Works Budget for funds.

Reduction in amenity value as trees will need to be removed. Also the car park would have limited passive surveillance of an evening and weekend where undesirable activity may likely occur and impact the neighbouring properties.

7. Options

Option 1 – Do nothing. Parking to continue to utilise the two existing car parks and surrounding road network.

Council to further liaise with the school and educate the school community on where future car parking can be found and provide the school via the development of a parking brochure and map.

Option 2 – Provide off street car parking bays along Westcott Parade adjacent the school frontage. This would see the removal of a number of street trees and conversion of existing culvert drains to an underground system. It is likely that the school community may request a supervised pedestrian crossing facility to assist crossing Westcott Parade.

This option would yield 34 car spaces. A cost estimate is provided below:

Item	Unit Cost (\$)	Quantity	Total
Indented parking incl school crossing provision	\$7000.00	34	\$238,000.00
Removal of trees	\$1149.13	5	\$5,745.65
Construction of underground drainage	\$600/m	235m	\$141,000.00
Construction of footpath on north side of road	\$70/m	160m	\$11,200.00
Estimated total costs			\$395,945.65

Option 3 – Provide off street car parking bays in the easement located adjacent the schools eastern boundary, removal of significant trees and construction of new vehicle access to Westcott Parade.

This option would yield approximately 50 car spaces. A cost estimate is provided below:

Item	Unit Cost (\$)	Quantity	Total
Off Street Car Park incl driveway and drainage	\$13200.00	50	\$660,000.00
Removal of trees	\$1149.13	6	\$6,894.78
Estimated total costs			\$666,894.78

LIST OF APPENDICES

1. Available Car Parking Spaces - undated
2. Car Parking Occupancy Survey Result Map - dated 26 June 2018

12.5 RESPONSE TO NOTICE OF MOTION 555 - INVESTIGATION OF ADDITIONAL PARKING OPTIONS ON BUNGAREE TRACK, BURNSIDE HEIGHTS

Author: Kerry Walton - Coordinator Traffic and Transport
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To respond to Notice of Motion 555 (Cr Abboushi) in relation to investigating additional car parking options along Bungaree Track, Burnside.

RECOMMENDATION:

That Council do not provide additional parking options along Bungaree Track, given the existing level of car parking provided.

REPORT

1. Executive Summary

At its ordinary meeting of Council held on 26 March 2018 Council resolved via a Notice of Motion 555;

'That Council officers investigate additional parking options along Bungaree Track, Burnside Heights, specifically along the curve between numbers 13-19 and report to Council.'

Investigations have determined that there is a minimum of one on-street parking space available in front of each property.

On Wednesday 13 June 2018, Council officers from the Engineering Services and Local Laws teams attended an on-site meeting with the resident and Councillor Abboushi to discuss parking issues. It was observed that a number of vehicles were parking on the reserve located on the eastern side of the road. Although the residents believe this was a safe location to park, the location of these vehicles obstructed the vision of oncoming vehicles for those travelling along the road.

It is proposed to have Bungaree Track remain in its current form with any requirements for additional parking to occur kerbside in the same manner as surrounding residential roads

2. Background/Issues

Bungaree Track

Bungaree Track is classified as local access that connects to Tenterfield Drive in the south to Blaxland Street to the north. The road runs adjacent a drainage reserve and comprises various road segments from gentle bends to a 90 degree elbow and straight length of road.

The road width is approximately 7 metres in width which provides the option for parking to occur on both sides of the road whilst allowing a single traffic lane for through traffic or alternatively vehicles can park on one side of the road which allows two way traffic to pass.

An open swale drain is present in the verge immediately adjacent the properties which conveys water to the underground system.

The road carries less than 150 vehicles per day with residential properties located on one side of the road only. A total of 19 residential properties abut Bungaree Track with 18 having direct vehicle access.

Issues

A resident has conveyed to Council there is a deficiency in on-street car parking opportunities along Bungaree Track, particularly along the curve between numbers 13-19.

Council previously investigated parking along Bungaree Track back in May 2013 where the resident of number 19 requested the following:

“Additional parking bays required down this street. Customer advised that the one bay available is being used by one resident only. There is not enough off street parking and due to the road being narrow, cars cannot park on the road.”

The outcome of that investigation determined that the one bay referred to was in fact a maintenance access driveway to the drainage reserve therefore not a car parking space. The resident was advised that parking should generally occur within the property or kerbside along the road.

In 2015 Council engaged an independent traffic consultant to undertake a Local Area Traffic Management (LATM) Study of the Burnside Height neighbourhood. The LATM investigated the road network with respect to all traffic related matters from parking to speeding vehicles including all previous Council correspondence to residents on traffic issues. The study did not identify any parking concerns along Bungaree Track therefore the study made no recommendations to change Bungaree Track to increase parking opportunities.

The road environment has been inspected again Council Engineers have assessed the number of available car parking opportunities that are present for each property. A map illustrating available on-street parking is provided in **Attachment 1**.

The assessment demonstrated that there is at least one car parking space available on-street for each property for visitor use. The review assessed the sightlines provided to vehicles travelling along Bungaree Track in the event vehicles are parking kerbside. It was determined that vehicles parking kerbside did not impair vision to on coming vehicles.

Most properties along Bungaree Track have double garages and that can accommodate 2 vehicles as well as driveways that can cater for at least 1 other vehicle. The road provides a minimum of 27 on-street parking spaces for 15 properties in addition to internal property parking.

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

Option 1

There are no costs associated with Option 1.

Option 2

Should Council determine that off street car parking is to be provided as per Option 2, this work will have to be referred to Councils Capital Works Program and Budget process to determine when funding will be made available.

5. Consultation/Public Submissions

On Wednesday 13 June 2018, Council officers from the Engineering Services and Local Laws teams attended an on-site meeting with the resident and Councillor Abboushi to discuss parking issues. It was observed that a number of vehicles were parking on the reserve located on the eastern side of the road. Although the residents believe this was a safe location to park, the location of these vehicles obstructed the vision of oncoming vehicles for those travelling along the road.

Officers committed to further investigate the option to include an indented parking space in the verge directly adjacent to the property. This verge contains a swale drain which makes the construction of a formal car space difficult. Engineering Services assessed this proposal and given the drainage system currently in place, it was determined that a car space could not be accommodated within the verge. This was conveyed to the residents via email.

6. Risk Analysis

Option 1 The risk of adopting Option 1 is that the resident will not be satisfied that parking will continue to be kerbside along the road.

Option 2

The risk of adopting Option 2 is that residents of Melton will have an expectation for Council to provide off street car parking for each property. In doing so roads will become more open for vehicles to increase traffic speeds when travelling on the road. This increases other capital improvements to reduce traffic speeds along the road network.

Additional parking would also reduce amenity value of the street as trees will need to be removed increasing concrete hardstand areas and relocation of utility services to accommodate parking.

7. Options

Option 1

Do Nothing – Maintain Bungaree Track in its current configuration which provides a minimum of 27 on-street parking spaces safely without adverse impacts to motorists

Option 2

Provide off-street car parking bays on the opposite side of the road beyond the bend, removal of a number of mature street trees and relocation of utility services.

