



MELTON CITY COUNCIL

Notice is hereby given that the Meeting
of the Melton City Council will be held
via a videoconference
on on 15 March 2021 at 7:00pm.

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

Kelvin Tori
CHIEF EXECUTIVE

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1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

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

Reconciliation Statement

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

2. APOLOGIES AND LEAVE OF ABSENCE

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

3. CHANGES TO THE ORDER OF BUSINESS**4. DEPUTATIONS****5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR**

Pursuant to Part 6, Division 2 of the Local Government Act 2020 and Council’s Governance Rules any Councillor must declare any General Conflict of Interest or Material Conflict of Interest.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**RECOMMENDATION:**

That the Minutes of the Meeting of Council held on 8 February 2021 be confirmed as a true and correct record.

7. RECORD OF ASSEMBLY OF COUNCILLORS**7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS IN ACCORDANCE WITH CHAPTER 6, RULE 1 OF THE COUNCIL'S GOVERNANCE RULES**

- 8 February 2021 Summary of Informal Meetings of Councillors
- 15 February 2021 Summary of Informal Meetings of Councillors
- 22 February 2021 Summary of Informal Meetings of Councillors
- 27 February 2021 Summary of Informal Meetings of Councillors
- 1 March 2021 Summary of Informal Meetings of Councillors
- 9 March 2021 Summary of Informal Meetings of Councillors

RECOMMENDATION:

That the Summary of Informal Meetings of Councillors dated 8, 15, 22 and 27 February, 1 and 9 March 2021 attached to this Agenda be received and noted.

LIST OF APPENDICES

1. Summary of Informal Meetings of Councillors - dated 8 February 2021
2. Summary of Informal Meetings of Councillors - dated 15 February 2021
3. Summary of Informal Meetings of Councillors - dated 22 February 2021
4. Summary of Informal Meetings of Councillors - dated 27 February 2021
5. Summary of Informal Meetings of Councillors - dated 1 March 2021
6. Summary of Informal Meetings of Councillors - dated 9 March 2021

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

- The Hon Lily D'Ambrosio MP – Minister for Energy, Environment and Climate Change and Minister for Solar Homes – Cleanaway Ravenhall Site Environment Management Plan
- The Hon Richard Wynne MP – Minister for Planning and Minister for Housing – Melton Planning Scheme Amendment C222
- The Hon Ben Carroll MP – Minister for Public Transport and Minister for Roads and Road Safety – Bus stop locations within the City of Melton
- The Hon James Merlino MP – Deputy Prime Minister, Minister for Education and Minister for Mental Health – Melton City Council's 2021-2022 State Government Budget Submission.
- The Hon Mary-Anne Thomas MP – Minister for Regional Development and Minister for Agriculture – Serrated tussock issues in Hillside

RECOMMENDATION:

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

LIST OF APPENDICES

1. Letter from the Hon Lily D'Ambrosio MP - dated 2 February 2021
2. Letter from the Hon Richard Wynne MP - dated 7 February 2021
3. Letter from The Hon Ben Carroll MP - dated 11 February 2021
4. Letter from the Hon James Merlino MP - dated 15 February 2021
5. Letter from the Hon Mary-Anne Thomas MP - dated 4 March 2021

12.5 RESPONSE TO PETITION - FOOTPATH CONSTRUCTION ON LEAKES ROAD, ROCKBANK TO ACCESS ROCKBANK TRAIN STATION

Author: Basanta Shrestha - Design Engineer
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To respond to the petition tabled at the Ordinary Meeting of Council on Monday 17 August 2020 containing over 137 signatures using change.org requesting the construction of a footpath on Leakes Road, Rockbank to Rockbank Station.

RECOMMENDATION:

That Council:

1. Refer the construction of a crushed rock pathway from Nash Boulevard to Rockbank Train Station and associated fencing costs to Council's long term Infrastructure Plan for consideration in the 2022/23 financial year.
2. Continue discussions with GIDA ROCKBANK Pty Ltd and work through the development of an agreement to facilitate a pathway on private property.
3. Advise the lead signatory on the petition of Council's decision on this matter.

REPORT

1. Executive Summary

A petition containing 137 signatures was tabled at the Ordinary Council Meeting on Monday 17 August 2020 requesting that Council consider constructing a footpath from Leakes Road, Rockbank to Rockbank Train Station.

Council officers have assessed the request, and have identified a lack of footpath connection between existing footpath at Nash Boulevard and Rockbank Station. This section of footpath is to be delivered by property developers as part of their planning permit. However due to fragmentation of developments in the area the path will not be delivered for approximately three years. The lack of a formal connection to the station poses risks to pedestrians that walk from nearby housing estates to Rockbank Station.

It is recommended that Council consider construction and maintenance of a temporary crushed rock pathway until a permanent footpath is delivered as a part of Leakes Road upgrade to urban standard by the property developers.

2. Background/Issues

At the Ordinary Meeting of Council on Monday 17 August 2020, a petition was tabled via change.org containing 137 signatures requesting that Council consider constructing a footpath on Leakes Road to Rockbank Station, Rockbank VIC 3335.

9. PETITIONS AND JOINT LETTERS

The Chief Executive will table any petitions and/or joint letters received prior to this meeting.

10. RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 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. adopt the minutes of the Advisory Committee meetings at **Appendix 1 - 5**
2. adopt recommendations arising within the Minutes.

REPORT

1. Executive Summary

Whilst not mentioned in the Local Government Act 2020 (the 2020 Act), Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

The minutes of the Advisory Committees attached to this report form a written record of meeting including any matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council for its consideration.

2. Background/Issues

An Advisory Committee is a committee established by Council to provide advice to it or its delegate. Whilst not mentioned in the 2020 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

All advisory Committees are subject to their individual Terms of Reference. The membership varies depending upon the committee's 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. Advisory Committees for the 2020/21 municipal year were considered by the Councillor Representation Nominations Advisory Committee (CRNAC) when it met on Monday 23 November 2020.

The minutes of the Advisory Committees attached to this report forms the written record of the committee detailing matters considered and any conflicts of interest disclosed.

The minutes also serve as the advice/recommendations to Council.

Meeting Date	Advisory Committee	Attached
21 January 2021	Early Years Partnership Committee	Appendix 1
4 February 2021	Heritage Advisory Committee	Appendix 2
9 February 2021	Preventing Family Violence Advisory Committee	Appendix 3
24 February 2021	Arts and Culture Advisory Committee	Appendix 4
2 March 2021	Policy Review Panel	Appendix 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

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. Early Years Partnership Committee Meeting Minutes - dated 21 January 2021
2. Heritage Advisory Committee Meeting Minutes - 4 February 2021
3. Preventing Family Violence Advisory Committee Meeting Minutes - dated 9 February 2021
4. Arts and Culture Advisory Committee Meeting Minutes - dated 24 February 2021
5. Policy Review Panel Meeting Minutes - dated 2 March 2021

12.2 AUDIT AND RISK COMMITTEE MINUTES - 17 FEBRUARY 2021

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

PURPOSE OF REPORT

To present to Council the minutes of the Audit and Risk Committee meeting held on Wednesday 17 February 2021.

RECOMMENDATION:

That Council:

1. Note the minutes of the Audit and Risk Committee meeting held on Wednesday 17 February 2021 at **Appendix 1**.
 2. Adopt the recommendations arising within the minutes.
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REPORT

1. Executive Summary

The minutes of the Audit and Risk Committee meeting held on 17 February 2021 are appended to this report as **Appendix 1** (without attachments).

The minutes contain recommendations for the consideration of Council.

2. Background/Issues

The Audit and Risk Committee is established by the Council pursuant to Section 53 of the *Local Government Act 2020* ('the Act').

The primary function and responsibility of the Audit and Risk Committee is to monitor the compliance of Council policies and procedures with the Act including any regulations, and chiefly, the overarching governance principles, Council's financial and performance reporting, Council's risk management and fraud prevention systems and controls and oversee the internal and external audit function.

The Audit and Risk Committee makes recommendations to Council for its consideration. These recommendations are set out in the minutes attached at **Appendix 1** (without attachments) for matters that the Audit and Risk Committee considered in open session.

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

Any and all financial considerations are set out within the reports and minutes of the Audit and Risk Committee.

5. Consultation/Public Submissions

Not applicable.

6. Risk Analysis

A risk analysis is contained within each report to the Audit and Risk Committee.

Risks identified by the Audit and Risk Committee and recommendations in relation to same should be carefully considered by Council as these represent an independent and forensic appraisal of the issues.

7. Options

The Audit and Risk Committee is not a delegated committee and operates in an advisory capacity to Council, therefore Council has the discretion to accept, reject or amend the Committee's recommendations.

LIST OF APPENDICES

1. Audit & Risk Committee Minutes - 17 February 2021

12.3 LEADWEST COMMITTEE MEETING MINUTES

Author: John Whitfield - Governance Coordinator
Presenter: Kel Tori - Chief Executive Officer

PURPOSE OF REPORT

To present the confirmed minutes of LeadWest Advisory Committee meeting held 16 December 2020 and the unconfirmed minutes of the LeadWest Advisory Committee meeting held 17 February 2021.

RECOMMENDATION:

That the confirmed minutes of the LeadWest Advisory Committee meeting held 16 December 2020 (refer **Appendix 1**) and the draft minutes of the LeadWest Advisory Committee meeting held 17 February 2021 (refer **Appendix 2**) be received and noted.

REPORT

1. Executive Summary

The purpose of the LeadWest Committee is to oversee the preparation and implementation of the LeadWest Strategic Plan and identified sub projects as adopted and agreed by member Councils.

There are two sets of minutes attached to this report.

1. The confirmed minutes of the LeadWest Advisory Committee held 16 December 2020; and
2. The unconfirmed minutes of the LeadWest Advisory Committee held 17 February 2021.

The minutes serve as the advice/recommendations to Council for its consideration.

2. Background/Issues

Prior to the introduction of the relevant provisions of the Local Government Act 2020 (the 2020 Act), the LeadWest Committee operated as a special committee under section 86 of the Local Government Act 1989 (the 1989 Act). As a special committee of the 1989 Act it had delegated powers and functions in an Instrument of Delegation and Schedule and has Terms of Reference that governed its operations, meeting and reporting arrangements.

The 2020 Act sees the introduction of delegated committees and in many respects these resemble the former special committees in the way they function. Pursuant to the 2020 Act delegated committees require a Councillor to be the chairperson whereas LeadWest has operated for some time with an independent chair.

LeadWest prefers to stay with this model. It has written to the Minister for Local Government seeking exemption under section 177 of the 2020 Act to allow an independent chair of LeadWest operating as a Joint Delegated Committee

From the 1 September 2020, when provisions relating to Delegated Committees commenced under the 2020 Act, until it receives a response from the Local Government Minister,

LeadWest will operate as an Advisory Committee. Whilst not specifically mentioned in the 2020 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

Cr Ramsey is Council's current delegate to LeadWest with Cr Shannon as proxy delegate. The CEO is also a delegate to LeadWest.

Attached to this report are:

1. The confirmed minutes of the LeadWest Advisory Committee held 16 December 2020; and
2. The unconfirmed minutes of the LeadWest Advisory Committee held 17 February 2021.

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

The formation of the LeadWest Committee and adoption of a new Strategic Plan for LeadWest is designed to provide a cost effective funding model for each member Council and more focused outcome driven approach which is aligned to agreed regional priorities.

Funds will be allocated by the Committee within Council's approved budget for the development of the new Strategic Plan.

The ongoing budget for the LeadWest Committee will include two components. Firstly, to deliver the projects in the four year implementation plan, recommendations will be made to member Councils for consideration in each Council's annual budgeting process. Secondly, a payment of a base contribution to apply equally to all Councils.

5. Consultation/Public Submissions

The LeadWest Committee will provide a mechanism for a regional approach to advocacy and the delivery of a ten-year Strategic Plan. The Strategic Plan will be underpinned by a rolling four-year implementation plan which will be delivered by teams from across the six Councils implementing specific projects. This Plan will be prepared following extensive consultation including a focus on engaging Councillors from the member Councils.

6. Risk Analysis

Nil.

7. Options

That Council note the minutes of the last two meetings of the LeadWest Committee as per the recommendation to this report.

LIST OF APPENDICES

1. Minutes of the LeadWest Advisory Committee Meeting - dated 16 December 2020
2. Unconfirmed Minutes of the LeadWest Advisory Committee Meeting - dated 17 February 2021

12.4 MAYORAL AND COUNCILLOR ALLOWANCES

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

PURPOSE OF REPORT

To provide information to Councillors to assist a final determination of Mayoral and Councillor allowances in accordance with sections 39(6) of the *Local Government Act 2020* and section 74 of the *Local Government Act 1989*.

RECOMMENDATION:

That Council, having publicly advertised, sought and considered submissions on proposed Councillor and Mayoral allowances in accordance with the *Local Government Act 2020* and the *Local Government Act 1989*, adopt the following allowances:

Mayoral Allowance	\$100,434 per annum
Councillor Allowance	\$ 31,444 per annum

REPORT

1. Executive Summary

At its meeting held 21 December 2020 Council resolved to publicly advertise and seek submissions on proposed allowance amounts for the Mayor and Councillors.

Council received three submissions as summarised below for Council's consideration before it makes a final decision in relation to the allowance amounts.

Officers are of the view that none of the submissions contain information which is persuasive to change the proposed amounts however Councillors should of course consider each of the submissions themselves before making a final decision.

2. Background/Issues

Both the *Local Government Act 2020* (the 2020 Act) and the *Local Government Act 1989* (the 1989 Act) currently apply to Councillor allowances. References to specific sections in this report are to the 2020 Act.

The 2020 Act also deems that until the Remuneration Tribunal meets and makes a determination, sections 73B, 74 and 74B of the 1989 Act apply, despite their repeal (s39(6)).

