



## MELTON CITY COUNCIL

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Notice is hereby given that the Ordinary Meeting of the Melton City Council will be held in the Council Chamber, Civic Centre, 232 High Street, Melton on 28 May 2018 at 7.00pm.

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

Kelvin Tori  
CHIEF EXECUTIVE

**Visitors to the Gallery please note:**

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

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

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

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

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

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**TABLE OF CONTENTS**

<b>1.</b>	<b>OPENING PRAYER AND RECONCILIATION STATEMENT</b>	<b>7</b>
<b>2.</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>7</b>
<b>3.</b>	<b>CHANGE TO THE ORDER OF BUSINESS</b>	<b>7</b>
<b>4.</b>	<b>DEPUTATIONS</b>	<b>7</b>
<b>5.</b>	<b>DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR</b>	<b>7</b>
<b>6.</b>	<b>ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	<b>7</b>
<b>7.</b>	<b>RECORD OF ASSEMBLY OF COUNCILLORS</b>	<b>8</b>
7.1	RECORD OF ASSEMBLY OF COUNCILLORS IN ACCORDANCE WITH SECTION 80A(1) OF THE LOCAL GOVERNMENT ACT 1989	8
<b>8.</b>	<b>CORRESPONDENCE INWARD</b>	<b>18</b>
8.1	PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR	18
<b>9.</b>	<b>PETITIONS AND JOINT LETTERS</b>	<b>20</b>
9.1	PARKING RESTRICTIONS - WYLIE CIRCUIT AND FORREST STREET, BURNSIDE HEIGHTS	20
<b>10.</b>	<b>RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING</b>	<b>21</b>
<b>11.</b>	<b>PUBLIC QUESTION TIME</b>	<b>21</b>
<b>12.</b>	<b>PRESENTATION OF STAFF REPORTS</b>	<b>22</b>
12.1	AUTHORISING THE AFFIXING OF THE COMMON SEAL OF COUNCIL	22
	For Council to adopt the schedule of documents requiring the Common Seal of Council.	

- 
- |             |   |            |
|-------------|---|------------|
| <b>12.2</b> | <b>ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES</b>  | <b>27</b>  |
|             | To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.   |            |
| <b>12.3</b> | <b>MUNICIPAL AUDIT COMMITTEE MINUTES - 18 APRIL 2018</b>  | <b>67</b>  |
|             | To present to Council the minutes of the Municipal Audit Committee meeting held on Wednesday, 18 April 2018.  |            |
| <b>12.4</b> | <b>RESPONSE TO NOTICE OF MOTION 534 - A COMMUNITY EDUCATIONAL AND AWARENESS CAMPAIGN AROUND COUNCIL'S LOCAL LAW RELATING TO ANIMAL CONTROL</b>                                      | <b>97</b>  |
|             | To respond to Notice of Motion 534 (Cr Majdlik) regarding dog management in public places that Officers prepare a report to consider.   |            |
| <b>12.5</b> | <b>RESPONSE TO NOTICE OF MOTION 547 - COUNCIL'S PROPERTY INTERESTS</b>  | <b>102</b> |
|             | To respond to Notice of Motion 547 (Cr De Santis) and the subsequent resolution of Council dated 26 March 2018 regarding Council's property interests.                              |            |
| <b>12.6</b> | <b>RESPONSE TO NOTICE OF MOTION 550 - OPTIONS AVAILABLE TO IMPROVE PARKING ARRANGEMENTS IN THE ESPLANADE, CAROLINE SPRINGS</b>  | <b>150</b> |
|             | To respond to Notice of Motion 550 (Cr Abboushi) to report to Council on options available to improve parking arrangements in The Esplanade, Caroline Springs                       |            |
| <b>12.7</b> | <b>RESPONSE TO NOTICE OF MOTION 552 - THAT COUNCIL OFFICERS PREPARE A REPORT ON THE CURRENT LEVEL OF IRRIGATION IN COUNCIL'S PASSIVE RECREATION RESERVES.</b>                       | <b>158</b> |
|             | To consider the response to Notice of Motion 552 (Cr Abboushi) in respect to irrigation within passive open space and outline options for possible changes to the level of service. |            |
| <b>12.8</b> | <b>RESPONSE TO NOTICE OF MOTION 556 - COUNCIL TO IDENTIFY POTENTIAL SPACE FOR WOMEN'S SHEDS</b>   | <b>165</b> |
|             | To provide a report in response to Notice of Motion 556 (Cr Kesic) tabled at the Ordinary Meeting of Council held on 26 March 2018.   |            |
| <b>12.9</b> | <b>RESPONSE TO NOTICE OF MOTION 560 - CAROLINE SPRINGS PUBLIC WiFi</b>  | <b>169</b> |
|             | For Council to consider the costs associated with implementing free public Wi-Fi within the open space immediately surrounding Lake Caroline at the Caroline Springs town centre.   |            |

- 12.10 AMENDMENT C174 TO THE MELTON PLANNING SCHEME - INDUSTRIAL DESIGN GUIDELINES 174**  
To consider the adoption of Planning Scheme Amendment C174 to the Melton Planning Scheme to implement the recommendations of the Melton Industrial Design Guidelines.
- 12.11 AMENDMENT C188 TO THE MELTON PLANNING SCHEME - ADVERTISING SIGNAGE DESIGN GUIDELINES 234**  
To consider submissions received in response to Amendment C188 to the Melton Planning Scheme during the exhibition period.
- 12.12 INTEGRATED WATER MANAGEMENT PLAN 2018-2028 255**  
For Council to consider the City of Melton Integrated Water Management Plan 2018-2028.
- 12.13 PLANNING APPLICATION PA 2016/5381 - CONSTRUCTION OF THREE DOUBLE STOREY DWELLINGS AT 12 PILBARA AVENUE BURNSIDE 355**  
To consider and determine the above planning permit application.
- 12.14 PLANNING APPLICATION PA 2017/5840/1 - CONSTRUCTION OF SEVEN DWELLINGS CONSISTING OF SIX DOUBLE STOREY AND ONE SINGLE STOREY DWELLING WITH A REDUCTION IN CAR PARKING AT 52 -54 CHURCH STREET, MELTON 378**  
To consider and determine the above planning application.
- 12.15 PLANNING APPLICATION PA 2017/5864 - USE AND DEVELOPMENT OF THE LAND FOR THE PURPOSE OF A TELECOMMUNICATIONS FACILITY CONSISTING OF A 30-METRE HIGH MONOPOLE WITH ASSOCIATED PANEL ANTENNAE AND AN EQUIPMENT SHELTER AT 171-197 HARKNESS ROAD, HARKNESS 413**  
To consider and determine the above planning application.
- 12.16 PLANNING APPLICATION PA 2018/6011 - CONSTRUCTION OF THREE SINGLE-STOREY DWELLINGS AT 111 CAITLYN DRIVE, HARKNESS 434**  
To consider and determine the above planning application.
- 12.17 PLANNING APPLICATION PA 2018/6026/1 - CONSTRUCTION OF A DOUBLE STOREY DWELLING AT THE REAR OF AN EXISTING SINGLE STOREY DWELLING AT 2013 WESTERN HIGHWAY, ROCKBANK 454**  
To consider and determine the above planning application.
- 12.18 CONTRACT FOR AWARD - 18/038 PARK CONSTRUCTION - EMBLETON**

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	<b>CHASE RESERVE AND WETLANDS PLANTINGS</b>	<b>475</b>
	To seek Council's approval for the award of Contract No. 18/038 for the Park Construction – Embleton Chase Reserve and Wetlands Planting.	
<b>12.19</b>	<b>2017-18 COUNCIL AND WELLBEING ANNUAL ACTION PLAN THIRD QUARTER PROGRESS REPORT</b>	<b>480</b>
	To provide the third quarter update on the progressive achievement of the 2017-18 Council and Wellbeing Annual Action Plan.	
<b>12.20</b>	<b>INSTRUMENT OF APPOINTMENT AND AUTHORISATION</b>	<b>519</b>
	To appoint authorised officers under section 147(4) of the <i>Planning and Environment Act 1987</i> for the purposes and regulations made under that Act.	
<b>13.</b>	<b>REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES</b>	<b>522</b>
<b>14.</b>	<b>COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS</b>	<b>522</b>
<b>15.</b>	<b>NOTICES OF MOTION</b>	<b>523</b>
15.1	NOTICE OF MOTION 563 (CR MAJDLIK)	523
15.2	NOTICE OF MOTION 564 (CR ABOUSHI)	524
15.3	NOTICE OF MOTION 565 (CR TURNER)	525
<b>16.</b>	<b>COUNCILLOR'S QUESTIONS WITHOUT NOTICE</b>	<b>526</b>
<b>17.</b>	<b>MOTIONS WITHOUT NOTICE</b>	<b>526</b>
<b>18.</b>	<b>URGENT BUSINESS</b>	<b>526</b>
<b>19.</b>	<b>CONFIDENTIAL BUSINESS</b>	<b>527</b>
19.1	<b>MUNICIPAL AUDIT COMMITTEE MEETING MINUTES 18 APRIL 2018 - CONFIDENTIAL REPORT</b>	<b>528</b>
	To present to Council the in-camera minutes of the Municipal Audit Committee meeting held Wednesday 18 April 2018.	
19.2	<b>INTERCULTURAL ADVISORY COMMITTEE MEMBERSHIP</b>	<b>538</b>
	To present to Council the 2018 – 2020 membership nominations for the Intercultural Advisory Committee (IAC) to Council for endorsement.	

**19.3 HERITAGE ADVISORY COMMITTEE - NEW COMMUNITY MEMBERS 544**

To consider the appointment of two community representatives to the Heritage Advisory Committee.

**20. CLOSE OF BUSINESS 547**

**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 30 April 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**

- 13 October 2017 Record of Assembly of Councillors
- 6 February 2018 Record of Assembly of Councillors
- 18 April 2018 Record of Assembly of Councillors
- 30 April 2018 Record of Assembly of Councillors
- 7 May 2018 Record of Assembly of Councillors
- 14 May 2018 Record of Assembly of Councillors
- 21 May 2018 Record of Assembly of Councillors

#### **RECOMMENDATION:**

That the Record of Assembly of Councillors dated 13 October 2017, 6 February 2018, 18 and 30 April 2018, 7, 14 and 21 May 2018 attached to this Agenda be received and noted.

#### **LIST OF APPENDICES**

1. 13 October 2017 Record of Assembly of Councillors
2. 6 February 2018 Record of Assembly of Councillors
3. 18 April 2018 Record of Assembly of Councillors
4. 30 April 2018 Record of Assembly of Councillors
5. 7 May 2018 Record of Assembly of Councillors
6. 14 May 2018 Record of Assembly of Councillors
7. 21 May 2018 Record of Assembly of Councillors

**8. CORRESPONDENCE INWARD**

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

- The Hon Jacinta Allan MP – Minister for Major Projects and Minister for Public Transport - Concerns over commuter car parking at Caroline Springs Station

**RECOMMENDATION:**

That the letter from The Hon Jacinta Allan MP addressed to the Mayor be received and noted.

**LIST OF APPENDICES**

1. Correspondence Inwards - The Hon Jacinta Allan MP – dated 11 May 2018.

**9. PETITIONS AND JOINT LETTERS****9.1 PARKING RESTRICTIONS - WYLIE CIRCUIT AND FORREST STREET, BURNSIDE HEIGHTS****SUMMARY**

A petition has been received signed by 44 residents requesting Melton City Council overturn its decision to restrict parking in Wylie Circuit and Forrest Street, Burnside Heights and come up with alternative solutions that are amicable to both residents and road users.

**RECOMMENDATION:**

That the petition relating to Parking Restrictions - Wylie Circuit and Forrest Street, Burnside Heights be received.

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The Chief Executive will table any other 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 28 May 2018.

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#### 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 28 May 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 - 9**.
2. adopt recommendations arising within the Minutes.

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### 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
8 February 2018	Community Learning Board Committee	Appendix 1
13 March 2018	Leisure Advisory Committee	Appendix 2
14 March 2018	Community Safety Advisory Committee	Appendix 3
20 March 2018	Reconciliation Advisory Committee	Appendix 4
5 April 2018	Disability Advisory Committee	Appendix 5
18 April 2018	Arts and Culture Advisory Committee	Appendix 6
19 April 2018	Community Learning Board Committee	Appendix 7
20 April 2018	Preventing Family Violence Advisory Committee	Appendix 8
24 April 2018	Melton Transport Community Reference Group	Appendix 9
26 April 2018	Heritage Advisory Committee	Appendix 10

### 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. Community Learning Board Committee Minutes - dated 8 February 2018
2. Leisure Advisory Committee Minutes - dated 13 March 2018
3. Community Advisory Committee Minutes - dated 14 March 2018
4. Reconciliation Advisory Committee Meeting - dated 20 March 2018
5. Disability Advisory Committee Minutes - dated 5 April 2018
6. Arts and Culture Advisory Committee Minutes - dated 18 April 2018
7. Community Learning Board Committee Minutes - dated 19 April 2018
8. Preventing Family Violence Advisory Committee Minutes - dated 20 April 2018
9. Melton Transport Community Reference Group Minutes - dated 24 April 2018
10. Heritage Advisory Committee Meeting Minutes - dated 26 April 2018

## 12.3 MUNICIPAL AUDIT COMMITTEE MINUTES - 18 APRIL 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, 18 April 2018.

### RECOMMENDATION:

That Council:

1. Note the minutes of the Municipal Audit Committee meeting held on Wednesday, 18 April 2018 at **Appendix 1**.
  2. Adopt the recommendations arising within the minutes
  3. Note the 3<sup>rd</sup> Quarter Finance report to 31 March 2018 at **Appendix 2**.
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### REPORT

#### 1. Executive Summary

The minutes of the Audit Committee meeting held on 18 April 2018 are appended to this report as **Appendix 1**. The Committee considered various issues in relation to financial management and governance and the minutes contain recommendations for the consideration of Council.

#### 2. Background/Issues

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

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

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

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

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

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

#### 4. Financial Considerations

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

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

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

## **6. Risk Analysis**

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

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

## **7. Options**

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

### **LIST OF APPENDICES**

1. Minutes of Audit Committee Meeting - dated 18 April 2018
2. Quarterly Finance Report for March 2018 - dated 31 March 2018

## **12.4 RESPONSE TO NOTICE OF MOTION 534 - A COMMUNITY EDUCATIONAL AND AWARENESS CAMPAIGN AROUND COUNCIL'S LOCAL LAW RELATING TO ANIMAL CONTROL**

**Author: Andrew Mason - Coordinator City Amenity and Compliance**  
**Presenter: Luke Shannon - General Manager Planning & Development**

### **PURPOSE OF REPORT**

To respond to Notice of Motion 534 (Cr Majdlik) regarding dog management in public places that Officers prepare a report to consider.

### **RECOMMENDATION:**

That Council:

1. Conduct a Community Educational and Awareness Campaign around Council's Local Law educating residents in the mandatory use and carrying of appropriate receptacle for the purpose of removing animal excrement from any public place and the mandatory requirement to have all dogs on a leash when in a public place by:
    - Media Releases with the campaign being highlighted on Council's website and Facebook page.
    - Investing in new Portable Handheld Micro-chip readers to better identify dog owners who are not complying.
    - Purchasing one-off doggy bag containers and leads, branded as Melton City Council,
  2. Schedule a blitz program to provide education and increase City Amenity and Compliance Officer presence in public areas to ensure residents are being responsible pet owners and abiding by the Local Law; and
  3. Consider any costs for the Campaign in the 2018/19 budget deliberations.
- 

### **REPORT**

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

At the 5 February 2018 Ordinary Meeting, Council resolved;

*That Council Officers prepare a report to consider:*

1. *A Community Educational and Awareness Campaign around Council's Local Law educating residents in the mandatory use of carrying appropriate canine waste bags or a receptacle, as well as the mandatory use of Dog's on leads, when walking in public areas within our municipality. This may include (but not limited to) an increase in Public Signage, Media Releases, the Campaign being highlighted on Council's website and Facebook page, Portable Handheld Micro-chip readers (to better identify dog owners who are not complying), mail-outs (that may include a one-off free doggy bag and container) for all dog owners registered with Council etc.*
2. *Increasing Local Law presence in public areas within our municipality to ensure residents are being responsible pet owners when walking their dog and complying with the Local Law by placing a lead on their dogs and carrying suitable waste bags/receptacles.*

3. *Any costs for the Campaign to be considered in the 2018/19 Budget Deliberations.*

In accordance with Council's *General Local Law 2015*, City Amenity and Compliance Officers educate and enforce the mandatory requirements of dog owners to carry an appropriate receptacle to collect their dog's excrement from any public place. Officers also educate and enforce Council's Section 26 Order (made under the *Domestic Animals Act 1994*) that require all dogs to be on a leash when in a public area.