A cost estimate is provided below:

Item	Unit Cost (\$)	Quantity	Total
Indented parking	\$7000.00	15	\$105,000.00
Removal of trees	\$1149.13	23	\$26,429.99
Relocation of underground services	-	-	\$50,000.00
Estimated total costs			\$181,429.99

LIST OF APPENDICES

1. Site Layout Plan - undated

12.6 RESPONSE TO NOTICE OF MOTION 563 - OPTIONS AND COSTING FOR COUNCIL TO PROVIDE A PERMANENT LOCATION FOR THE CAROLINE SPRINGS RSL SUB-BRANCH

Author: Tony Ball - Acting Coordinator Community Capacity
Presenter: Troy Scoble – Acting General Manager Community Services

PURPOSE OF REPORT

To provide a report in response to Notice of Motion 563 (Cr Majdlik) tabled at the Ordinary Meeting of Council held on 28 May 2018.

RECOMMENDATION:

That Council note the report.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council on 28 May 2018 Notice of Motion 563 (Cr Majdlik) was endorsed requesting:

‘That Council Officers prepare a report outlining options and costing for Council to provide a permanent location for the Caroline Springs RSL Sub-Branch in or nearby the Caroline Springs area – in consultation with the Caroline Springs RSL Sub-Branch for the requirements needed for the dwelling.’

This report provides information in response to the Notice of Motion, including details of consultation with the Caroline Springs RSL Sub-Branch (CSRSL). However, it is noted that Officers are to report on options for providing a permanent location for the CSRSL, but an assessment of Council's existing available facilities in or nearby to the Caroline Springs area has found that no dedicated permanent options are available. As a result, this report outlines the option to continue with the existing arrangements, and also options to use alternative community facilities for accommodation.

2. Background/Issues

The Caroline Springs RSL Sub-Branch, (CSRSL), currently operates from the Taylors Hill Youth and Community Centre with exclusive use of an office space and shared use of community spaces. This is provided to the CSRSL under a license agreement that is renewed annually, and comes at no cost to the CSRSL under the terms of Council's facilities access policy framework.

In consultation with the CSRSL, Officers are aware that the nature of the welfare and support role they provide requires exclusive access to a secure space where confidential files are able to be safely stored. In addition, they seek ongoing access to a space that will allow them to undertake administrative work, conduct welfare interviews, hold small social gatherings and provide the opportunity for members to meet and have a chat and coffee. The current space at Taylors Hill Youth and Community Centre provides access to the required office/administrative space, however, it is not within the immediate Caroline Springs suburb. As for social space, the CSRSL currently holds social activities for its members at The Club

Caroline Springs, and they are also investigating the potential use of West Waters Hotel for this purpose.

As identified above, Officers have not been able to identify options for Council to provide a permanent location for the CSRSL in or near Caroline Springs. The following options outline the current use of the Taylors Hill Youth and Community Centre, and also identify other community facilities that may be accessed under similar terms.

Options:

Opportunity	Limitations
<p>Taylors Hill Youth and Community Centre. The current arrangements at Taylors Hill Youth and Community Centre meet the welfare and support requirements of the CSRSL including the provision of exclusive use of a secure office space for the storage of confidential records and shared use of community space within the facility. The CSRSL is also able to book general community room use for social gatherings, but this is currently not necessary due to the use of The Club Caroline Springs.</p>	<p>Does not allow for exclusive use of the space for informal social gatherings and is not licensed. Is not located in central Caroline Springs. Currently does not accommodate capacity for memorabilia to be displayed.</p>
<p>Taylors Hill Y&CC for office accommodation and use Burnside Community Centre for formal and informal social gatherings. As above.</p>	<p>Separates the administration and welfare support component from the informal social gathering. Is not located in central Caroline Springs. Currently does not accommodate capacity for memorabilia to be displayed.</p>
<p>Fraser Rise Community Hub Relocate to the new Fraser Rise Community Hub under similar terms to the current arrangement at THY&CC.</p>	<p>Is not located in central Caroline Springs. Space to display memorabilia may be negotiated.</p>

Given that Council is not able to meet the desire for a permanent location for the CSRSL under the existing suite of community facilities, Council has the option of creating a project in the future capital works program to meet this need. It would be premature to estimate costings relating to this option at this point in time.

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

The current arrangements that support the CSRSL in a Council facility are met within Council's current operating budget. Any variation or change would be subject to a further report.

5. Consultation/Public Submissions

Consultation has occurred with the CSRSL. The service levels they seek to continue to provide are as follows; administrative work, conduct welfare interviews, hold small social gatherings and provide the opportunity for members to meet and have a chat and coffee. The groups would also seek to include a memorabilia display with their service and social area. CSRSL have indicated they will hold discussions with West Waters in relation to social activities.

The group have indicated they would like to be located in central Caroline Springs ideally near the proposed memorial on Lake Street, Caroline Springs.

6. Risk Analysis

There are no risks associated with the adoption of this report. Further consideration of risk will be generated should options other than the status quo be considered.

7. Options

N/A

LIST OF APPENDICES

Nil

12.7 RESPONSE TO NOTICE OF MOTION 566 - CITY VISTA SPORTS PROJECT

Author: Matthew Wilson - Manager Community Planning
Presenter: Troy Scoble – Acting General Manager Community Services

PURPOSE OF REPORT

To provide information in response to the Notice of Motion 566.

RECOMMENDATION:

That Council note the report.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council dated 25 June 2018, Cr Majdlik tabled Notice of Motion 566 which states,

That Council Officers report on any savings identified to date on the City Vista Sports Project, and costings for items previously removed from the specifications during the value management process, with recommendations on what, if any, elements could be reinstated to the project.

This report provides the response requested by the Notice of Motion.

2. Background/Issues

Council is currently undertaking a development in the City Vista Sports Precinct which includes the following items:

- Four (4) Soccer fields,
- Sports Pavilion,
- Car Park, and
- Associated landscaping and Infrastructure.

This precinct is located in the suburb of Frasers Rise, and is adjacent to the new Springside West Secondary School being constructed by State Government, and the Frasers Rise Children's and Community Centre being constructed by Council.

The project in the City Vista Sports Precinct is being delivered in partnership with George Cross Caroline Springs Soccer Club, who are contributing \$1 million to the project and maintaining the sports fields and pavilion for the next 20 years. The initial project estimate was \$11million.

The tender process included a "core" scope that was agreed by project partners, and additional tender options that could be considered for inclusion depending on the outcome of the tender process on the budget. The tender for the project came in \$1.534 million above the initial estimate, meaning that the items listed as tender options were not able to be achieved within the initial figure. It is noted that all of the agreed core elements will be delivered in the project.

The project has commenced and is at the early stages of development. Excavation works have been completed, and form work for the car park and playing surfaces is underway. Advice from Officers is that it is too early in the construction process to determine if there are any savings to be realized in the project.

The contingency fund for the project is budgeted at \$500,000. While the contingency is currently healthy due to less rock excavation during the initial earthworks, Officers have identified future variations in relation to blinding concrete, dirt removal from the excavation works, and the possibility of variations to the sports field lighting, boundary drainage works, and installation of perimeter fencing to prevent cars damaging the playing surfaces. The quantity and cost of these items will not be known until late in 2018.

The items that were included as tender options in the project are listed as follows:

- Use of instant turf in lieu of sprigged grass on the main grass pitch. This item has since been approved for inclusion in the project at a cost of \$67,296.
- Roof Extension and viewing area to the main pavilion providing an additional 5.5 metres of veranda cover on the northern part of the building at an estimated cost of \$220,000.
- Public Toilet Block at an estimated cost of \$120,000.
- Three additional options related to Civil Works are no longer able to be included given that the project has progressed past the civil works stage.

Officers note that the inclusion of any remaining items from the tender options should be decided upon now given that inclusion at a later date would incur increased costs relating to disruption and re-doing works already completed. Whilst officers do not recommend including any remaining tender options into the project at this time, direction is sought if Council is to determine that inclusions are to be made at this point in time.

