



## MELTON CITY COUNCIL

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Notice is hereby given that the Special Meeting of the Melton City Council will be held in the Council Chamber, Civic Centre, 232 High Street, Melton on 16 December 2019 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*.

## TABLE OF CONTENTS

<b>1.</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>3</b>
<b>2.</b>	<b>DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR</b>	<b>3</b>
<b>3.</b>	<b>PRESENTATION OF STAFF REPORTS</b>	<b>4</b>
<b>3.1</b>	<b>PLANNING SCHEME AMENDMENT C211 - REZONING PART OF LAND AT PALM SPRINGS ROAD AND WESTERN HIGHWAY, RAVENHALL FROM URBAN FLOODWAY ZONE TO INDUSTRIAL 3 ZONE AND REMOVE THE LAND SUBJECT TO INUNDATION OVERLAY.</b>	<b>4</b>
	To consider the adoption of Planning Scheme Amendment C211 to the Melton Planning Scheme.	
<b>3.2</b>	<b>CONTRACT No. 19/047 - CONSTRUCTION OF EYNESBURY RECREATION RESERVE STAGE1B</b>	<b>14</b>
	To seek approval for the Chief Executive Officer to have delegated authority to award Contract No. 19/047 for the construction of the Eynesbury Recreation Reserve Stage 1B.	
<b>3.3</b>	<b>CONTRACT No. 20/017 - CONSTRUCTION OF MELTON SECONDARY COLLEGE OVAL AND LIGHTING AND CONTRACT No. 20/018 OR CONTRACT No. 20/023 - CONSTRUCTION OF MELTON SECONDARY COLLEGE CHANGE ROOMS</b>	<b>20</b>
	To seek Council's approval for the delegation of Contract No. 20/017 for the Melton Secondary College Synthetic Oval and Lighting to be awarded by the Chief Executive Officer.	
	To seek Council's approval for the delegation of Contract No. 20/018 or Contract No. 20/023 for the construction of the Melton Secondary College Change Rooms to be awarded by the Chief Executive Officer.	
<b>3.4</b>	<b>CONTRACT No. 20/021 - SEALED ROAD RENEWAL PROGRAM (ASPHALT) 2019/20</b>	<b>26</b>
	To seek Council's approval for the award of Contract No. 20/021 for the delivery of the Sealed Road Renewal Program (Asphalt) 2019/20.	
<b>3.5</b>	<b>CONTRACT No. 20/022 - SEALED ROAD RENEWAL PROGRAM (SPRAY SEAL) 2019/20</b>	<b>31</b>
	To seek Council's approval for the award of Contract No. 20/022 for the construction of Sealed Road Renewal Program (Spray Seal) 2019/20.	

<b>3.6</b>	<b>COMMUNITY INFRASTRUCTURE LOAN SCHEME - MELTON RECYCLING RESOURCE CENTRE</b>	<b>36</b>
	To seek endorsement for the submission of an application to the Community Infrastructure Loans Scheme for the re-development of the Melton Resource Recovery Centre.	
<b>4.</b>	<b>CONFIDENTIAL BUSINESS</b>	<b>39</b>
<b>4.1</b>	<b>CONTRACT No. 20/013 - CONSTRUCTION OF CAROLINE SPRINGS COMMUNITY PAVILION EXTENSION</b>	<b>40</b>
	To seek Council's approval for the award of Contract No. 20/013 for the Caroline Springs Community Pavilion Extension.	
<b>5.</b>	<b>CLOSE OF BUSINESS</b>	<b>48</b>

**1. APOLOGIES AND LEAVE OF ABSENCE**

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

**2. 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.

### 3. PRESENTATION OF STAFF REPORTS

#### 3.1 PLANNING SCHEME AMENDMENT C211 - REZONING PART OF LAND AT PALM SPRINGS ROAD AND WESTERN HIGHWAY, RAVENHALL FROM URBAN FLOODWAY ZONE TO INDUSTRIAL 3 ZONE AND REMOVE THE LAND SUBJECT TO INUNDATION OVERLAY.

Author: Donald Lewis - Strategic Planner

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

#### PURPOSE OF REPORT

To consider the adoption of Planning Scheme Amendment C211 to the Melton Planning Scheme.

#### RECOMMENDATION:

That Council:

1. Adopt Planning Scheme Amendment C211 as contained in **Appendix 2**;
2. Submit the Amendment to the Minister for Planning for approval.

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#### REPORT

##### 1. Executive Summary

Amendment C211 to the Melton Planning Scheme proposes to rezone a portion of land affecting the following addresses at 11, 57 and 91-167 Palm Springs Road, Ravenhall and 1127A, 1127B, and 11201-1227 Western Highway Ravenhall (**Appendix 1**), from Urban Floodway Zone (UFZ) to Industrial 3 Zone (IN3Z) and remove the Land Subject to Inundation Overlay (LSIO) (**Appendix 2**).

At the Ordinary meeting of Council on 27 May 2019, Council resolved to seek authorisation from the Minister for Planning to prepare and exhibit C211 to remove redundant planning controls in the Melton Planning Scheme (**Appendix 3**). Preparation of the amendment was subsequently authorised by the Minister for Planning on 11 October, 2019.

The amendment was exhibited from 21 November to 6 December 2019 in accordance with the requirements of the *Planning and Environment Act 1987* and no objections were received. It is recommended that Council adopt Amendment C211 and submit it to the Minister for Planning for approval.