Section 74(1) of the 1989 Act requires a Council to review and determine the level of the Councillor allowance and the Mayoral allowance within the period of 6 months after a general election or by the next 30 June, whichever is later.

Local Government Victoria provided advice to Councils that the Remuneration Tribunal is unlikely to meet and make a determination by 30 June 2020 (the deadline under the 1989 Act) and accordingly, Council commenced a process of review and determination under section 74 of the 1989 Act.

The minimum and maximum levels of those allowances are determined by the Minister in accordance with section 73B(2) of the 1989 Act. Council is required to determine the level of allowance within the range set by the legislation.

In relation to these set ranges officers note that in 2019 the Local Government Inspectorate conducted a survey of Councillors seeking their opinions on matters of Councillor allowances, resources and facilities and expense reimbursement. Responses were received from 187 Councillors and 39 Mayors, representing nearly 40% of those contacted. The report, *Councillor expenses and allowances: equitable treatment and enhanced integrity* (September 2020) stated (at page 12) that:

of the survey respondents a third of mayors dedicate more than 40 hours per week to their role and around 70% of councillors dedicate more than 16 hours per week to their role, with nearly one fifth spending more than 32 hours per week on their role ... Reflective of this, the survey showed that some councillors and mayors have had to reduce their hours at their jobs in order to perform their role

At the Council meeting held 21 December 2020 the Council determined the proposed allowance amounts for the Mayor and Councillors. It then publicly advertised its intention to pay those allowance amounts and took submissions for 28 days and made an allowance to hear anyone who indicated in their submission a desire to be heard.

Council received three submissions as follows:

	Submitter	Submission
1	Mr R Forbes	Believes that the proposed Mayoral and Councillor Allowances are too high when compared to other qualified, professional and highly skilled people in the workforce.
2	<div style="background-color: black; width: 100px; height: 1em; margin-bottom: 5px;"></div> (name withheld upon specific request)	<p>Is "astounded" at the amounts of the allowances especially when some residents in the municipality are just making ends meet.</p> <p>Acknowledges the importance of the positions and that they care for citizens but believes the proposed allowances are too high.</p>
3	Mr A Fry	Believes the proposed allowances are too high and that Councillors should represent the community with altruism as a key component.

Officers are of the view that none of the submissions contain information which is persuasive to change the proposed amounts however Councillors should of course consider each of the submissions themselves before making a final decision.

The final decision in relation to the allowance amounts can now be made.

The allowance decided upon by the Council at this meeting of Council pursuant to the process outlined above will apply from the date of the Council resolution and will continue to apply until the first Determination made by the Victorian Independent Remuneration Tribunal under section 23A of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* comes into effect.

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

At present, within Category 3, the Councillor and Mayoral allowances are set at the maximum allowable limits as shown in the table below.

An amount equivalent to the superannuation guarantee contribution under Commonwealth taxation legislation (currently 9.5%) is payable in addition to the allowance amounts.

	Councillor	Mayor
Allowance	\$31,444	\$100,434
In lieu of superannuation (currently 9.5%)	\$2,987	\$9,541
Total	\$34,431	\$109,975

The current allowance (9 Councillors including one Mayor), set at the maximum, sees the total annual cost of allowances at \$385,423 per annum. This amount includes the amount in lieu of superannuation of 9.5%.

The allowance decided upon by the Council at this Council meeting will apply from the date of the Council resolution (15 March 2021) and will continue to apply until the first Determination made by the Victorian Independent Remuneration Tribunal under section 23A of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* comes into effect.

5. Consultation/Public Submissions

Section 223 of the 1989 Act provides an opportunity for public submissions on the review of the Mayoral and Councillor allowances to be made within 28 days of being advertised.

Three written submissions were received and are outlined above. One submitter requested their name not be made public and hence that person's name has been redacted.

None of the three submitters requested to be heard when making their submission and so the Section 223 Submissions Advisory Committee was not required to meet on 15 February 2021.

4. Financial Considerations

Option 1

To design and construct a 1.5m wide temporary crushed rock pathway and provision of farm fencing, a cost of \$65,000 is estimated.

Option 2

The design and construction of a 1.5m wide temporary concrete pathway on the same alignment and provision of farm fencing would cost an estimated \$145,000.

Option 3

There is no cost associated with this option.

It is noted that any works occurring at this location would become redundant when the construction of Leakes Road occurs through development, as the alignment and level of the path cannot be constructed in the ultimate location.

5. Consultation/Public Submissions

Consultation with the property owner has been ongoing but further consultation is required in the event Council decides to construct the temporary pathway.

6. Risk Analysis

Option 1 & Option 2

These options would see construction of pathway in private land. A risk with this approach would be not obtaining the legal agreement from the developer required to construct the path. As the developer has agreed in principle to allow the path in their land we believe there should not be any issues in obtaining this agreement.

Option 3

Due to lack of dedicated path until the adjacent land is developed, pedestrians will continue to walk on the verge of the road. There is a risk to pedestrian safety from being hit by a car when walking along the road or tripping when walking through an uneven and slippery verge.

7. Options

Option 1

Construction of a 1.5m wide temporary crushed rock pathway through private land.

Option 2

Construction of a 1.5m wide temporary concrete pathway through private land.

Option 3

This option would see a pathway constructed when Leakes Road is upgraded into the future through adjacent land development.

LIST OF APPENDICES

1. Leakes Road Footpath Layout Plan - undated

Council officers considered a number of options for the path including both sides of the road reserve and through private property. The most appropriate alignment identified for this purpose traverses through private property 1213-1257 Leakes Road.

Site restraints have limited a range of other options assessed in this instance, as detailed below;

- A path on the eastern side of the road reserve cannot be constructed due to conflicting drainage infrastructure and heavy vegetation
- A path on the western side of the reserve could be constructed. However, the majority of the alignment will be directly adjacent to the edge of the traffic lane and not ideal for pedestrian safety. Further to this, there are extensive services on the west that would require modification adding significant cost to the project.

The options presented within this report for consideration include;

Option 1 – Construction of a temporary unsealed pathway

This would see a temporary crushed rock pathway constructed through private property on the eastern side of Leakes Road. A path through the private property on the eastern side of the Leakes Road can be constructed and provides good connection to both sides of the road and can be located well back from the edge of the road.

Option 2 – Construction of a temporary concrete pathway

This would see a temporary concrete pathway constructed through private property on the eastern side of Leakes Road. A path through the private property on the eastern side of the Leakes Road can be constructed and provides good connection to both sides of the road and can be located well back from the edge of the road.

Option 3 – Await development to occur

This would see a pathway built in the medium term (3-5 years) as development of adjacent land parcels occur along Leakes Road.

Council officers have consulted with representatives of the landowners in regards to the options above. An in principle agreement has been obtained for Council to construct a temporary pathway consisting of crushed rock (Option 1).

An alignment through the property has been determined and will provide a safe all weather path well back from vehicles on Leakes Road. All potential environmental and heritage approvals have been investigated and there are no issues that would delay construction of a path.

Given the development occurring within close proximity to Rockbank Train Station and the 3-5 year timeline associated with the upgrade of Leakes Road including a footpath provision, it is the officers recommendation that Option 1 be considered.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

6. Risk Analysis

Failure by the Council to review and determine the level of Councillor and Mayoral Allowance by 30 June 2020 (unless the Victorian Independent Remuneration Tribunal meets before then and makes a determination) will mean a breach of the Act by Council.

7. Options

Council has the option to:

1. Adopt the officer recommendation for the Councillor Allowance and the Mayoral Allowance;
2. Adopt a lower figure for the Councillor Allowance and/or the Mayoral Allowance.

LIST OF APPENDICES

Nil.

12.5 RESPONSE TO PETITION - FOOTPATH CONSTRUCTION ON LEAKES ROAD, ROCKBANK TO ACCESS ROCKBANK TRAIN STATION

Author: Basanta Shrestha - Design Engineer
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To respond to the petition tabled at the Ordinary Meeting of Council on Monday 17 August 2020 containing over 137 signatures using change.org requesting the construction of a footpath on Leakes Road, Rockbank to Rockbank Station.

RECOMMENDATION:

That Council:

1. Refer the construction of a crushed rock pathway from Nash Boulevard to Rockbank Train Station and associated fencing costs to Council's long term Infrastructure Plan for consideration in the 2022/23 financial year.
2. Continue discussions with GIDA ROCKBANK Pty Ltd and work through the development of an agreement to facilitate a pathway on private property.
3. Advise the lead signatory on the petition of Council's decision on this matter.

REPORT

1. Executive Summary

A petition containing 137 signatures was tabled at the Ordinary Council Meeting on Monday 17 August 2020 requesting that Council consider constructing a footpath from Leakes Road, Rockbank to Rockbank Train Station.

Council officers have assessed the request, and have identified a lack of footpath connection between existing footpath at Nash Boulevard and Rockbank Station. This section of footpath is to be delivered by property developers as part of their planning permit. However due to fragmentation of developments in the area the path will not be delivered for approximately three years. The lack of a formal connection to the station poses risks to pedestrians that walk from nearby housing estates to Rockbank Station.

It is recommended that Council consider construction and maintenance of a temporary crushed rock pathway until a permanent footpath is delivered as a part of Leakes Road upgrade to urban standard by the property developers.

2. Background/Issues

At the Ordinary Meeting of Council on Monday 17 August 2020, a petition was tabled via change.org containing 137 signatures requesting that Council consider constructing a footpath on Leakes Road to Rockbank Station, Rockbank VIC 3335.

Leakes Road is a Council maintained two way undivided rural collector road, 7 metres wide and table drains on either side. The road is sealed road and runs in north-south direction providing connection between Melton Highway and Greigs Road. Leakes Road currently operates with variable speed zones according to land use.

The petition cites lack of pedestrian access along Leakes Road between Nash Boulevard and Rockbank Station. The newly established Accolade and Bridgefield estates have resulted in increase in number of commuters using Rockbank Station. The petitioners have raised safety concern for residents who need to walk to and from the train station. Safety concerns include getting hit by car, causing injury as a result of slip especially during and/after rain and at night.

Council officers have assessed the request, and are satisfied that a connection between the existing footpath on Nash Boulevard and Rockbank Station is required.



The footpath is planned for delivery as part of the upgrade of Leakes Road to an urban standard by the developers of the adjoining estates as part of their planning permits. Ordinarily Council would wait for the developers to deliver the required infrastructure. However due to fragmentation of development occurring within the area, the ultimate road and footpath arrangement will not be constructed by developers in the short term. It is likely that this will occur in the medium term (3-5 years).

Given the delayed construction of this pathway, Council officers have investigated the feasibility of constructing a temporary pathway along Leakes Road as an interim measure until such time as the development occurs. It is important to note any works would be redundant when the ultimate development occurs as the alignment and level of the path cannot be constructed in the ultimate location.

Council officers considered a number of options for the path including both sides of the road reserve and through private property. The most appropriate alignment identified for this purpose traverses through private property 1213-1257 Leakes Road.

Site restraints have limited a range of other options assessed in this instance, as detailed below;

- A path on the eastern side of the road reserve cannot be constructed due to conflicting drainage infrastructure and heavy vegetation
- A path on the western side of the reserve could be constructed. However, the majority of the alignment will be directly adjacent to the edge of the traffic lane and not ideal for pedestrian safety. Further to this, there are extensive services on the west that would require modification adding significant cost to the project.

The options presented within this report for consideration include;

Option 1 – Construction of a temporary unsealed pathway

This would see a temporary crushed rock pathway constructed through private property on the eastern side of Leakes Road. A path through the private property on the eastern side of the Leakes Road can be constructed and provides good connection to both sides of the road and can be located well back from the edge of the road.

Option 2 – Construction of a temporary concrete pathway

This would see a temporary concrete pathway constructed through private property on the eastern side of Leakes Road. A path through the private property on the eastern side of the Leakes Road can be constructed and provides good connection to both sides of the road and can be located well back from the edge of the road.

Option 3 – Await development to occur

This would see a pathway built in the medium term (3-5 years) as development of adjacent land parcels occur along Leakes Road.

Council officers have consulted with representatives of the landowners in regards to the options above. An in principle agreement has been obtained for Council to construct a temporary pathway consisting of crushed rock (Option 1).

An alignment through the property has been determined and will provide a safe all weather path well back from vehicles on Leakes Road. All potential environmental and heritage approvals have been investigated and there are no issues that would delay construction of a path.

Given the development occurring within close proximity to Rockbank Train Station and the 3-5 year timeline associated with the upgrade of Leakes Road including a footpath provision, it is the officers recommendation that Option 1 be considered.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

Option 1

To design and construct a 1.5m wide temporary crushed rock pathway and provision of farm fencing, a cost of \$65,000 is estimated.

Option 2

The design and construction of a 1.5m wide temporary concrete pathway on the same alignment and provision of farm fencing would cost an estimated \$145,000.

Option 3

There is no cost associated with this option.

It is noted that any works occurring at this location would become redundant when the construction of Leakes Road occurs through development, as the alignment and level of the path cannot be constructed in the ultimate location.

5. Consultation/Public Submissions

Consultation with the property owner has been ongoing but further consultation is required in the event Council decides to construct the temporary pathway.

6. Risk Analysis

Option 1 & Option 2

These options would see construction of pathway in private land. A risk with this approach would be not obtaining the legal agreement from the developer required to construct the path. As the developer has agreed in principle to allow the path in their land we believe there should not be any issues in obtaining this agreement.

Option 3

Due to lack of dedicated path until the adjacent land is developed, pedestrians will continue to walk on the verge of the road. There is a risk to pedestrian safety from being hit by a car when walking along the road or tripping when walking through an uneven and slippery verge.

7. Options

Option 1

Construction of a 1.5m wide temporary crushed rock pathway through private land.

Option 2

Construction of a 1.5m wide temporary concrete pathway through private land.