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

The initial estimate for the project was \$11million, which was to deliver on the core elements agreed by project partners. The budget was increased to \$12.54million following the tender process.

Inclusion of tender options would increase the budget by the amounts individually listed in the report above. It is too early to determine if inclusion of any items would be covered by a reduced demand on the contingency allowed for the project, however, this remains a possible outcome for consideration.

5. Consultation/Public Submissions

Nil.

6. Risk Analysis

The risks identified in considering this information are as follows.

If tender option items are included in the project at this time, the total budget for the project may increase above what is currently identified.

If tender option items are included later in the project, and after works have progressed at the site, the cost of inclusion will be greater due to the impact of variations and disruption to the site.

7. Options

Council has the option to:

1. Endorse the recommendation in the report.
2. Include tender options into the project as described.

LIST OF APPENDICES

Nil

12.8 RECONCILIATION ROADMAP 2018 - 2020

Author: Tony Ball - Acting Coordinator Community Capacity
Presenter: Troy Scoble – Acting General Manager Community Services

PURPOSE OF REPORT

To present the Reconciliation Roadmap 2018 – 2020 and seek Council endorsement.

RECOMMENDATION:

That Council adopt the Reconciliation Roadmap 2018 – 2020 as attached at **Appendix 1**.

REPORT

1. Executive Summary

The Reconciliation Roadmap 2018 - 2020 presents a framework and a direction for action to assist Council to play its part in the process of Reconciliation. Council is committed to working in partnership with Aboriginal and Torres Strait Islander traditional owner groups, community groups, Indigenous governance networks, residents, service providers and others to achieve Reconciliation.

2. Background/Issues

Council is committed to building mutually respectful relationships between Aboriginal and Torres Strait Islander Australians and other Australians to generate understanding, acceptance and inclusion in our local and wider community.

In February 2002, Council endorsed a Reconciliation Statement and Action Plan developed by the Reconciliation Working Party (now Reconciliation Advisory Committee) and this requires review and updating to capture current needs and priorities.

Council's Reconciliation Roadmap 2018 - 2020 outlines the following vision 'A united Australia which respects this land of ours, values the Aboriginal and Torres Strait Islander heritage and provides justice and equity for all'.

The Reconciliation Roadmap 2018 - 2020 provides Council with a framework of principles and actions for the next three years that respond to identified needs.

Local Government has a major role to play in the process and achievement of Reconciliation. Council is ideally placed to show leadership on Reconciliation as it builds relationships and provides services at the local community level. The Roadmap gives focus to relationships, respect and recognition, and opportunities and inclusion. Council carries out this role through planning and policy, ensuring access and equity, co-ordination, community development, service provision and leadership.

Principles and actions in the Roadmap have been determined through reference to plans, policy and legislation, community consultation, internal organisational consultation and research. These include; community participation and involvement, working with Aboriginal communities, public awareness raising, access to community services and community leadership.

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

The implementation of the Reconciliation Roadmap 2018 – 2020 is within Council's existing recurrent budget.

5. Consultation/Public Submissions

Consultation in the development of the Reconciliation Roadmap 2018 – 2020 occurred in a variety of settings including discussions with members of Kirrip Aboriginal Corporation, Meetings with Elders from the Wurundjeri, Wudderong and Bunurong Land Councils, and two half day workshops, (Melton and Caroline Springs) and with the Reconciliation Advisory Committee.

6. Risk Analysis

An adopted Reconciliation Roadmap 2018-2020 that references and takes its direction from the Council and Wellbeing Plan and is developed in consultation with stakeholders will ensure Council responds proactively in its recognition of the indigenous occupants of this land. It will give a clear framework for Council to achieve the identified ambitions of its community in relation to the reconciliation process.

7. Options

Council has the option to not adopt the Reconciliation Roadmap 2018 – 2020.

LIST OF APPENDICES

1. Reconciliation Roadmap - dated 2018 – 2020

12.9 AMENDMENT C188 TO THE MELTON PLANNING SCHEME - ADVERTISING DESIGN GUIDELINES

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

PURPOSE OF REPORT

To consider the adoption of Planning Scheme Amendment C188 to the Melton Planning Scheme to implement the recommendations of the *Melton Advertising Signage Design Guidelines*.

RECOMMENDATION:

That Council:

1. Adopt Amendment C188 to the Melton Planning Scheme as contained in **Appendix 4**.
2. Submit the Amendment to the Minister for Planning for Approval.

REPORT

1. Executive Summary

Amendment C188 seeks to amend the Melton Planning Scheme to implement the recommendations of the *Melton Advertising Signage Design Guidelines (2017)* ('The Guidelines'). The Guidelines were adopted by Council at the Ordinary Meeting of 18 September 2017 (**Appendix 1**).

At its Ordinary Meeting on 18 September 2017, Council resolved to prepare and exhibit Amendment C188 to the Melton Planning Scheme to implement the recommendations of the Guidelines. The Amendment was exhibited and four (4) submissions were received, two of which objected to the Amendment.

At its Ordinary Meeting on 28 May 2018, Council resolved to request the Minister for Planning to convene a Planning Panel to consider the unresolved submissions received in response to Amendment C188 (**Appendix 2**). Since this meeting, Council Officers have worked with the submitters to resolve their matters and both have subsequently withdrawn their submission objections to Amendment C188. On this basis, a Planning Panel is no longer required and it is recommended that Council adopt Amendment C188 and submit the Amendment to the Minister for Planning for approval.

2. Background/Issues

City of Melton Advertising Signage Design Guidelines

The Guidelines update the Shire of Melton's Outdoor Advertising Policy and Guidelines prepared in 2005 and revised in 2010 and City of Melton Highway Advertising Signage Policy for Residential Subdivisions September 2014 (**Appendix 3**).

The Guidelines apply to all planning permit applications for signage in the municipality and establish a set of objectives, general policy and design guidelines for specific signage types and for specific land uses. Advertising signs are important to identify, communicate and market businesses, institutions and buildings across the municipality.

Advertising signs have a significant impact on the public realm and the quality of the streetscape and the building with which they are visually associated. Well integrated signage in appropriate locations can add colour, vibrancy and interest to an area. A proliferation of signs and poorly designed and located signs can significantly detract from the attractiveness and amenity of the City's urban and rural environments and gateways, as well as reducing the effectiveness of signs.

A draft of the Guidelines was released for public consultation from Monday 10 July 2017 – 4 August 2017. Six submissions were received during this period by way of an online survey, which resulted in changes being made to the Guidelines.

Further revisions were made with feedback from internal Council departments and guidance from the Department of Environment, Land, Water and Planning before they were adopted by Council at the Ordinary Meeting of 17 September 2017.

Amendment C188 seeks to amend the Melton Planning Scheme to implement the recommendations of the *Melton Advertising Signage Design Guidelines (2017)*. At its Ordinary Meeting on 18 September 2017, Council resolved to prepare and exhibit Amendment C188 to the Melton Planning Scheme to implement the recommendations of the Guidelines.

Amendment C188

In 2017 Council officers translated the Guidelines into planning scheme ordinance to form part of Amendment C188 to the Melton Planning Scheme (**Appendix 4**).

Amendment C188 amends the Melton Planning Scheme by:

- inserting a new planning objective related to ensuring advertising signage supports business and contributes to an attractive image for the municipality in Clause 21.03-2 of Council's Municipal Strategic Statement.
- inserting a new Clause 22.17 Advertising Signage Policy to give effect to the City of Melton Advertising Signage Design Guidelines, September 2017.