##### 2. Background/Issues

Amendment C211 to the Melton Planning Scheme proposes to rezone a portion of land affecting the following addresses at 11, 57 and 91-167 Palm Springs Road, Ravenhall and 1127A, 1127B, and 11201-1227 Western Highway Ravenhall (**Appendix 1**), from Urban Floodway Zone (UFZ) to Industrial 3 Zone (IN3Z) and remove the Land Subject to Inundation Overlay (LSIO) (**Appendix 2**).

The Amendment is required to remove redundant planning controls in relation to flooding and storm water management. The zone does not conform to any existing or proposed drainage infrastructure. The respective planning controls were applied to the site before the translation of the new format planning schemes in 1999. Melbourne Water is the referral authority for both planning controls and have consented to Council undertaking the amendment.

The UFZ and LSIO cover an area of approximately 5.4 hectares within the total site area of 164 hectares. A formal request was made by Pro Urban planning consultants on behalf of the landowner to amend the Melton Planning Scheme and address the issue.

At the Ordinary meeting of Council on 27 May 2019, Council resolved to seek authorisation from the Minister for Planning to prepare and exhibit C211 to remove redundant planning controls in the Melton Planning Scheme (**Appendix 3**). Preparation of the amendment was subsequently authorised by the Minister for Planning on 11 October, 2019.

The amendment was exhibited from 21 November until 6 December 2019 in accordance with the requirements of the *Planning and Environment Act 1987* and no objections were received. Given there have been no objections, there is no requirement to refer Amendment C211 to a Planning Panel. On the basis of the above it is considered appropriate to adopt the amendment and submit it to the Minister for Planning for approval.

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

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

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

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

### **4. Financial Considerations**

Council officer time and resources are involved in the preparation of the amendment. The proponent is required to pay the statutory fees associated with the amendment process. The budget for planning scheme amendments is within the City Design, Strategy and Environment unit's recurrent budget.

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

The amendment was exhibited from 21 November until 6 December 2019. An exemption was granted by the Minister for Planning from the requirements of sections 19(2) and 19(3) of the *Planning and Environment Act 1987*. This meant that full public notification was not required to be given via local print media, nor the Government Gazette.

Formal notice of Amendment C211 was given as follows:

- To Melbourne Water, Vic Roads and CFA
- To prescribed Ministers; and
- Via DELWP's website.

Hardcopies of the amendment were also made publicly available at the Melton Library and Learning Hub and Caroline Springs Library.

No Submissions were received following the exhibition period. Given that no objections were received, there are no unresolved submissions, there is no requirement to request a Planning panel be convened.

## 6. Risk Analysis

In accordance with the *Planning and Environment Act 1987*, Council is required to update its planning scheme. Should Council choose not to adopt Amendment C211, it would prevent the necessary updates required to the Melton Planning Scheme to ensure its accuracy.

It would also result in difficulties for the proponent to complete the development of the subject land.

## 7. Options

Council has the option to:

1. Adopt Amendment C211 to the Melton Planning Scheme as outlined in **Appendix 2**.
2. Not adopt Amendment C211 to the Melton Planning Scheme.

## LIST OF APPENDICES

1. Site Map - dated 2 May 2019
2. Amendment Documentation - undated
3. Council Meeting Minutes - dated 27 May 2019



### **3.2 CONTRACT No. 19/047 - CONSTRUCTION OF EYNESBURY RECREATION RESERVE STAGE1B**

**Author: Daniel Speirs - Capital Projects Officer**  
**Presenter: Maurie Heaney - General Manager Community Services**

#### **PURPOSE OF REPORT**

To seek approval for the Chief Executive Officer to have delegated authority to award Contract No. 19/047 for the construction of the Eynesbury Recreation Reserve Stage 1B.

#### **RECOMMENDATION:**

That Council:

1. Delegate to the Chief Executive Officer the award of Contract No. 19/047 for the construction of the Eynesbury Recreation Reserve Stage 1B up to a maximum value of \$10,137,030.00.
  2. Delegate to the Chief Executive Officer the execution of all contract documents.
- 

#### **REPORT**

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

Council has committed to the delivery of the Eynesbury Recreation Reserve. In preparation Council officers are in accordance with Council procurement policies, seeking to engage a suitably qualified and experienced contractor for the construction of stage 1B consisting of a community pavilion, sports lighting, hard courts, associated car parking, landscaping and a play space.

This project is subject to external funding through the Federal Building Better Regions Fund (BBRF), State Growing Suburbs Fund (GSF), and Australian Football League Victoria Funding (AFL). Each funding agreement requires Council to deliver a set scope of works within an agreed period.

To achieve the funding milestones Council awarded Stage 1A of the project at the Ordinary Council meeting held 4 February 2019 which included delivery of the sportsground package of works. These works are progressing well and are due for completion by April 2020 subject to service authority works. Due to the projects forecast cost to complete Stages 1A far exceeding the original cost estimate, budget pressures to deliver the balance of works within the original budget have had to be managed through the design process for Stage 1B.

As a result, Council officers have sought to align the projects scope for Stage 1B with both Councils requirements and the funding agreements minimum requirements. Furthermore, Council officers have undertaken a rigorous value management (VM) process to ensure Stage 1B works are delivered as per the funding agreement requirements and also designed the project scope with items that would meet with the baseline community requirements for a facility of this nature to not erode the quality and functionality of the outcome.