## 2. Background/Issues

City Amenity and Compliance Officers are available to attend schools to conduct education sessions and currently attend two festivals each year, the Diggers Rest Dog Show and Djerriwarrh Festival where Officers speak to the community about a range of Local Law and Animal Control matters.

Due to the size of the municipality, all Parks are not routinely enforced by City Amenity and Compliance Officers because of the time and resources taken to patrol open spaces in the municipality.

City of Melton has over 300 parks, gardens, recreation areas and playgrounds. Public areas where we receive the majority of complaints are Boronia Park, Hannah Watts Park, Lake Caroline, Navan Park and the Botanical Gardens.

### Issues:

Due to resources requirement and most activities in our open spaces occur on weekends or after hours, an effective blitz program can only be conducted in these times which would require Officers being paid at overtime rates.

## 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
  - 1.5 *Environments that enable and encourage positive public health and wellbeing outcomes.*

## 4. Financial Considerations

Purchase of doggy bag containers and leads, branded as Melton City Council to be provided to residents during scheduled blitz programs, community festivals / schools and with dogs released from the pound.

Leads x 500	\$4.95 each min 500	\$2,475
Dog bag dispenser x 500	\$4.95 each min 500	\$2,475
Portable hand readers		\$1,497 x 4 \$ 5,988
		Total \$10,938

The program would be funded through the recurrent budget and can be phased in and scaled up over time.

## 5. Consultation/Public Submissions

Not required.

## 6. Risk Analysis

The recommendation does not increase the risk to Council.

## 7. Options

Council has the option to:

1. To support recommendation 1, 2 and 3. 1. Conducts a Community Educational and Awareness Campaign around Council's Local Law educating, 2. Schedule a Blitz program to provide education and increase City Amenity and Compliance Officer presence in public areas, and 3. Consider any costs for the Campaign in the 2018/19 budget deliberations.
2. To support recommendation 2. Schedule a Blitz program to provide education and increase City Amenity and Compliance Officer presence in public areas.
3. Not to support the recommendation.

## LIST OF APPENDICES

1. Quote for Leads and Dog bag dispenses
2. Portable hand scanner

## 12.5 RESPONSE TO NOTICE OF MOTION 547 - COUNCIL'S PROPERTY INTERESTS

Author: Jaci Wagner - Property Officer  
Presenter: Christine Denyer - Manager Legal and Governance

### PURPOSE OF REPORT

To respond to Notice of Motion 547 (Cr De Santis) and the subsequent resolution of Council dated 26 March 2018 regarding Council's property interests.

### RECOMMENDATION:

That Council note the report.

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## REPORT

### 1. Executive Summary

A comprehensive spreadsheet of Council's property interests as defined within the parameters of the resolution of Council of 26 March 2018 is attached at **Appendix 1**. The spreadsheet has been arranged according to 'Attribute Description' with a detailed explanation of each set out below and then according to Wards.

### 2. Background/Issues

At the Ordinary Meeting of Council on 26 March 2018 Council resolved as follows:

*That Council officers provide a detailed report listing all of Council's property interests.*

*The report should include:*

- *A description of the property including the size (m2) of allotment, If land/buildings etc. and its location.*
- *If owned, leased or otherwise.*
- *Any income derived from each property.*
- *If leases, the name of the lessee and/or company involved.*
- *Details of agreement(s) including use of the land / building and lease timeframes.*

*The report to exclude: engineering assets such as utility assets, traffic lights, telecommunication towers, roundabouts, footpaths, roads and sporting playing surfaces.*

A comprehensive spreadsheet of Council's property interests is attached at **Appendix 1** which has been prepared based on the parameters set out in the Motion. That said some of the parameters are in conflict with each other and to that extent, a conservative approach has been taken in including these properties. Council's property interests have in the first instance been sorted as per 'Attribute Description' then according to 'Wards'.

By way of explanation the 'Attribute Description' is derived from the Australian Valuation Property Classification Codes. The descriptions are used by Council's Valuer when assessing properties.

Attribute Description	Explanation	Number of properties
Aged Care Complex	Land developed with a registered care facility that provides residential accommodation and care services for people, particularly the elderly who can no longer live independently	1
Civic Buildings	Land developed and used by local government for civic purposes	1
Community Facility	Land developed and used as a meeting place by groups involved in community interests e.g. neighbour centre	13
Community Health Centre	Land developed and used as consulting facilities, for a range of public health issues to the wider community	5
Culture, recreation and sport	Land developed and used as a culture, recreation and sport centre with state or national significance	2
Detached Dwelling	Freestanding dwelling on residential land	4
Early Childhood Development Centre	Land developed and permitted to be used as a funded early education centre for children	2
Early Childhood Development Centre-Kindergarten	Land developed and permitted to be used as a funded early education centre for children 3-5 year olds	8
Electricity Substation/Terminal	Land developed with specialist infrastructure associated with the reticulation of electricity	1
Electricity Transmission Lines (Through Easement)	Land developed with transmission lines used for electricity transmission	2
Emergency Services Complex	Land developed and used for state emergency services facilities	1
General Purpose Factory	Land used for manufacturing, assembly or repairs. May have specialised/ purpose built structures	2
Ground Level Parking	Land used for ground level parking	25
Halls and Service Clubrooms	Land developed and used as an occasional meeting place by community based groups or clubs	5
Individual Car Park Site	Individual car park associated with residential use	2
Indoor Sports Centre	Land developed and used as a local indoor recreational facility	1
Industrial Development Site	Vacant land with a permit approved or capable of being developed for industrial use	6
Library/Archives	Land developed and used as a library or archival facility with local significance	2
Member Club Facility	Land upon which the use of the facilities are restricted by membership requirements. Entry	1



Attribute Description	Explanation	Number of properties
	is not available to non-members. May contain any combination of liquor sales, meals and limited accommodation, e.g. RACV member club, The Australian Club	
Mixed Use Occupation	Land that includes mixed occupancies, including shops and offices regarded as a complex and not subdivided	1
Museum/Art Gallery	Land developed and used as a Museum/Art Gallery with local significance	2
Outdoor Sports- Extended Areas/Cross Country	Land developed with specialist infrastructure over extended open areas used for recreational/sporting activities, e.g. member facility golf course, polo fields	11
Outdoor Sports Grounds Town or Suburban Facility	Land developed and used as a local outdoor recreation facility	196
Parks and Gardens	Land developed and used as parks and gardens with local significance	937
Public Conveniences	Land developed and used as a public convenience, e.g. public toilet block	6
Refuse Recycling	Land developed with specialist infrastructure used in the recycling of refuse	2
Retail Premises (single occupancy)	Land with retail premises used for the sale of goods or services	1
Single Strat Unit/Villa Unit/Townhouse	Freestanding and unattached unit with ground level footprint	15
Special Accommodation	Land with residential accommodation provided by registered providers for people with defined medical, social or special support needs	1
Unspecified – Public, Education and Health Improved	Land developed and used for the provision of education and health to the public by community service groups	1
Vacant in globo Residential Sub divisional Land	Vacant land zoned for future residential subdivision	43
Vacant Residential Dwelling Site /Surveyed Lot	Vacant land suitable for the erection of a detached or semi-detached dwelling	33
Vacant Residential Rural/ Rural Lifestyle	Residential Rural/Rural Lifestyle in a rural, semi-rural or bushland setting that has not been developed	5

**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**

Not applicable.

**5. Consultation/Public Submissions**

Not applicable.

**6. Risk Analysis**

Not applicable.

**7. Options**

1. Adopt the recommendation as set out.
2. Request further specific information in respect of Council's property interests.

**LIST OF APPENDICES**

1. Spreadsheet of Council's property interests - undated (prepared at as the date of the report)

## **12.6 RESPONSE TO NOTICE OF MOTION 550 - OPTIONS AVAILABLE TO IMPROVE PARKING ARRANGEMENTS IN THE ESPLANADE, CAROLINE SPRINGS**

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

### **PURPOSE OF REPORT**

To respond to Notice of Motion 550 (Cr Abboushi) to report to Council on options available to improve parking arrangements in The Esplanade, Caroline Springs

### **RECOMMENDATION:**

That Council note the site investigations and car parking occupancy surveys that indicate there is ample parking available for visitors and residents and no issue with vehicle movements through The Esplanade.

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## **REPORT**

### **1. Executive Summary**

At its ordinary meeting of Council held on 26 March 2018 Council resolved via a Notice of Motion 550;

*'That Council officers provide a report to Council on options available to improve parking arrangements in The Esplanade, Caroline Springs.'*

Analysis of the parking provisions along The Esplanade has determined that each property has a minimum of 1 visitor car parking space located within the road located less than 50m from each property.

Car parking occupancy surveys indicated that the weekday evening had the peak parking demand when 51 of the 86 available indented car parking spaces were occupied and 5 kerb side parking spaces were occupied. Observations also indicated that two way traffic was not impacted by any parking arrangements.

In the peak time only 49% of the available parking was occupied with sufficient car parking spaces remaining available for both residents and visitors. Observations indicated that two way traffic was not impacted by any parking arrangements.

Based on the above analysis no changes are recommended at this time.

#### **Background/Issues**

##### **The Esplanade**

The Esplanade is a local road which connects between Caroline Springs Boulevard and Commercial Road. The road is approximately 7 metres in width and provides a total of 86 indented car parking spaces and a minimum of 30 kerbside car parking spaces, see **Attachment 1**– Site plan.

The road carries approximately 4000 vehicles per day and operates with a default urban speed limit of 50km/h which is enforced by the provision of traffic calming devices. The volume is slightly higher than the intended local traffic volume that should be using the road due to vehicles using the road as a shortcut to bypass Caroline Springs Town Centre. The primary reason is that Westwood Drive bridge has yet to be constructed.

The provision of traffic calming devices were provided to address both traffic speeds and the increased traffic using the road to bypass the Caroline Springs Town Centre.

Residential properties along The Esplanade are of a higher density than regular residential areas with most homes comprising 2 -3 storey and double car garages.

The road pavement is between 7 and 7.3 metres in width and is consistent with many other local roads within the City of Melton. Where roads are of this width they allow visitor parking to occur either on both sides of the road which provides a single lane of traffic to pass or alternatively allows parking to occur on one side of the road which allow two lanes of traffic to pass.

### Analysis

Options to improve the parking are limited due to the narrow property frontages, a number of driveways along the road and existing landscaping/trees.

Analysis of the current car parking arrangements indicates each property has access to at least 1 visitor car parking space within a 50m walking distance.

Site investigations were undertaken on a weekday, weekday evening and weekend to gauge the occupancy of the current parking provisions. The results of those parking surveys are provided in table 1 below. Plans showing the survey results are also provided in **Attachment 2 – The Esplanade Parking Survey Results**.

Table 1: Car park occupancy survey results

Date	Type of Parking	Supply	Occupied spaces	Unoccupied spaces
Thursday 12 April 3pm	Indented	86	36	50
	Kerbside	30+	3	27+
Friday 4 May 7:30pm	Indented	86	51	35
	Kerbside	30+	5	25+
Sunday 6 May 12pm	Indented	86	48	38
	Kerbside	30+	3	27

The results indicated that of the survey days the weekday evening had the peak parking demand when 51 of the 86 available indented car parking spaces were occupied and 5 kerbside parking spaces were occupied.

It should be noted that kerbside parking can influence the reduction of traffic volume of vehicles using the road and the reduction of traffic speed as the road environment appears more confined. This is a positive outcome and should be retained.

On street car parking is primarily provided for visitor use and it is highly unlikely that the demand for visitor parking would occur simultaneously for each property along The Esplanade.

In the peak period (Friday 7:30pm) only 49% of the available parking was occupied with sufficient car parking spaces remaining available for both residents and visitors. Observations indicated that two way traffic was not impacted by any parking arrangements.

Based on the above, no changes are recommended at this time.

## 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

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

### 3. 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.

### 4. Consultation/Public Submissions

No consultation with residents has been conducted

### 5. Risk Analysis

### 6. Options

**Option 1** – Do nothing. Site investigations and car parking occupancy surveys undertaken indicate that no improvements to the car parking arrangement is required.

Each property has at least 1 visitor car spaces located within convenient walking distance (less than 50 metres).

Surveys indicated there is more than sufficient parking spaces to cater for visitor/residential use.

Vehicles parking kerbside did not obstruct vehicles from travelling along The Esplanade.

**Option 2** - Install short term parking restrictions to restrict the amount of time a vehicle can park within the car parking bay. This would free up car parking spaces for visitors to properties to park within a visiting period. The cost of this would be in the order of \$30,000 to install the required parking restriction signage.

**Option 3** – Construct 30 indented car parking spaces to provide each property with 1 off street car parking space for visitors. This would require the removal of up to 21 trees and relocation of underground utility services. A cost estimate is provided below.

Item	Cost
Removal of 21 Street trees – in accordance with Tree Policy	\$10,213.43
Construction of indented parking (\$5,000/ space)	\$150,000
Relocation of underground services	\$50,000
<b>Estimated total</b>	<b>\$210,213.43</b>

### LIST OF APPENDICES

1. The Esplanade Site Plan - undated
2. The Esplanade Survey Results - undated

## **12.7 RESPONSE TO NOTICE OF MOTION 552 - THAT COUNCIL OFFICERS PREPARE A REPORT ON THE CURRENT LEVEL OF IRRIGATION IN COUNCIL'S PASSIVE RECREATION RESERVES.**

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

### **PURPOSE OF REPORT**

To consider the response to Notice of Motion 552 (Cr Abboushi) in respect to irrigation within passive open space and outline options for possible changes to the level of service.

### **RECOMMENDATION:**

That Council:

1. continue to irrigate open space in accordance with current practice.
2. support the direction of the adopted Environment Plan (2017-2027).

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## **REPORT**

### **1. Executive Summary**

This report responds to Notice of Motion 552 which stated:

*'That Council Officers prepare a report on the current level of irrigation in Council's Passive Recreation Reserves. Including options to consider changing the current level of service.'*

There has been a significant shift since the millennium drought in the way our community uses and values water. Irrigation of open space has reduced in response to this. The landscape industry has also evolved to adapt to low water use, sustainable practices and this has become embedded in our open space planning.

Simultaneously Council has increased its investment in the quality of open space infrastructure and in turn this has raised expectations within the community. It is important that Council continues to lead by example in sustainable water use practices and also provides the lifestyle opportunities that are afforded through healthy parks and open spaces. This requires a considered and balanced approach to meet best practice. Change to this balance may have an adverse effect on Council's ability to achieve objectives of its Environment Plan.

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

The purpose of this report is to provide a response to Notice of Motion 552 moved by Cr Abboushi at the Ordinary meeting of Council held on 5 March 2018. Council resolved the following:

*'That Council Officers prepare a report on the current level of irrigation in Council's Passive Recreation Reserves. Including options to consider changing the current level of service.'*

Over the past decade the standard of open space has increased within the municipality and irrigation systems have become common place in most new developments. Whilst irrigation is primarily used during the establishment phase, a small number of reserves remain irrigated after establishment. This report seeks to communicate the distribution of irrigated open space and provide options for possible change.

Council has undergone significant change in the way it uses and values water over the past two decades. Our community's expectations and appreciation has also shifted during this time. A significant driver for this change was the millennium drought of 1997- 2010 and the series of water restrictions that were imposed during this time. Prior to this, Council irrigated all open space where irrigation infrastructure existed.