Option 3

This option would see a pathway constructed when Leakes Road is upgraded into the future through adjacent land development.

LIST OF APPENDICES

1. Leakes Road Footpath Layout Plan - undated

12.6 RESPONSE TO PETITION - ROAD SAFETY INFRASTRUCTURE ALONG LEXINGTON DRIVE, BURNSIDE INCLUDING SUBSEQUENT COMMUNITY CONSULTATION

Author: Tom Lay - Traffic Engineer

Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To respond to the report presented at the Ordinary Meeting of Council on Monday 22 June 2020, calling for officers to undertake further consultation with the community in relation to the provision of road safety infrastructure along Lexington Drive in Burnside.

RECOMMENDATION:

That Council note:

1. The outcome of community consultation undertaken.
2. That in accordance with Council's Traffic Calming Policy, additional traffic calming devices are not warranted at this time.

REPORT

1. Executive Summary

This report responds to the Motion carried at the Ordinary Meeting of Council held on 22 June 2020:

That Council;

1. *Defer consideration of the report to allow for further consultation with the community;*
2. *Include discussions about extra crossovers in its consultation with the community;*
3. *In the interim, deploy the Speed Awareness Trailer on site while the community consultation takes place.*

In July 2020, Council consulted the residents/owners directly abutting onto Lexington Drive who would be affected by additional traffic calming devices. Of the 48 residents/owners who were consulted, Council received a total of 9 responses of which:

- 3 out of 9 respondents (33%) supported Option 1 – 2 x Speed humps
- 4 out of 9 respondents (44%) supported Option 2 – 1 x Speed hump and 1 x raised pedestrian crossing
- 2 out of 9 respondents (22%) supported Option 3 – no changes

Please note that of all the residents who were directly affected (i.e. treatments to be installed directly in front of their property):

- Only one resident responded stating that “cars travel at reasonable speed due to many cars parked on Lexington Drive” and supported Option 3 of the consultation which was “no changes and retain the street as it is”.

- Another resident directly affected contacted and spoke to a Council officer advising their concerns with pedestrians walking into their front yard as a result of the proposed treatment. However, Council did not receive an official response from this particular resident in regards to their position on the three options proposed.
- Two of the other residents/owners directly affected did not provide a response on the three options proposed.

The previous Council report that was presented to the Ordinary Meeting of Council on 22 June 2020 included the outcome of an investigation relating to speeding concerns on Lexington Drive which consisted of reviewing and assessing the existing raised school crossing and the requirement for additional traffic calming devices, in accordance with Council's Traffic Calming Policy. The assessment indicated that the existing raised school crossing is located in the most suitable location to reduce vehicle speeds and that additional traffic calming devices are not warranted on Lexington Drive.

Given the above consideration, officers recommend that additional traffic calming devices are not warranted at this time, in accordance with Council's Traffic Calming Policy.

It is noted that Council officers have deployed the Speed Awareness Trailer on Lexington Drive to raise awareness of the 40km/h speed limit during school pick up and drop off periods and encourage road users to drive safely.

2. Background/Issues

At the Ordinary Meeting of Council on Monday 02 March 2020, a petition was tabled containing over 80 signatures requesting that Council install an additional two or more speed humps on Lexington Drive in Burnside to increase safety around Burnside Community Centre and Burnside Primary School.

A report was presented to the Ordinary Meeting of Council on 22 June 2020 responding to the petition that indicated the existing traffic calming devices in the form of a raised school crossing is a safe and appropriate treatment for pedestrian safety that reduces vehicle speeds at all times of the day, including during schools hours when pedestrian activity is high. As a result of this report, the following motion was carried;

Cr Kesic/Abboushi

That Council;

- 1. Defer consideration of the report to allow for further consultation with the community;*
- 2. Include discussions about extra crossovers in its consultation with the community;*
- 3. In the interim, deploy the Speed Awareness Trailer on site while the community consultation takes place.*

CARRIED

In July 2020, officers engaged with residents and owners along Lexington Drive, and consulted on the following options;

Option 1 – Provision of two speed humps

This option would see the installation of speed humps outside No. 14/15 and No. 28 Lexington Drive. These locations are appropriate that would see controlled vehicle speeds travelling along Lexington Drive between Westwood Drive, and where the road starts to bend. The speed hump outside No. 28 is located in close proximity to the car park of the Burnside Community Centre. The installation of speed humps at these locations would not result in a loss of on-street parking.

Option 2 – Provision of a speed hump and a raised pedestrian crossing

This option would see the installation of speed humps outside No. 14/15 and a raised pedestrian crossing outside of 26 Lexington Drive. The speed humps outside No.14/15 are at

appropriate locations that would see controlled vehicle speeds travelling along Lexington Drive between Westwood Drive, and where the road starts to bend. The provision of a raised pedestrian crossing located outside No.26 provides a controlled pedestrian crossing location with satisfactory sightlines, and is located in proximity to the entrance of the Community Centre. Burnside Community Centre has a dedicated car parking facility. Pedestrian volumes within this area are deemed low and would not warrant a dedicated pedestrian crossing at this time. In the event a raised pedestrian crossing was constructed, this would result in a loss of on-street parking.

Option 3 – Maintain current arrangements

This option proposes to retain the current traffic calming device, with no further devices installed.

Consultation outcomes

All the residents (including owners and tenants) abutting onto Lexington Drive and the Burnside Primary School were consulted. The Burnside Primary School did provide a response. Of the 48 residents who were consulted, Council received a total of 9 responses of which:

- 3 out of 9 respondents (33%) supported Option 1 – Speed humps
- 4 out of 9 respondents (44%) supported Option 2 – Speed humps and 1 x raised pedestrian crossing
- 2 out of 9 respondents (22%) supported Option 3 – no changes

It should also be noted that the correspondence received represent 19% of the overall residents who were consulted (i.e. 9 out 48). This includes all owners and tenants. Please refer to **Appendix 1 and 2** for Option 1 and Option 2 of the consultation.

Comments received through the consultation phase have been summarised below;

- *Prefer placement of option 1, but a pedestrian crossing at No. 26 (instead of a speed hump). The speed hump at No. 28 will stop people accelerating again around the corner after going over it (towards school). Option 1 stops people speeding out of the community centre car park at night.*
- *Preferred option 2 plus 1 additional speed hump at the corner of Gates Street and Lexington Drive.*
- *Feel that the option 2 is the best outcome as it provide pedestrian crossing near the Kindergarten*
- *Strongly object to the installation of speed humps*
- *Support Option 3 - Cars travel at reasonable speeds due to many cars parked on Lexington Drive*

Please note that of all the residents who were directly affected (i.e. treatments to be installed directly in front of their property):

- Only one resident responded stating that “*cars travel at reasonable speed due to many cars parked on Lexington Drive*” and supported Option 3 of the consultation which was “*no changes and retain the street as it is*”.
- Another directly affected resident called and spoke to a Council officer advising their concerns with pedestrians walking into their front yard as a result of the proposed treatment. However, Council did not receive an official response from this particular resident in regards to their position on the three options proposed.
- Two of the other residents/owners directly affected did not provide a response on the three options proposed.

Review of vehicle speeds

Council officers have previously investigated vehicle speeds along Lexington Drive which was presented in the previous Council report dated 22 June 2020 and is summarised below:

- Outside No. 14 Lexington Drive where it is a residential area and a default speed limit of 50km/h that applies throughout the day, the 85th percentile speed recorded was 52km/h. During the morning and afternoon period periods, the results indicated that between 8 and 9am and between 3 and 4pm, the 85th percentile speed was 51.7km/h and 52.3km/h, respectively. This is within the marginal tolerance of the default urban speed limit of 50km/h, therefore under Councils Traffic Calming Policy does not warrant the installation of traffic calming devices.
- Outside No. 26 Lexington Drive where it is a school zone and the speed limit is reduced to 40km/h during the school pick up/drop off periods, the results indicated that between 8 and 9am and between 3 and 4pm, the 85th percentile speed was 40.6km/h and 40.5km/h, respectively. Outside the school peak periods where the speed limit is 50km/h, the 85th percentile speed was 42km/h. This is below the default urban speed limit of 50km/h, therefore under Councils Traffic Calming Policy does not warrant the installation of traffic calming devices.
- Outside No. 44 Lexington Drive where it is a school zone and the speed limit is reduced to 40km/h during the school pick up/drop off periods, the results indicated that between 8 and 9am and between 3 and 4pm, the 85th percentile speed was 37.7km/h and 37.9km/h respectively. Outside the school peak periods where the speed limit is 50km/h, the 85th percentile speed was 40km/h. This is below the default urban speed limit of 50km/h, therefore under Councils Traffic Calming Policy does not warrant the installation of traffic calming devices.

The traffic data collected above indicates that vehicle speeds are generally within tolerances of the default urban speed limit of 50 km/h. Based on this evidence, in accordance with Council's Traffic Calming Policy, traffic calming devices are not warranted along Lexington Drive.

It is widely believed that traffic calming methods, such as speed humps, will reduce hooning. Extensive research and experience across Australia shows that this is not the case. Law enforcement is the single most meaningful method of controlling anti-social behaviour. Therefore it is considered that speeding and hooning behaviours issues are best dealt through enforcement measures.

The previous Council report that was presented to the Ordinary Meeting of Council on 22 June 2020 included the outcome of an investigation relating to speeding concerns on Lexington Drive which consisted of reviewing and assessing the existing raised school crossing and the requirement for additional traffic calming devices, in accordance with Council's Traffic Calming Policy. The assessment indicated that the existing raised school crossing is located in the most suitable location to reduce vehicle speeds and that additional traffic calming devices are not warranted on Lexington Drive.

Given the above consideration, officers recommend that additional traffic calming devices are not warranted at this time, in accordance with Council's Traffic Calming Policy.

It is noted that Council officers have deployed the Speed Awareness Trailer on Lexington Drive to raise awareness of the 40km/h speed limit during school pick up and drop off periods and encourage road users to drive safely.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

Option 1

The estimate cost to install two speed humps outside No. 14/15 and No. 28 Lexington Drive is \$30,000.

Option 2

The estimate cost to install speed humps outside No. 14/15 and a raised pedestrian crossing No. 26 Lexington Drive is \$45,000.

Option 3

There is no cost associated with this option.

5. Consultation/Public Submissions

The outcome of any decision to proceed with any additional traffic calming devices and or an additional pedestrian crossing on Lexington Drive will require residents to be notified accordingly.

6. Risk Analysis

Option 1

The risk in choosing this option is that a resident directly affected has objected to the proposed traffic calming devices and other properties (in particular the properties directly affected) who did not respond to the consultation may object if speed humps were to be constructed. Please note that only 9 out of the 48 resident consulted responded to the consultation.

As per Council's Traffic Calming Policy, treatments to be installed for the purpose of traffic calming are not warranted. This option would not align with Council's Traffic Calming Policy outcomes.

Option 2

The risk in choosing this option is that a resident directly affected has objected to the proposed traffic calming devices and another resident contacted Council with concerns of pedestrians walking into their front yard. It should also be noted that other properties (in particular the properties directly affected) who did not respond to the consultation may object if speed humps /raised pedestrian crossing were to be constructed. Please note that only 9 out of the 48 resident consulted responded to the consultation.

As per Council's Traffic Calming Policy, treatments to be installed for the purpose of traffic calming are not warranted. However, a pedestrian crossing outside of 26 Lexington Drive) is aimed at providing a safe crossing point for pedestrian to cross the road and by having the pedestrian facility raised will provide an element of traffic calming.

However based on low vehicle speeds, ample parking within the community centre car park and the indented parking are provided on the northern side (i.e. abutting the community centre), and that there are no indented parking provided on the southern side (i.e. Montmarte Boulevard and Camden Way), it is considered the number of pedestrians requiring to cross the road at this location would be low.

The installation of a raised pedestrian crossing outside No. 26 will result in the loss of some on-street indented parking spaces on the northern side directly abutting the community facility.

Option 3

The risk associated with the adoption of Option 3 is minimal. An investigation has occurred in line with Council's Traffic Calming Policy that additional traffic calming devices are not warranted.

7. Options

Option 1

Refer Option 1 of the consultation which is to construct two speed humps outside No. 14/15 and No. 28 Lexington Drive to Councils Capital Works Program for future funding consideration. **Refer to Appendix 1**

Option 2

Refer Option 2 of the consultation which is to construct a speed hump outside No.14/15 and a raised pedestrian crossing outside No.26 to Councils Capital Works Program for future funding consideration. **Refer to Appendix 2**

Option 3

This option will see no further traffic calming devices constructed in Lexington Drive. Council's Traffic Calming Policy confirms further treatments are not warranted at this time.

LIST OF APPENDICES

1. Option 1 of the Lexington Drive consultation - dated 22 July 2020
2. Option 2 of the Lexington Drive consultation - dated 24 July 2020

12.7 RESPONSE TO NOTICE OF MOTION 665 (CR ABBOUSHI) - INTERSECTION OF WESTWOOD DRIVE AND TENTERFIELD DRIVE, BURNSIDE HEIGHTS

Author: Tom Lay - Traffic Engineer

Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To respond to Notice of Motion 665 (Cr Abboushi) that Council officers investigate the option of installing temporary traffic lights and/or other traffic calming treatments at the intersection of Tenterfield Drive and Westwood Drive, Burnside Heights.

RECOMMENDATION:

That Council:

- Undertake a holistic review of the Westwood Drive corridor (from Taylors Road to Western Highway) that will provide an objective assessment and prioritisation of works, including upgrades to the intersection of Westwood Drive and Tenterfield Drive.
- Include a budget allocation of \$60,000 to undertake this review in the 2021/22 draft Capital Works Program for consideration through the annual budget process.
- Continue discussions with Department of Transport regarding declaration of the Palmers Road Corridor.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council held on 3 February 2020, the following Notice of Motion 665 (Cr Abboushi) was resolved:

'That Council officers investigate the option of installing temporary traffic lights and/or other traffic calming treatment at the intersection of Tenterfield Drive and Westwood Drive, Burnside Heights as soon as possible.'