Given the result of the tender process will not be known until late December Council officers recommend the award of the contract be delegated to the Chief Executive Officer to allow

the construction of Stage 1B to begin early 2020 with a view to have the works completed by December 2020 in line with State and Federal funding agreement milestones.

## 2. Background/Issues

Melton City Council has committed to the provision of a sports precinct in the rapidly growing suburb of Eynesbury. To cater to the growing population in the Eynesbury area, Council made an application in December 2017 to the Federal Government for funding from the Department of Industry, Innovation and Science through the Building Better Regions Fund (BBRF) and the State Government for funding from the Department of Environment, Land, Water and Planning (DELWP) through the Growing Suburbs Fund (GSF) for financial assistance in the development of this recreation reserve. The BBRF and GSF provides a contribution towards meeting critical local infrastructure needs for communities in Melbourne's diverse and fast-growing outer suburbs. It is positioned to quickly respond to the pressures being experienced by interface communities by bringing forward local infrastructure projects that will make a big difference in the day-to-day lives of outer suburban families. Council was advised that it was successful in obtaining \$2,845,377 in funding from the BBRF, \$2,075,000 in funding from the GSF and \$100,000 from Australian Football League (AFL) Victoria Funding. According to the section 173 agreement for the Eynesbury development, Council will over time receive a total of \$5,103,328.19 from Developer Contributions towards this project.

In order to achieve the milestone requirements set out in the BBRF and GSF funding agreements. Council has agreed to complete construction of Stage 1A & Stage 1B by 31 December 2020. To deliver the project on time Council has split the delivery of the masterplan into two parts being Stage 1A and Stage 1B. Stage 1A incorporates the oval positioned to the North of the site and associated infrastructure, which is currently under construction with the works due for completion by April 2020. By delivering Stage 1A early Council has been able to achieve the early funding milestone requirements while also affording a 12 month turf establishment period aligning with the completion of the balance of works within Stage 1B. Through this delivery methodology it will allow Council to activate the precinct in full at the completion of Stage 1B. Stage 1B which is the subject of this report consists of a:

- community pavilion
- sports lighting
- hard courts
- associated car parking
- landscaping and a play space all required infrastructure under the funding agreements.

The minimum scope requirements to be delivered under both funding streams is detailed in the below table. Additional items including preliminaries, external service connections, stormwater detention, authority and headworks charges, consultant and design fees and furniture fittings and equipment are also required to delivered the scope requirements.

Item	BBR	GSF
Oval with sportsground lighting / fencing		
Netball Courts with lighting x 2		
Tennis courts with lighting x 4		
Multi purpose courts x 2		
Cricket nets x 2		
Pavilion – social community space, kitchen, 4 change rooms for oval and court sport, first aid, storage		
Adventure Play Space		
Sealed car park with 100 bays		
External works landscaping / paths		

Due to the projects forecast cost to complete Stages 1A far exceeding the original cost estimate, budget pressures to deliver the balance of works within the original budget have had to be managed through the design process for Stage 1B.

As a result, Council officers have sought to align the projects scope for Stage 1B with both Councils requirements and the funding agreements minimum requirements. Furthermore, Council officers have undertaken a rigorous value management (VM) process to ensure Stage 1B works are delivered as per the funding agreement requirements and also designed the project scope with items that would meet with the baseline community requirements for a facility of this nature to not erode the quality and functionality of the outcome. The master plan showing minimum scope requirements and optional scope requirements is provided in Appendix 1.

Given that tenders for Stage 1B closed 13 December 2019, and the evaluation process is still to take place, Council officers recommend the award for the scope including Council minimum requirements of the contract be delegated to the Chief Executive Officer to allow the construction of Stage 1B to begin early 2020 with a view to have the works completed by December 2020 in line with State and Federal funding agreement milestones.

### 3. Council Plan Reference and Policy Reference

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

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

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

#### 4. Financial Considerations

The funding model approved as per funding agreements with both State and Federal Government provide funding for the project comes from various sources as outlined in Table 1.0 below:

**Table 1.0**

<b>Funding Sources</b>	<b>Amount \$</b>
Developer Contributions (As of June 2019)	\$5,103,328
Council Contributions	\$799,881
State Government – Growing Suburbs Fund	\$2,075,000
Federal Government – Building Better Regions Fund	\$2,845,377
AFL Victoria Funding	\$100,000
<b>TOTAL</b>	<b>\$10,923,586</b>

The original Quantity Surveyor (QS) cost estimate for Stages 1A & 1B was prepared based on an initial concept and totalled \$10.1M (ex GST) which excluded key elements required to complete the full scope within the funding agreements. In order to achieve funding milestones, Council awarded Stage 1A to Ace Contractors at the Ordinary Council meeting held 4 February 2019.

The contract amount for Stage 1A of \$2.68M exceeded the original QS cost estimate of \$1.60M. This difference was due to market conditions at the time of tender and a lack of detail of the scope required at the funding application stage. Council officers have sought to align the scope with the funding agreements minimum requirements. However it is acknowledged the cost of the oval package has placed significant pressure on the project to be able to deliver all scope components required within the funding agreements with the balance of monies remaining.