Council officers sought Authorisation to commenced Amendment C188 to the Melton Planning Scheme, which was granted on 2 February 2018. The amendment was placed on public exhibition from 27 March 2018 to 27 April 2018.

At its Ordinary Meeting on 28 May 2018, Council resolved to request the Minister for Planning to convene a Planning Panel to consider the unresolved submissions received in response to Amendment C188 (**Appendix 2**). Since this meeting, Council Officers have worked with the submitters to resolve their matters and both have subsequently withdrawn their submission objections to Amendment C188.

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, exhibition and adoption of the Amendment. The budget for Planning Scheme Amendments is within the City Design, Strategy and Environment unit's recurrent budget.

5. Consultation/Public Submissions

Public Exhibition

The amendment was publicly exhibited from 27 March 2018 – 27 April 2018 and involved giving notice in the following ways:

- A notice was placed in the Melton and Moorabool, and Brimbank and Northwest, editions of the Star Weekly on 27 March 2018.
- Letters and a brochure explaining the Amendment were sent to all landowners and occupiers subject to the Industrial 1 or 3 Zone, Commercial 1 or 2 Zone, Comprehensive Development Zone, Mixed Use Zone (excluding Eynesbury), and the Urban Growth Zone where the applied zone is one of the aforementioned and where there is no approved Urban Design Framework, on 27 March 2018 (Appendix 3).
- Letters were also sent to Prescribed Ministers, adjoining Councils, and Government bodies (VicTrack, V/Line, VicRoads, Melbourne Water, and the Victorian Planning Authority) on 27 March 2018.
- A notice was placed in the Government Gazette on 29 April 2018.
- Details of the amendment were placed on Council's website, under the Planning Scheme Amendment section.

A brochure written in plain English was also sent to landowners and occupiers, which explained the amendment to the Melton Planning Scheme.

The amendment was placed on exhibition concurrently with Amendment C174, which seeks to introduce *Industrial Design Guidelines* (2016) in the City of Melton.

Submissions

The four submissions received in response to Amendment C188 were considered by Council at its Ordinary Meeting on 28 May 2018. At the time of the meeting, two submissions that objected to the Amendment, were unresolved and as such Council resolved to request to convene a Planning Panel.

However, since the Council Meeting, Council Officers have worked successfully with the two submitters, and both submissions have been withdrawn. A Planning Panel is no longer required to consider submissions.

6. Risk Analysis

Should Council choose not to proceed with the amendment, the absence of a Local Planning Policy in the Melton Planning Scheme will result in a lack of direction for Council Officers in assessing future planning permit applications for advertising signage in a consistent and efficient manner. It will also undermine the policy direction of an adopted Council Guidelines and the amendment process undertaken to date.

If the Amendment is abandoned Council will not be able to reinitiate it and therefore would not be implementing an adopted Council Guidelines.

7. Options

Council can resolve to either:

1. Adopt Amendment C188 as contained at Appendix 4 and submit it to the Minister for Planning for Approval.
2. Abandon the Amendment.

LIST OF APPENDICES

1. Council Minutes - dated 18 September 2017
2. Council Minutes - dated 28 May 2018
3. City of Melton Advertising Signage Design Guidelines - dated 17 September 2017
4. Planning Scheme Ordinance to be Approved - undated

12.10 CONTRACT NO. 18/015 -TOOLERN CREEK SHARED PATH PROJECT

Author: Joel White - Graduate Engineer

Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To seek Council's approval for the award of Contract No. 18/015 for the construction of the Toolern Creek Shared Path project.

RECOMMENDATION:

That Council:

1. Receive and note the Tender Evaluation Report found in **Confidential Appendix 1**.
2. Award Contract No. 18/015 for the construction of the Toolern Creek Shared Path project to RenJen Group Pty Ltd for the amount of \$526,500 (excluding GST).
3. Delegate execution to the Chief Executive Officer in relation to all relevant contract documentation for the contracts above.

REPORT

1. Executive Summary

The Toolern Creek Shared Path Project will connect existing shared paths at Nixon and Raymond Streets, providing a walking track along Toolern Creek and ultimately to the Botanic Trail and Hannah Watts Park. The project will consist of a 1.6 kilometre shared path, culverts, a retaining wall and a section of handrails.

The project was initially set to be completed in the 2017/18 financial year however, due to delays with approvals including the Cultural Heritage Management Plans (CHMP) and the availability of suitable contractors, the project has been delayed. The project will be completed in the 2018/19 financial year.

In preparation for the procurement of this contract, officers advertised for an open tender. The Request for Tender (RFT) was advertised on Council's tender portal on 23 April 2018 and closed on 7 May 2018. Council received six submissions and shortlisted four capable tenderers. An evaluation was undertaken including interviews resulting in the assessment panel recommending the award for the Toolern Creek Shared Path contract to RenJen Group Pty Ltd for a total amount of \$526,500 (excl. GST).

Construction is expected to commence in July 2018 and is anticipated to be completed by September 2018.

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

2. Background/Issues

An existing asphalt footpath alignment is currently being maintained along Toolern Creek. Every three years a footpath condition assessment is undertaken of footpaths in the municipality. The condition of the existing Toolern Creek footpath was rated as poor on each occasion with the reports recommending an upgrade. As a result, it is in a state in which it

is beyond cost-effective maintenance and the construction of a new concrete shared path will provide a more beneficial and efficient long term solution.

Council allocates budget for the replacement and maintenance of footpaths and shared paths every year. The Toolern Creek Shared Path is a high priority for this program and aims to support the creation of a connected and active community through the design and delivery of walking and cycling networks.

Delivery of the project has been delayed due to delays in planning approvals with Cultural Heritage Management Plan and the availability of suitable contractors. During this time the scope of the project was modified with the inclusion of handrails, culverts and tree protection measures.

3. Council 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

Toolern Creek Shared Path Project requires an overall budget of \$579,150 (excl. GST).

The budget components for the project are as follows:

Expenditure	Amount \$
Construction Contract	\$ 526,500.00
10% Construction Contingency	\$ 52,650.00
TOTAL	\$ 579,150.00

The project will be funded from Melton City Council.

Funding Body	Amount \$
Melton City Council 2018/19 budget (Footpath Maintenance Program)	\$ 579,150.00
TOTAL	\$ 579,150.00

The spend profile estimate across the budgetary years is as follows:

Expenditure Year	Amount \$	Budget \$
2018-19	\$ 579,150.00	\$ 579,150.00
TOTAL	\$ 579,150.00	\$ 579,150.00

A budget allocation for the project is scheduled in Council's footpath maintenance/replacement program.

5. Consultation/Public Submissions

Council has undertaken significant consultation with the community in regards to the Toolern Creek, Botanical Gardens and Hannah Watts Park.

6. Risk Analysis

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

a. Engagement of a suitably qualified construction company:

- Advertised an open tender to civil companies via The Age and on the TenderSearch website
- Required companies tendering for the construction phase to have previous project experience with footpath/shared path works
- Required companies tendering for the construction phase to comply with Council's occupational health and safety requirements
- Required companies tendering for the construction phase to have a good understanding of methodology especially when working within Tree Protection Zones and CHMP sensitive areas
- To assist in the selection of a construction company with suitable occupational health and safety work practices, Council requires construction companies invited to tender to provide third party accreditation of their Occupational Health and Safety Management System. Council also required the tenderers to provide evidence of public liability insurance and work cover.
- Conducted reference checks to their previous clients to check on their performance

b. Engagement of a financially capable construction company:

- The engagement of an independent and expert consultant to conduct a financial review of the company.
- Council required the tenderers to provide evidence of public liability insurance and work cover.

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. Toolern Creek Shared Path - **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*.