During the peak of water restrictions we could not use potable water in any open space. Council was granted a permit to irrigate 1 out of every 4 of its active sports grounds. This forced the industry to work smarter and adopt better practices using drought tolerant plants and warm season turf species that had a lower water requirement. Our open space network has benefited from this and our landscape practices now promote sustainable landscaping with less reliance on water. Whilst water restrictions have now ceased, Councils are required to adhere to permanent water saving rules and targets. Council has also recently adopted the Environment Plan which seeks to guide our organization on resource use over the coming decade. A clear objective of this plan is to reduce our water consumption in open space.

Council's landscape guidelines currently support irrigation of High Profile, Regional and District level parks including sporting grounds. Council does not currently irrigate local parks beyond the initial establishment period. Our landscape guidelines recognize the need for sustainable landscapes and low water use but also appreciate the important role irrigated open space plays in our community. Today we recognize that irrigation of open space remains Councils greatest user of water accounting for 82% of the organisations water consumption. If we are to achieve the water use reduction targets in Councils Environment Plan irrigation efficiency must be at the forefront of our thinking.

In order to illustrate the current provision of irrigated open space we have generated a municipal map that identifies all currently irrigated spaces. (**Appendix 1**)

#### **Increase in level of Service.**

Should Council wish to increase the number of reserves that are currently irrigated it will be important to address areas where access to irrigated open space is currently limited. Officers support a model where Council work towards providing an irrigated open space within walking distance of all residential homes. Walking distance is typically defined as 20 minutes or 1.6km. The following map (**Appendix 2**) outlines where poor access to irrigated open space currently exists and where this additional investment could deliver best value.

Council's Environment Plan recognises the benefits of recycled water in our community and the desire to encourage investment in this infrastructure. In order to support this we propose that residential communities with recycled water benefit from a higher frequency of irrigated open space. This would provide residents in these communities with access to an irrigated open space within 1 Km or a 10 minute walk from their residential home.

In committing to this increase in level of service Council would need to procure a 10% increase in water consumption which is not currently supported by our Environment Plan. There would also be an increase in costs to Council attributed by other utility costs and maintenance of associated irrigation infrastructure. This is explored in detail in the financial considerations of this report.

#### **Decrease in level of service. (Appendix 3)**

In order to reduce our water consumption we propose Council irrigate only passive open space where recycled water is available. Council would however need to maintain the irrigation of active sports grounds to facilitate a safe playing surface for organised sporting events. We anticipate that this would reduce Councils water consumption by 10% and

provide some minor reductions in water costs. Electing this option would see prominent municipal building surrounds such as the Melton Civic Centre cease to be irrigated.

**No change to level of service.**

Currently provision of irrigation is guided by our Landscape Guidelines. Under this model Council irrigates District Parks, High Profile Sites and Sportsgrounds. The Landscape Guidelines are currently under review and in electing this option Council may defer any changes until such time that the Landscape Guidelines are presented for adoption. This option would not incur any change to costs or water consumption at the present time.

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

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

2. A thriving and resilient natural environment: A City that preserves and enhances its natural environment for future generations

2.1 A resource efficient City.

### 4. Financial Considerations

	Current (LOS)	Increased LOS	Decreased LOS	All Local Parks
Utility Costs	\$800 K	\$1 M	\$700 K	\$3.2 M
Maintain	\$175,000	\$250,000	\$150,000	\$600,000
Renew	\$200,000	\$300,000	\$175,000	\$650,000
Install	nil	\$150,000	nil	\$2.0 M
TOTAL	\$1.175 M	\$1.7 M	\$1.025 M	\$6.27 M

### 5. Consultation/Public Submissions

Council officers from time to time receive correspondence from residents requesting irrigation of their local park. In particular this is evident where the property is adjacent to a municipal reserve or within visual distance. There has been no formal consultation with residents on this matter.

### 6. Risk Analysis

Should Council elect to increase the irrigation of passive open space this would be deemed counterproductive to achieving the objectives of the Environment Plan.

### 7. Options

Council is provided with the following options in moving forward.

1. Remain irrigating sites in accordance with current practice.
2. Increase irrigation within the municipality to address the deficit in irrigated open space in the western corridor and work towards achieving the vision of irrigated open space within walking distance for all residents.
3. Reduce the level of irrigation within the municipality and have a stronger reliance on recycled water as the primary source of water for irrigation of passive reserves.



**LIST OF APPENDICES**

1. Current Level of Service - dated 18 April 2018
2. Increase Level of Service - dated 20 April 2018
3. Reduced Level of Service - dated 2 May 2018

## 12.8 RESPONSE TO NOTICE OF MOTION 556 - COUNCIL TO IDENTIFY POTENTIAL SPACE FOR WOMEN'S SHEDS

**Author: Michelle Lapsley - Coordinator Neighbourhood Participation**  
**Presenter: Maurie Heaney - General Manager Community Services**

### PURPOSE OF REPORT

To provide a report in response to Notice of Motion 556 (Cr Kesic) tabled at the Ordinary Meeting of Council held on 26 March 2018.

### RECOMMENDATION:

That Council note this report.

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## REPORT

### 1. Executive Summary

At the Ordinary Meeting of Council on 26 March 2018 Notice of Motion 556 (Cr Kesic) was endorsed requesting:

*'That Council officers explore the options and bring back a report to Council on the potential spaces for 'Women's Sheds', focused on Caroline Springs and Melton but not limited to these townships.'*

This report provides details of existing programs that are in place in the municipality and relates to woman's sheds and activities.

### 2. Background/Issues

Council provides a range of community development, health and wellbeing and hobby-based programs for the community. Council currently owns and operates 3 neighborhood houses in the municipality which are listed below:

- Hillside Community Centre (Banchory Ave, Hillside)
- Stevenson House (Stevenson Cres, Caroline Springs)
- Taylors Hill Neighbourhood House (Calder Park Drive, Taylors Hill)

The programs that operate out of these facilities are implemented in consultation with interested community members or groups. These are supervised and overseen by Council staff that are specifically employed under the neighborhood house program. In 2016-2017, a total of 424 programs were delivered with 4683 attendances. Council also received operational budget from the State Government funding to the amount of \$127,294 to support the staffing arrangements.

There are activities that are delivered as required in the small townships of Eynesbury, Rockbank and Diggers Rest.

The operation of the Neighbourhood Houses, as with the Men's Sheds, involves the use of specialist tutors/educators who are contracted on a casual basis to provide specialist support based on the nature of the program. This is seen as a priority as it ensures correct

information and learning is provided with the appropriate safety requirements being imparted to participants along with the technical skills.

These programs are able to work with individuals or community groups on a diverse range of activities.

In the instance of a Women's Shed type activities existing staff are able to assist in the development of initiatives and in many cases provide activities that will support individuals.

The Neighbourhood House model currently has a predominately female client group and similar to Men's Sheds providing a safe, inclusive environment where people are able to come together to socialise, make new friendships, learn more about health and wellbeing and participate in activities that provide a sense of value and self-worth.

### **Existing program models**

The Melton Township is serviced by two independent Neighbourhood Houses, Melton South Community Centre (Exford Road, Melton) and Djerriwarrh Community House (Station Road, Melton).

It should be noted that these assets are owned by Council but are provided under a peppercorn lease arrangement to the providers.

### **Future infrastructure**

Council is currently in the process of completing the design work to tender and deliver two major facilities in the municipality being Kurunjang Community Hub which is due for completion in September 2019 and Fraser Rise Community Hub which is due for completion early 2020. Both of these new facilities will provide additional opportunities and programs for the community to access these spaces.

Council also provides a number of other spaces that are available to the community for activities or engagement opportunities. To date there are approximately 27 facilities that provide spaces for the community to book through a fee for hire rate, these may include community development events, dance programs, learning and exercise programs.

### **The Men's Shed Model Example**

The Men's Shed movement had its origin in Australia during the 1990's and now boasts over 1,000 Sheds Australia wide.

Based on the traditional backyard shed, Men's Sheds initially were linked to local Neighbourhood Houses, Community Learning Centres or Churches and were primarily managed and led by volunteer committees.

With the success of Men's Sheds over a number of years and increased focus on men's health at a national level, Men's Sheds are now recognised for the significant role they play in improving health and well-being.

As indicated in Council's Men's Shed Policy, the health and wellbeing of men living in the Melton municipality is the primary focus of the Melton and Taylors Hill Men's Sheds. This is achieved by providing a safe, inclusive environment for men where they are able to come together to socialise, make new friendships, learn more about men's health and wellbeing and participate in activities that provide a sense of value and self-worth.

Council is committed to resourcing its Men's Sheds and currently provides operational budgets annually. The participant fee structure is consistent with Council's Neighbourhood House model whereby participants pay fees according to Council's Fees and Charges Schedule.

### **Future Opportunities/Spaces**

Council operates a number of Neighbourhood Houses and Community Facilities such as Stevenson House, Hillside Community Centre, Taylors Hill Youth and Community Centre along with numerous venues that are suitable for a range of Community Programs for women.

Some potential facilities highlighted would include:

- Stevenson House Caroline Springs
- Hillside Neighbourhood house
- Taylors Hill Neighbourhood House/Community Centre
- Raglan Cottage, High Street Melton
- A range of community spaces in Council owned facilities (approximately 27)

\*further work will need to occur to have space available pending existing bookings that are in place at the moment.\*

Consistent with current practices of engaging with the Community, there is capacity to meet with emerging groups to explore best models for the development of new programs. In the instance of a Women's Shed program following exploration of the nature of the activity sought by the group, a suitable location could be identified and any required modifications be referred to Council for future consideration. This could include staff resources, building modifications and equipment purchase.

### **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**

As outlined above, should Council identify significant extra work, over and above business as usual activities, these will be subject to future deliberations as part of formal budget processes and external funding opportunities. These will require Executive level and ultimately Council approval.

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

The current work undertaken by Council's Community Services staff actively involves ongoing community consultation and participation. In addition utilizing the Life Long Learning Directory as the vehicle it would be possible to seek expressions of interest in the development of a Women's Shed program.

### **6. Risk Analysis**

The need to define the type of activity proposed for a possible Women's Shed has a direct impact on the level of risk associated with future models. The provision and use of industrial tools and equipment such as is available at the Men's Sheds requires the provision of qualified trainers/supervisors and detailed practice and procedure manuals. This would represent a demand for suitable staff and/or tutors to ensure safety for all participants. The development of these processes would form part of any future decision to implement a Women's Shed Program of this nature. In the instances of the Men's shed this includes an Operational Manual including Volunteer Management and Development, Membership and Induction, Financial Management, OH&S and Risk Management and Hazard Identification. It should be noted that Community groups using Council facilities independent of Council are required to have their own insurance and incorporation.

**7. Options**

NA

**LIST OF APPENDICES**

Nil

## **12.9 RESPONSE TO NOTICE OF MOTION 560 - CAROLINE SPRINGS PUBLIC WIFI**

**Author: Mark Domma - Information Services, Manager  
Presenter: Peter Bean - General Manager Corporate Services**

### **PURPOSE OF REPORT**

For Council to consider the costs associated with implementing free public Wi-Fi within the open space immediately surrounding Lake Caroline at the Caroline Springs town centre.

### **RECOMMENDATION:**

That Council consider the allocation of a project budget of \$60,000 in the 2019/20 budget process for the implementation of a public Wi-Fi service within the immediate vicinity of Lake Caroline and along Caroline Springs Boulevard between The Esplanade and Commercial Road.

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### **REPORT**

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

Council resolved at the 30 April Ordinary Meeting of Council, notice of motion 560 (Cr Abboushi) for a report on the potential implementation and cost of free public Wi-Fi within the open space immediately surrounding Lake Caroline at the Caroline Springs town center similar to what is provided at Melton Town Centre and the Atherstone regional playspace.

Local government authorities provide public Wi-Fi services within their communities predominately for economic, social and recreational reasons. These public Wi-Fi services are found in both open public spaces and Council facilities. Melton City Council currently provides public Wi-Fi services in a number of its facilities, most notably its Libraries and by the end of this June will complete the provisioning of a public Wi-Fi service in the Melton Town Centre - Council's first outdoor public Wi-Fi service.

Following a recent discussion with Council's contracted telecommunications provider, a budget estimate of \$125,000 would need to be allowed if an installation did proceed in the current calendar year. However, technological advancements that require significantly less civil works related to cabling will reduce the amount to \$60,000 for the same outcome. The ongoing management cost for either option is estimated at \$34,000 per year commencing 12 months after implementation.

As there is no budget allocated in the 2018/19 financial year, it is recommended that Council allocate \$60,000 in the 2019/20 budget for the implementation of the public Wi-Fi service in the 2019/20 financial year.

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

At the 30 April Ordinary meeting of Council, a notice of motion was passed requesting information on the implementation and cost of a public Wi-Fi service within the immediate vicinity of Lake Caroline in Caroline Springs. This motion is aligned to Council's Public Internet Policy (adopted on 24 August 2017) to promote free access to a range of knowledge, information, recreation, ideas and lifelong learning opportunities to build social connections and self-development.

Council is currently implementing public Wi-Fi within the Melton town centre as part of the 'Pride of Melton' streetscape upgrade project, which is expected to become operational by 30 June 2018. In addition, through Council's joint venture with Lend Lease in Atherstone, Lend Lease has introduced public Wi-Fi in a number of parks and recreation facilities.

A recent survey undertaken by RMIT through its Centre for Urban Research found that of the one hundred and eleven local government authorities nationally that responded to the survey, sixty-four percent reported they were currently providing public Wi-Fi services. They indicated that public Wi-Fi services was provided to encourage business activity and tourism, promote digital inclusion, respond to community demand and to encourage innovation.

Public Wi-Fi was primarily located within retail precincts, town centers, public libraries, council facilities, sporting and arts facilities and parks.

The Town Centre lake at Caroline Springs could be argued for recognition as a regional destination based solely on the number of visitations and activities, both passive and active, that occur there weekly. Numbers appear to be consistent year round and it would be the most popular destination in the Eastern corridor of the municipality. The broad range of activities and activation of the space reflect all of the key elements set out in Council's Public Internet Policy. Having WiFi access at that location would also allow capacity to further develop analysis of movements in and around the area that could ensure more effective maintenance and upkeep of the Open Space and assets based on frequency, volume and the time that the

### **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.*
  - 1.3 *Equitable, inclusive and accessible community and health infrastructure and services*

### **4. Financial Considerations**

Cost indications following preliminary discussion with Council's current contracted telecommunications provider, Telstra, estimates the project at \$125,000 should Council choose to proceed with an immediate implementation. Otherwise an estimated project cost of \$85,000 is required to introduce new technology when it becomes available around October. The ongoing management cost is estimated at \$34,000 per year.

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

No public consultation was required in the preparation of this report.

### **6. Risk Analysis**

There are no specific risks identified in preparing this report for Council consideration as the recommendation is for the matter to be considered as a budget initiative in the 2019/2020 budget process.

### **7. Options**

There are two technological options available to Council depending on the implementation timeframe if Council chooses to proceed. However, the option decision is a financial decision as the public Wi-Fi service is provided by both options is identical.

Option 1 – 2018 Calendar year implementation cost of \$100,000 (first 12 months) and \$34,000 per year thereafter in management costs.

Option 2 – 2019 Calendar year implementation cost of \$60,000 (first 12 months) and \$34,000 per year thereafter in management costs.

## **LIST OF APPENDICES**

1. Proposed Caroline Springs Public Wi-Fi Coverage Area - undated
2. Planned Installation of Public Wi-Fi with the Atherstone Development - undated



## 12.10 AMENDMENT C174 TO THE MELTON PLANNING SCHEME - INDUSTRIAL DESIGN GUIDELINES

**Author: Matthew Milbourne - Senior Strategic Planner**  
**Presenter: Laura-Jo Mellan - Manager City Design, Strategy & Environment**

### PURPOSE OF REPORT

To consider the adoption of Planning Scheme Amendment C174 to the Melton Planning Scheme to implement the recommendations of the Melton Industrial Design Guidelines.