Council officers have undertaken a rigorous value management (VM) process to ensure the project scope items meet with the baseline community requirements for a facility of this nature without eroding the quality and functionality of the outcome. This process has still resulted in a significant difference between the original QS cost estimate and the current QS cost estimate for the project. It is expected that as a result of the tender process an additional commitment of funding will be required to deliver all components as agreed within the funding agreements.

Should the tender process result in lower than expected pricing Council officers have embedded a number of tender value management (VM) options which may be included in the contracted works. These include Extension of the road network through to Logan Street, shelters and bench seating, additional path network and landscaping. The developer has agreed to support the cricket club to fund two additional cricket nets.

#### 5. Consultation/Public Submissions

Council officers have been in regular contact with the State Government and Federal Government in regards to the development being delivered by Council.

Local residents and key stakeholders were consulted extensively and engaged throughout the planning and development process. Ongoing meetings have occurred with the local sporting clubs on a regular basis to discuss the general club operations and functionality of the site and in particular the pavilion spaces. This support has informed basis of the design which the club representatives have endorsed.

On Sunday 28 April 2019 Tract consultants attended community consultation at the Eynesbury Market with representatives from Melton City Council to receive feedback on the proposed play space in the Eynesbury Recreation Reserve.

## 6. Risk Analysis

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

- Invited expressions of interest for the construction phase and conducted a capacity assessment.
- Advertised Direct Tenders to a select number of construction companies deemed capable of completing the work.
- Required companies direct tendering for the construction phase to comply with Council's occupational health and safety requirements.
- Conducted referee checks on the companies invited to the direct tender phase.
- The engagement of an independent and expert consultant to conduct a financial review of the short-listed companies.
- Council has committed to a commencement date for this construction project under the funding agreements with the Victorian Government and the Australia Government. It is important to Council's ongoing advocacy for continuation of the Growing Suburbs Fund and the Building Better Regions Fund that timelines are met.
- Developed a communications plan and allocated a number of staff to work closely with a variety of stakeholders.

## 7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Not to provide delegation and to present a future report to Council to award this contract.

## LIST OF APPENDICES

1. Eynesbury Recreation Reserve Stage 1B Scope Requirements - dated 4 October 2019

### **3.3 CONTRACT No. 20/017 - CONSTRUCTION OF MELTON SECONDARY COLLEGE OVAL AND LIGHTING AND CONTRACT No. 20/018 OR CONTRACT No. 20/023 - CONSTRUCTION OF MELTON SECONDARY COLLEGE CHANGE ROOMS**

**Author: Leigh Ryall - Strategic Portfolio Coordinator**  
**Presenter: Maurie Heaney - General Manager Community Services**

#### **PURPOSE OF REPORT**

To seek Council's approval for the delegation of Contract No. 20/017 for the Melton Secondary College Synthetic Oval and Lighting to be awarded by the Chief Executive Officer.

To seek Council's approval for the delegation of Contract No. 20/018 or Contract No. 20/023 for the construction of the Melton Secondary College Change Rooms to be awarded by the Chief Executive Officer.

#### **RECOMMENDATION:**

That Council:

1. Delegate to the Chief Executive Officer the award of Contract No. 20/017 for the Melton Secondary College Synthetic Oval and Lighting subject to the signing of a joint use agreement with the Victorian School Building Authority.
2. Delegate to the Chief Executive Officer the award of Contract No. 20/018 or Contract No. 20/023 for the construction of the Melton Secondary College Change Rooms subject to the signing of a joint use agreement with the Victorian School Building Authority.
3. Provide the Chief Executive Officer with a financial delegation of up to \$3.3M for the award of the two contracts.
4. Delegate to the Chief Executive Officer the execution of all contract documents.

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#### **REPORT**

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

The Victorian School Building Authority approached Council in October 2018 seeking Council support in a shared facilities project at the Melton Secondary College. In November 2018 in principle support for the project was provided upon specific conditions, and the Victorian School Building Authority announced in December 2018 they would fund a sportsground and facility project to the value of \$3,300,000 at the Melton Secondary College.

Council was subsequently requested to project manage the delivery of the project on behalf of the Melton Secondary College and the Victorian School Building Authority. The Victorian School Building Authority require the funding to deliver an AFL accredited synthetic sports ground, lighting and a pavilion with change room facilities. There is no Council contribution towards the construction of the facility, however a joint use agreement between Council and the Department of Education for Council to manage the ongoing use and management is currently being developed.

The Victorian School Building Authority require the project to be completed by the end of 2020, however in an effort to minimise the disruption to the operations of the School is it proposed to complete the project by no later than September 2020.

In preparation, the evaluation panel are, in accordance with Council procurement policies, seeking to engage a suitably qualified and experienced head contractor to undertake the construction works included within Contract No. 20/017 for the Melton Secondary College Synthetic Oval and Lighting, and Contract No. 20/018 or Contract No. 20/023 for the construction of the Melton Secondary College Change Rooms.

This report seeks Council resolution for the delegation of Contract No. 20/017 for the construction of the Melton Secondary Synthetic Oval and Oval Lighting and Contract No. 20/018 or Contract No. 20/023 for the construction of the Melton Secondary College Change Rooms.