12.11 CONTRACT No. 18/011 - PROVISION OF HARD WASTE, DUMPED RUBBISH AND ON-REQUEST COLLECTION SERVICES

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

PURPOSE OF REPORT

To seek Council's approval for the award of Contract No. 18/011 for the Provision of Hard Waste, Dumped Rubbish and On-Request Collection Services commencing 1 November 2018 to 30 June 2023 with options for a further three, one year extensions at Council's discretion.

RECOMMENDATION:

That Council:

1. Awards Contract No. 18/011 for the Provision of Hard Waste, Dumped Rubbish and On-Request Collection Services submitted by Cleanaway Pty Ltd for the sum of \$854,271 pa (excl. GST) and the attached schedule of rates (excl. GST) contained in **Confidential Appendix 1** commencing 1 November 2018 for a period of 4 years and 7 months.
2. Delegate to the Chief Executive Officer the execution of all contract documents.
3. Advise all Tenderers accordingly.

REPORT

1. Executive Summary

This report seeks Council resolution for the award of Contract No. 18/011 for the Provision of Hard Waste, Dumped Rubbish and On-Request Collection Services.

The service involves the scheduling and collection of Hard Waste and the responsive collection of the dumped rubbish.

2. Background/Issues

This contract involves scheduling and collecting Hard Waste from residential properties in accordance with Council priorities. It will also provide a responsive Dumped Rubbish collection service to reduce the incidents and impact of illegally dumped rubbish and litter on roadways in the municipality.

The contractor will:

- provide a safe and efficient service to Residents;
- provide exceptional customer service to residents, acting as the main interface for Council with respect to all aspects of the service provision;
- provide guidance and advice to residents with respect to sustainable disposal options;
- reduce volumes of waste to landfill through best practice resource recovery methods;
- gather photographic and other evidence for the purpose of prosecution;

- provide visibility to Council of the Services, including by collecting and maintaining statistics on behalf of Council; and
- provide general customer service to residents, acting as Councils interface where required.

Currently the hard waste and dumped rubbish collection services are provided under the following contracts:

- Contact 12/030 – Hard waste delivered by Four Seasons Pty Ltd
- Contact 13/003 – Dumped Rubbish delivered by Urban Service Solutions Pty Ltd

Council has undertaken a review of its waste management arrangements, with the result that its waste collection activities have been redefined into Service Packages, which in turn are being put to tender where there are like-for-like services and expected synergies for operators to perform one or more Service Packages together. This includes the merging of the Hard Waste and Dumped Rubbish Collection services into the contract being considered by this report.

Together, these arrangements are expected to create greater efficiencies for Council and enable service providers to perform at a higher and more consistent standard

Council was briefed by Council Officers on 30 October 2017 regarding the recommendations of this review

In addition to meeting the recommendations of the review, the provision of these services was tendered at this time, due the expiry of the current contracts.

Tenders for the above contract were advertised in The Age on 18 May 2018 and closed on 15 June 2018. A total of four tenders were received and assessed on the basis of the evaluation criteria described in the tender documents.

One tenderer was considered non-conforming and was not evaluated further.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

3. Council 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

Council's Recurrent Budget contains the following allocation of funds for the tendered services:

Service	2018/19
Hard Waste Collection	\$393,000
Dumped Rubbish Collection	\$600,000
Other costs that form part of the new tender (transport cost)	\$159,000
TOTAL	\$1,152,000

The **Confidential Appendix** contains a comparison of the likely annual cost using each tenderers rates applied to predicted numbers of services and waste volumes. Based on this assessment the recommended tenderers price is within the recurrent budget allocation recently adopted by Council.

A financial assessment was undertaken by Corporate Scorecard and returned a satisfactory result.

5. Consultation/Public Submissions

Key stakeholders were consulted during the development of the Waste Services Contract Review. Council was briefing the on the outcome of the review and the recommended realignment of the service packages that resulted in this tender being advertised.

Tenders were required to attend a Tender Briefing on 28 May 2018 during the tender period. All tenderers were present at this briefing.

6. Risk Analysis

Should Council choose not to award this contract, the existing service contracts will expire and Council would have to cease providing these services until such time that they were procured under an advertised tender.

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. Tender Evaluation Report for the Provision of Hard Waste, Dumped Rubbish and On Request Collection Services Contract No 18/011 - dated June 2018 -
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*.

12.12 CONTRACT No:18/049 - PROVISION OF BUILDING AND PUBLIC AMENITY CLEANING AND SANITARY SERVICES

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

PURPOSE OF REPORT

To seek Council's approval for the award of Contract No. 18/049 for the Provision of Building and Public Amenity Cleaning and Sanitary Services commencing 1 November 2018 to 30 June 2021 with options for a further five, one year extensions at Council's discretion.

RECOMMENDATION:

That Council:

1. Awards Contracts No. 18/049 - Service Package 1 & Service Package 2 for the Provision of Building Cleaning and Public Amenity Cleaning Services submitted by Alpha Corporate Property Services Pty Ltd for the sum of \$1,277,291.41 pa (excl. GST) commencing 1 November 2018 for a period of 2 years and 8 months.
2. Award Contract No. 18/049 - Service Package 3 for the Provision of Sanitary and Hygiene Services submitted by Rentokil Initial Pty Ltd for the sum of \$91,464.83 pa (excl. GST) commencing 1 November 2018 for a period of 2 years and 8 months.
3. Delegate to the Chief Executive Officer the execution of all contract documents.
4. Advise all Tenderers accordingly.

1. Executive Summary

This report seeks Council resolution for the award of Contract No. 18/049 for the Provision of Building and Public Amenity Cleaning and Sanitary Services.

The service involves the cleaning of Council Buildings and facilities, Public Toilets and BBQs and the provision of Sanitary and Hygiene Services.

The tender evaluation summary is provided in the **Confidential Appendix**.

2. Background/Issues

This contract involves the provision of Building & Facility Cleaning, Public Amenity & BBQ Cleaning and the provision Sanitary & Hygiene Services to Council owned buildings and facilities.

The contractor/s will:

- provide a safe and efficient cleaning and sanitary service to Residents and Council;
- ensure buildings and BBQ facilities are kept in a clean fashion in accordance with Council priorities
- have a responsive sanitary collection service for Residents;
- provide exceptional customer service to residents and Council;
- provide visibility to Council of the Services, including by collecting and maintaining statistics on behalf of Council;

- provide general customer service to residents, acting as Councils interface where required.

Currently the Cleaning, Sanitary and Hygiene Services are provided under the following contracts:

- Contract 14/002 – Facility Cleaning Contract
- Contract 13/004 – Public Convenience & BBQ Cleaning
- Contract 15/033 – Sanitary Service

Council has undertaken a review of its Cleaning, Sanitary and Hygiene Services, with the result that these activities should remain in separable Service Packages with Council retaining the flexibility to award the packages individually or any combination. The following Service Packages are included in this tender:

- Service Package 1 (Building Cleaning);
 - General Cleaning (Lump Sum)
 - High Profile Cleaning (On Request)
 - Additional / Ad Hoc Cleaning (On Request)
- Service Package 2 (Public Amenity Cleaning); and
- Service Package 3 (Sanitary and Hygiene Services).

The scope of these Service Packages is included in the table below:

Service Package & Asset Type	No. of Assets
Service Package 1 – Building Cleaning	
Buildings	56
Service Package 2 Public Amenity	
Public Toilets	35
BBQs	80
Dog Bag Stations	16
Service Package 3 – Sanitary & Hygiene	
Sanitary Bins	134
Nappy Bins	114
Sharps Containers	66
Air Fresheners	1
Vending Machines	
Note: Services are located in the assets listed in Services Packages 1 & 2	

This tender was conducted in two phases and in accordance with Council's Purchasing Manual. Council initially sort Expressions of Interest (EOI) from suitably qualified

organisations to provide general and specialised cleaning and hygiene services across a broad range of Council assets.