Westwood Drive forms part of the Palmers Road Corridor, which has been identified as a future arterial road. A study has been undertaken by the State Government, which identifies the duplication of Westwood Drive and the signalisation of all major key intersection. The intersection of Westwood Drive and Tenterfield Drive will ultimately be signalised as part of the Palmers Road Corridor. All minor roads will operate with a left in/left out arrangement.

This intersection has been assessed with various options including traffic calming devices, temporary traffic signals, an interim roundabout, permanent traffic signals, and maintain the current intersection as a T-intersection. It is concluded that traffic calming devices and temporary traffic signals are not suitable options to consider. An interim roundabout can be considered, however, it will need to be removed in the ultimate arrangement to align with the Palmers Road Corridor. The installation of a permanent traffic signals would cost approximately \$2.5 million dollars. However, there are several concerns associated with installing permanent traffic signals.

Given the various options to treat the intersection of Tenterfield Drive as well as other intersections experiencing similar issues along Westwood drive, it is recommended that Council maintain the current intersection as a T-intersection and undertake a holistic review of the Westwood Drive between Taylors Road and Western Highway/Ballarat Road.

The purpose of the review is to determine current operational deficiencies along Westwood Drive and have an objective method to assess and prioritise the level of urgency for intervention that prescribe a strategic action plan for Council to work towards. The outcome of the review will also assist Council in formalising an advocacy and/or delivery strategy to the State Government to declare Westwood Drive as a state arterial road and fund upgrades to the Palmers Road Corridor (comprises of Robinsons Road/Westwood Drive and Calder Park Drive between Western Freeway and Calder Freeway).

2. Background/Issues

This report responds to Notice of Motion 665 (Cr Abboushi),

'That Council officers investigate the option of installing temporary traffic lights and/or other traffic calming treatment at the intersection of Tenterfield Drive and Westwood Drive, Burnside Heights as soon as possible.'

Westwood Drive is currently a municipal trunk collector road consisting of one traffic lane in each direction carrying approximately 16,000 vehicles per day in the vicinity of Tenterfield Drive. The function of Westwood Drive within the road network is to move traffic between local and arterial roads at a moderate capacity. Furthermore, Westwood Drive forms part of the Department of Transport (VicRoads) Palmers Road Corridor where it would ultimately be a six lane arterial road connecting the Western Freeway to the Calder Freeway.

Tenterfield Drive is a local collector road adjoining Westwood Drive and consists of one traffic lane in each direction carrying approximately 4,000 vehicles per day. Its function in the road network is to move traffic between local and trunk collector roads at a moderate capacity. The traffic volume on Tenterfield Drive is not expected to increase significantly in the future.

As part of the future Palmers Road Corridor, all major key intersections with moderate traffic volume roads including Tenterfield Drive, Rockbank Middle Road, Kelly Avenue and Landy Court have been identified to be signalised and all minor roads will operate with a left in/left out arrangement. A plan indicating the location of future signalised intersections is provided in **Appendix 1**.

It should be noted that Tenterfield Drive is an uncontrolled T-intersection along the Palmers Road Corridor similar to all the other roads that have direct access onto Westwood Drive. Whilst traffic volumes in the vicinity of Tenterfield Drive are approximately 16,000 vehicles per day, further south towards the Western Highway/Ballarat Road, Westwood Drive is experiencing significant delays where the traffic volumes of approximately 27,000 vehicles per day.

As a general guide, when traffic volume reaches approximately 20,000 vehicles per day, this provides an indication that the road is operating at capacity and requires duplication. As can be seen, the traffic volumes in the vicinity of Western Highway/Ballarat Road indicate that Westwood Drive is operating beyond its capacity, and further north adjacent to Tenterfield Drive, Westwood Drive is nearing capacity.

Council has also reviewed VicRoads Crash Data of the past 5 years for the intersection of Westwood Drive and Tenterfield Drive and it revealed that there has been one reported crash at this intersection to date.

Council officers have assessed the appropriateness of various traffic management devices at this intersection, with the following devices considered but not supported;

Traffic Calming Devices

Traffic calming devices such as speed humps are installed on local roads with low traffic volumes. Westwood Drive is currently operating as a main municipal trunk collector road carrying approximately 16,000 vehicles per day at this location. Traffic calming devices such as speed humps are not an appropriate treatment on roads of this hierarchy, and therefore not recommended by officers.

Temporary Signals

The use of temporary traffic signals for this type of application is not supported by the Department of Transport. They are only permitted to be used to control traffic in the vicinity of a worksite and are not installed as a permanent solution. Given this, the option of temporary signals is not supported.

Interim Roundabout

An interim roundabout has been considered at this location. It is noted that this treatment does not align with the Palmers Road Corridor and does not support the safe movement of pedestrians. The works will become redundant and require removal in the ultimate arrangement.

Further to the devices above, other options considered include;

Option 1 Permanent Signals

The installation of permanent traffic signals in the current road arrangement will see the following;

- Marginal improvements to the level of service on Tenterfield Drive. The delays are still experienced in particular as a vehicle arrives at a red light and to wait for a green light before proceeding. It should be noted that apart from Westwood Drive, there are a number of alternative routes that motorists can use to exit out of Tenterfield Drive. These includes utilising roads such as Inglewood Drive, Arbour Boulevard, Taylors Road. Refer to **Appendix 2**.
- The traffic volume on Tenterfield Drive is not expected to increase significantly in the future, however, the traffic volume along Westwood Drive will continue to increase as the municipality grows with a number of upcoming Precinct Structure Plan (PSP) such as the Taylors Hill West, Kororoit and Plumpton PSP as well as the growth from our neighbouring Council such as Wyndham and Brimbank.
- The creation of further delays and congestion along Westwood Drive which is designed to convey traffic to the wider road network. This is currently being observed on Westwood Drive towards Western Highway/Ballarat Road where the road is not duplicated and is carrying approximately 27,000 vehicles per day.
- The broader community will likely request traffic lights to be installed all roads intersecting onto Westwood Drive, in particular the following intersection that aligns with the Palmer Road corridor i.e. Rockbank Middle Road, Kelly Avenue and Landy Court. It should also be noted that motorists trying to exit other various side streets closer towards the Western Highway/Ballarat Road would find it hard to exit onto Westwood Drive as the traffic volume along this section of Westwood Drive is significantly higher than the traffic volume near Tenterfield Drive i.e. approximately 27,000 vehicles per day compared to 16,000 vehicles per day. These side streets include Lexington Drive, Earlington Boulevard, Taroola Drive, Roycraft Avenue, Carinya Boulevard, Kelly Avenue, Billungah Place, Rose Street, Nicol Avenue, Torowatta Place and all existing service roads, which are all experiencing similar issues along Westwood drive.
- The duplication of Westwood Drive and signalling of all major key intersections including Westwood Drive/Tenterfield Drive will ultimately achieved by the State Government funding the Palmers Road Corridor.

Option 2 – Maintain current arrangements as a T-intersection

This option would see the current arrangement retained as an uncontrolled T-intersection, similar to all other intersections along Westwood Drive.

Given the various options to treat the intersection of Tenterfield Drive as well as other intersections experiencing similar issues along Westwood Drive, it is recommended that Council maintain the current intersection as a T-intersection and undertake a holistic review of Westwood Drive (from Taylors Road and Western Highway/Ballarat Road).

The purpose of this review is to determine current operational deficiencies along Westwood Drive and have an objective method to assess and prioritise the level of urgency for intervention that prescribe a strategic action plan for Council to work towards. The outcome of the review will also assist Council in formalising an advocacy and/or delivery strategy to the State Government to declare Westwood Drive as a state arterial road and fund upgrades to the Palmers Road Corridor (comprising of Robinsons Road/Westwood Drive and Calder Park Drive between Western Freeway and Calder Freeway).

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

Option 1

The cost to construct a permanent traffic signals at the intersection of Westwood Drive and Tenterfield Drive is estimated at \$3.0M.

Option 2

There are no costs associated with maintaining the current intersection as a T-intersection. The estimated cost to undertake a review of the Westwood Drive corridor is \$60,000, which has been identified in the 2021/22 draft Capital Works Program for consideration through the annual budget process.

5. Consultation/Public Submissions

Formal approval from Department of Transport (VicRoads) will be required in the event signalisation of this intersection occurs.

6. Risk Analysis

Option 1

The risk of funding the installation of traffic signal at the intersection of Westwood Drive and Tenterfield Drive are as follows:

- a) By funding this project without the holistic review and having an objective method to assess and prioritise the level of urgency for intervention that prescribe a strategic action plan for Council to work towards, could mean that other higher priority projects that has been identified Council's Capital Program or yet to be identified along the Westwood Drive may be delayed due to financial constraints to delivery all those higher priority projects.
- b) The broader community will request traffic lights to be installed at the all road intersecting onto Westwood Drive, in particular the following intersection that aligns

with the Palmer Road corridor i.e. Rockbank Middle Road, Kelly Avenue and Landy Court.

- c) Traffic signals could take up to 24 months to fund and install. It is expected that the declaration on Westwood Drive to a state arterial road would occur within the not too distant future.
- d) A burden on Council to deliver an infrastructure that would otherwise be delivered by the State Government. It should also be noted there are a number of other intersections that has identified in Council's Capital Works Program which are considered to be a higher priority than this intersection.

Option 2

The risk associated with adopting Option 2 is minimal.

7. Options

Option 1

Council to refer the construction of permanent traffic signals at the intersection of Westwood Drive and Tenterfield Drive to the Capital Works Program for prioritisation against other projects.

Option 2

Council maintain the current intersection as a T-intersection and a holistic review undertaken of the Westwood Drive corridor between Taylors Road and Western Highway/Ballarat Road.

LIST OF APPENDICES

1. Future signalised intersections along Westwood Drive - undated
2. Alternative Routes - undated

12.8 RESPONSE TO NOTICE OF MOTION 722 (CR MAJDLIK) - REPORT OUTLINING THE COSTS OF INCREASING THE NUMBER HARD WASTE COLLECTIONS FOR HOUSEHOLDS.

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

PURPOSE OF REPORT

To respond to Notice of Motion 722 (Cr Majdlik) requesting a report outlining the costs of increasing the number of Hard Waste collection for households to two pick-ups per year.

RECOMMENDATION:

That Council note this report, continuing its current Hard Waste Collection Service and proceed with the planned promotion activities.

REPORT

1. Executive Summary

Council currently provide all residents (owners & tenants) with access to one Hard Waste collection or up to two entries to the Melton Recycling Facility per financial year as part of their waste services.

In the 2019/2020 financial year only 33% of households utilised these waste services, this is broken down to 22% accessing the Melton Recycling Facility and 11% accessing the Hard Waste Collection Service.

The cost of increasing the Hard Waste collection service to two collections per year is \$450,000 per annum, assuming an increase in current collection numbers of 50%. If enacted, the waste service charge should be increased by this amount.

Due to the low uptake of the current Hard Waste Collection Service, Council Officers feel the current provisions are sufficient to service the needs of the majority of the community and see benefit in further promoting and raising awareness of the available waste services.

2. Background/Issues

At the Ordinary Meeting of Council on 30 November 2020, Notice of Motion 722 was considered and Council resolved the following:

That Council officer prepare a report outlining the costs to increase hard waste collection for households to two pick-ups per year.

In 2010, an "At Call" Hard Waste Collection Service was trialled for a period of 12 months, at the conclusion of this trial Council adopted the service permanently, as an alternative option to the Melton Recycling Facility access, for residents to use to dispose of excess waste. Since its commencement the service has seen a number of improvements including the introduction of a self-service option in April 2020, for residents to book their collections online.

The Melton Recycling Facility access allows residents to dispose of up to two 7 x 4 trailer loads of waste by using their rates notice (owners) or by contacting Customer Service to obtain waste vouchers (tenants). Alternatively they can choose to have their waste collected from their property by booking an At Call Hard Waste Collection for up to 3 cubic metres of waste by using the online portal or calling Customer Service to make a booking.

In the 2019/2020 financial year only 33% of waste entitlements were utilised, this is broken down to 22% accessing the Melton Recycling Facility and 11% accessing the Hard Waste Collection Service. The issue of awareness and promotion of the availability of these services is discussed further in section 5 of this report.

Any increase to the number of Hard Waste collections provided to residents will increase costs and these costs should be passed onto all residents by a commensurate increase in the waste service charge. The costs of this proposal are detailed in section 4 of this report.

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

Each financial year property owners in the City of Melton pay an annual service charge for the collection and disposal of waste. The waste service charge offsets the service costs for the collection and disposal of waste that is directly provided or made available to an assessment or property. This includes kerbside bins and collections, transfer station vouchers and hard waste collections.

If Council was to double the entitlement for hard waste collections, it is unlikely that the number of collections would also double, given that not every resident is currently accessing their entitlement, of those that do, it is unlikely all will access it twice. Officers believe that doubling the entitlement would increase service usage by approx. 50%. Based on the current contract rates and disposal costs this would increase service costs by approximately \$250,000 per annum.

The contract for the delivery of this service expires at the end of June 2023. If Council chose to increase the services offered to residents, the Contractor would also be able to claim a contract variation to cover the costs of additional resources required to handle and the additional volume of collections. These costs would be spread over the remaining life of the contract and are estimated at \$200,000 per annum.

The total cost of this initiative is therefore estimated at \$450,000 per annum.

5. Consultation/Public Submissions

In late 2020, a Waste Behaviour Survey was conducted and surveyed 300 residents at random to assist in planning Council's education and community engagement campaigns and areas for improvement. Residents were asked about their current waste service and their use. The results showed a large number of those surveyed (40%) either did not use or were unaware of the option of two visits to the Melton Recycling Facility or the one hard waste collection.