## **2. Background/Issues**

The Victorian School Building Authority approached Council in October 2018 seeking Council support in a shared facilities project at the Melton Secondary College. In November 2018 in principle support for the project was provided upon specific conditions, and the Victorian School Building Authority announced in December 2018 they would fund a sportsground and facility project to the value of \$3,300,000 at the Melton Secondary College.

The Victorian School Building Authority require the funding to deliver an AFL accredited synthetic sportsground, lighting and pavilion with change amenities. A change amenity is required to enable council to fully maximise the usage of this facility with community use. The sportsground is innovative and will support training and competition of all age groups of a number of sports. The AFL provide guide lines that allow a broad range of options for the varying number of uses including remote facilities, local facilities, school facilities, regional facilities and state facilities. A pavilion at a local level category is appropriate for this facility.

A project team consisting of the Melton Secondary College including the School Council, the Victorian School Building Authority and Council have been working on the project and agreed the first priority was the synthetic oval and oval lighting, and the second priority was the change room facilities. During the design process, it was identified that the funding may not adequately deliver the oval, the oval lighting and all the key components of the change room facilities, however all parties have agreed to proceed with the synthetic oval and the oval lighting as the priority for the project with remaining funds to determine the scale of the sports pavilion components.

Contract No. 20/017 for the Melton Secondary College Synthetic Oval and Lighting will deliver a synthetic oval, oval lighting, interchange shelters for players, ball protection fencing behind the western end goals that are adjacent to the residential properties in Mircella Place, AFL goal posts and portable soccer goals.

Contract No. 20/018 or Contract No. 20/023 for the construction of the Melton Secondary College Change Rooms will deliver a change room facility that subject to budget, will include two change rooms, amenities and facilities for referees.

This facility will support Council to address the gap in demand and supply of active sportsground facilities in the municipality. An AFL accredited synthetic sportsground will support Council facilitating both competition and training for diverse sport and recreation community groups across the City. It is envisaged this will become a key focal point in showcasing the provision of female sport of all ages along with other winter sports such as soccer, rugby, gridiron training. Due to the high quality of the sportsground, officers have already been approached by regionally based elite female and male pathway programs to gain access to the site.

A joint use agreement between Council and the Department of Education for Council to manage the ongoing use and management is currently being developed. The draft

agreement proposes that Council are responsible for the maintenance of the synthetic oval, sports field lighting, change room facilities, shelters and ball protection fencing. The School will be responsible for the collection of litter from the oval and the change room facilities. User fees will be levied as per Council's fees and charges model to offset some of this cost. The proposed term of the joint use agreement is subject to further discussions with the School and the Victorian School Building Authority, and the joint use agreement must be finalised prior to the award of both contracts. The approval to delegate the award of both contracts to the Chief Executive Officer will provide additional time to finalise the joint use agreement, and award the contracts to allow construction of the oval and oval lighting to commence in January 2020.

An expression of interest (EOI 20/017 - Melton Secondary College Synthetic Oval and Lighting) was advertised from Saturday 21 September until Friday 4 October 2019, and seven submissions were received. During the assessment of expressions of interest the evaluation panel did not declare any conflict of interest for the companies invited to the direct tender.

Following the evaluation process, five contractors were identified as having the experience, resources, capacity and accreditation (s) to undertake the project and were subsequently invited to the direct tender phase. In an attempt to deliver the outcomes required by the funding agreement, the minimum size oval (130m x 110m) as outlined as an option within the AFL Guidelines was issued for tender and an option for the preferred oval size of 146m x 116m as the larger oval is required to maximise the full use of the facility for the community. A total of five tender submissions were received and assessed on the basis of the selection criteria described in the tender documents. Three companies were shortlisted and interviewed and invited to provide further information on the preferred larger oval option. Each of these submissions are within the project budget.

An expression of interest (EOI 20/018 - Melton Secondary College Portable Change Rooms) was advertised from Saturday 21 September until Friday 4 October 2019. Eleven submissions were received and during the assessment of expressions of interest the evaluation panel did not declare any conflict of interest for the companies invited to the direct tender. The expression of interest for the construction of a portable change room facility was issued, following direction from the School. It was later verified by the Department of Education that the type of building was at the discretion of the School and Council.

An expression of interest (EOI 20/023 – Melton Secondary College Change Rooms) was subsequently advertised from Saturday 19 October 2019 to Friday 1 November 2019, seeking submissions from head contractor of permanent buildings. Thirteen submissions were received and during the assessment of expressions of interest the evaluation panel did not declare any conflict of interest for the companies invited to the direct tender. Following the evaluation process, seven contractors were identified as having the experience, resources, capacity and accreditation (s) to undertake the project and were subsequently invited to the direct tender phase.

A decision on whether the change room facility will be a portable building or permanent building is currently being determined.

We are seeking approval for the delegation to award these contracts to the Chief Executive Officer. The delegation will provide the necessary time to make final adjustments to the design of the change room facility to ensure it is delivered within the project budget available.

The Victorian School Building Authority require the project to be completed by the end of 2020, however in an effort to minimise the disruption to the operations of the School is it proposed to complete the project by no later than September 2020. Please see table 2.0 for further information on the project time frames.