Provided contractors meet the minimum requirements of the EOI, they were shortlisted and the received a request for tender on 18 May 2018, with tenders closing on 15 June 2018. A total of 28 contractors responded the EOI, with 15 progressing to the Request for Tender phase.

A total of eleven tenders were received and assessed on the basis of the evaluation criteria described in the EOI and tender documents.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

3. Council 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

Council's Recurrent Budget contains the following allocation of funds for the tendered services:

	2018/19
Buildings	\$1,346,094
Public Toilets & BBQs	\$255,220
Sanitary & Hygiene	\$85,000
TOTAL	\$1,686,314

The recommended tenderers price as detailed, within the **Confidential Appendix**, is within the recurrent budget allocation recently adopted by Council.

A financial assessment was undertaken by Corporate Scorecard and returned a satisfactory result for the preferred tenderers

5. Consultation/Public Submissions

Key stakeholders were consulted during the development of the Contract Specifications.

Tenderers were required to attend a Tender Briefing on 28 May 2018 during the tender period. All tenderers were present at this briefing. They were also required to attend a tour of High Profile Buildings, so as to understand the complex nature of these facilities.

6. Risk Analysis

Should Council choose not to award this contract, the existing service contracts will expire and Council would have to either cease (where possible) providing these services until such time that they were procured under an advertised tender or individual procure interim core cleaning and sanitary services for a short period.

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. Tender Evaluation Report for the provision of Building and Public Amenity Cleaning and Sanitary Services Contract No 18/049 - dated July 2018 - **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*.

12.13 PLANNING APPLICATION PA 2018/6093 - TWO LOT SUBDIVISION AT 8 WESTLEY PLACE, BROOKFIELD

Author: Shane Trenergy - Development Planner
Presenter: Bob Baggio - Manager Planning Services

PURPOSE OF REPORT

To consider and determine the above planning application.

RECOMMENDATION:

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

REPORT

1. Background

Executive Summary

Applicant:	NRLinks Pty Ltd
Proposal:	Two lot subdivision
Existing Land Use:	Existing single storey dwelling with a pool and shed
Zone:	Neighbourhood Residential (Schedule 1)
Overlays:	Nil
Number of Objections:	17
Key Planning Issues:	Respect for Neighbourhood Character Minimum lot sizes Increase in traffic Setting precedent
Recommendation:	Approve application

The Land and Surrounding Area

The subject site has an area of 2,148 square metres and is located on the eastern side of Westley Place, Brookfield. Other features of the site are as follows:

- The site is rectangular in shape and flat.
- A single storey dwelling is located to the front of the site and occupies the southern portion of the land.
- An outdoor pool is located to the north-east of the dwelling, with a shed located to the east of the pool.
- There are a number of non-native established trees on the site, with the majority located along the northern property boundary.
- There are no easements located on the land.

- Two crossovers are provided onto Westley Place and are connected via a curved driveway.

The land forms part of an area that is commonly known as the Brookfield Acres Estate. The Estate is generally bounded by Brooklyn Road to the north, Arnolds Creek to the south and east and Clarkes Road to the west.

The majority of lots within the Estate have an area of approximately 4,000 square metres. Smaller lots of approximately 2,000 square metres are located to the south of Springbank Way.

The surrounding area can be characterised as low density residential, with large 'homestead' type dwellings with a mixture of single and double storeys constructed throughout the Estate. Large setbacks and open front yards are predominant features of the Estate.

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

The Application

The application proposes to subdivide the land into two lots.

The proposed subdivision is summarised as follows:

- Lot 1 will have a lot size of 1,000 square metres and Lot 2 will have a lot size of 1,148 square metres.
- Lot 1 will create a vacant lot and Lot 2 will contain the existing dwelling.
- A building envelope with dimensions of 10 x 15 metres and an area of 150 square metres is proposed for Lot 1.
- Both lots will have a frontage to Westley Place.
- The two existing crossovers will be retained and utilised for each lot.
- Six non-native trees are proposed to be removed.
- No common property is proposed.

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

Planning Controls

State Planning Policies	Clause 11.02-1 – Supply of Urban Land Clause 15.01-3 – Neighbourhood and Subdivision Design	The proposal complies with the relevant State Planning Policies.
Local Planning Policies	Clause 21.03-2 – Planning Objectives Clause 21.04 – Housing Within Established Residential Areas Clause 22.12 – Housing Diversity Policy	The proposal complies with the relevant Local Planning Policies.
Zone	Clause 32.09 – Neighbourhood Residential Zone	A permit is required to subdivide land.
Overlays	Nil	Not applicable.
Particular Provisions	Clause 56 – Residential Subdivision	Provisions apply to an application to subdivide land.

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

Clause 56 – Residential Subdivision

Pursuant to Clause 32.09-3 (Neighbourhood Residential Zone – Subdivision), an application to subdivide land, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet the requirements of Clause 56 and:

- Must meet all of the objectives included in the clauses specified in the following table.
- Should meet all of the standards included in the clauses specified in the following table.

Class of subdivision	Objectives and standards to be met
2 lots	Clauses 56.03-5, 56.04-2, 56.04-3, 56.04-5, 56.06-8 to 56.09-2.

Melton Housing Diversity Strategy

The Melton Housing Diversity Strategy was adopted by Council on 27 May 2014 and focuses on residential development in established residential areas within the City of Melton. The strategy provides greater certainty around the extent and character of Melton's existing residential built form, areas in existing neighbourhoods where increased density should be accommodated and the form and character of new housing and subdivisions should take in existing and future neighbourhoods.

The strategy provided the basis for the land being located within the Neighbourhood Residential Zone.

House Rules – Housing Character Assessment & Design Guidelines

The Housing Character Assessment and Design Guidelines were adopted by Council on 13 October 2015. The subject land is located in a Lifestyle Suburban 1 (LS1) area. The essential components of the LS1 area which need to be maintained into the future are:

- Buildings sited well back from the road and generally also from side boundaries.
- Buildings and hard surfaces occupying only a small proportion of the site.
- Continuity of soft landscape across adjacent lot frontages.
- Retention of large feature trees.
- Retention of some remnants of vegetation from the pre-residential landscape, where they exist.

The preferred housing types in an LS1 area are detached single dwellings and dual occupancies.

Any subdivision in a Lifestyle Suburban area must maintain the sense of openness in the streetscape. The minimum lot size in an LS1 area is 1,000 square metres. Both proposed lots meet the minimum lot size requirement.

The proposal is generally compliant with the requirements of the Lifestyle Suburban 1 area as outlined in Council's Housing Character Assessment and Design Guidelines.

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* 2018. Under Regulation 49, a two lot subdivision is not a high impact activity and is therefore exempt from the preparation of 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 subject to notification. The notification was satisfactorily completed and 17 objections were received.

The grounds of objection may be summarised as follows:

- The subdivision is not in character with the semi-rural lifestyle of the area.
- Increased traffic in Westley Place.
- Insufficient car parking.
- Devaluation of property prices.
- An increased demand on utilities that will struggle to cope.
- The lot sizes are too small and do not meet minimum lot size requirements.
- If the application is approved, it would set a precedent for further subdivision in the area.

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

Referral of the application

The application was referred to Council's Engineering Department for comment and advice. A complete list of responses is included in **Appendix 5**.