This highlighted a need for further promotion in this area and Council Officers are currently working with the Communications team to plan a campaign to target this area in the new financial year.

Whilst Council officers do receive some queries in regards to a second Hard Waste Service or additional vouchers for the Melton Recycling Facility. It is evident from usage data that the overall uptake of the entitlement is low.

6. Risk Analysis

There is a risk that costs will escalate beyond those estimated by Officers, either through increased uptake of the service or through contract variations due to increased contractor costs in providing additional resources to collected this waste.

Under the current Hard Waste Contract, with current resources the service is required to be capped at 55 collections per day to meet the current service levels. In the last 6 months of the contract, collection bookings are averaging 39 bookings per day therefore an increase of 30% would put the service at capacity and trigger a need to alter service levels or increase resources.

7. Options

1. That Council note this report, continuing its current Hard Waste Collection Service and proceed with the planned promotion activities.
2. That Council increase the number of Hard Waste Collection Services to two collections per year starting 1 July 2021, referring costs and commensurate increase in Waste Service Charge to the 2021/22 draft budget.

LIST OF APPENDICES

Nil

12.9 RESPONSE TO NOTICE OF MOTION 729 (CR ABBOUSHI) - INVESTIGATE ADDITIONAL RECREATIONAL SPACE IN BURNSIDE HEIGHTS

Author: Aaron Biscan - Recreation Development Coordinator
Presenter: Maurie Heaney - General Manager Community Services

PURPOSE OF REPORT

To respond to Notice of Motion 729 (Cr Abboushi) to investigate additional recreational space at the Burnside Heights Recreation Reserve and an area of vacant space adjacent to Arbour Boulevard and Westwood Drive.

RECOMMENDATION:

That Council note the report.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council dated 21 December 2020, Council resolved via Notice of Motion 729 (Cr Abboushi) as follows:

That Council officers investigate additional recreational space at the Burnside Heights Recreation Reserve and an area of vacant space adjacent to Arbour Boulevard and Westwood Drive, to see if it is viable and what cost would be associated with the initiative.

This report provides further information on the viability and costs associated with providing additional recreational space at both locations.

2. Background/Issues

Burnside Heights Recreation Reserve

BHRR as shown in **Appendix 1**, is a 10 hectare recreation reserve comprising a community sports pavilion, 2 ovals with floodlighting, cricket nets, play space, public toilets and car parking.

There is an area within the reserve that spatially could be developed further for recreation purposes. This area is located in the southwest section of the reserve adjacent to Freelands Drive. The area is approximately 6,000 m² and therefore has space required potentially additional recreational activities.

In 2019, Council constructed an informal training space in the North West corner of the reserve at an estimated cost of \$50,000.

Assessments of open space in Burnside Heights are currently underway for the provision of a dog off lead park. The southwest section of BHRR may be a suitable location for such a park. The estimated cost to provide a dog off lead park in this location is \$200,000. Further site assessments and design is required to confirm these costs and a further report to Council is to be provided as part of responding to Notice of Motion 707 - to investigate options for a dog park in Burnside Heights.

BHRR is in close proximity to Kororoit Creek and therefore will require assessment in the provision of a Cultural Heritage Management Plan (CHMP) prior to any works occurring. The reserve is also surrounded by native grasslands so future development in these areas is complex. This area would require further investigation and community consultation due to its proximity to the nearby residential properties to determine what development could occur and is appropriate to meet community need.

Arbour Boulevard/Westwood Drive Reserve

Arbour Boulevard/Westwood Drive Reserve (ABWDR) as shown in Appendix 2, is an area of open space approximately 2.65 hectares in size. ABWDR is located adjacent to Westwood Drive, although access to the reserve is via Arbour Boulevard, a residential street to the east of the reserve. The reserve has limited development with landscaping and tree planting having been undertaken when the reserve was developed in 2008.

Parking and traffic management is an issue, with access from Westwood Drive not possible so all access must be from the adjoining residential street network. There is limited parking along Arbour Boulevard for users to access the site.

ABWDR is not of a sufficient size to support the establishment of compliant active recreation facilities. Use for any formal active recreation sport would not be appropriate at this location given infrastructure requirements to support the activity including parking and traffic and pedestrian management access issues.

The site is of a suitable size and accessible enough to accommodate additional recreation space such as an informal kick about/training space, tennis/multipurpose public courts or a dog off lead park. As there is currently no plan for further development of ABWDR, it is recommended that significant community engagement be required prior to any development of the reserve due to development impacts on the surrounding residential area.

The estimated costs to develop additional recreation space at ABWDR as follows:

- Informal training space – playing surface and infrastructure \$400,000

Further investigation and analysis would also be required to determine how car parking, traffic management, pedestrian access can be provided and the associated cost with doing so.

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 estimated costs to develop additional recreational space depends on the infrastructure being developed and the site. Indicative costs for an informal training space would be \$100,000 for the playing surface pending size and up to an additional \$300,000 for associated support infrastructure.

Additional carparking, traffic management measures and pedestrian path access would also need to be considered, further investigated and pending how they can be provided costed as part of a project.

Any development at the Burnside Heights Recreation Reserve will also incur additional costs with Cultural Heritage Management Plan and Native Vegetation site assessments to be completed to ensure the land can be disturbed for future uses.

5. Consultation/Public Submissions

N/A.

6. Risk Analysis

ABWDR is an established passive recreation reserve. Community engagement is recommended prior to any development at this reserve due to the significant future development will have on the surrounding residential area.

Further community engagement with the community is also required for any future development of the BHRR in the southwest corner of the reserve due to the proximity of the surrounding residential properties.

Further investigation would be required to determine costs associated with providing access to either site for vehicles and pedestrians.

The BHRR must also consider require Cultural Heritage Management Plan and Native Vegetation site assessments to be completed to ensure the land can be disturbed for future uses.

7. Options

That Council note the report.

LIST OF APPENDICES

1. Burnside Heights Recreation Reserve - undated
2. Arbour Boulevard/Westwood Drive Reserve - undated

12.10 RESPONSE TO NOTICE OF MOTION 748 (CR DEEMING) - COST OF ESTABLISHING A YOUTH ENGAGEMENT FUND

Author: Kristie Lawson - Coordinator Young Communities
Presenter: Maurie Heaney - General Manager Community Services

PURPOSE OF REPORT

To respond to the Notice of Motion 748 raised by Cr Deeming.

RECOMMENDATION:

That Council:

1. Provide an allocation of \$100,000 towards the establishment of a Youth Engagement Grant Fund
 2. Provide the Youth Engagement Grant Fund for a 12 month term
 3. Provide the Youth Engagement Grant Fund for individuals aged between 8 to 16 years, up to a maximum of \$100.00 per young person per year
-

REPORT

1. Executive Summary

At the Meeting of Council held 8 February 2021, Council resolved via a Notice of Motion 748 (Cr Deeming).

That Council investigate the possibility and cost of establishing a youth engagement fund to help low income youth keep engaged in positive community activities by partly subsidising participation in extracurricular activities, such as music lessons, chess or writing clubs and sports. The funds would be offered by the clubs directly to eligible youth and their families, and be managed and verified by Council.

This report provides information relating to current grant programs that are provided to the community and opportunities to further review, expand those to achieve the principle objective of the Notice of Motion.

The report provides options for Council consideration.

2. Background/Issues

At the Meeting of Council held 8 February 2021, Council resolved on Notice of Motion 748 with officers to present a report to Council.

In the Youth cohort there was approximately 29,000 young people aged 8 to 16 in the City of Melton in 2016 and this will grow to almost 62,000 young people by 2031.

The current annual City of Melton Youth Grants and Awards Program provides an opportunity to recognise young people and their achievement within the City of Melton. The annual grant process has two streams of funding and Council provides an annual grant funding allocation of \$20,000.

The individual grant streams provides grants of up to \$500 for individuals in the following areas:

- Arts: encompasses the Arts and Music which can be composed on many art forms. This may consist but not limited to dance, poetry, drawing, story writing, film, drama, comedy, singing, conferences and performances
- Sport: involves physical activity that is competitive and engaging. This may consist of tennis, football, soccer, rugby, netball, basketball, golf, table tennis, motor sports or swimming.
- Social Civic Responsibility: Promote a young person to be involved in an activity benefiting the community, giving back to the community. This includes volunteerism initiatives, social and political initiatives that enhance economic enhancement.
- Leadership: promotes participation in activities that will help to personally and professionally develop a young person moving towards their goals. Some Leadership qualities consist of confidence, focus, inspiration, passion, persistence and empowerment
- Environment and Sustainability: promotes a young person involved in activities to protect or sustain the environment Flora and Fauna.
- Project Grant: Council supports projects which will empower young people by their involvement and delivery of a project.

There is an opportunity to add to the recently endorsed 'Stay Involved Grant Fund'. That fund is targeted to members of the community experiencing financial hardship to support them staying involved in Active Community Sports and other recreation activities. Council could add this specific stream focussed on Youth Engagement as a specific category as part of that program.

Officers would be required to facilitate the grants, however clubs and associations across the municipality could support the application of young people they identify as most in need that require assistance.

If endorsed, Officers recommendation is to provide a subsidy of up to a maximum of **\$100.00 per young person per year**.

It is also recommended that applications would be submitted with consultation and support from the relevant body that they are involved in to verify their engagement in the activity, and that financial hardship is being experienced and support required. Criteria would require to be developed and could include:

- An Individual to justify, what's changed as a result of Covid preventing participation
- Limit one application only per individual annually
- The funding to be available for the youth cohort aged between 8 to 16 years of age.

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
1.6 Reconciliation to support healthy communities.

4. Financial Considerations

Council to determine the amount to be provided annually towards this Youth Engagement Grant Fund.

Each option provided would require consideration of additional staff resources to administer the process which would be over and above the grant amount approved. Estimated to be \$80,000.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

The time to roll out the new program should it be required to develop funding guidelines, criteria for assessment is a risk to Council.

Any proposed support program is recommended to be managed by Council officers to ensure required governance arrangements are implemented and to ensure that the community members that genuinely need the support are appropriately targeted and receive the funding.

7. Options

Council has the following options:

- Provide a specific Youth Engagement funding stream as part of the recently endorsed 'Stay Involved Grant Fund'.
- Provide a specific Youth Engagement funding Grant stream to Councils Community Grants Scheme
- Both Options above to be administered and with a goal to be paid monthly.
- The Fund to be available for the youth cohort aged between 8 to 16 years of age
- Not to proceed with the establishment of a Youth Engagement Fund

LIST OF APPENDICES

Nil

12.11 2020-2021 COUNCIL AND WELLBEING PLAN SECOND QUARTER ACTION PLAN PROGRESS REPORT

Author: Bob Baker - Corporate Planning and Performance Coordinator

Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To provide the second quarter update on the progressive achievement of the Council's 2020-2021 Council and Wellbeing Annual Action Plan

RECOMMENDATION:

That Council receive and note the 2020-2021 Council and Wellbeing Annual Action Plan Second Quarter Progress Report (1 October – 31 December 2020) as presented at **Appendix 1**.

REPORT

1. Executive Summary

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

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

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

Appendix 1 provides detail on activity for the second quarter (1 October - 31 December 2020), in the progressive achievement of the 2020-2021 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 2020-2021 Council and Wellbeing Annual Action Plan provides 107 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 2020-2021 Council and Wellbeing Annual Action Plan, inclusive of the period from 1 July - 31 December 2020. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥ The following table provides summary of progress against actions.

Status	Description	Number of actions
Achieved	The Action is completed.	5
On track	The action is on track and expected to be completed by the current timeline	98
Not On Track	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	4
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column	0
Total		107

There were no additional key achievements this quarter.

The impact of Covid-19 has had a significant impact on completing actions during the October to December quarter.

The four actions Not on Track are:

- Implement Sustainability Education Program for community – was due to be completed by the end of December but delayed pending filling of vacant positions
- Review Councils tree planting and removal policy to further protect our tree assets – The legal information sought to progress this policy has been deferred to allow for the implementation of the Local Government Act 2020 and the induction of the new Council.
- Deliver improvements to Council's passive recreation reserves via the Parks Development Program – improvements to some parks in the annual program delayed as consultation and engagement impacted by Covid-19
- Commence the 2021 annual Business Excellence Awards program – uncertainty around Covid-19 has delayed planning. Event delivery is anticipated for October 2021.

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 2020-21 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 2019-2020 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. 2020-21 Council and Wellbeing Annual Action Plan 2nd Quarter Progress Report

12.12 FINANCE REPORT - PERIOD ENDED 31 DECEMBER 2020

Author: Sam Rumoro - Manager Finance
Presenter: Sam Rumoro - Manager Finance

PURPOSE OF REPORT

To present the 2020/2021 Finance Report for the 6 months ended 31 December 2020 (the Report).

RECOMMENDATION:

That the Council note the report.

REPORT

1. Executive Summary

This monthly report compares 6 months ending 31 December 2020 YTD and results with the profiled YTD approved budget for the same period.

2. Background/Issues

This Finance Report is being presented to Council to outline Council's financial position, as at 31 December 2020. Every three months a finance report will be presented to Council providing this level of information. Section 138(1) of the *Local Government Act 1989* specifies:

At least every 3 months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to the Council at a Council meeting which is open to the public.

Audit & Risk Committee reviewed the report on 17 February 2021, no changes were required following that review.

The operating surplus before transfers for the December YTD period were \$131.53 million. This compared with the profiled budgeted result of \$117.21 million, resulting in a favourable variance of \$14.32 million. The favourable result was mainly due to higher than anticipated supplementary rates growth, grant income and lower than budget employee expenses.