Table 1.0: Project Time Frames

	Start Date	End Date
Oval Package - Appointment of Design Team	September 2019	
Oval Package - Design and Documentation	Sept 2019	Oct 2019
Oval Package - Appointment of Head Contractor	December 2019	
Oval Package - Construction	Jan 2020	Sept 2020
Change Room Package - Appointment of Design Team	September 2019	
Change Room Package - Design and Documentation	Sept - Oct 2019	
Change Room Package - Appointment of Head Contractor	January - February 2020	
Change Room Package - Construction	April - September 2020	

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

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

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

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

### 4. Financial Considerations

The Victorian School Building have provided \$3,300,000 towards the project.

Table 2.0: Project Funding

Funding Sources	\$
Victorian School Building Authority	3,300,000.00
<b>TOTAL</b>	<b>3,300,000.00</b>

Contract No. 20/017 for the Melton Secondary College Synthetic Oval and Lighting will deliver:

- A synthetic oval 146m x 116m
- Oval lighting
- Interchange shelters
- Ball protection fencing
- AFL goal posts and portable soccer goals
- 12 months of maintenance

Subject to further work being completed, Contract No. 20/018 or Contract No. 20/023 for the construction of the Melton Secondary College Change Rooms will deliver:

- Two change rooms
- Amenities
- Facilities for umpires

**Table 3.0: Project Budget**

The following budget indicates the range of tenders received for Contract No. 20/017, Contract No. 20/018 and Contract No. 20/023. Further work will be completed to ensure the project is delivered within budget.

Item	Committed	Allowance
Oval Package - Design Fees	110,830.00	n/a
Oval Package - Construction	0.00	2,250,000 - 2,700,000
Overall Site - Service upgrades	0.00	40,000.00
Building Package - Design Fees	9,600.00	n/a
Building Package - Construction	0.00	479,570 - 929,570
<b>Total - committed</b>	120,430.00	0.00
<b>Total - allowance</b>	n/a	3,179,570
<b>Total - committed plus allowance</b>	3,300,000.00	

The estimated spend profile across this financial year and the following financial year is as follows.

**Table 4.0: Expenditure**

Expenditure Year	Budget	Expenditure	Cumulative Expenditure
2019/2020 #	0.00	3,000,000.00	3,000,000.00
2020/2021 #	0.00	300,000.00	3,300,000.00
<b>TOTAL</b>		3,300,000.00	3,300,000.00

# At the time of determining the 2019/2020 Council Budget, the details of the funding from the Victorian School Building Authority was unknown.

Once a preferred contractor is determined, a financial assessment will be undertaken by Corporate Scorecard.

## 5. Consultation/Public Submissions

There has not been a community engagement process associated with this project. Officers however have been in discussions with the Melton Secondary College for 2 years regarding

developing an active sportsground reserve to compliment the rest of Council's open space assets and relieve pressure of the growing demand of active open space throughout the City.

A number of key sporting associations have been engaged and Officers are confident with the location of the College this facility is going to showcase some terrific sporting activities male and female every night of the week.

## 6. Risk Analysis

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

- A project team was formed consisting of representatives from the Melton Secondary College, the Victorian School Building Authority and the City of Melton. This group developed and agreed upon the scope of works and a prioritisation of the scope. This has been important given the funding amount provided.
- The engagement of a suitably qualified design team to design, document and supervise the project via a request for quote to field of play consultants.
- The engagement of a suitably qualified design team to design and document to a schematic the change room facilities.
- The engagement of a suitably qualified construction company via:
  - Advertising an open expression of interest to construction companies via The Age and on the Tendersearch website.
  - Direct tender to construction companies shortlisted through the open expression of interest process.
  - Required companies tendering for the construction phase to comply with Council's occupational health and safety requirements, evidence of public liability insurance and work cover.
  - To assist in the selection of a construction company with suitable occupational health and safety work practices, Council requires construction companies invited to tender to provide third party accreditation of their Occupational Health and Safety Management System.
  - Council required the tenderers to provide evidence of public liability insurance and work cover.
  - Conducted referee checks for the appointment of the construction company.
  - Conducted Corporate Scorecard financial check on the preferred contractor.

## 7. Options

Council have the option to:

1. Adopt the Officers' recommendations as presented in this report.
2. Not to provide delegation and to present a future report to Council to award these contracts.

## LIST OF APPENDICES

Nil.

### 3.4 CONTRACT NO. 20/021 - SEALED ROAD RENEWAL PROGRAM (ASPHALT) 2019/20

**Author: Joel White - Graduate Engineer**  
**Presenter: Luke Shannon - General Manager Planning & Development**

#### PURPOSE OF REPORT

To seek Council's approval for the award of Contract No. 20/021 for the delivery of the Sealed Road Renewal Program (Asphalt) 2019/20.

#### RECOMMENDATION:

That Council:

1. Award Contract No. 20/021 for Sealed Road Renewal Program (Asphalt) 2019/20 submitted by Asphaltech Pty Ltd as a schedule of rates with a maximum value of \$3,857,651.00 (excl. GST)
2. Delegate to the Chief Executive Officer the execution of all contract documents.

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#### REPORT

##### 1. Executive Summary

This report seeks Council resolution for the award of Contract No. 20/021 for the Road Resurfacing Program (Asphalt) for 2019/20. Council has committed to the delivery of the 2019/20 Road Resurfacing Program in the 2019/20 budget, with a total budget allocation of \$6,218,651.00 of which \$3,857,651.00 has been allocated to asphalt treatments on our road network.

The project involves the resurfacing of asphalt roads throughout the municipality based on a robust condition assessment.