5. Issues

Planning Assessment

Previous subdivisions

A number of two lot subdivisions have been approved by Council and/or VCAT within the Brookfield Acres Estate.

A planning permit for a two lot subdivision at 24 Springbank Way was directed to be issued by VCAT, with a lot size of 1,100 square metres and a frontage to Maplewood Close created. The lot is now known as 33 Maplewood Close. A site inspection conducted on 27 June 2018 revealed a double-storey dwelling has been constructed the land.

The proposal at 8 Westley Place will have a similar lot size (1,000 square metres) with 33 Maplewood Close. Additionally, two lot subdivisions have been approved at 3 Maplewood Close, 48 Springbank Way and 2 Aviator Place. The proposal is not considered out of character in the Estate.

Neighbourhood character

The neighbourhood character of the Brookfield Acres Estate can be characterised as low density residential. Large setbacks with open gardens and two individual crossovers are features for many properties throughout the Estate.

The proposal will utilise the two crossovers, with each proposed lot to have their own individual crossover onto Westley Place. The garden in the front setback will be retained, with trees to be planted in the front garden to maintain the low density character of the area.

Although there is a sense of spaciousness in the area due to the large front setbacks, there are also numerous dwellings whereby the building occupies most of the width of lot, including properties in Westley Place. The proposed subdivision will not be out of character as the building envelope will ensure adequate setbacks are provided when a dwelling is constructed.

House Rules – Housing Character Assessment and Design Guidelines

The minimum lot size in a Lifestyle Suburban 1 (LS1) area is 1,000 square metres, with both proposed lots meeting the minimum lot size.

A minimum 50% permeable site area with a minimum 70% permeable area in the front setback is required in an LS1 area. Both lots meet the minimum permeable area.

Boundary-to-boundary development is avoided as the proposed building envelope will provide a 3 metre setback to the northern property boundary with 7 Westley Place and a 3 metre setback from the proposed boundary with Lot 2.

Although the removal of large, established trees should be avoided, the trees proposed to be removed are considered weed species under the Melton City Council Landscape Guidelines 2010. Additional trees will be planted within the front setback of both lots to maintain the spacious and low density residential character of the area.

Demand on infrastructure

A number of objectors raised points in regards to increased traffic and pressure on utility services infrastructure.

A two lot subdivision will have a minimal impact in regards to traffic. Although there will be an increase in traffic movements, the increase can be considered negligible. The application was referred to Council's Engineering Department, with no concerns raised about traffic issues.

An agreement between the owner and relevant utility authorities is required for the subdivision. The agreements will ensure both lots are adequately provided with utility services, with no impact on existing dwellings in the surrounding area.

6. Options

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

7. Conclusion

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

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

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

LIST OF APPENDICES

1. Locality Plan - dated 4 July 2018
2. Plans for the Proposal - dated March 2018
3. Assessment against relevant Planning Scheme controls - undated
4. Response to Objections - undated
5. Referral Responses - undated
6. Proposed Conditions - undated

12.14 PLANNING APPLICATION PA 2018/6099 - USE AND DEVELOPMENT OF A VEHICLE STORE AND REDUCTION IN PARKING AT 127-157 TARLETONS ROAD, BONNIE BROOK

Author: Margo Savage - Major Developments Planner
 Presenter: Bob Baggio - Manager Planning Services

PURPOSE OF REPORT

To consider and determine the above planning application

RECOMMENDATION:

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

REPORT

1. Background

Executive Summary

Applicant:	M & S Camilleri
Proposal:	Vehicle Store
Existing Land Use:	Rural residential
Zone:	Urban Growth Zone – no PSP, Warrensbrook
Overlays:	Nil
Number of Objections:	Two
Key Planning Issues:	Appropriate use within the zone; Orderly planning of the area; Effect on the amenity of neighbouring properties; Traffic flow and road safety impacts.
Recommendation:	Approve application

The Land and Surrounding Area

The subject site has an area of 11.9ha and is located on the southern side of Tarletons Road. Other features of the site are as follows:

- The site is rectangular in shape with a boundary abutting Tarletons Road 242m in length;
- It contains a dwelling and ancillary outbuilding centrally located within the site, with access to the dwelling via a residential scale crossover off Tarletons Road and all weather driveway;

- The truck park is located to the rear of the outbuilding, centrally within the site, and is accessed via a separate industrial scale crossover and all weather accessway, approximately 60m west of the residence crossover.
- The site is not affected by any easements.

The surrounding area can be characterised as:

- Rural residential and small-scale broadacre farming;
- Single dwellings with associated outbuildings are prominent in the immediate landscape;
- Lot sizes in the immediate area range from approximately 11ha through to approximately 19ha.
- Tarletons Road is a two lane, single-sealed road;
- There are 19 dwellings on Tarletons Road.

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

The Application

The application proposes to legitimise the existing use and development of the land for the purpose of a vehicle store, entailing the parking of trucks overnight on the property.

1. The proposed use is summarised as follows:

- The maximum proposed trucks is 20;
- It is proposed to be open air parking;
- Truck types include prime movers, tip trucks and trailers;
- Parking is allocated to the rear of the dwelling and ancillary outbuilding, and will be:
 - Approximately 100m from the nearest dwelling to the east;
 - Approximately 270m from the dwelling to the west;
 - Approximately 270m from the dwelling to the north, and
 - Approximately 600m from the dwelling to the south.
- A turning radius is located within the parking area;
- Exit and entry times are approximate and may vary:
 - 2-3 trucks exit between 4.30-5.30am;
 - The remainder exiting between 6-9am Mon-Fri;
 - Re-entering between 2-6pm Mon-Fri;
 - Some Saturdays will see some trucks entering and exiting, between 6am and 12pm.

2. The proposed development is summarised as follows:

- Stabilise both the parking area and driveway with class 3 stabiliser base and aggregate top coat.

3. Reduction in car parking requirements as follows:

- To accommodate 20 car spaces – one for each truck driver.

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

Planning Controls

Zone	Clause 37.07 – Urban Growth Zone	No Precinct Structure Plan Applies: Clause 37.07-1 <ul style="list-style-type: none"> • A permit is required to use the land for a Vehicle Store. • It is not a conditional use.
Overlays	Nil	
Particular Provisions	Clause 52.06 – Car Parking	Clause 52.06-2 provision of car parking spaces. <ul style="list-style-type: none"> • Before a new use commences. • 10% of the site area for this land use.

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

Is the land affected by a Restrictive Covenant?

The land is not affected by a Restrictive Covenant.

Is the land of Cultural Heritage Sensitivity?

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

2. Council 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

Road maintenance is a financial consideration and it is considered that as the road is sealed, it would be maintained as part of Council's road maintenance program.

It is also worth noting that Tarletons Road is scheduled for an upgrade to a two lane rural sealed road under the adopted 2018/19 Capital Works Program.

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

The application was subject to notification in the form of letters to owners and occupiers, posted by Council; and a sign erected at the front of the property in clear view of passing traffic. A statutory declaration has been received from the applicant dated 5 June 2018, formally declaring that they, as the applicant, erected the sign and maintained it in good order for 14 days. The sign was erected on 11 May 2018.

Two anonymous objections were received, and for the purpose of openness and transparency, the grounds of objection may be summarised as follows:

- Dust and noise;
- Road surface damage and road maintenance;
- Mud on the road in winter.

Under planning case-law, *Spurling v Development Underwriting (Vic) Pty Ltd (1973)*: it has been established and a precedence set that the minimum requirements of an objection must be that it is from a legal entity (a person identified as the objector); and anonymous objections have been considered by the Tribunal in other cases not to be valid.