Council forecasts an underlying surplus of \$6.49 million, largely due to higher than anticipated user fees, supplementary rates income and land sales. To achieve this outcome, economic activity/recovery will need to continue, as it has in recent months. Council will need to remain vigilant in its management of costs.

The actual capital expenditure completed at the end of December was \$33.2 million or 29.2% of the total budget.

Council's total cash position at the end of the December 2020 was \$311.6 million. This balance included general and restricted investments, representing carry forward expenditure, employee entitlements and developer contributions received for future capital works. The working capital ratio for the YTD period is a healthy 1:9.1.

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

Council note the operating surplus for the 6 months ended 31 December 2020 and other financial matters outlined in the attached report.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

The financial report provides transparency over the financial performance of Council and will ensure Council's continued compliance with the legislative requirements.

7. Options

The Council can:

1. Note the report as per the recommendation;
2. Request further information/clarification if deemed necessary.

LIST OF APPENDICES

1. 2020/2021 Finance Report - 6 months ended 31 December 2020

12.13 CAPITAL EXPENDITURE REPORT - PERIOD ENDED 31 DECEMBER 2020

Author: David Caligari - Manager Capital Projects
Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To present the 2020-21 Capital Expenditure Report for the 6 months ended 31 December 2020.

RECOMMENDATION:

That Council adopt the revised 2020-21 project budgets as follows:

1. Increase the following project budgets

Project	Council Adopted Budget	Increase	Revised Budget based on 2 QTR Forecast
MCC Accomodation Refit	\$ 1,250,000	\$ 3,250,000	\$ 4,500,000
Diggers Rest Community Pavilion and Oval No. 02	\$ 1,633,782	\$ 2,516,218	\$ 4,150,000
PSP Council Funded Portion WIK/Land	\$ -	\$ 2,430,643	\$ 2,430,643
PSP-Public Open Space Compensation	\$ -	\$ 2,017,896	\$ 2,017,896
Eynesbury Station Early Learning Centre	\$ 3,624,357	\$ 1,510,643	\$ 5,135,000
Pedestrian Level Crossing Upgrades	\$ -	\$ 1,431,898	\$ 1,431,898
Macpherson Park Redevelopment - Stage 2	\$ 1,500,000	\$ 1,250,000	\$ 2,750,000
Taylors Rd/Gourlay Rd - Signalised Intersection	\$ 1,000,000	\$ 1,115,500	\$ 2,115,500
Cobblebank Indoor stadium	\$ 22,000,000	\$ 800,000	\$ 22,800,000
Sinclairs Road, Deanside - Bridge Construction	\$ -	\$ 364,733	\$ 364,733
Bridge Rehabilitation Program	\$ -	\$ 250,000	\$ 250,000
Courthouse Cafe	\$ 235,000	\$ 215,000	\$ 450,000
City Vista Court	\$ 684,050	\$ 193,300	\$ 877,350
New Footpaths Construction Program	\$ 60,390	\$ 180,711	\$ 241,101
Streetscape Improvements (Pride of Melton)	\$ 350,000	\$ 170,000	\$ 520,000
Taylors Hill Shopping Centre Right Lane	\$ 127,483	\$ 152,517	\$ 280,000
Caroline Springs Public Toilet	\$ 185,307	\$ 114,693	\$ 300,000
Burnside Heights Recreation Reserve-Car park	\$ 220,000	\$ 100,000	\$ 320,000

2. Decrease the following project budgets

Project	Council Adopted Budget	Decrease	Revised Budget based on 2 QTR Forecast
Kurunjang Tennis Courts	\$ 668,463	-\$ 88,463	\$ 580,000
Public Art Installation	\$ 247,936	-\$ 100,000	\$ 147,936
Melton Community Pavilion	\$ 300,000	-\$ 100,000	\$ 200,000
Annual Computer Replacement Project	\$ 535,000	-\$ 139,000	\$ 396,000
Footpath Construction	\$ 180,711	-\$ 180,711	\$ -
Road Rehabilitation Program	\$ 717,802	-\$ 597,802	\$ 120,000
CS Community Pavilion Extension	\$ 760,375	-\$ 610,375	\$ 150,000
Brookside Pavilion redevelopment	\$ 2,124,500	-\$ 724,500	\$ 1,400,000
Taylor's Rd(City Vista-Gourlay)-Rd Duplcn & Signals	\$ 1,115,500	-\$ 1,115,500	\$ -
Plant Purchases/Replacement	\$ 1,364,000	-\$ 1,309,000	\$ 55,000
Melton Secondary College Sports Field	\$ 2,330,000	-\$ 2,330,000	\$ -

REPORT
1. Executive Summary

This report informs Council of the financial performance of the 2020–21 Capital Expenditure Program at the end of the second quarter, including the progress of all Council's projects. Variations to the delivery timeframe of a number of projects has resulted in more or less funds being required in the current financial year for these projects to proceed according to the current schedule. The overall impact of these changes result in an increase of the adopted Council budget of \$113,513,938 to a forecast of \$124,650,102.

2. Background/Issues

The detailed capital expenditure report for the period ended 31 December 2020 is contained in **Appendix 1** to the Council report. It details the progress of every project that forms part of the 2020-21 capital budget adopted by Council including projects that are proceeding faster and/or slower than anticipated. The rate of progress of each project affects the funds required to deliver the project in the current financial year. The report details the increase/decrease in funds required along with an explanation for the proposed change.

Key issues

- A formal review of the capital expenditure program is undertaken quarterly to understand current challenges and subsequent delivery risks. As a result, adjustments to program budget allocations have been proposed for this quarter to optimise overall program delivery for 2020–21 as outlined in **Appendix 1**.
- The value of work completed at the end of the second quarter was \$33.17M compared to the budget value of \$113.51M. In summary, the program is 30 per cent delivered against the budget which is in line with progress in previous years. It is anticipated that \$29.11M will be carried forward to 2021-22.

- While many projects continue to track on or ahead of schedule, delays due to issues with Covid, service agencies and changes to scope continue to impact their ability to meet original timeframes. While efforts are ongoing to mitigate the effects of these issues, the impact is still reflected in the second quarter results.

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

The 2020-21 Capital Expenditure Budget adopted by Council was \$113,513,938. Due to variations to projects during the first two quarters of the 2020-21 financial year, a number of project budgets need to be varied to allow works to continue. The revised forecast is shown below:

- Qtr 2 forecast spend \$95,535,628
- Qtr 2 forecast carry fwd \$29,114,474
- **Qtr 2 forecast total \$124,650,102**

The variation to budget is largely funded by unbudgeted grant income, developer contributions and Council's accommodation reserve. The financial impact to Council is therefore minimal. The following tables detail the projects subject to carry forwards or variations to budget.

Summary of Major Proposed Carry Forwards to 2021/22	QTR 2 Proposed Carry Forward	Explanation
Melton Recycling Facility - Stage 2	1,798,000	Forecasting that \$1.5M will be spent and \$1.798M carry forward. Design work is currently in progress and construction is currently scheduled to commence in May 2021.
Brookside Pavilion redevelopment	700,000	The project has experienced delays during the design process to ensure the scope matches the project requirements and available budget. Forecasting \$700,000 spend is current FY and \$700k carry forward to complete project in 2021/22.
Plumpton Aquatic & Leisure Centre	4,000,000	The project budget is for land acquisition. Land acquisition is dependent on land developer activity. Development is not currently occurring in this area and it is therefore unlikely land purchase will occur this FY.
Caroline Springs Blvd/Rockbank Middle Rd Signals	2,970,472	Project is currently in design phase. The project budget profiling over financial years did not reflect the current project schedule. Construction is currently scheduled to take place in 2021/22.
Eynesbury Sporting Facility	500,000	The project is currently in the construction phase and proceeding in accordance with the schedule. Forecasting \$9.88M expenditure in current FY and \$500K carry forward to complete project in early 2021/22.
Taylor's Rd (West Botanical Dr to West City Vista)	793,000	Project is currently in design phase. The project budget profiling over financial years did not reflect the current project schedule. Construction is currently scheduled to take place in 2021/22.
Taylor's Rd and Westwood Dr Intersection	4,800,000	Project is currently in design phase. The project budget profiling over financial years did not reflect the current project schedule. Construction is currently scheduled to take place in 2021/22.
Solar Retrofit Program	600,000	Program impacted by COVID-19 restrictions due to consultants not being allowed to carry out work onsite. Forecasting \$800k will be spent in current FY and \$600k carry forward to 2021/22 to complete program.
Boundary Road - Mt. Cottrell to The Mall	4,411,922	Project is currently being delayed awaiting the establishment of an MOU with Wyndham Council. It is likely that full amount of \$4,411,922 will be carried forward to 2021/22
Brooklyn Rd Signalised Pedestrian Crossing	1,600,000	Project is currently in design phase. The project budget profiling over financial years did not reflect the current project schedule. Construction is currently scheduled to take place in 2021/22.
Taylor's Hill Youth & Community Ctr - Extens. & Upgrade	1,600,000	Project is contingent on Brookside Pavilion Development being completed as clubs are moving between facilities to allow works to take place. Forecasting \$340K expenditure in current FY and \$1.6M carry forward to complete project in 2021/22.
Western Region Emergency Network Warehouse	500,000	Project is currently under construction and expected to be completed in August 2021. Forecasting \$1.44M expenditure in current FY and \$500K carry forward to complete project in 2021/22.
Taylor's Rd/Gourlay Road - Signalised Intersection	1,965,500	Project is currently in design phase. The project budget profiling over financial years did not reflect the current project schedule. Construction is currently scheduled to take place in 2021/22.

Summary of variance to 2020/21 Project Budgets	Variance 20/21 Qtr 2 Forecast Less 20/21 Budget	Explanation
MCC Accommodation Refit	3,250,000	Total Refurbishment of facility brought forward when the building was vacated due to COVID conditions and funds to complete the project are available in the accommodation reserve account. Forecast increase to satisfy project scope has been previously agreed with Council.
Diggers Rest Community Pavilion and Oval No. 02	2,516,218	Forecast has been increased to reflect timeframe requirement of the GSF funding agreement. Additional expenditure will be offset by GSF funding of \$2.5M.
PSP Council Funded Portion WIK/Land	2,430,643	Council has maintained a forecast value of the external apportionment for the active open space in the Melton North PSP mainly from Pennyroyal AR01 for \$623k and Little Creek AR01 for \$1.8m of which \$1.8m have been recognised from the Little Creek development.
PSP-Public Open Space Compensation	2,017,896	This is the value of the POS Land to be transferred to Council, the forecast has been revised down by the value of POS land from Little Creek which was lower than anticipated as the land provided was smaller in size as identified by City Design.
Eynesbury Station Early Learning Centre	1,510,643	Forecast has been increased to satisfy payment commitments to the Victorian School Building Authority that aligned with milestones to have the facility completed in 2020. The additional expenditure is fully offset through State Gov't funding.
Pedestrian Level Crossing Upgrades	1,431,898	Payment to State Gov't for externally managed works associated with the Melton rail duplication project including the construction of a number of pedestrian crossings along the rail corridor. The payment is fully offset through developer contributions.
Macpherson Park Redevelopment - Stage 2	1,250,000	Forecast increase due to funding agreement commitments requiring project to be delivered ahead of original schedule. The additional expenditure is offset through State Gov't funding.
Taylors Rd/Gourlay Rd - Signalised Intersection	1,115,500	Forecast increase is the result of combining two Taylors Rd projects that will be delivered together into a single project. There is a corresponding decrease for the Taylors Rd(City Vista-Gourlay)-Rd Duplcn & Signals below resulting in zero net impact on the budget.
Cobblebank Indoor stadium	800,000	Forecast has been increased to reflect proposed contract payments that will occur in the current FY.
Sinclairs Road, Deanside - Bridge Construction	364,733	The design of this project was brought forward to ensure timely delivery of the project in future financial years. Council approved the expenditure at Nov Council Meeting.
Bridge Rehabilitation Program	250,000	Expecting over expenditure this year due to significant vehicle accident damages to 3 bridges.
Courthouse Cafe	215,000	Forecast has been increased in line with recent Council resolution for the structural fitout of the building. The additional expenditure is offset through State Gov't funding.
City Vista Court	193,300	Increased forecast required due to contractual delays caused by service relocations and the impacts of Covid. Additional expenditure will be offset through developer contributions.
New Footpaths Construction Program	180,711	The program has two ledgers. This ledger's forecast has been increased to include the \$180,711 budget against Footpath Construction (below). There is a corresponding decrease to Footpath Construction below resulting in zero net impact on the budget.
Streetscape Improvements (Pride of Melton)	170,000	Forecast has increased to complete rectification of raised crossing in front of MLLH. Council approved additional expenditure on this project when the contract was awarded.