The tender was advertised on 19 October 2019 with six responses received.

The contractor is required to commence construction by 6 January 2020 and complete the works by no later than 13 April 2020.

The assessment panel is recommending that the contract be awarded to Asphaltech Pty Ltd as a schedule of rates contract with a maximum value of \$3,857,651.00 (excluding GST).

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

##### 2. Background/Issues

Melton City Council is committed to delivering safe road infrastructure to the community in a fiscally responsible manner. As part of this commitment Council undertakes an annual asphaltting program through its capital works and maintenance programs in order to

maximise the useful life of road based assets and to maintain best possible condition of roads throughout their life-cycle.

A priority list of roads is compiled using condition data, local knowledge and modelling from predictive software to determine the asphalt program. The modelled roads are then inspected and confirmed by Council Officers in the Engineering and Operations departments.

Tenders for the above contract were advertised in The Age on 19 October 2019 and closed on 11 November 2019.

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

All tenders conformed to the requirements of the tender documentation and were evaluated. The tender evaluation is contained in **Confidential Appendix 1** – Tender Evaluation Report for Asphalt Treatments – Road Resurfacing Program 2019-2020.

The contractor is required to commence construction by 6 January 2020 and complete the works by no later than 13 April 2020.

The assessment panel is recommending that the contract be awarded to Asphaltech Pty Ltd as a schedule of rates contract with a maximum value of \$3,857,651.00 (excluding GST).

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

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

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way
  - 3.4 *A flexible, safe and health promoting transport network that enables people to move around*

### **4. Financial Considerations**

The Road Resurfacing Program for 2019/20 has an overall budget of \$6,218,651.00 which includes carry forward funds and an individual budget allocation of \$181,000 for the Beattys Road final seal.

This contract of \$3,857,651.00 is allocated to asphalt treatments as outlined in this Contract 20/021, and can be achieved within the current budget allocation.

The remaining funds are allocated to other renewal activities including Contract 20/022 Sealed Road Renewal Program (Spray Seal) 2019/20, and other priority road rehabilitation projects that do not sit within the two contracts being considered.

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

This contract was tendered as a schedule of rates contract. Works will not exceed the allocated budget of \$3,857,651.00.

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

Consultation on the overall Capital Works plan, which includes the Road Resurfacing 2019-2020 Program, was carried out internally and approved by Council.

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

## 6. Risk Analysis

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

a. Engagement of a suitably qualified civil construction companies:

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

b. Engagement of a financial capable construction company:

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

## 7. Options

Council has the options to:

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

## LIST OF APPENDICES

1. Tender Evaluation Report - Contract 20/021 Sealed Road Renewal Program (Asphalt) 2019/20 - undated - **CONFIDENTIAL**

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

### 3.5 CONTRACT NO. 20/022 - SEALED ROAD RENEWAL PROGRAM (SPRAY SEAL) 2019/20

Author: Jonathan Majdlik - Capital Projects Officer  
Presenter: Luke Shannon - General Manager Planning & Development

#### PURPOSE OF REPORT

To seek Council's approval for the award of Contract No. 20/022 for the construction of Sealed Road Renewal Program (Spray Seal) 2019/20.

#### RECOMMENDATION:

That Council:

1. Award Contract No. 20/022 for Sealed Road Renewal Program (Spray Seal) 2019/20 submitted by Primal Surfacing Pty Ltd as a schedule of rates with a maximum value of \$1,100,000.00 (excl. GST).
2. Delegate to the Chief Executive Officer the execution of all contract documents.

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#### REPORT

##### 1. Executive Summary

This report seeks Council resolution for the award of Contract No. 20/022 to undertake spray seal works Road Resurfacing Program for 2019-2020. Council has committed to the delivery of a Road Resurfacing Program in the 2019/20 budget, with a total budget allocation of \$6,218,651.00 of which \$1,100,000.00 has been allocated to the Spray Seal Treatments portion.

The project involves the spray seal resurfacing of roads throughout the municipality based on a robust condition assessment.

The tender was advertised on 19 October 2019 and four responses were received.

The contractor is required to commence construction by 6 January 2020 and complete the works by no later than 13 April 2020.

The assessment panel is recommending that the contract be awarded to Primal Surfacing Pty Ltd as a schedule of rates contract with a maximum value of \$1,100,000.00 (excluding GST).

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

##### 2. Background/Issues

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

A priority list of roads is compiled using condition data, local knowledge and modelling from predictive software to determine the program. The modelled roads are then inspected and confirmed by Council Officers in the Engineering and Operations departments.

Tenders for the above contract were advertised in The Age on 19 October 2019 and closed on 11 November 2019.

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

All tenders conformed to the requirements of the tender documentation and were evaluated. The tender evaluation is contained in **Confidential Appendix 1** – Tender Evaluation Report for Spray Seal Treatments – Road Resurfacing Program 2019-2020.

The contractor is required to commence construction by 6 January 2020 and complete the works by no later than 13 April 2020.

The assessment panel is recommending that the contract be awarded to Primal Surfacing Pty Ltd as a schedule of rates contract with a maximum value of \$1,100,000.00 (excluding GST).

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

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

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

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

### **4. Financial Considerations**

The Road Resurfacing Program for 2019/20 has an overall budget of \$6,218,651.00 which includes carry forward funds and an individual budget allocation of \$181,000 for the Beattys Road final seal.