### RECOMMENDATION:

That Council:

1. Adopt Amendment C174 to the Melton Planning Scheme as contained in **Appendix 3**.
2. Submit the Amendment to the Minister for Planning for Approval.

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### REPORT

#### 1. Executive Summary

Amendment C174 seeks to amend the Melton Planning Scheme to implement the recommendations of the *City of Melton Industrial Design Guidelines* (the Guidelines). The Guidelines were adopted by Council at the Ordinary Meeting of 4 April 2016 (**Appendix 1**).

At its Ordinary Meeting on 4 April 2016, Council also resolved to seek Authorisation to commence the Amendment and Exhibit on receipt of Authorisation.

Council officers then prepared the Amendment documents, which included a new local planning policy, and submitted the relevant documentation to the Minister for Planning seeking Authorisation to commence Amendment C174.

Authorisation was granted and the Amendment was placed on Exhibition from 27 March 2018 to 27 April 2018. Two submissions were received. One submission was from Transport for Victoria, which was in support of the amendment. One submission was from the Environment Protection Authority (EPA), which requested changes to the amendment, and later withdrew their submission as the matters raised in their submission are dealt with in other sections of the Melton Planning Scheme.

It is recommended Council adopt the Amendment C174 and submit it to the Minister for Planning for approval on the basis that it is consistent with relevant state and local policies, adopted Council guidelines and there are no unresolved submissions pertaining to the Amendment.

#### 2. Background/Issues

##### **City of Melton Industrial Design Guidelines**

Council officers prepared the *City of Melton Industrial Design Guidelines* (the Guidelines), in 2015 and 2016. The Guidelines provide direction for the design of the built form and streetscape outcomes in industrial areas to achieve consistent and high quality streetscape and development outcomes. The Guidelines were prepared to provide a clear framework for

Council officers in assessing planning applications in industrial areas and provide guidance to applicants in the design of industrial development.

A draft of the Guidelines was released for public and stakeholder consultation from 27 November 2015 to 29 January 2016. Five submissions were received during this period, which resulted in changes being made to the Guidelines before they were adopted by Council at the Ordinary Meeting of 4 April 2016 (**Appendix 1**).

At the Ordinary Meeting on 4 April 2016, Council also resolved to seek Authorisation to commence the Amendment and Exhibit on receipt of Authorisation.

Following the adoption of the Guidelines (**Appendix 2**) Council officers translated the key content into planning scheme ordinance to form part of Amendment C174 to the Melton Planning Scheme (**Appendix 3**).

Amendment C174 amends the Melton Planning Scheme by:

- Inserting a new planning objective related to creating industrial areas which are attractive and desirable places in which to work and do business in Clause 21.03-2.
- Inserting a new Clause 22.15 Industrial Design Guidelines to give effect to the *City of Melton Industrial Design Guidelines, March 2016*.

Council officers sought Authorisation to commence Amendment C174 to the Melton Planning Scheme, which was granted on 12 February 2018. The Amendment was placed on Public Exhibition from 27 March 2018 to 27 April 2018.

### **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 & Environment unit's recurrent budget.

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

The Amendment was placed on Public Exhibition from 27 March 2018 to 27 April 2018 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 or a Commercial 2 Zone, and the Urban Growth Zone where the applied zoned is an Industrial 1 or 3 Zone or a Commercial 2 Zone, where there is no approved Urban Design Framework, on 27 March 2018 (Appendix 4).
- 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 was placed on Council's website, under the Planning Scheme Amendment section.

The Amendment was placed on exhibition concurrently with Amendment C188, which seeks to control advertising signage in the City of Melton.

A brochure written in plain English was also sent to landowners and occupiers, which explained Amendments C174 and C188 to the Melton Planning Scheme.

Two submissions were received:

- A letter of support for the Amendment was received from Transport for Victoria.
- A submission was received from the Environment Protection Authority Victoria (EPA), which requested four changes be made to the proposed local policy. Council officers have written to the EPA advising them that the changes requested are dealt with by Clause 52.10 (Uses with Adverse Amenity Potential) of the Melton Planning Scheme and therefore no changes to the local policy are required. Based on this advice the EPA have withdrawn their submission.

Given that there are no unresolved submissions, there is no need to request a Planning Panel to be convened. It is recommended that Council Adopt the Amendment (**Appendix 3**), and send it to the Minister for Planning for Approval.

## 6. Risk Analysis

Should Council choose not to Adopt the Amendment C174, the absence of a Local Planning Policy in the Melton Planning Scheme will result in a lack of clear direction for Council Officers in assessing future planning permit applications in a consistent and efficient manner.

It should also be noted, that should Council choose not to adopt Amendment C174, it would that an adopted Council document would not be implemented into the Planning Scheme and may have an impact on any weight afforded to the guidelines contained within the document at an VCAT proceeding.

The lack of a Local Planning Policy could also result in industrial land being developed without due regard for the surrounding character and context of the site, which could result in in poor amenity and design outcomes in industrial areas potentially impacting the attractiveness of these important employment areas when compared to other industrial areas within metropolitan Melbourne.

## 7. Options

Council can resolve to either:

1. Adopt Amendment C174 and submit it to the Minister for Planning for Approval.
2. Abandon the Amendment.

## LIST OF APPENDICES

1. Council minutes - dated 4 April 2016
2. Industrial Design Guidelines Adopted by Council - dated March 2016
3. Planning Scheme Ordinance to be Approved - undated
4. Information Brochure - undated

## 12.11 AMENDMENT C188 TO THE MELTON PLANNING SCHEME - ADVERTISING SIGNAGE DESIGN GUIDELINES

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

### PURPOSE OF REPORT

To consider submissions received in response to Amendment C188 to the Melton Planning Scheme during the exhibition period.

### RECOMMENDATION:

That Council:

1. Request the Minister for Planning to convene a Planning Panel to consider the unresolved submissions received in response to Amendment C188 in accordance with the *Planning and Environment Act 1987*.
2. Authorise the General Manager Planning and Development and Manager City Design, Strategy & Environment to negotiate and resolve issues that are raised during the Planning Panel process prior to the Amendment being reported back to Council for consideration.

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### 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.

Following this resolution, Council Officers sought Authorisation to commence the amendment from the Department of Environment, Land, Water and Planning (DELWP). Subsequently the draft amendment was publicly exhibited during the period of 27 March 2018 – 27 April 2018 and four submissions were received (submissions are summarised in section five of this report).

It is recommended that Council request the Minister for Planning consider submissions received in response to Amendment C188 and request establishment of an independent Planning Panel to consider the unresolved submissions received in accordance with the Planning and Environment Act 1987.

#### 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.

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 (**Appendix 1**).

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 2**).

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.

### **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, including the planning panel, 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

A total of four submissions were received in response to Amendment C188.

A letter of support for the amendment was received from Transport for Victoria, two submissions opposed the amendment in some form, and one submission was critical of Council undertaking the project but did not object to the amendment.

Following exhibition, Council officers contacted the two submitters with an objection to the amendment to discuss their issues and attempt to resolve the matters raised. To date Council has not received a response and the submission remain unresolved. A summary of issues raised through submissions to be considered by the Planning Panel are detailed below:

Submission	Officer Response
The current strategy and guidelines are adequate and do not need to be revised or implemented through the Melton Planning Scheme as proposed. There are bigger issues facing Melton than signage.	The proposed Local Policy strengthens Council's decision making on applications for advertising signage by giving statutory weight through the Melton Planning Scheme.  <b>No change proposed</b>
The Amendment only seeks to increase work and effort involved and limits the opportunity for business to be unique.	The proposed Local Policy and Guidelines with Application Checklist will provide a clear and consistent message to applicants about Council's expectations for the design and siting of signage,

Submission	Officer Response
	<p>and what to include as part of a planning permit application for signage.</p> <p>Further, they aim to balance the expectations of business and economic development by recognising the importance of advertising signage with that of the expectations of Melton's broader community in managing an attractive and quality public realm.</p> <p><b>No change proposed</b></p>
<p>The Amendment is a waste of Council's time and rate payer's space and time. What happened to the Council changes to real estate signage?</p>	<p>Council's Council and Wellbeing Plan objective for a well-planned and built City requires a clear vision to manage growth. The Advertising Signs Policy and Guidelines contribute to achieving this outcome through ensuring signage contributes to an attractive environment.</p> <p>Real Estate signage is a local laws matter and not dealt with as part of this Amendment.</p> <p><b>No change proposed.</b></p>
<p>Place on hold until outcome of Smart Planning process.</p>	<p>Smart Planning is being rolled out incrementally and the extent of changes proposed in the <i>Reforming the Victoria Planning Provisions Discussion Paper, October 2017</i> will not be known until at least mid-2018.</p> <p>Council has prepared the strategic policy with the oversight of DELWP and has been directed to proceed with the amendment on the basis that any new Smart Planning provisions will need to be considered during the amendment process and changes to the Policy or otherwise made.</p> <p><b>No change proposed.</b></p>
<p>The metrics for sign areas, height, setbacks are considered restrictive and the Guidelines do not explain how the figures were arrived at.</p>	<p>The design guidelines build on the two existing policies for signage, and have been derived further through consultation with statutory planning services, referring to other Council policies with similar locational contexts i.e. Wyndham, and consideration for the local context and urban design outcomes desired across the municipality.</p> <p><b>No change proposed.</b></p>
<p>The language in Clause 22.17 is ambiguous and in cases repeats policies and directions contained in Clause 52.05.</p>	<p>The submitter has not identified where repetition exists. Council will continue to resolve matters raised in this submission with the submitter.</p> <p>The Local Policy has been developed in conjunction with DELWP and has been written to tailor specific requirements for signage in the local context so as not to repeat Clause 52.05.</p>

Submission	Officer Response
	<b>No change proposed.</b>
Policy is over restrictive in relation to promotion signs that are not affixed to a building.	<p>Promotion Signs not affixed to a building are generally associated with signage displayed on subdivision and new residential estates. Given the extent of growth areas across the Melton municipality, it is important for Council to provide clear direction for promotion and major promotion signs in growth areas to avoid excessive signage and clutter, and avoid negative impacts on the amenity of sensitive areas such as residential, green wedge and rural areas, and gateways. It is considered that the Guidelines provide for adequate signage to advertise a subdivision and residential estate.</p> <p><b>No change proposed.</b></p>
The policy relies upon terms that are not defined (e.g. Free standing shopping centres and free standing pad sites).	<p>The purpose of local policy is to tailor provisions to its local context. The land use terms are specifically defined in the Guidelines and Local Policy to determine their application.</p> <p><b>No change proposed.</b></p>
Some of the policy is ultra vires (conflict with UGZ signage allowances)	<p>The UGZ provisions at Clause 37.07-1 Part A – Provisions For Land Where No Precinct Structure Plan Applies require at Clause 37.07-8 Advertising signs.</p> <p><i>“Despite the provisions of Clause 52.05-9, a permit may be granted, for a period of not more than 5 years, to display an advertising sign that promotes the sale of land or dwellings.”</i></p> <p>The proposed Local Policy is not inconsistent with the intent of the UGZ and provides additional design guidance for signage in new subdivision and residential estates.</p> <p><b>No change proposed.</b></p>
<p>The policies for <i>Subdivision and new estate promotion signs</i>, the signage allowance is unreasonably restrictive e.g. one sign per road frontage does not allow sufficient area to convey the range of information about the estate’s features, facilities and precincts.</p> <p>The setback requirements are excessive, particularly in areas where the road reserve has been widened to accommodate road duplication.</p>	<p>The Local Policy includes opportunity for a second promotion sign where the road frontage is greater than one kilometre in length. Further, it permits on-site promotion signage, such as pole signs with banners along the main entrance road to the estate, to communicate such things as the estate’s features, facilities and precincts.</p> <p>The Local Policy also includes that signage on a highway or freeway frontage should only promote the residential estate. Signage should not be promoting the details of products sold i.e. sense of community or features and precincts.</p>



Submission	Officer Response
	<p>The requirements for setbacks were established in the <i>Highway Advertising Signage Policy for Residential Subdivisions</i> adopted by Council at an Ordinary Meeting of Council on 21 October 2014, including:</p> <p><i>“Council will not permit signage located within a road reserve. Signage must be setback a minimum of 10 metres from the Title boundaries of private land, where the land fronts either of the Western or Melton Highways.”</i></p> <p>The proposed Local Policy states signs should be set back five metres from the title boundary for roads other than highways and freeways.</p> <p><b>No change proposed.</b></p>
<p>Objectives for signage to ‘enhance’ the character of buildings and landscapes is an unreasonable test that can be used to preclude almost any signage proposal.</p>	<p>The overarching Objectives of the Local Policy and Guidelines is to achieve advertising signage that responds to and is designed to enhance its landscape, site and built form character context.</p> <p>It is a requirement of the applicant to demonstrate how the sign meets this objective by applying the general policy and specific land use policy guidelines to the design and siting of the sign.</p> <p><b>No change proposed.</b></p>

Given that there are two submissions remain unresolved, it is recommended that Council request the Minister for Planning establish a Planning Panel to hear Amendment C188.

## 6. Risk Analysis

Proceeding with a Planning Panel will provide submitters the opportunity to be heard by an independent third party and for Council to present their position on the issues referred to the Panel in accordance with the *Planning and Environment Act 1987*. The recommendations of the Panel and Council officers proposed response to these recommendations, will be reported to Council for consideration.

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. Request the Minister for Planning to establish an independent Planning Panel to consider unresolved submissions received in response to Amendment C188 in accordance with the *Planning and Environment Act 1987*, and authorise the General

Manager of Planning and Development and Manager City Design, Strategy & Environment to negotiate and resolve any issues raised during the Planning Panel process prior to the Amendment being reported back to Council for consideration.

2. Abandon Amendment C188 to the Melton Planning Scheme.

### **LIST OF APPENDICES**

1. Council Minutes - dated 18 September 2017
2. Draft Advertising Signs Local Policy - undated
3. Information Brochure - undated

## 12.12 INTEGRATED WATER MANAGEMENT PLAN 2018-2028

Author: Holly Dillabough - Environmental Policy Officer  
Presenter: Laura-Jo Mellan - Manager City Design, Strategy & Environment

### PURPOSE OF REPORT

For Council to consider the City of Melton Integrated Water Management Plan 2018-2028.

### RECOMMENDATION:

That Council:

1. Adopt the City of Melton Integrated Water Management Plan 2018-2028 attached at **Appendix 1** dated May 2018.
  2. Note the technical report attached at **Appendix 2**.
- 

### REPORT

#### 1. Executive Summary

Water is critical for the liveability of our City, the health of our ecosystems and the prosperity of our community. Decreasing rainfall and increasing storm surges will place stress on ecosystems and impact on the ability of the community and environment to access water. This brings the need for an Integrated Water Management Plan which takes a holistic approach to water management for the City of Melton.

The City of Melton *Integrated Water Management Plan 2018-2028* (hereafter the Plan) attached at **Appendix 1** provides direction for Council's water management over the next 10 years. The Plan outlines an integrated approach to water management that achieves the greatest social, economic and environmental benefits for the community.

The Plan focusses on Council's primary areas of responsibility while recognising the scope for influence and advocacy with stakeholders. It sets out targets and actions to meet the objectives of the Plan that have been developed through internal and external consultation. If adopted, the Plan will guide the municipality towards achieving the draft vision: *Melton City Council uses and manages water sustainably to enhance natural assets and support community health and wellbeing*.

#### 2. Background/Issues

Council is a high water user with large water consumption stemming from open space irrigation, provision of community facilities, civic buildings and leisure centres. Council also controls and influences many decisions and assets that impact stormwater runoff.

Climate projections indicate that City of Melton's already low average annual rainfall is decreasing, placing stress on our waterways and impacting on our ability to provide high level public amenity including sporting fields, passive open space areas and healthy street trees. This is exacerbated by urban development which is rapidly changing sections of the landscape from natural permeable surfaces to impermeable hard surfaces which decreases the ability of the landscape to retain water and produces greater volumes of stormwater. Through integrated water management there are opportunities to deliver improved financial outcomes through water efficiency, environmental outcomes through reducing reliance on

potable water and improving stormwater runoff, and social benefits through identifying desired service levels for assets that are reliant upon water use and improving public amenity. The IWMP is a strategic document that will assist in future proofing Council's water resources from the impacts of climate change, population growth and urban development.