Summary of variance to 2020/21 Project Budgets	Variance 20/21 Qtr 2 Forecast Less 20/21 Budget	Explanation
Taylors Hill Shopping Centre Right Lane	152,517	Forecast has been increased to ensure project completion in accordance with Council resolution.
Caroline Springs Public Toilet	114,693	Forecast has been increased due to Council decision to relocate toilet to an alternate location. This includes funds already expended at the original Lake Caroline site.
Burnside Heights Recreation Reserve-Car park	100,000	Forecast has increased due to additional scope included in contract. Council approved additional expenditure when
Kurunjang Tennis Courts	-88,463	Project forecast to be completed under budget due to competitive pricing during procurement.
Public Art Installation	-100,000	Covid has delayed some projects in the program. These projects will now be delivered in 2021/22.
Melton Community Pavilion	-100,000	The budget of \$300K was an allocation for the design of the pavilion. The forecast of \$200K is sufficient for the funds required for design in 2020/21.
Annual Computer Replacement Project	-139,000	The total cost of the Annual Computer Replacement Project remains unchanged. The forecast has been reduced due to a rebalance of IT costs between capital and operating expenditure. There is a corresponding forecast increase
Footpath Construction	-180,711	The program has two ledgers. This ledger's forecast has been decreased in line with an increase to the New Footpaths Construction Program above resulting in zero net
Road Rehabilitation Program	-597,802	Projects that were forecast to carry over to 2020/21 were completed early and therefore the full amount of carry
CS Community Pavilion Extension	-610,375	Project completed ahead of schedule in 2019/20. Forecast reduced to reflect funds required to finalise project.
Brookside Pavilion redevelopment	-724,500	The 2020/21 budget figure of \$2,124,500 is incorrect due to a miscalculation of receipted funding and carry forward. The forecast of \$1.4M is consistent with the funds required to deliver the project.
Taylors Rd(City Vista-Gourlay)-Rd Duplcn & Signals	-1,115,500	Forecast decrease is the result of combining two Taylors Rd projects that will be delivered together into a single project. There is a corresponding increase for the Taylors Rd/Gourlay Rd - Signalised Intersection above resulting in
Plant Purchases/Replacement	-1,309,000	Forecast decrease is related to Council's decision to move to Novated Leasing of vehicles. The budget had allowed for ongoing replacement of Council's fleet of private use vehicles.
Melton Secondary College Sports Field	-2,330,000	The Victorian School Building Authority (VSBA) requested Council to undertake this project on its behalf. Protracted negotiations on a suitable funding agreement have resulted in the VSBA deciding to complete the project itself. Project will no longer be delivered by Council and therefore the budget is not required.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

Capital Expenditure reporting provides Council with confidence that the capital program is being delivered in accordance with the adopted Council budget and that any variation to the capital program are considered and endorsed by Council

7. Options

That Council:

- Adopt the Officer recommendation presented in the report
- Request further information/clarification if deemed necessary

LIST OF APPENDICES

1. Capital Expenditure Report for period ended 31 December 2020

12.14 CONTRACT NO. 21/036 - CONTRACT FOR THE PROVISION OF OUTBOUND DIGITAL MAIL SERVICES

Author: Robert Zucca - Coordinator Service Desk
Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To seek Council's approval to award Contract No. 21/036 Contract for the provision of Outbound Digital Mail services to Bing Technologies, utilising the Municipal Association of Victoria (**MAV**) contract DM5814, that conforms to Section 186 of the Local Government Act 1989, for a term of one (1) year with four (4) optional one (1) year extensions.

RECOMMENDATION:

That Council:

- Award Contract No. 21/036 for the provision of Outbound Digital Mail services to Bing Technologies for a term of one (1) year with four (4) optional one (1) year extensions, at an approximate spend of \$175,000 per year.
- Authorise the Chief Executive Officer to execute the contract for a term of one (1) year with four (4) optional one (1) year extensions.

REPORT

1. Executive Summary

The purpose of this report is to seek Council resolution to award Contract No. 21/036 Information Technology Products & Services for the provision of Outbound Digital Mail services to Bing Technologies.

Melton City Council (**MCC**) sends approximately \$257,000 per annum in mail and mail management related labour to support functions such as animal registration renewals, planning application documentation, debtor statements, rates notices, fire prevention notices, etc.

The current contract with Australia Post for mail services has expired and MCC is looking to enter into a new contract with the preferred supplier for Outbound Digital Mail, Bing Technologies. The end to end solution will enable council staff to send correspondence for print directly from their council provided computer to an outbound print centre where Bing Technologies will then lodge correspondence via Australia Post.

The MAV have in place pre-negotiated agreements with Digital Mail service providers. The MAV agreement was reviewed and found that it conformed to Section 186 of the *Local Government Act 1989* which allowed MCC to take advantage of negotiated competitive pricing.

MCC obtained three quotes from Bing Technologies, Melbourne Mail Management and Canon Business Services Australia all of which are part of the MAV agreement. The MCC evaluation panel assessed responses in accordance with its selection criteria and found Bing Technologies as the preferred supplier.

This report seeks Council's resolution to award Contract No. 21/036 Information Technology Products & Services for the provision of Outbound Digital Mail services, to Bing Technologies for a term of one (1) year with four (4) optional one (1) year extensions, at an estimated cost of \$175,000 per year subject to service growth

2. Background/Issues

MCC's current process to manage outbound mail is time consuming and outdated, resulting in Business Units spending approximately 20-30 hours per month printing, folding, inserting and lodging mail. The mail is sent to the Information Management team to arrange for collection by an external courier managed through Australia Post.

Business Units with the highest demand for outbound mail activity send greater than 169,000 letters per annum at an average annual cost of \$257,000. This includes letters such as animal registration renewals, planning application documentation, debtor statements, rates notices, fire prevention notifications etc. With the municipality growth, external mail volume will increase year on year requiring additional resources to manage the volumes.

By way of example the Business Units that have the highest volume of Outbound Mail include:

- Planning Services
- City Design Strategy & Environment
- City Amenity & Compliance, and
- Information Management

Table 1:0 Outbound Mail Volume

Outbound Mail Type	Volume –Yearly (2019-2020)
Managed by Information Management Team	
Domestic Registered Post	543
Imprint Large Letters Regular	9143
Imprint Small Letters Regular	95730
International Economy Letters	160
Parcel Post Parcels <500g	864
Parcel Post Parcels >500g	493
Express Post Domestic 1-3kg, B4	3
Reply Paid Large	10
Reply Paid Small	2733

Outbound Mail Type	Volume –Yearly (2019-2020)
Not managed by Information Management Team	
Imprint Large Letters Priority	2
Imprint Small Letters Priority	1036
Pre-sort letters small regular	43970
unaddressed mail	14906
Total	169593

The above is only an estimate based on 2019-2020 usage.

The Outbound Digital Mail solution will enable office based and remote working staff to independently mail items to a print centre eliminating manual intensive process. This is achieved by enabling council staff to send correspondence for print directly from their council provided computer directly to an outsourced print centre.

About the MAV Tender Process

The basic aims of the MAV tender process were to engage Service Provider(s) to (where possible):

- Establish an agreement that will deliver value for money through a combined spend arrangement for the Municipal Association of Victoria;
- A Contractor or panel of Contractors to meet or exceed the Municipal Association of Victoria's' varying needs and requirements for the goods and services;
- A continued streamlined, and end-to end approach to the access and management of the Provision of Energy Consultancy Services;
- work with MAV Procurement to continue to identify opportunities for improvement in the quality and level of service provided, for the mutual benefit of both the Municipal Association of Victoria and the Service Provider;
- Able to provide regular and tailored reporting;
- Able to provide innovative solutions.

The MAV Qualitative Selection Criteria

The weightings in the table below were applied to the scores to determine the final score for each response. As outlined in the evaluation plan submissions required a minimum overall score of 60% to qualify for the panel.

Table 2:0: The MAV Qualitative Selection Criteria

Criteria	Weighting
Corporate Responsibility	10%
Experience and Past Performance	30%
Services Offered	30%
Delivery, Order Management and Fulfilment	10%
Contract Management	20%

MAV Supplier Panel Members

There are 3 Digital Mail service suppliers that make up the panel members for the MAV DM5814 agreement. Table 3:0 contains the list of suppliers on the panel.

Table 3:0: The MAV supplier panel members

Supplier panel members
a) Bing Technologies
b) Melbourne Mail Management
c) Canon Business Services Australia

Municipal Association of Victoria/Procurement Australia/State Government tenders may not include 'local content' in the evaluation criteria as tenders are run state or country wide leveraging the combined purchasing power of public and private sector organisations to achieve best value on products and services.

MCC Evaluation Panel Members

The MCC evaluation panel consisted of 4 council officers representing the key stakeholders of the Digital Mail service. The evaluation panel assessed the submissions received against the evaluation criteria. The evaluation panel consisted of the officers outlined in Table 4.0

Table 4:0 MCC Selection Panel Members

Evaluation panel members	Position
Steve Finlay	Planning Project Officer, Planning Services
Veena Menezes	Coordinator Information Management, Information Services
Kelly Archibald	Coordinator, City Strategy
Natasha King	Coordinator City Amenity & Compliance, Compliance

No member of the evaluation panel declared any conflict of interest in relation to this supplier evaluation.

MCC Evaluation Criteria

The evaluation panel assessed the suppliers' responses against 10 key criteria. The list of selection criteria and their weightings are contained in Table 5:0

Table 5.0: MCC Selection Criteria and Weighting

Criteria	Weighting
Competency/experience	5%
Information management	5%
Business continuity	5%
Service quality	10%
Confidentiality and data security	10%
Solution compatibility/ease-of-use	10%
Reporting and auditing	10%
Requirement compliance	15%
Service assurance	10%
Price	20%
Total Weighted Score	100%

In relation to Councils procurement procedure stipulating local content being an assessment criteria of no less than 10%, the Municipal Association of Victoria/Procurement Australia/State Government tenders may not include 'local content' in the evaluation criteria as tenders are run state or country wide leveraging the combined purchasing power of public and private sector organisations to achieve best value on products and services. When seeking quotations it was specifically not pursued with the three suppliers, however, a review of the organisations procurement procedure in the near future will give consideration to this being a requirement.

MCC Scores

Each response was scored in relation to the above selection criteria. The highest rated score was for Bing Technologies, second was Cannon Business Services (Aust) and third was Melbourne Mail Management.

Table 6.0: Overall Scores

Supplier panel members	Score (out of 100)
Bing Technologies	73
Cannon Business Services (Aust)	59
Melbourne Mail Management	55

Preferred supplier

The evaluation panel determined that Bing Technologies was the preferred supplier taking into consideration the scoring matrix and the needs of Melton City Council.

The contract

The contract provides for the provision of mail services. The following is a non-exhaustive list of mail services provided by the supplier.

- Printing, folding, enveloping and posting electronic document/s with limited restriction on number of pages or linked documents
- Ability to post standard letters:
- No fixed templates
- Automatic Letter Grouping
- Letter Sizes: DLX, C4 and Parcels
- Postcards
- Multiple Colour Models
- Portrait, Landscape, Mixed
- C4 staple finish
- Regular or Priority or Registered Mail

The Contract Term

The contract term is for one (1) year with four (4) optional one (1) year extensions.

3. Council Plan Reference and Policy Reference

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

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability
- 5.2 A flexible, innovative and creative organisation that responds to rapidly changing community and operating environments*

4. Financial Considerations

Funding for this contract will come from the current operational budget and no additional funds are sought. Table 6:0 contain the current spend and future spend under the proposed new contract.

Table 7:0: Financial Analysis

Financial analysis	Amount
Current spend - Australia Post Charges excluding Rates and Events.	\$129,685
Hours spent by staff in IM @ \$14,400 per annum plus a calculated \$113,414 pa as a result of 8 departments spending 20-30 hours per month on mail management).	\$127,814
Total Current spend	\$257,499
Future spend - Estimated yearly cost under new contract.	\$174,856*
POTENTIAL SAVINGS#	\$82,643

The majority of savings are in organisational staff costs.

*Contract pricing will be subject to CPI and Australia Post increases each year.

5. Consultation/Public Submissions

As the supply of this category is an internal service, no public consultation has been undertaken.

Internal consultation was undertaken with the following business units; Planning Services, Information Services, City Strategy and City Amenity & Compliance.

6. Risk Analysis

There are no additional risks associated with entering into a provision of Digital Mail contract.

7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Undertake an open tender for the provision of Digital Mail services.

LIST OF APPENDICES

1. Evaluation Scorecard - Contract No. 21/036 Information Technology Products & Services for the provision of Outbound Digital Mail services - undated

**12.15 PLANNING APPLICATION PA 2020/6886 & DEVELOPMENT PLAN
DP2020/001 - DEVELOPMENT OF TWO DWELLINGS ON THE LAND, USE OF
THE LAND FOR ACCOMMODATION (COMMUNITY CARE ACCOMMODATION) AND
CONSTRUCT BUILDINGS AND WORKS ON LAND IN AN URBAN FLOODWAY
ZONE AT 73 THE REGENCY, HILLSIDE**

**Author: Shane Trenergy - Development Planner
Presenter: Luke Shannon - General Manager Planning & Development**

PURPOSE OF REPORT

To advise Council of the recent VCAT decision on the planning application for the development of two dwellings on the land, use of the land for accommodation (community care accommodation) and construct buildings and works on land in an urban floodway zone at 73 The Regency, Hillside.

RECOMMENDATION:

That Council note the VCAT decision.

REPORT

1. Executive Summary

Applicant:	St John of God Services Victoria
Proposal:	Development and use of the land for two dwellings for the purpose of Community Care Accommodation
Zone:	General Residential Zone – Schedule 1 Urban Floodway Zone
Overlays:	Development Plan Overlay – Schedule 1 Melbourne Airport Environs Overlay
Number of Objections:	187
Council Decision:	Notice of Decision to Refuse to Grant a Permit and refuse a Development Plan application
Key Planning Issues:	Restrictive covenant and design guidelines Neighbourhood character Strategic justification Crime and safety
Date of VCAT Hearing:	16-17 December 2020

VCAT Decision:	Set aside Council's decision and directed to approve the Development Plan and issue a permit
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2. Background

The subject site has an area of 1,341m² and is located on the western side of The Regency, Hillside. Other features of the site are as follows:

- The site is irregular in shape with a skewed east to west orientation.
- It has a curved frontage to The Regency of 29.38 metres.
- The land is relatively flat with a gentle fall from north to south and does not contain significant vegetation.
- The land does not feature any easements.
- The land has not been developed however features a crossover to the southern side of the frontage.

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

On 25 May 2020, Council refused a planning application and development plan application to develop and use the land for two dwellings for the purpose of Community Care Accommodation on the following grounds:

- The scale and intensity of the proposal is considered to be out of character with the surrounding area, particularly the minimal separation between dwellings, the built form and the car parking located in the rear of the dwelling.
- 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.
- The proposal is considered inappropriately located in an established residential area which is not in proximity to public transport, activity centres and community facilities; and
- Should this matter go to VCAT, that the use of the dwellings could not be used for drug and alcohol rehabilitation purposes.