Therefore the two objections will not be formally considered, and must not hold any weight in the formal decision making process.

For this reason they are not included as an appendix.

Referral of the application

The application was referred external to the Victorian Planning Authority on the 2 May 2018. A response has not been received to date.

The application was referred internally to Council's Engineering department and Traffic department.

Of particular note is Traffic's comments, of whom were asked very specific questions relating to the capacity of the road to sustain such traffic as would result from the proposal.

It is considered that the road in its current state is of a standard sufficient to accommodate trucks up to 19 metres in length.

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

5. Issues

Planning Assessment

A recommendation to support the proposal is based on an assessment of the Melton Planning Scheme, specifically considering the purpose of the zone and the decision guidelines.

The land is located within the future Warrensbrook Precinct Structure Plan. This PSP has yet to be commenced, and there is no indication at this stage when it might be. Any approved permit should be temporary in nature, to ensure that development and use does not prejudice or pre-determine the PSP.

Until such time as a PSP is approved, it is expected that the predominant land use will continue to be rural residential. On that basis, planning must consider:

- The rural amenity of the area, and if the introduction of trucks on the road will be detrimental;
- The road safety of the residents living along Tarletons Road.
- That due to the lack of an approved PSP, the fact that any approved use should be temporary, to a maximum of five years.

The subject site is located somewhat centrally along Tarletons Road with the trucks having an option to travel to Leakes Road to the west (to access Western Freeway), or Plumpton Road to the east (to access Melton Highway). Both of these roads have merit as a viable route and it is reasonable to consider the trucks will disperse in an even manner.

It is established from Council's internal Traffic referral response that Tarletons Road is two lane and has a single lane of seal; and that both the road base and seal have the capacity to accommodate trucks to the maximum length of 19 metres on an ongoing basis with minimal maintenance required. It is recommended that a condition reflecting this is recommended to be included on any issued permit.

It should be noted that Council has allocated \$500,000 in the 18/19 budget to widen the sealed pavement in Tarleton's Road to a two lane pavement. The small length of gravel pavement at the western end of Tarleton's Road (near Leakes Road) through the wetlands will remain.

To summarise, the proposal seeks twenty trucks departing at varying times and travelling in varying directions on a sealed road. Concerns of noise pollution from the use of air horns can be eliminated through a permit condition prohibiting the use of truck air horns on Tarletons Road; and it can reasonably be considered from the variance of travel time and direction that concerns of noise pollution from truck engines would be unfounded.

The trucks are stored overnight at an open air parking space. The applicant does not seek to construct a shelter or any other building in conjunction with the use. The trucks will enter and exit the property in a forward motion on an all-weather driveway. The nearest dwelling is approximately 100 metres away.

On the evidence above, it is reasoned that the proposal is appropriate in context and worthy of support from Council.

6. Options

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

7. Conclusion

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

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

Therefore, it is recommended that the application be approved with the proposed conditions outlined in **Appendix 5**.

LIST OF APPENDICES

1. Locality Map - dated 6 July 2018
2. Plan of Proposal - undated
3. Assessment Against the Melton Planning Scheme - undated
4. Referral of the Application - undated
5. Proposed Conditions - undated

12.15 EXTENSION OF CONTRACT 15/042 - FLEET FUEL AND MAINTENANCE CARD SERVICES

Author: Charles Obwana - Procurement Coordinator
Presenter: Christine Denyer – Manager Legal and Governance

PURPOSE OF REPORT

To seek Council's approval to consider the contract extension of the Fleet Fuel and Maintenance Services, Contract No. 15/042 for a further two years, commencing 1 July 2018.

RECOMMENDATION:

That Council exercise its option to extend the contract term to Custom Fleet Services Pty Ltd for Contract No. 15/042, Fleet Fuel and Maintenance Card Services for a further two years, commencing 1 July 2018.

REPORT

1. Executive Summary

The current service contract for Fleet Fuel and Maintenance Card Services concludes on the 30 June 2018 and Council has the option of a further two year extension.

A review of the performance of the current service provider has been undertaken with the recommendation that Council exercises its option to extend the contract for a further two years.

2. Background/Issues

The Fleet Fuel and Maintenance Card service is currently provided by Custom Fleet Services Pty Ltd (Custom Fleet) under contract with Council. The initial term of the contract concludes on 30 June 2018, but has an option to extend for a further two years at Council's discretion.

The contract covers the provision of a multi branded fuel card for each Council vehicle and includes the following services:

- Fuel services
- Servicing and maintenance including:
 - tyre replacement services
 - batteries replacement services
 - windscreens replacement & repair services
 - car wash – exterior only
- Account Management

Each Council vehicle is allocated a fuel card from which fuel, service and maintenance costs are charged to. The monthly card fee per vehicle is \$13.00 (Ex GST).

Custom Fleet bills Council for costs incurred at the end of the billing period (monthly) and on receipt of the consolidated invoice, Council pays on invoice the Contractor's costs including the monthly card fee.

The **Confidential Appendix** to this report gives a breakdown of the costs incurred over the initial 3 year term including the card fee charges.

Custom Fleet have committed to maintain the per card fee charged for the term of the contract.

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

By accepting the recommendation, the benefits to Council include:

- Additional fuel discounts available through participating Shell branded fuel outlets.
- Provision of a repair authorisation service that ensures that only authorised repairs and maintenance are carried out on Council's fleet under already negotiated pricing rather than market prices.
- Benefit of having a multi-branded fuel card ensuring that Council officers have access any fuel station that accepts the fuel card as well as vehicle maintenance services at various outlets without incurring any out of pocket expenses.
- Card fee of \$13.00 (Ex GST) maintained for the term of the contract.

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 service to be provided is competitive within the market place with no major financial risk to Council during the contract period.

The contractor bills Council for fuel, repairs and maintenance costs incurred at the end of the billing period. Council pays on invoice the Contractor's costs including the monthly card fee.

7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Elect not to exercise the right to extend this contract and advertise a new contract for the existing services. It is possible that this option would result in an increased contract price above that of the cost to extend the current contract.

LIST OF APPENDICES

1. Fuel Card Expenditure - 1 July 2015 to 30 June 2018 - **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*.

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 569 (CR RAMSEY)****Councillor: Sophie Ramsey - Councillor**

Notice was given at the Ordinary Meeting of Council held 25 June 2018 of my intention to move the following motion at the Ordinary Meeting of Council to be held on 23 July 2018.

MOTION:

That Council writes urgently to the Minister for Roads and Road Safety, The Hon. Luke Donnellan MP, to express its disappointment that traffic lights at the intersection of Norton Drive and High Street, Melton are not funded in the State's budget for next year and also to advocate for this work to be done as soon as possible as it is such an important intersection in our municipality.

OFFICER'S COMMENTS:

It is appropriate to write to the Minister on these issues.

15.2 NOTICE OF MOTION 570 (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 23 July 2018.

MOTION:

That Council

1. Write to VicRoads seeking significant upgrades to Hopkins Road to improve road safety, with consideration being given to:
 - a. road widening
 - b. intersection upgrades
 - c. improved lighting
 - d. fixed speed cameras
2. Write to the City of Wyndham seeking their support for the suggested upgrades.

OFFICER'S COMMENTS:

It is appropriate that Council write to the VicRoads to advocate for the need for Urgent works to improve Road Safety on Hopkins Road, and to write to Wyndham seeking their support.

- 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 Disability Advisory Committee Community Representatives 2018-2020**
(h) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person.
- 19.2 Community Funding Outcomes 2017/18**
(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