The development of the Plan is a key action of the Adopted *Environment Plan*. *The Plan* will also assist with achieving objectives from the *Council and Wellbeing Plan 2017—2021* and was developed in close alignment with the State Government's *Water for Victoria 2016*.

The Plan is organised around three objectives:

1. Reduce potable water use
2. Healthy waterways and wetlands
3. Valued landscapes that are connected and accessible

The Plan strategically prepares Council for the impacts that climate change and growth will have on waterways and outlines Council's expectations for water management in the municipality, providing leadership to developers and the community. The Plan sets targets to achieve timely, meaningful and significant outcomes and acts as a reference and guiding document to help inform future policies and programs that relate to water management.

The Plan focusses on Council's primary areas of responsibility while recognising the scope for influence and advocacy with stakeholders. It sets out targets and actions to meet the objectives of the Plan that have been developed through internal and external consultation. If adopted, the Plan will guide the municipality towards achieving the draft vision: Melton City Council uses and manages water sustainably to enhance natural assets and support community health and wellbeing.

#### **Technical Report**

Council engaged the technical consultancy Alluvium to develop a current and projected water and pollutant balance to characterise the City's water cycle at present and into the future. This work modelled the impacts of climate change, land use change and population growth on the water cycle.

The report demonstrates that by 2040, the City of Melton water cycle will be significantly altered, resulting in:

- An additional 38 GL of stormwater generated in the municipality
- A tripling of Council's and the community's potable water consumption, and
- Wastewater generation growing from 8.3 GL/year to 24.6GL/year for treatment, disposal or reuse.

The report, attached at **Appendix 2**, also models various response scenarios which helped inform the targets and the action plan to address these changes.

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

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

2. A thriving and resilient natural environment: A City that preserves and enhances its natural environment for future generations

2.3 *A City with healthy waterways, biodiversity and ecosystems.*

### **4. Financial Considerations**

The City of Melton Integrated Water Management Plan was developed using the technical expertise of water specialist consultancy Alluvium at the cost of \$59,240 (GST exclusive) and project managed internally by the Environmental Policy Officer. Council received \$30,000 in

funding from Melbourne Water's Living Rivers program, and the other \$30,000 was provided through the City Design, Strategy and Environment budget.

For implementation, some actions of the Plan will be funded using existing Council resources, as part of general staff responsibilities or through recurring budgets. Other actions will be funded through the Annual Budget process and subject to funding availability.

It is important to note that in implementing actions from the Integrated Water Management Plan there will be opportunity to realise long term savings to Council through water efficiency. Further, Council will continue to utilise opportunities for external funding through grants such as Melbourne Water's Living Rivers and Corridors of Green programs as they become available to assist in implementing the Plan. Given the Plan's alignment with higher level central government policies, it is envisioned that its endorsement will assist with leveraging external funding opportunities for projects to meet our targets.

## 5. Consultation/Public Submissions

Internal and external consultation was undertaken throughout the development of the Integrated Water Management Plan and has been summarised below.

### Internal consultation

Input from officers, coordinators and managers involved in water management across the organisation was sought throughout the Plan's development. Two half-day workshops were held (attended by 18 and 24 staff members) to identify key issues and opportunities. These were followed by more targeted meetings with relevant staff to test and refine targets and actions.

### External consultation – First phase

The first phase of external consultation was undertaken in October and November 2017. External consultation targeted specific stakeholders. Workshops were held with the development industry, Traditional Owner groups, water authorities, water retailers, environment groups and the general community.

### Councillor and Executive Team engagement

Councillors and the Executive Team were briefed on 23 October 2017. This briefing included an update on the Plan's progress followed by the opportunity to provide input into its development.

### Councillor briefing on the draft Plan

A draft of the Plan was presented at the Council briefing on 13 March 2018. As no significant concerns were raised, the draft proceeded to public consultation.

### External consultation – Second phase

The draft Plan was on released for public consultation for four weeks from 23 March 2018 to 20 April 2018 during which time Council received 14 submissions.

Feedback was largely supportive, and outlined potential opportunities for collaboration. Both DELWP and Western Water identified opportunities to work with Council on integrated water management solutions. A full summary of submissions received during the public comment period is attached at **Appendix 3**.

## 6. Risk Analysis

If Council choose not to adopt the project, the associated risks are:

1. A lack of clear guidance for Council's water management resulting in potential missed opportunities for financial and social co-benefits of improved water management.
2. Reputational risk for not responding to community expectations around sustainable water use.

3. Will be unable to meet targets or deliver on Actions of the adopted Environment Plan 2017-2017.

## **7. Options**

Council has the option to:

1. Adopt the City of Melton Integrated Water Management Plan 2018-2028 and note the technical report.
2. Not adopt the City of Melton Integrated Water Management Plan 2018-2028 or note the technical report.

## **LIST OF APPENDICES**

1. Integrated Water Management Plan 2018-2028 - dated May 2018
2. Integrated Water Management Plan Background Report - dated March 2013
3. Submissions table - undated

## 12.13 PLANNING APPLICATION PA 2016/5381 - CONSTRUCTION OF THREE DOUBLE STOREY DWELLINGS AT 12 PILBARA AVENUE BURNSIDE

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

### PURPOSE OF REPORT

To consider and determine the above planning permit application.

### RECOMMENDATION:

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

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## REPORT

### 1. Background

#### Executive Summary

Applicant:	Liden Design Group
Proposal:	Three Double Storey Dwellings
Existing Land Use:	Vacant
Zone:	General Residential (Schedule 1)
Overlays:	Development Plan (Schedule 1)
Number of Objections:	Six
Key Planning Issues:	Neighbourhood Character Car parking Housing Affordability
Recommendation:	Approve application

#### The Land and Surrounding Area

The subject site has an area of 640m<sup>2</sup> and is located on the north-eastern side of Pilbara Avenue in Burnside. Other features of the site are as follows:

- It is rectangular in shape and has a slight fall towards the front of the land.
- The land is currently vacant, except for a row of 3-4 metre high Pencil Pine Trees located across the front boundary of the subject land.
- A 1.8 metre high colourbond fence is located along the southern (front), eastern and western boundaries of the site. A 1.8 metre high black powdercoated steel picket fence is located along the northern boundary (adjoining the Council reserve).
- There are no easements located on the subject land.

The surrounding area can be characterised as residential comprising a mix of single and double storey detached or semi attached brick dwellings with concrete tiled or colourbond

clad roofing. The adjoining land to the north contains a Council reserve (Pilbara Reserve) with a playground, gazebo and seating.

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

### The Application

The application initially proposed the development of four double storey dwellings on the subject land. However, following concerns raised by Council Officers that the proposal failed to respect the neighbourhood character of the area owing to the lack of separation between dwellings, double storey wall on boundary, number of vehicle crossovers and lack of activation or engagement with the adjoining Council reserve, the applicant modified the development to three double storey dwellings.

The proposed development is summarised as follows:

- The proposed dwellings will have a minimum front setback of 4.5 metres to Pilbara Avenue.
- Dwelling 1 will consist of four bedrooms while Dwellings 2 and 3 will each consist of three bedrooms.
- The proposed dwellings will have a maximum height of 7.1 metres.
- The dwellings have a contemporary design with a range of external wall materials including brick and render, with colourbond clad roofing.
- Each dwelling is provided with a minimum of 40 square metres of secluded private open space.
- Two car spaces are provided for each dwelling in the form of a single garage and an open car space (tandem arrangement).
- Vehicle access for Dwellings 1 and 2 will be via a new 7 metre wide shared vehicle crossover while vehicle access for Dwelling 3 will be via the existing vehicle crossover.

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

### Planning Controls

Zone	Clause 32.08 – General Residential Zone	A permit is required to construct two or more dwellings on a lot.
Overlays	Clause 43.04 – Development Plan Overlay (Schedule 1)	The proposal must be generally in accordance with an approved development plan. In this case, the approved development plan (DP1997/01) identifies the subject site for residential purposes which includes medium density housing.
Particular Provisions	Clause 52.06 – Car Parking	Two car spaces are required for each dwelling. A total of six car spaces are required and provided.

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

### Clause 55 – ResCode

Under the requirements of the zone, the development of two or more dwellings on a lot must



meet the requirements of Clause 55 of the Planning Scheme. Clause 55 requires that a development:

- must meet all of the objectives
- should meet all the standards.

If the Council however is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

### **House Rules - Housing Character Assessment & Design Guidelines**

The *Housing Character Assessment & Design Guidelines* were adopted at the Ordinary Meeting of Council on 13 October 2015. The site is located within the Compact Suburban 1 (CS1) character area. The essential components of the CS1 character area which need to be maintained into the future are:

- majority of the front setback used as permeable garden landscape.
- absence of front fencing.
- limited visual separation between dwellings.

The preferred character statement requires that as change occurs, space will be provided for more tree planting, so these areas can become greener and leafier, by

- retaining sufficient space to grow a canopy tree in the front setback.
- minimising the interruption of nature strips by driveways, so that regularly spaced street tree avenues can be planted or retained.

Redevelopment of dwellings will occur in ways that maintain some characteristics of typical Compact Suburban style dwellings in the area, such as:

- garages and carports occupy a minor proportion of the dwelling frontage.
- the visual dominance of the roof structure.

The proposed development satisfies the above criteria through the provision of limited visual separation between the proposed dwellings and from the northern and southern boundaries of the land, absence of front fencing (existing front fence to be removed), retaining sufficient space within the front setback to enable planting of a canopy tree in front of each dwelling and minimising the interruption of nature strips by driveways by retaining the existing vehicle crossover and providing a dual vehicle crossover to serve Dwellings 1 and 2.

Garages and carports will a larger than normal portion of the dwelling frontage due to the shape and depth of the subject land. However, garages will be located behind the line of each dwelling in accordance with the guidelines.

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

The land is affected by a Restrictive Covenant; however the covenant ceased to apply or affect the burdened land five years from the registration of the plan of subdivision that created the lot. The plan was registered on 5 December 2001. Therefore, the covenant no longer applies to the subject land.

The covenant amongst other things did not allow the construction of more than one dwelling.

### **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.*

3.1.4 *Advocate and support development and availability of diverse and affordable housing options.*

### **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 informal notification. The informal notification was satisfactorily completed and six objections were received.

The grounds of objection may be summarised as follows:

- The proposal fails to respect the neighbourhood character of the area.
- Insufficient car parking and adverse impact on existing traffic in the area.
- The proposal will not result in providing affordable housing in the area.

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

#### **Referral of the application**

The application was referred to a number of Council Departments for comment and advice. A complete list of responses is included in **Appendix 5**.

Of particular note is Council's City Design area which did not support the original development (four double storey dwellings) proposed for the subject land on the basis that it did not respect the established neighbourhood character of the surrounding area. This related to non-compliance with the guidelines for the Compact Suburban 1 character area under Council's adopted Housing Character Guidelines in terms of maintaining a consistent rhythm of building separation along a streetscape, minimising the number of vehicle crossovers and achieving appropriate activation and engagement with the adjoining public open space reserve to the north.

The applicant modified the proposed development to three double storey dwellings with separation provided between the proposed dwellings and from the side (northern and southern) boundaries, reduced the number of vehicle crossovers from four to two and redesigned Dwelling 1 including a 3-4.5 metre setback to the northern boundary to achieve appropriate activation and engagement with the adjoining public open space reserve. Therefore, it is considered that the concerns of Council's City Design area have been adequately addressed.

### **5. Issues**

#### **Planning Assessment**

The proposed development is considered to be consistent with the State and Local Planning Policy Framework (including Council's Municipal Strategic Statement, Housing within the Established Residential Areas Policy and Housing Diversity Policy) and the purpose of the General Residential Zone in terms of providing housing diversity and choice and increasing

residential densities in locations offering good access to services and transport. The proposal is also consistent with the approved development plan (DP1997/001) for the land.

The proposal is also consistent with Council's Housing Diversity Strategy, Housing in Established Residential Areas Policy and Housing Diversity Policy (Clause 22.12 of the Melton Planning Scheme).

The proposal complies with the guidelines for the Compact Suburban 1 character area under Council's Housing Character Assessment and Design Guidelines. The proposal will also complement the existing and preferred neighbourhood character of the area which consists of recently constructed single and double storey detached and semi-attached brick and cement rendered dwellings with pitched concrete tiled and colourbond clad roofing.

The proposal generally satisfies the objectives and standards of Res Code under Clause 55 and the car parking requirements under Clause 52.06 of the Melton Planning Scheme. Two car spaces are provided for each dwelling. The dimensions of the garages and car spaces comply with the requirements of this clause.

The initial concerns raised by Council's City Design area have been adequately addressed by the modified proposal and support for the development is warranted.

## 6. Options

Council can either support the application by issuing a Planning Permit for the proposal or issuing a Notice of Refusal to Grant a Permit for the application.

## 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 8 May 2018.
2. Development Plans - dated 5 March 2018
3. Assessment against Planning Scheme - undated
4. Response to Objections (Informal) - undated
5. Referral Comments - undated
6. Proposed Conditions - Undated

## 12.14 PLANNING APPLICATION PA 2017/5840/1 - CONSTRUCTION OF SEVEN DWELLINGS CONSISTING OF SIX DOUBLE STOREY AND ONE SINGLE STOREY DWELLING WITH A REDUCTION IN CAR PARKING AT 52 -54 CHURCH STREET, MELTON

Author: Valentine Sedze - 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.

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## REPORT

### 1. Background

#### Executive Summary

Applicant:	Luka Mrkonjic Town Planning Services
Proposal:	Seven dwellings
Existing Land Use:	Existing single-storey dwelling
Zone:	General Residential (Schedule 1)
Overlays:	Nil
Number of Objections:	17
Key Planning Issues:	Strategic justification Respect for Neighbourhood Character Off-site amenity impacts Adequacy of on-site car parking Objectors concerns
Recommendation:	Support planning application.

#### The Land and Surrounding Area

The subject site has an area of 1,628.73m<sup>2</sup> and is located on the north-eastern corner of Hewson Street and Church Street in Melton. Other features of the site are as follows:

- It is regular in shape.
- It contains an existing single storey dwelling.
- An existing drainage and sewerage easement adjoins the northern boundary.

The surrounding area can be characterised as predominantly residential with single storey dwellings. Approximately 250m south of the site is Melton Town Centre shopping strip located on High Street. There are numerous examples of medium density developments in the immediate area.

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

### The Application

The application proposes the development of six double-storey dwellings and one single-storey dwelling.

The proposed development is summarised as follows:

- The existing dwelling is to be demolished and replaced with the proposed dwellings.
- Six dwellings each containing three bedrooms, a single garage and a second car space either fronting the garage or located on the side of the dwelling.
- One dwelling with two bedrooms and a single car space.
- The dwellings have a contemporary design with a range of external wall materials including zincalume roofing, brick and render and weatherboard.
- Dwellings 1 to 4 will be accessed from two shared crossovers off Hewson Street while Dwelling 5 to 7 will be accessed from a shared driveway off Church Street.
- A waiver of one visitor car space is sought.

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

### Planning Controls

Zone	Clause 32.08 – General Residential Zone	Permit required to construct two or more dwellings on a lot
Particular Provisions	Clause 52.06 – Car Parking	Two car spaces are required for each three bedroom dwelling and one car space for each two bedroom dwelling. One visitor car space is also required for every five dwellings. A total of 14 car spaces are required. The proposal provides 13 car spaces.

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

### Clause 55 – ResCode

Under the requirements of the zone, the development of two or more dwellings on a lot must meet the requirements of Clause 55 of the Planning Scheme. Clause 55 requires that a development:

- must meet all of the objectives
- should meet all the standards.

If the Council however is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

### House Rules - Housing Character Assessment & Design Guidelines

The Housing Character Assessment & Design Guidelines were adopted at the Ordinary Meeting of Council on 13 October 2015. The site is located within the Garden Suburban 1

(GS1) character area. The essential components of the (GS1) area which need to be maintained into the future are:

- ample visual separation between dwellings.
- majority of the front setback used as permeable garden landscape.
- front gardens are visible from the street, forming part of the street landscape.