This contract of \$1,100,000 is allocated to spray seal treatments as outlined in this Contract 20/022, and can be achieved within the current budget allocation.

The remaining funds are allocated to other renewal activities including Contract 20/021 Sealed Road Renewal Program (Asphalt) 2019/20, and other priority road rehabilitation projects that do not sit within the two contracts being considered.

A financial assessment of Primal Surfacing Pty Ltd was undertaken by Corporate Scorecard and returned a satisfactory result.

This contract was tendered as a schedule of rates contract. Works will not exceed the allocated budget of \$1,100,000.00.

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

Consultation on the overall Capital Works plan, which includes the Road Resurfacing 2019-2020 Program, was carried out internally and approved by Council.

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

### **6. Risk Analysis**

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



## a. Engagement of a suitably qualified civil construction companies:

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

## b. Engagement of a financial capable construction company:

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

## 7. Options

Council has the options to:

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

## LIST OF APPENDICES

1. Tender Evaluation Report - Contract 20/022 Sealed Road Renewal Program (Spray Seal) 2019/20 - undated - **CONFIDENTIAL**

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

### **3.6 COMMUNITY INFRASTRUCTURE LOAN SCHEME - MELTON RECYCLING RESOURCE CENTRE**

**Author: Leigh Ryall - Strategic Portfolio Coordinator**  
**Presenter: Kel Tori - Chief Executive Officer**

#### **PURPOSE OF REPORT**

To seek endorsement for the submission of an application to the Community Infrastructure Loans Scheme for the re-development of the Melton Resource Recovery Centre.

#### **RECOMMENDATION:**

That Council endorse the submission to the Community Infrastructure Loans Scheme for the re-development of the Melton Resource Recovery Centre.

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#### **REPORT**

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

The State Government launched the Community Infrastructure Loans Scheme in October 2019 to support the delivery of critical community infrastructure across Victoria. The scheme aims to facilitate the upgrade and development of significant community infrastructure, and to incentivise councils to bring forward community infrastructure delivery by providing increased opportunities to access affordable finance.

The scheme allows a maximum of \$10 million per council and other government grants can complement the loan. Council is seeking a loan to fully finance the construction of the Melton Resource Recovery Centre to the value of \$7,750,000. The estimated financial benefit to Council is a saving of \$140,000 across the length of the loan. This is based on the low-interest government guaranteed finance that is offered by the scheme compared to the interest rate available to Council.

The re-development of the Melton Resource Recovery Centre is currently in design and is proposed to be in construction phase next financial year. An application has been submitted to the Community Infrastructure Loans Scheme for this project, and the department are now seeking Council support for the application.

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

What is the Community Infrastructure Loans Scheme?

- \$100 million loans scheme to support councils in funding community infrastructure
- Loans of between \$500,000 and \$10 million per project
- Low-interest, government guaranteed finance
- Interest subsidies provided 50% of the applicable interest rate up to a maximum of 1.5%

The objectives of the Community Infrastructure Loans Scheme

- To facilitate the upgrade and development of significant community infrastructure
- To incentivise councils to bring forward community infrastructure delivery by providing increased opportunities to access affordable finance
- To support a range of community infrastructure projects which deliver on the Victorian government's objectives and maximise community access and benefit

Projects supported by the Scheme

- Community Centres and Hubs
- Multi-purpose community facilities
- Arts & Cultural Facilities
- Public Libraries
- Kindergartens and early learning facilities
- Restoration of heritage buildings for community use
- Parks, play spaces, reserves and trails

Note: The department managing the scheme have confirmed the Melton Resource Recovery Centre is an eligible project.

Projects not supported by the Scheme

- Land or buildings
- Retrospective funding
- Purchasing of equipment – routine maintenance
- Multiple loans or refinancing
- Civil works and public transport infrastructure
- Sport and recreation, aquatics, stadiums, pavilions and surfaces
- Sporting precincts, fields and lighting

Timelines for the Scheme

- |                                   |                              |
|-----------------------------------|------------------------------|
| - Loans Scheme applications open  | 11 October 2019              |
| - Consult CLS team                | by 15 November 2019          |
| - Loans Scheme applications close | 29 November 2019             |
| - Assessment and decision making  | December 2019 – January 2020 |
| - Announcements                   | February 2020                |
| - Loan Agreements executed        | From February 2020           |

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

### **4. Financial Considerations**

Council is seeking a loan to fully finance the construction of the Melton Resource Recovery Centre to the value of \$7,750,000. The estimated financial benefit to Council is a saving of \$140,000 across the length of the loan. This is based on the low-interest government guaranteed finance that is offered by the scheme compared to the interest rate available to Council.

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

There is no public consultation undertaken or required for this loan scheme. Council officers have been consulting with the relevant government departments on the application.

### **6. Risk Analysis**

There is no risk to Council in proceeding with the loan for the Melton Resource Recovery Centre.

### **7. Options**

That Council endorse the application to the Community Infrastructure Loan Scheme.

## **LIST OF APPENDICES**

Nil

#### **4. 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:

- 4.1 Contract No. 20/013 - Construction of Caroline Springs Community Pavilion Extension**  
(d) as it relates to contractual matters.

**Recommended Procedural Motion**

That the meeting be opened to the public.

**5. CLOSE OF BUSINESS**