The preferred Character Statement requires that as change occurs, space will be provided for more tree planting, so these areas can become greener and leafier, by:

- providing for canopy trees in the front and rear garden area.
- minimising interruption of nature strips by driveways, so that regularly-spaced street tree avenues can be planted or retained.

Redevelopment of dwellings will occur in ways that maintain some characteristics of typical Garden Suburban style dwellings in the area, such as:

- garages and carports occupy a minor proportion of the dwelling frontage, and are recessively sited.
- the visual dominance of the roof structure.

The preferred housing types of Melton's GS1 area are:

- Detached single dwelling.
- Duplex.
- Villa units.
- Dual occupancy.

The proposal is generally compliant with the requirements of the Garden 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 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**

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:

- Loss of on-street car parking, and increase in parking demand and safety issues created with additional traffic.
- Inconsistency with the existing neighbourhood character particularly the design detail, materials, density, building height and setbacks.
- Dwelling density and zoning not appropriate for high density.
- Double storey scale will create adverse visual bulk.
- Overshadowing impact.
- Lack of private open space within the development.
- Increased noise.
- Loss of views, privacy and natural light.
- Property devaluation.
- Inadequate stormwater infrastructure.
- Proposal will set a precedent.
- Errors within the plans and documentation provided.

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

#### **Referral of the application**

The application was referred to Engineering Services for comment and advice. Its response is included in **Appendix 5**.

## **5. Issues**

### **Planning Assessment**

#### ***Strategic justification***

The land is zoned General Residential which allows a modest level of housing growth and diversity. The proposal meets the overarching objectives of housing policies within the State Planning Policy Framework and Local Planning Policy Framework. It provides for urban consolidation in an area which has excellent access to local services and facilities. State policy objectives also encourage development that improves housing choice and accommodates future housing needs.

#### ***Neighbourhood character***

Whilst the prevailing pattern of development in the area is predominantly characterised by single-storey dwellings, double-storey dwellings also exist within the surrounding area. Of concern to objectors is that the proposed double-storey dwellings are not in keeping with the existing neighbourhood character. The Housing Character Assessment and Design Guidelines (House Rules) adopted by Council in October 2015 provides useful guidance on the preferred outcomes for the neighbourhood character of the area and states that buildings that exceed by more than one storey the predominant building height in the street and nearby properties be avoided. The House Rules document does not preclude the possibility of introducing a double-storey built form. Two-storey development over time has become a more common aspect of Melbourne's built form. To quote from *Waylan Consulting Group v Moreland CC (P2000/14971)*, "Double storey dwellings are not two headed monsters. They are a normal housing type throughout the Melbourne metropolitan area."

Whilst the form of the development may generally be different to immediate building stock, it is noteworthy that respecting neighbourhood character does not mean replicating what exists. If that was the case there would be virtually no change to the types of dwellings that exist in an area. The planning scheme does not prohibit alternative built form to the existing built form.

Building height is a particular criticism of submitters in the context of neighbourhood character. Under the zone the maximum building height should not exceed 11 metres and

the building must contain no more than three storeys at any point. The overall height of the proposed development is 7.18 metres high, and therefore complies with the zoning provision. Concern has also been raised regarding loss of views due to the height of the proposed development. The planning system does not protect views.

Objectors are also concerned that the proposal represents an overdevelopment of the site and that this overdevelopment will adversely affect neighbourhood character. The common indicators of overdevelopment include excessive site coverage, boundary to boundary development, minimal open space provision and visual bulk. In response, the site coverage of the proposal is 54%, which is less than the permitted 60%, permeability is 29%, which is more than the minimum 20%, the development is well setback from all boundaries and each dwelling will have a minimum of 40m<sup>2</sup> of private open space.

The palette of materials for the proposed development includes zincalume roofing. This is not supported as it is not in keeping with the predominant roofing material in the area. It is recommended that the development replace zincalume roofing with a more appropriate material such as colorbond cladding, concrete or terracotta tiles.

The design response of the proposed development is generally considered an appropriate fit in terms of the preferred neighbourhood character as it will sit comfortably in its context. Recessed upper floors and separation of the upper floors for unit one to four assist in breaking the building mass and provide visual relief from the street.

#### ***Off-site amenity impacts***

The proposal complies with relevant standards in relation to overlooking, overshadowing, daylight to existing habitable room windows, side and rear setbacks.

Objectors are concerned about the increase in noise from future residents and traffic generated by the proposed development. Whilst noise issues can arise as a result of development, the noise generated will be residential in nature and not unreasonable in a residential area.

#### ***Car parking and Traffic***

Provision of car parking for each dwelling complies with the requirement of Clause 52.06. While it is not a statutory requirement to provide under cover car parking for a two bedroom dwelling, it is recommended that a carport be provided for Dwelling 5 which only has an uncovered car space. A carport will provide convenient parking for future residents.

The proposal however seeks a waiver of one visitor parking space. A parking impact assessment report prepared by EB Traffic solutions Pty Ltd was submitted with the application to justify the waiver of the visitor car space. Given the proximity of the site to Melton Town Centre, this reduction is supported. It is noted that Council's Traffic Engineers did not raise any concerns with the waiver of the visitor car space.

Residents have expressed concern regarding traffic congestion, off-street impacts and safety impacts due to increase in traffic volumes as a result of the development. Council's Traffic Engineers are satisfied that the local road network can accommodate the anticipated increase in traffic that will be generated by the proposal.

## **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/Particular 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 May 2018
2. Plans for the Proposal - dated June 2017
3. Assessment against Planning Scheme - undated
4. Response to Objections - undated
5. Referral Comments - undated
6. Proposed Conditions - undated

**12.15 PLANNING APPLICATION PA 2017/5864 - USE AND DEVELOPMENT OF THE LAND FOR THE PURPOSE OF A TELECOMMUNICATIONS FACILITY CONSISTING OF A 30-METRE HIGH MONOPOLE WITH ASSOCIATED PANEL ANTENNAE AND AN EQUIPMENT SHELTER AT 171-197 HARKNESS ROAD, HARKNESS**

**Author: Steve Finlay - Coordinator Statutory Planning  
Presenter: Bob Baggio - Manager Planning Services**

**PURPOSE OF REPORT**

To consider and determine the above planning application.

**RECOMMENDATION:**

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

**REPORT**

**1. Background**

**Executive Summary**

Applicant:	Catalyst One Pty. Ltd.
Proposal:	Telecommunications facility consisting of a 30-metre high monopole
Existing Land Use:	Rural residential
Zone:	Green Wedge A Zone
Overlays:	Environmental Significance Overlay (Schedule 1) Bushfire Management Overlay
Number of Objections:	Nil
Key Planning Issues:	State and Local Planning Policy Visual Amenity Compliance with Code of Practice for Telecommunications Facility Suitability of land for a telecommunications facility
Recommendation:	Approve application.

**Background**

This matter was to be considered at the Ordinary Meeting of Council on 30 April 2018, where Council resolved to defer consideration of the application until expert advice had been received in relation to the potential for the land to be developed.

It should be noted that at the same meeting Council resolved to defer consideration of a second planning application (PA2017/5728) for a Place of Worship on the subject land for a

period of not less than four months essentially pending further expert opinion and advice on the suitability of the land for that proposal and future development based on the geology of the Harkness Road Gilgai area.

Notwithstanding the above, other than affecting the same land parcel, the two applications are unrelated to each other. Since Council's previous resolution in relation to this application, Council Officers have sought expert opinion in relation to the use of the land, and the advice is that the development of the land for a telecommunications tower is possible and presents less concerns from a geological perspective than say a residential or other form of development that relies upon large building footprints, expansive areas of impervious surfaces and landscaping that will impact the geology of the area. There is no impediment to Council determining this application immediately.

### **The Land and Surrounding Area**

The subject site has an area of 10.45 hectares and is located on the eastern side of Harkness Road in Harkness. Other features of the site are as follows:

- The site is irregular in shape and contains a dwelling and several sheds.
- Abutting the subject site to the north is the Melton Harkness Road Gilgai Woodland, a conservation area owned by the Crown and managed by the City of Melton.
- The land to the east and south is reserved for a future public cemetery.
- The land is also the subject to an application for a Place of Worship (PA2017/5728), however, consideration of the application for the Place of Worship will not occur until Council Officers have sought expert opinions and advice in relation to that application in accordance with the Council resolution of 30 April 2018.

The surrounding area can be characterised as rural. The land uses within the wider area include several equine training and research facilities, rural living, grazing and cropping and a regional park (Macpherson Park).

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

### **The Application**

The application proposes the use and development of the land for the purpose of telecommunications facility consisting of a 30-metre high monopole, panel antennae and equipment shelter and compound. The facility will be a co-located facility enabling Optus and Vodafone coverage.

The proposed development is summarised as follows:

- Optus has embarked on a nationwide rollout to deliver an improved, reliable telecommunications network;
- This rollout will consist of the installation of new mobile base stations to expand the coverage footprint and offer seamless mobile services, including on the subject site;
- The facility is located in the north-western portion of the site, approximately 95 metres from the Harkness Road frontage and 5 metres from the northern boundary;
- The telecommunications facility comprises a 30-metre high slimline monopole with three Optus panel antennae and three Vodafone panel antennae;
- Twelve Optus remote radio units (RRU's) and twelve Vodafone remote radio units are also proposed, along with one Optus parabolic antenna, and one outdoor equipment shelter;
- Installation of ancillary equipment associated with the safe operation of the facility, including cable trays, cabling, safe access methods, earthing, electrical works and air-conditioning equipment are also proposed;
- The facility is to be located within a compound enclosed by a 2.4-metre high chain link security fence;

- No landscape plans have been submitted with the application, however, can be dealt with as a condition of approval. The applicant is also relying upon existing vegetation to screen the facility.

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

### Planning Controls

State Planning Policies	Clause 19.03-4 – Telecommunications
Local Planning Policies	Clause 22.08 – Rural Land Use Policy
Zone	Clause 35.05 – Green Wedge A Zone
Overlays	Clause 42.01 – Environmental Significance Overlay (Schedule 1) Clause 44.06 – Bushfire Management Overlay
Particular Provisions	Clause 52.19 – Telecommunications Facility
General Provisions	Clause 65 – Decision Guidelines

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

### Western Plans North Green Wedge Management Plan

The subject land is located within Precinct 6. The management plan recommends that the existing Development Plan Overlay that covers the western side of Harkness Road be extended to cover the entire precinct, including the subject site. The updated development plan would place greater emphasis on environmental outcomes for the precinct and establish better connections to environmental assets in the area.

### Significant Landscape Strategy

The strategy places a high importance on buildings and structures that complement the surrounding landscape by carefully considering a range of issues, including scale, design detail, materials, colours and building footprint.

### Communications Infrastructure Policy

At its meeting of 18 December 2017, Council adopted the above policy. The policy provides direction for the deployment of communications facilities within the municipality. This includes providing location and siting guidance for carriers, ensuring that they avoid visually sensitive locations and to ensure that infrastructure is provided appropriately within the City of Melton.

The proposal is consistent with this policy. The facility is not located in a visually sensitive location and will blend well with its surrounds. In addition, the telecommunications facility will be co-located with Vodafone, which is what the policy and relevant Code of Practice encourage.

It is acknowledged that the monopole will be visible from a number of rural properties, however, because of the distance from these properties, it will not be intrusive on these properties. In addition, the subject land was chosen because it utilizes existing natural elements to minimise the visual impact. Of particular note is the presence of trees along the road verge and the adjoining property to the north which will greatly assist in shielding the facility from the immediate surrounding area.

It is also worth noting that the road network and overall locality feature rows of tall, mature vegetation used to provide privacy and screening to surrounding residential properties. Existing and proposed vegetation will offset any disturbance from the road network and will aid to limit the visual impact of the proposal.

At 30-metres high, the monopole is the smallest possible height capable of providing a feasible level of service. In this instance, a slim line monopole is proposed, which is

supported by the Communications Infrastructure Policy, rather than a lattice tower or guyed mast tower. This is an attempt to avoid visual bulk. A natural grey colour scheme is proposed for the facility which will blend in with the natural environment.

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

The land is not affected by a Restrictive Covenant, however, is encumbered by a registered Section 173 Agreement.

Under the terms of the agreement, the owner of the land is obligated to protect all of the native vegetation on the land and to ensure that the land is managed appropriately. Likely conditions on the permit will be consistent with the Section 173 Agreement. This will ensure that works carried out on the subject land will fulfill the obligations as required by the agreement.

**Is the land of Cultural Heritage Sensitivity?**

The rear portion of the land is considered to be of cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2007*; however the proposal is to be located outside of the area of cultural heritage significance and therefore the proposal does not require a cultural heritage management plan.

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

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

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

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

## 3. Financial Considerations

No Council related financial considerations are involved with the application.

## 4. Consultation/Public Submissions

**Public notification of the application**

The application was subject to notification. The notification was satisfactorily completed and no objections have been received.

**Referral of the application**

The application was referred to Council's Environmental Services Department, City Strategy Department, and external agencies, such as the Country Fire Authority and Melbourne Water for comment and advice

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

## 5. Issues

**Planning Assessment**

The recommendation to support the proposal is based upon an assessment against the relevant requirements of the Melton Planning Scheme, and the need for the facility to be located in the Harkness area.

**Need for the facility**

To cater for the growing demand for mobile services, Optus has embarked on a nationwide rollout to deliver an improved, reliable telecommunications network. This rollout consists of an upgrade of existing telecommunications facilities, and where required, the installation of new mobile base stations to expand and improve coverage.

Optus has undertaken an analysis of their mobile network in the Melton region and has identified areas where coverage and network quality needs to be improved. In the absence of these improvements, mobile users may have difficulty connecting to the network, or calls may drop out. In addition, user will experience reduced data speeds, longer download times and poor network performance, which will have a detrimental impact on residents and businesses.

As part of their analysis, Optus has identified that existing telecommunications facilities could not adequately cater for required Optus equipment and coverage, and it was identified that a new mobile base station in the Melton West/Arnolds Creek area was the only viable solution. A number of candidate sites in the area were explored, but discounted owing to a number of factors, including:

- Lack of required coverage and network performance;
- The candidate site was considered unsuitable due to its location in proximity to a residential area;
- The candidate site was unsuitable for the site context; and/or
- Optus were unable to establish a tenure agreement with the land owner.

The subject site has been deemed the most suitable to deliver much needed improved Optus and Vodafone coverage to residents and businesses in the Melton West/Harkness area owing to its rural setting, which enables a greater separation distance from more sensitive residential areas. The location is also the most central location to accommodate the coverage deficient area, which will enable the telecommunication provider to reach a greater area, resulting in a more efficient network and less need for multiple towers within the area.

#### **State Planning Policy**

The Telecommunications Policy within the State Planning Policy Framework of the Melton Planning Scheme recognises the importance of telecommunications infrastructure. It is considered that the proposal is consistent with the objectives of this policy since the proposal will facilitate the provision of telecommunications services to the surrounding developing areas of Harkness.

The analysis undertaken by Optus in support of the application, and as outlined above show a demonstrated need for the facility in this locality and the problems that are currently evident and will continue to be issues into the future if this telecommunications facility is not provided. The proposal is important as it will deliver better mobile phone coverage and fill a demonstrated black spot in mobile device coverage in this area, which will produce a positive outcome for residents and businesses in the area.

#### **The design, siting, construction and operation of a Telecommunications Facility**

Monopoles need to be visible in order to function satisfactorily. They are part of the physical infrastructure required by the community that makes extensive use of telecommunications. The requirement to minimise visual impact should be balanced against any community benefits from the provision of the facility. The Victorian Civil and Administrative Tribunal in its decision relating to *Optus Mobile Pty. Ltd. vs Yarra Ranges SC (2012)* and *Goodwin vs Yarra Ranges SC (2015)* affirm that in making a decision, the most important criteria is that the proposal must achieve an acceptable planning outcome, and that it cannot always be ideal or perfect, but must produce a balance between net community benefit and sustainable development for the benefit of current and future generations.

The *Code of Practice for Telecommunications Facilities in Victoria (2004)* outlines four basic principles which should be applied when assessing the merits of the proposal. These four basic principles are:

- A telecommunications facility should be sited to minimise visual impact;
- Telecommunications facilities should be co-located wherever possible;

- Health standards for exposure to radio emissions will be met;
- Disturbance and risk relating to siting and construction should be minimised.

An assessment of the proposal against the principles articulated in the Code of Practice indicates that the proposal is consistent with the above four principles for the following reasons:

1. The proposed telecommunications facility is sited behind rows of tall trees that are planted along the northern and western property boundaries, which will assist in minimising visual impact;
2. Optus has invited Vodafone to co-locate their telecommunications infrastructure on the proposed facility in order to eliminate the need for additional mobile base stations in the near future;
3. The proposal will be designed and installed to satisfy the requirements contained with Radiation Protection Standard – Maximum Exposure Levels to Radiofrequency Fields – 3kHz to 300GHz, Arpana, May 2002;
4. The installation of the proposed facility can be undertaken at any time without affecting the use of the site or surrounding area due to the accessibility of the site;
5. Construction of the facility will be carried out in accordance with relevant Occupational Health and Safety Guidelines.

#### **Effect of the proposal on adjacent land**

There is a proposed cemetery on the land directly to the south and east of the subject site, whilst on the adjacent land to the north is the Melton Harkness Road Gilgai Woodland. Land on the western side of Harkness Road is rural and semi-rural in nature.

The determination as to whether the visual impact of the proposal is acceptable requires the site context to be assessed based upon the type of development being proposed, and the need to balance the proposed development with any surrounding amenity considerations and impacts on adjoining land. The proposed height and location of the proposed facility, including the equipment shelter and compound does not adversely impact on the amenity of the surrounding area due to the site context and the opportunities to mitigate amenity impacts through the existing trees along Harkness Road and the adjoining property to the north, which will greatly reduce the visual impacts from the proposal. No landscape plans were submitted as part of the application, however, there will be a requirement to submit landscape plans that will provide additional screening elements, in addition to the already existing vegetation in the locality.

#### **Suitability of the land to be developed**

At the Ordinary Council meeting of 30 April 2018, Council resolved to defer consideration of this proposal and another proposal for a Place of Worship (PA2017/5728) on the land, pending further expert opinion and advice being obtained as to the suitability of the land for development having regard for the Harkness Road Gilgai geological characteristics of the land.

Council Officers have sought expert opinion as to the suitability of the land to accommodate a telecommunications facility, having regard for the geological characteristics of the land and those discussions have indicated that a telecommunications facility presents less concern than say a residential development in terms of its knock-on effects on the geology of the site and surrounds, however during construction, may need to include compaction techniques to ensure that the soil remains stable post construction. There is no impediment to Council deciding on this application at this point in time.

## 6. Options

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

## 7. Conclusion

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

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

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

## LIST OF APPENDICES

1. Locality Plan - dated 12 April 2018
2. Plans of the proposal - dated November 2013
3. Planning Scheme Assessment - dated 10 April 2018
4. Referral responses - dated 10 April 2018
5. Proposed Conditions - undated



## 12.16 PLANNING APPLICATION PA 2018/6011 - CONSTRUCTION OF THREE SINGLE-STOREY DWELLINGS AT 111 CAITLYN DRIVE, HARKNESS

Author: Cam Luong - 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.

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## REPORT

### 1. Background

#### Executive Summary

Applicant:	S A Naga
Proposal:	Three single-storey dwellings
Existing Land Use:	Vacant
Zone:	General Residential (Schedule 1)
Overlays:	None
Number of Objections:	Four
Key Planning Issues:	Suitability of the land for more than one dwelling Neighbourhood Character Traffic and Car Parking
Recommendation:	Approve application.

#### The Land and Surrounding Area

The subject site has an area of 924m<sup>2</sup> and is located on the corner of Buttercup Rise and Caitlyn Drive in Harkness. The lot is within a largely established residential area known as the Micasa Rise Estate. Other features of the site are as follows:

- It is irregular in shape.
- An existing crossover is located at the north-east of the site along Buttercup Rise.
- The adjoining allotment to the northwest has been developed with a single dwelling, and the adjoining allotment to the southwest is vacant.
- The land further to the west is located within the Urban Growth Zone, and is an undeveloped part of a future PSP area.

The existing predominant character of this area is of single detached dwellings although two storey forms are also evident in the area.

There are no examples of medium density housing in the immediate neighbourhood. However within the wider surrounding area (within 900 metres from the subject land) there are a number of medium density developments.

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

### The Application

The proposal is for the development of the land with three single-storey dwellings.

The proposed development is summarised as follows:

- Each of the dwellings will comprise of three bedrooms and the usual amenities.
- The materials schedule provided indicates that the dwellings would be constructed with brick and rendered finishes, with tiled roofing.
- The dwellings will range from 146 to 169 square metres (inclusive of garages/carports, porches, etc).
- The development has been designed to ensure that Unit 1 suitably addresses both Caitlyn Drive and Buttercup Rise.
- Units 2 and 3 have been designed to address Buttercup Rise.
- The dwellings will be setback at least 4 metres from Caitlyn Drive, and 3 metres from Buttercup Rise. The porches of dwellings encroach upon these setbacks.

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

### Planning Controls

Zone	Clause 32.08 – General Residential Zone	Permit required to construct two or more dwellings on a lot
Overlays	None	N/A
Particular Provisions	Clause 52.06 – Car Parking	Two car spaces are required for each dwelling A total of six spaces are required and provided

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

### Clause 55 – ResCode

Under the requirements of the zone, the development of two or more dwellings on a lot must meet the requirements of Clause 55 of the Planning Scheme. Clause 55 requires that a development:

- must meet all of the objectives
- should meet all the standards.

If the Council however is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

### House Rules - Housing Character Assessment & Design Guidelines

The *Housing Character Assessment & Design Guidelines* as adopted at the Ordinary Meeting of Council on 13 October 2015, indicate that the site is located within the Compact Suburban 1 (CS1) character area. The essential components of the CS1 which need to be maintained into the future are:

- A landscape strip, minimum width of 0.5 metres should be provided between a driveway and the side boundary of the property;
- Majority of the front setback used as permeable garden landscape;

- Absence of front fencing;
- Dwellings should be sited with side setbacks similar to those in the streetscape;
- Car parking structures behind the line of the existing dwelling or 5.4 metres from the front boundary;
- For corner lots, continue articulation and materials provided on the primary facade along the secondary facade;
- At least one canopy tree in the front setback;

It is considered that the proposed design response is generally consistent with the requirements of the above mentioned 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 2007*; however the proposal constitutes an exempt activity on the basis that the allotment is under 1100 square metres in area.

## **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 four objections were received.

The grounds of objection may be summarised as follows:

- The proposed development is not respectful of neighbourhood character.
- The setback of the dwellings are inconsistent with the rest of the street.
- Increase in noise.
- Traffic, parking, and road safety concerns.
- Approving this proposal will set a precedent for more unit developments.
- Property devaluation.
- Undesirable tenants.

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

**Referral of the application**

The application was referred to a number of Council Departments for comment and advice. A complete list of responses is included in **Appendix 5**.

**5. Issues****Planning Assessment**

A recommendation to support the proposal is based on an assessment against the requirements of the Melton Planning Scheme, adopted Strategies and Guidelines and consideration of written objections.

**Suitability of the land for more than one dwelling**

The development of this site with three dwellings is broadly consistent with the purpose of the General Residential Zone (GRZ), policy direction for housing diversity and urban consolidation as outlined by the Melton Planning Scheme.

The site is reasonably placed to established services and facilities including public open space, schools and community facilities. A bus stop is within a short walking distance from the subject land along Scarlet Oak Avenue, providing future residents with some access to public transport. The development of the land for three dwellings would add housing diversity at the same time making good use of existing infrastructure and services.

Residents have raised a number of concerns in relation to the proposal, including that the area would remain as single dwellings and that approval of this development will set a precedent for more medium density development in the area. There is no single dwelling restriction affecting the subject site and also each planning application is assessed and approved on their merits.

The absence of multi-unit developments in this estate is not a sufficient reason on its own to reject medium density housing on this site. The GRZ anticipates modest housing growth which facilitates a diversity of housing types in locations offering good access to services and transport – which is achieved on this site. Therefore the land is suitable for more than one dwelling.

This does not mean that any development for more than one dwelling should be approved. Rather decisions must be balanced against neighborhood character considerations and whether this proposal will achieve a respectful outcome.

It is considered that the proposed development would achieve a reasonable fit with the prevailing character of the surrounding area for the following reasons:

1. The architectural style and materials would complement the existing buildings in the street.
2. The low scale single-storey nature of the proposed dwellings is generally in keeping with the surrounding area.
3. The visual separation provided between dwellings to avoid boundary-to-boundary like appearance.
4. The tandem arrangement of the dwellings presents the development as one dwelling to the street with the single car garage incorporated into the roof line.
5. The housing type proposed is consistent with the preferred housing types for the CS1 character area.
6. The proposal generally complies with the Objectives and Standards contained in Clause 55 (ResCode) of the Melton Planning Scheme.

**Traffic and Parking**

The proposed development is also considered unlikely to impose vehicle movements that will exceed that which is common to residential areas. Council's Traffic Officers have not raised

any concerns regarding increased vehicle traffic.

The amount of car parking to be provided for residents as on-site car parking is adequate. Clause 52.06 of the Melton Planning Scheme requires that the proposal provides one on site car parking space for every one or two bedroom dwelling and two on site car parking spaces for every three or more bedroom dwellings. The amount of car parking provided within the development complies with the requirements.

**PA2017/5892 – Development of three dwellings at 107 Caitlyn Drive, Harkness**

At Council's Ordinary Meeting on the 26 March 2018, Council resolved to issue a Notice of Refusal for the development of the land with three dwellings comprising of two double-storey dwellings and a single-storey dwelling on the following grounds:

- (1) The scale and intensity of the proposed development is excessive and fails to respect or complement the neighbourhood character of the area.*
- (2) The proposal does not satisfactorily address the objectives and standards of ResCode pursuant to Clause 55 of the Melton Planning Scheme, with respect to neighbourhood character.*
- (3) The proposal is considered to be an overdevelopment of the site. In particular, the combination of the double-storey building elements, minimal separation between the buildings, mass and visual bulk of the dwellings creates the impression that the proposed dwellings are being squeezed onto the subject land.*
- (4) The proposed development is not well located in relation to infrastructure and services, which is evident by the remoteness of the subject land from activity centres and community facilities.*

It should be noted that this proposal was for a distinctively different development that had incorporated double-storey building elements into the design that presented bulk and scale issues to surrounding land. Also the corner allotment nature of this site makes it more conducive to medium density development as it will address two streets.

## **6. Options**

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

## **7. Conclusion**

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

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

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

**LIST OF APPENDICES**

1. Locality Plan - dated 7 May 2018
2. Plans of Proposal - dated 15 February 2018
3. Assessment against relevant Planning Scheme controls - undated
4. Response to Objections - undated
5. Referral Comments - undated
6. Proposed Conditions - undated

## 12.17 PLANNING APPLICATION PA 2018/6026/1 - CONSTRUCTION OF A DOUBLE STOREY DWELLING AT THE REAR OF AN EXISTING SINGLE STOREY DWELLING AT 2013 WESTERN HIGHWAY, ROCKBANK

Author: Simon Temple - Principal 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.

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## REPORT

### 1. Background

#### Executive Summary

Applicant:	Draft Comp Services
Proposal:	Construct a double storey dwelling at the rear of an existing single storey dwelling.
Existing Land Use:	Existing Single Storey Dwelling
Zone:	General Residential (Schedule 1)
Overlays:	Nil.
Number of Objections:	Six
Key Planning Issues:	Loss of privacy (overlooking) Loss of sunlight (overshadowing)
Recommendation:	Approve application.

#### The Land and Surrounding Area

The subject site has an area of 609.26m<sup>2</sup> and is located on the southern side of the Western Highway (Service Road) in Rockbank. Other features of the site are as follows:

- It is rectangular in shape and flat.
- A single storey detached brick dwelling with a metal deck roof is located towards the front of the site.
- A shed is located in the south-west corner of the land.
- A 1.7 metre high timber picket fence is located along the front boundary of the land.
- There are no easements located on the land.

The surrounding area can be characterised as residential comprising predominantly single storey detached brick and timber dwellings with concrete tile or metal deck roofing, garages or carports, sheds and front fencing ranging from 1.2 metre high timber picket fences to 1.8 metre high colourbond fences.

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

### The Application

The application proposes the development of a double storey dwelling at the rear of an existing single storey dwelling on the land.

The proposed development is summarised as follows:

- The existing single storey dwelling is to be retained and modified to incorporate a new verandah to the front of the dwelling and a single carport on the north-east side of the dwelling.
- The proposed dwelling contains three bedrooms and is provided with a single garage and open car space (tandem arrangement)
- The proposed dwelling has a contemporary design with a range of external wall materials and finishes including brick, lightweight cladding, aluminium framed windows and colourbond clad roofing.
- The existing vehicle crossover will be retained and widened to 5.5 metres to provide vehicle access to the existing and proposed dwelling.

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

### Planning Controls

Zone	Clause 32.08 – General Residential Zone	A permit is required to construct more than one dwelling on the land.
Overlays	Nil	Not applicable
Particular Provisions	Clause 52.06 – Car Parking	Two car spaces are required for the proposed dwelling and one car space is required for the existing dwelling. A total of three car spaces are required and provided.

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

### Clause 55 – ResCode

Under the requirements of the zone, the development of two or more dwellings on a lot must meet the requirements of Clause 55 of the Planning Scheme. Clause 55 requires that a development:

- must meet all of the objectives
- should meet all the standards.

If the Council however is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

### House Rules - Housing Character Assessment & Design Guidelines

The *Housing Character Assessment & Design Guidelines* as adopted at the Ordinary Meeting of Council on 13 October 2015. The site is located within the Garden Suburban 1 (GS1) character area. The essential components of the GS1 character area which need to be maintained into the future are:

- ample visual separation between dwellings.



- majority of the front setback used as permeable garden landscape.
- front gardens are visible from the street, forming part of the street landscape.

The preferred Character Statement requires that as change occurs, space will be provided for more tree planting, so these areas can become greener and leafier, by:

- providing for canopy trees in the front and rear garden area.
- minimising interruption of nature strips by driveways, so that regularly-spaced street tree avenues can be planted or retained.

Redevelopment of dwellings will occur in ways that maintain some characteristics of typical Garden Suburban style dwellings in the area, such as:

- garages and carports occupy a minor proportion of the dwelling frontage, and are recessively sited.
- the visual dominance of the roof structure.

The proposed development satisfies the above criteria through the provision of visual separation between the existing and proposed dwelling, the retention of the front setback and existing landscaping as permeable garden landscape, front gardens visible from the street, providing canopy trees in the front and rear garden areas of the existing and proposed dwelling and retention of the existing vehicle crossover to minimise the interruption of nature strips by driveways. Garages and carports will only occupy a minor portion of the dwelling frontage and the garage for the proposed dwelling will be recessively sited.

**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.
    - 3.1.4 Advocate and support development and availability of diverse and affordable housing options.

## **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 six objections were received.

The grounds of objection may be summarised as follows:

- Loss of privacy (overlooking)
- Loss of sunlight (overshadowing)

- Loss of property values.

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

### **Referral of the application**

The application was referred to a number of Council Departments for comment and advice. A complete list of responses is included in **Appendix 5**.

## **5. Issues**

### **Planning Assessment**

The proposed development is considered to be consistent with the State and Local Planning Policy Framework (including Council's Municipal Strategic Statement, Housing within the Established Residential Areas Policy and Housing Diversity Policy) and the purpose of the General Residential Zone – Schedule 1 in terms of providing housing diversity and choice and increasing residential densities in locations offering good access to services and transport.

The proposal also satisfies the minimum garden area requirements under the General Residential Zone (Schedule 1). As the area of the subject land is less than 650 square metres, a total of 30 per cent of the total site must be provided as garden area under Clause 32.08-4 of the Zone. The applicant has submitted plans showing that a total of 235.8 square metres (or 37.55 per cent) of the land will be provided as garden area for the existing and proposed dwelling which satisfies the requirements of the zone.

The proposal is consistent with Council's Housing Diversity Strategy, Housing in Established Residential Areas Policy and Housing Diversity Policy (Clause 22.12 of the Melton Planning Scheme).

The proposal generally complies with the guidelines for the Garden Suburban 1 character area under Council's Housing Character Assessment and Design Guidelines in terms of providing visual separation between the existing and proposed dwelling, retaining the front setback as permeable garden area, provision of a landscape strip between the driveway and side boundary, maximum building height, minimising the number of vehicle crossovers through retention of the existing vehicle crossover, retention of existing vegetation and providing opportunities for canopy trees to be planted in front and rear yards.

The proposal generally satisfies the objectives and standards of Res Code under Clause 55 of the Melton Planning Scheme.

The proposal will generally complement and respect the existing and preferred neighbourhood character of the area. While the area is characterised by predominantly single storey detached dwellings, there are examples of double storey built form in the area including on the adjoining property to the east.

The proposed development generally satisfies the car parking requirements under Clause 52.06 of the Melton Planning Scheme. A total of three car spaces are provided for the existing and proposed dwelling in accordance with the requirements of this clause. The dimensions of the garages and car spaces comply with the requirements of this clause.

The carport for the existing dwelling will be setback 5.2 metres from the street frontage. Clause 52.06-9 (Design Standard 2) of the Melton Planning Scheme requires garage or carports to be setback 5.4 metres from the street frontage where provided as part of a tandem car parking arrangement.

As only one car space is required for the existing two bedroom dwelling, car parking will not be provided in a tandem arrangement and the carport is not required to be setback 5.4 metres from the street frontage.

The application has been referred to Council's Engineering (Infrastructure Planning) Department and Council's Waste Services Department. There are no objections to the

proposal subject to conditions.

## 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 - 9 May 2018.
2. Development Plans - 27 February 2018.
3. Assessment against Planning Scheme - undated
4. Response to Objections - undated
5. Referral Comments - undated
6. Proposed Conditions - undated

## **12.18 CONTRACT FOR AWARD - 18/038 PARK CONSTRUCTION - EMBLETON CHASE RESERVE AND WETLANDS PLANTINGS**

**Author: Jacqueline Stephenson - Civil Projects Officer**  
**Presenter: Luke Shannon - General Manager Planning & Development**

### **PURPOSE OF REPORT**

To seek Council's approval for the award of Contract No. 18/038 for the Park Construction – Embleton Chase Reserve and Wetlands Planting.

### **RECOMMENDATION:**

That Council:

1. Receive and note the Tender Evaluation Report found in **Confidential Appendix** (separately circulated).
  2. Award Contract No. 18/038 for the Park Construction – Embleton Chase Reserve and Wetlands Planting to Citywide Pty Ltd for the amount of \$900,295.75 (excluding GST).
  3. Delegate execution to the Chief Executive Officer in relation to all relevant contract documentation for the contract above.
- 

### **REPORT**

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

The purpose of this report is to seek approval from Council to award Contract No. 18/038 for the Park Construction – Embleton Chase Reserve and Wetlands Planting

Council has committed to develop the Weir Views neighbourhood playground and wetlands facility which was left unfinished by the developer that went into liquidation. Council held a bond of \$1.11M on the subdivision in the form of a Bank Guarantee and has called upon this bond to complete the works.

The Weir Views Park and Wetlands project was planned under two stages – (1) Wetlands construction; and (2) park construction and wetlands planting. The stage 1 Wetland construction contract has already begun with works due for completion on 25 May 2018. Stage 1 works are fully funded by Melbourne Water.

Under Stage 2, Council will focus on constructing the park and wetlands planting to be completed by summer 2018/19. The project will deliver a BBQ area, shelter, an exercise area, playground, wetlands planting and seating space.

In preparation, Council officers, in accordance with Council procurement policies, sought to engage a suitably qualified and experienced contractor to undertake the construction work for the park construction and wetlands planting.

An Expression of Interest (EOI) was advertised on 24 February 2018 for the construction of the park and wetlands planting. The EOI closed on 19 March 2018 with nine companies submitting an EOI. Following the evaluation process, six companies were identified as having the capability and resources to undertake the project and were subsequently invited to the Request for Tender phase.

The Construction Tender was direct tendered on 26 March 2018 and closed on 23 April 2018. The contractor is required to commence on 15 June 2018 with construction expected to take four months. Completion of the project is anticipated to be late October 2018. Members of the Tender Evaluation Panel, comprising of three Council staff and the design consultant conducted interview sessions with the three lowest priced contractors and completed the evaluation review based on the set evaluation criteria.

Citywide Pty Ltd scored the highest overall and are the recommended tender for the project.

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

## 2. Background/Issues

The Weir Views park and wetlands were to be constructed by the developer of the Waterford Estate and designs were already approved by both Council and Melbourne Water. Civil works on the wetlands commenced in 2013 and were completed to approximately 50% at the time when the developer went into liquidation and left the project incomplete. The Stage 1 civil component is currently being completed by Council and fully funded by Melbourne Water.

There is a need to complete the project to cater for the growing demand for outdoor and recreational space and to align with the Council and Wellbeing Plan. Council's Engineering Services Department called in the developer's bank guarantee to fund the park and landscape component of the project.

On 27 September 2017, Council engaged the design services of AECOM to design and superintend the Park and Wetlands Construction.

The contract for Stage 2 - Park construction and wetlands planting provided for:

- BBQ amenities
- Shelter with picnic tables
- Quality playground and fitness facilities
- Landscaping including decking and seating areas
- Concrete and gravel pathways
- Suitable wetlands planting

Detailed design and tender documentation for the above contract was released to the six shortlisted construction contractors on 26 March 2018 and closed on 23 April 2018.

A total of six tender submissions were received and assessed on the basis of the evaluation criteria described in the tender documents.

Statutory Declarations from nominated subcontractors were not submitted in all of the tenders resulting in all tenders being considered non-conforming. Statutory Declarations are required to be signed by nominated subcontractors and submitted as part of the tender. They ensure that subcontractors understand the terms of the tender, have no conflicts of interest and will keep the information supplied during the tender confidential. Despite this non-conformance all submissions were evaluated.

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

Citywide Pty Ltd scored the highest overall and are the recommended tender for the project.

## 3. Council Plan Reference and Policy Reference

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

3. 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;

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

3.3 Public spaces that are vibrant and engaging places for all.

#### 4. Financial Considerations

The Park Construction – Embleton Chase Reserve and Wetlands Planting project requires an overall budget of \$1,064,325.33 (excluding GST).

The budget components for the project are as follows:

Expenditure	Amount \$
Construction – Park and Wetlands Planting	\$ 900,295.75
10% Construction Contingency	\$ 90,029.58
Consultant Fees	\$ 74,000.00
<b>TOTAL</b>	<b>\$1,064,325.33</b>

The project will be funded from the developer- Waterford Estate's bond.

Funding Body	Amount \$
Developer's bond	\$1,113,654.00
<b>TOTAL</b>	<b>\$1,113,654.00</b>

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

Expenditure Year	Amount \$	Budget \$
2017-18	\$ 47,000.00	\$ 47,000.00
2018-19	\$1,017,325.33	\$1,066,654.00
<b>TOTAL</b>	<b>\$1,064,325.33</b>	<b>\$1,113,654.00</b>

Citywide Pty Ltd's tender price is within the budget allocation for the project.

#### 5. Consultation/Public Submissions

A Concept Plan for the park and wetlands was delivered to residents living near Embleton Chase Reserve in early November 2017. Along with the concept plan, residents were invited to attend a consultation session at the park site on Saturday 25 November 2017. The consultation session gave residents an opportunity to comment on the concept design, make suggestions about what they'd like to see in the park and learn about Council's time frames for the project. There was a good turn out from community members and the response was overwhelmingly positive. Further to the consultation session, residents were also given a reply paid feedback form and invited to send back their suggestions for the 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 expression of interest to construction companies via The Age and on the Tendersearch website

- Select tender to construction companies shortlisted through the open expression of interest process
  - Required companies tendering for the construction phase to have previous project experience with landscape.
  - Required companies tendering for the construction phase to have a good understanding of wetlands planting and the time for propagation of the seedlings.
- 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.
- c. Supervision of works to be undertaken by AECOM, the consultant company awarded to design and superintend the project.

A previous financial assessment on the Citywide Pty Ltd was undertaken by Corporate Scorecard and returned a 'Satisfactory' to 'Strong' result.

## 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. Concept Plan - undated

**Confidential Appendix** – separately circulated

## 12.19 2017-18 COUNCIL AND WELLBEING ANNUAL ACTION PLAN THIRD QUARTER PROGRESS REPORT

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

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

### PURPOSE OF REPORT

To provide the third quarter update on the progressive achievement of the 2017-18 Council and Wellbeing Annual Action Plan.

### RECOMMENDATION:

That Council receive and note the 2017-18 Council and Wellbeing Annual Action Plan Third Quarter Progress Report (1 January – 31 March 2018) as presented at **Appendix 1**.

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### REPORT

#### 1. Executive Summary

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

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

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

**Appendix 1** provides detail on activity for the third quarter (1 January – 31 March 2018), in the progressive achievement of the 2017-18 Council and Wellbeing Annual Action Plan.

#### 2. Background/Issues

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

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

The 2017-18 Council and Wellbeing Annual Action Plan provides 153 actions that Council has committed to deliver. Council provides the community with quarterly progress reports that support Council's commitment in providing transparency, through public access to relevant information, decision making and strategic documents.

**Appendix 1** provides a detailed summary on the status of each action in the 2017-18 Council and Wellbeing Annual Action Plan, inclusive of the period from 1 July 2017 - 31 March 2018.

The following table provides summary of progress against actions.



Status	Description	Number of actions
<b>Achieved</b>	The Action is completed.	22
<b>On track</b>	The action is on track and expected to be completed by the current timeline	123
<b>Not On Track</b>	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	7
<b>Postponed</b>	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column	1
<b>Total</b>		<b>153</b>

Key achievements this quarter include:

- Council signed an agreement with the Melbourne Metro Rail Authority for the inclusion of pedestrian rail crossings in the Ballarat Line Upgrade Project
- Summersault Festival was held on 10 February, 2018, attracting large crowds in the evening after exceptional adverse weather conditions affected the event significantly during the day.
- Secured funding for the provision of 15 hours universal access to kindergartens for four year olds to the end of 2019
- Council received notification that it has secured \$100,000 via a funding application to Sport and Recreation Victoria to support the Female Friendly change room construction at the Blackwood Drive Recreation Reserve Pavilion

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

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

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

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

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

### **4. Financial Considerations**

Initiatives and activities delivered from the Action Plan are contained within the Council approved 2017-18 Budget.

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

The 2017-2021 Council and Wellbeing planning process involved extensive consultation with stakeholders including the community, Council staff, government agencies, community organisations and private industry. This process resulted in the publication of the 2017-2021 Melton City Council and Wellbeing Plan. The 2017-18 Council and Wellbeing Annual Action Plan is prepared from internal consultation of Council management.

**6. Risk Analysis**

Nil

**7. Options**

Nil

**LIST OF APPENDICES**

1. Council and Wellbeing Annual Action Plan Third Quarter Progress Report - dated 1 January 2018 to 31 March 2018

## 12.20 INSTRUMENT OF APPOINTMENT AND AUTHORISATION

**Author: John Whitfield - Governance Coordinator**  
**Presenter: Christine Denyer - Manager Legal and Governance**

### PURPOSE OF REPORT

To appoint authorised officers under section 147(4) of the *Planning and Environment Act 1987* for the purposes and regulations made under that Act.

### RECOMMENDATION:

In the exercise of the powers conferred by 147(4) of the *Planning and Environment Act 1987* and the other legislation referred to in the attached Instrument of Appointment and Authorisation (the Instrument), Melton City Council resolves that:

1. the members of Council staff referred to in the Instrument be appointed and authorised as set out in the Instrument.
  2. the Instrument comes into force immediately the common seal of Council is affixed to the Instrument, and remains in force until Council determines to vary or revoke it.
  3. The Instrument be sealed.
- 

### REPORT

#### 1. Executive Summary

Council has responsibilities for and acts under various pieces of legislation. In order to carry out some specific duties, functions and responsibilities authorised officers are required to be appointed. This report seeks Council approval for the appointment of authorised officers under section 147(4) of the *Planning and Environment Act 1987* for the purposes and regulations made under that Act.

#### 2. Background/Issues

Most legislation under which the Council acts contain powers of sub-delegation. This enables the Chief Executive Officer to issue an Instrument of Sub-delegation to Staff given that the Council has beforehand resolved to issue an Instrument of Delegation to the CEO. Similarly, the CEO can directly appoint 'authorised officers' under most legislation.

However the *Planning and Environment Act 1987* does not contain an express power of sub-delegation. This is why delegations under that Act are made by the Council directly to staff. Similarly, the appointment of authorised officers for the purposes and regulations made under that Act require a Council resolution.

This attached Instrument reflects the current appointment of staff who carry out authorised officer responsibilities under the *Planning and Environment Act 1987*. It also provides authority for these officers to act under the provisions of section 232 of the *Local Government Act 1989* when they institute of proceedings for offences against the *Planning and Environment Act 1987*.

### **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 implications in making appointments as authorised officers.

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

Not applicable.

### **6. Risk Analysis**

The Council requires duly appointed authorised officers to carry out a ranges of duties, functions and responsibilities under the *Planning and Environment Act 1987*. Without these appointments these matters, including a range of enforcement, recovery and legal proceedings, cannot be properly carried out under law.

### **7. Options**

Nil.

## **LIST OF APPENDICES**

1. Instrument of Appointment and Authorisation under the Planning and Environment Act 1987 - undated

**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 563 (CR MAJDLIK)****Councillor: Kathy Majdlik - Councillor**

Notice was given at the Ordinary Meeting of Council held 30 April 2018 of my intention to move the following motion at the Ordinary Meeting of Council to be held on 28 May 2018.

**MOTION:**

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.

**OFFICER'S COMMENTS:**

Nil.

**15.2 NOTICE OF MOTION 564 (CR ABBOUSHI)****Councillor: Steve Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 28 May 2018.

**MOTION:**

That Council Officers explore options to introduce a food scrap recycling service for City of Melton residents and report to Council.

**OFFICER'S COMMENTS:**

A Food Organics and Garden Organics (FOGO) service, is where food scraps can be recycled into compost as part of council kerbside green waste collection.

Several councils in metropolitan Melbourne already offer this service to their residents, including Moonee Valley, Wyndham, Nillumbik and Glen Eira, while a number of other councils are actively exploring its rollout.

Council Officers will be in a position to report to Council on its options to introduce a FOGO service at the October Council Meeting.

**15.3 NOTICE OF MOTION 565 (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 28 May 2018.

**MOTION:**

That Council write to the Minister for Roads advocating for the need for urgent works to improve road safety at the intersection of the Melton Highway and Leakes Road.

**OFFICER'S COMMENTS:**

It is appropriate that Council write to the Minister for Roads to advocate for the need for Urgent works to improve Road Safety at the intersection of the Melton Highway and Leakes Road



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

## 19. CONFIDENTIAL BUSINESS

### Recommended Procedural Motion

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

- 19.1 Municipal Audit Committee Meeting Minutes 18 April 2018 - Confidential Report**  
This report is confidential in accordance with s89(2)(f) as it relates to legal advice.
- 19.2 Intercultural Advisory Committee Membership**  
This report is confidential in accordance with s89(2)(h) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person.
- 19.3 Heritage Advisory Committee - new community members**  
This report is confidential in accordance with s89(2)(h) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person.

**Recommended Procedural Motion**

That the meeting be opened to the public.

**20. CLOSE OF BUSINESS**