The applicants subsequently sought a review of Council's refusal which was heard by VCAT on 16 and 17 December 2020. On 15 February 2021, VCAT directed that the decision of Council is set aside and the development plan is to be approved and a permit is to issue.

Refer to **Appendix 2** for a full copy of the VCAT decision.

In its decision, the Tribunal considered that the key issues were:

- Does the development respond to its planning policy context?
- Is the development generally in accordance with the DPO1?
- Is the development an acceptable response in this neighbourhood?

The following is a summary of the Tribunal's decision:

The tribunal acknowledges the built form is designed to cater for the specific needs of its residents and that the design is not institutional in nature and will not be highly obvious in the neighbourhood. The units will expand the range of housing available in the Hillside area. There is a high demand for this type of accommodation to enable disabled adults to live close to their families who live nearby.

The tribunal found that Clause 2.0 of DPO1 requires the responsible authority (Council) to consider a set criteria, with many relating to greenfield/estate planning and are not particularly relevant to an infill development site. It also requires the consideration of the Melton East Strategy Plan 1997 (MESP) and the Local Planning Policy Framework. The tribunal agreed the MESP is nearing the end of its policy life however, the DPO1 still requires

consideration of the MESP. The tribunal observed the surrounding area and considers it generally in accordance with the recommendations of the MESP as the proposal is predominately low density, detached housing.

The tribunal considers the residents of the units will have a satisfactory level of access to public transport and services which is consistent with other residents who live in this neighbourhood. This includes a bus service that provides connection to Watergardens and the Hillside Activity Centre that is located 1.5 kilometres from the subject site.

The tribunal found the proposed layout of the units an acceptable response to the existing and preferred neighbourhood character for the following reasons:

- The subject site has a wide frontage of 29.3 metres which allows the units to read as detached houses in the streetscape. This will maintain the existing dwelling spacing;
- The units will reflect the existing double-fronted dwellings nearby as each dwelling has its own entrance and windows facing the street;
- Unit 1 is set back 4.5 metres from the south boundary which provides a suitable break to the garage on the adjoining dwelling at 71 The Regency;
- The curvilinear road configuration creates a sense of space to the north boundary as Unit 2 is set back 9.72 metres;
- There is a 2.5 metre separation between the units that is wide enough to accommodate landscaping. This has been shown on the landscape plans;
- The dwellings are set back 6.3 metres and 8.8 metres from the frontage. These setbacks are consistent with the range of frontage setbacks found in the area and provide enough space for a garden which will maintain the landscape character of the neighbourhood;
- The units are single storey and propose a maximum height of approximately 5.3 metres. This scale is consistent with existing single storey dwellings nearby which will ensure the units do not dominate the streetscape;
- The location of one driveway along the south boundary will minimise the amount of hard paving in the frontage of both units; and
- The provision of a double carport and garage at the rear will be a site responsive design that minimises the visibility of the structures in the streetscape.

In addition, the proposed materials are satisfactory as it includes use of face brickwork (Lygon Coffee or similar) and render (Biscotti). It is acknowledged the façade contains a greater proportion of render than the neighbouring dwellings but is acceptable as brick is the main feature of the facade and therefore consistent with the existing dwellings nearby.

The inclusion of flat, pitched and skillion roofing is considered acceptable as it is reflective of existing roof forms nearby. The tribunal notes the roof is not fully flat but contains dominant pitched roof elements that are found in dwellings nearby. The subject site is not within a Neighbourhood Character Overlay that contains requirements for roof forms to match existing dwellings in the street. The contemporary design of the dwellings that includes flat roof elements is reflective of the changing nature of dwelling styles over time. This design includes the use of varying materials, setbacks and window openings to create visual interest in the streetscape and for the abutting properties.

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

Nil.

5. Consultation/Public Submissions

Not applicable.

6. Risk Analysis

Not applicable.

7. Options

VCAT's decision is final unless Council considers that there has been an error in law, in which case an application for review can be made to the Supreme Court. This however is not considered to be the case here.

LIST OF APPENDICES

1. Locality Plan - dated 23 April 2020
2. VCAT Decision - dated 15 February 2021

12.16 DUST SUPPRESSION ON HOLDEN ROAD, DIGGERS REST

Author: Brendan Sell - Manager Operations
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To respond to the resolution carried at the Council Meeting held 14 September 2020 in Item 12.3 *Response To Petition - Sealing Of Holden Road, Diggers Rest* in relation to the viability of using water trucks on Holden Road, especially on hot and windy days.

RECOMMENDATION:

That Council:

1. Continues to maintain Holden Road in its current state as an unsealed road in accordance with the Road Management Plan
2. Continues to use orange oil based dust suppressant when grading the road and no further dust suppression works to be undertaken.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council on Monday 11 May 2020, a petition was tabled containing 93 signatures requesting that Council consider the sealing of Holden Road, Diggers Rest in the 2020/21 budget.

In response to the above-mentioned petition a report was presented at the Meeting of Council on Monday 14 September 2020 and the following part 6 of the motion was carried:

- *Officers bring back a report on the viability of using water trucks on this road, especially on hot and windy days.*

Council officers investigated the viability of using water trucks on Holden Road and found that it would come at an estimated cost of \$200,000 per year and an estimated water usage of 10,000,000 litres of water.

All unsealed roads in the municipality generate dust and there are several that Council receive more enquiries relating to dust than Holden Road on an annual basis. If these roads were to also be treated the yearly estimated cost would be \$2,000,000 with an associated yearly estimated water usage of 100,000,000 litres of water

Council would propose to use recycled water, supplied from Surbiton Park, Strathtulloh but the volumes required would likely exceed supply and some potable water may be required.

It should also be noted that Council adds orange oil based dust suppressant to our water carts when grading the unsealed network but this has limited effect.

Due to the huge amount of cost and water required it is recommended that Council continue to manage Holden Road in accordance with the Road Management Plan, continue to use

orange oil based dust suppressant when grading the road and undertake no further dust suppression.

2. Background/Issues

At the Ordinary Meeting of Council on Monday 11 May 2020, a petition was tabled containing 93 signatures requesting that Council consider the sealing of Holden Road, Diggers Rest in the 2020/21 budget.

In response to the above-mentioned petition a report was presented at the Meeting of Council on Monday 14 September and the following part 6 of the motion was carried:

- *Officers bring back a report on the viability of using water trucks on this road, especially on hot and windy days.*

Holden Road, Diggers Rest

Holden Road is a Council maintained rural collector road approximately 3.59km long, and is a two way undivided road with a 6 metre wide carriageway and table drains on both sides. This road is an unsealed road, runs in an east-west direction and provides a connection between Calder Freeway and Plumpton Road. The continuation of Holden Road to west of Plumpton Road is a sealed rural road with 5 tonne load limit restrictions applied and the eastern approach is accessed via Calder Freeway. Holden Road currently operates at a default rural speed of 100km/h limit with no changes to the land use identified.

Holden Road is an important east-west link and provides a direct connection from the Calder Highway to Plumpton Road and further west (Toolern Vale).



Dust Suppression impacts per day

To achieve dust suppression on Holden Road the following would be required:

- Dust suppression would take place from dawn to dusk (approximately 15 hours)
- 2 x 10,000 litre water carts working continuously.

- 500,000 litres of water per day
- Approximately \$10,000 per day

This allows the trucks to travel to Surbiton Park to receive recycled water and would leave the road unwatered for 10 minutes at a time. It should be noted that on hot and windy days with traffic using the road it is likely that the road will dry out and produce dust again within this 10 minute window.

Dust from unsealed road surfaces is a common issue experienced throughout Council's unsealed road network. Council does not currently water unsealed roads due to the volumes of water required and the related costs.

The concerns around dust suppression extend to all unsealed road surfaces and Council receives several dust related enquiries for the following roads:

- Troups road south – 4.83km - 1852 Vehicles per day (VPD)
- Minns road – 1.38km - 696 VPD
- Ferris Road - 0.87km - 884 VPD
- Alfred road - 1.63km - 730 VPD
- Mount Cottrell - 8.09km - 1852 VPD
- Ryans Lane – 9.79km – 144 VPD
- Beattys road - 2km – No current traffic counts
- Creamery road - 0.81km – No current traffic counts
- Holden road – 3.67km - 509 VPD
- **TOTAL – 33.07km**

If dust suppression methods were to be undertaken on any of the above roads including Holden Road it could be suggested that this method be reproduced on any and all unsealed road surfaces that create dust concerns.

To achieve dust suppression on all unsealed roads that commonly receive dust complaints the following would be required:

- Dust suppression would take place from dawn to dusk (approximately 15 hours)
- 20 x 10,000 litre water carts working continuously.
- 5,000,000 litres of water per day.
- Approximately \$100,000 per day.

Estimated number of days required

To estimate the required days per year that are considered hot and windy, officers have considered the below criteria:

- Temperature over 30C
- Wind gusts over 40 km/h

The Bureau of Meteorology states that an average of 30 days per year are above 30C. It is difficult to determine the number of days with wind gusts over 40km/h so an assumption has been made to say that two-thirds of the days above 30C would also be considered windy days.

Therefore the dust suppression methods would on average be used for 20 days per year and come to a cost of:

- \$200,000 per year for Holden Road alone
- \$2,000,000 per year for the list of roads mentioned above.

Alternative dust suppression

Council currently adds a dust suppressant produced by Polo Citrus Australia, that is an environmentally friendly orange oil based product to our water carts when grading all unsealed roads. This has limited effect and is mainly effective during the maintenance activity.

In the past Council has trialled other chemical dust suppressants and have found no effective product for our conditions. Some Councils apply a chemical dust suppressant at the beginning of the season but still receive requests for water carts throughout the summer.

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

2.4 *A City growing and developing sustainably.*

4. Financial Considerations

The ultimate construction of Holden Road is currently referred to Council's Capital Works Program at an estimated cost of \$5.4 million dollars. Under either option this cost remains as a future cost to council and will alleviate all dust concerns.

Option 1

Council currently maintains Holden Road in accordance with the Road Management Plan and continues to use orange oil based dust suppressant when grading the road, which is funded through the operating budget.

Option 2

Council commit to utilising water carts on Holden Road on days considered windy and dusty at an estimated cost of \$100,000 per year. This will lead into requests for other unsealed roads to be treated which could bring costs up to \$2,000,000 per year.

5. Consultation/Public Submissions

Over the past 3 years each road has received the following number of recorded dust complaints:

- Alfred Road - 63
- Troups Road South – 58
- Mount Cottrell Road - 43
- Minns Road – 33
- Ryans Lane – 16
- Ferris Road - 13
- Beattys Road - 10
- Creamery Road - 6

- Holden Road – 6

The complaints are generally responded to in the following manner – *“Council does not undertake watering of roads to suppress dust as it is impossible to service all our unsealed roads with a water truck nor is it environmentally sustainable to use water to suppress dust. A number of our unsealed roads have a posted speed limit of 80km/h to slow vehicles down to aid in reducing dust.”*

If we are to use water carts on Holden Road the response will need to change and consideration to other roads should be given.

6. Risk Analysis

Option 1

Council will continue to maintain Holden Road and manage risk in accordance with the Road Management Plan, continue to use orange oil based dust suppressant when grading the road. Council will continue to receive dust complaints.

Option 2

In the event this option is moved the following risks should be considered:

- The significant volumes of recycled water required may not be available and potable water may be required. This would be environmentally unsustainable.
- Other unsealed roads in the municipality also produce dust and receive several complaints. If all roads of this nature require dust suppressing then the financial and water usage/environmental implications are enormous and impractical.

7. Options

Option 1

Council continues to maintain Holden Road in its current state as an unsealed road in accordance with the Road Management Plan, continue to use orange oil based dust suppressant when grading the road and no further dust suppression works to be undertaken.

Option 2

Council commits to a water cart dust suppression program at an estimated cost of \$2,000,000 per year.

LIST OF APPENDICES

Nil

12.17 PROPOSED LEASE TO WERN - 23 WESTWOOD DRIVE, RAVENHALL

Author: Maree Stellini - Senior Legal Officer
Presenter: Christine Denyer - Manager Legal and Governance

PURPOSE OF REPORT

To provide information to Council for it to consider entering into a new lease with Western Emergency Relief Network Incorporated for (part) 23 Westwood Drive, Ravenhall.

RECOMMENDATION:

That Council:

1. commence the process to enter into a new lease with Western Emergency Relief Network Incorporated (WERN) for part of the land situated at 23 Westwood Drive, Ravenhall with the following key terms:
 - a) commencement date of 1 September 2021 or 10 business days after the issue of the Certificate of Practical Completion for the premises;
 - b) term of 20 years; and
 - c) peppercorn rental of \$1 per annum payable if demanded subject to receipt of a development contribution of \$450,000 (inclusive of GST), payable by WERN.
2. Place a public notice in the Melton & Moorabool Star Weekly as well as on Council's website of its intention to enter into a lease with WERN.
3. Convene, if required, a meeting of the Section 223 Submissions Advisory Committee to hear from anyone who states in their submission a desire to be heard in person, at 6:30pm on 3 May 2021. If required, the meeting will be conducted via videoconference.
4. Receive a further report following the close of the submission period to enable it to make a final decision on the matter.

REPORT**1. Executive Summary**

The purpose of this report is for Council to consider entering into a new lease with Western Emergency Relief Network Incorporated (WERN) for part of the land at 23 Westwood Drive, Ravenhall (the premises) and as identified as 'Warehouse 2' in the plan at **Appendix 1**.

The premises is currently in the initial development stages with practical completion due to occur on or about 20 August 2021.

WERN expressed an interest in using the premises in order to relocate its operations within the western region to better service the current support demands and also allowing for the projected growth over the next 20 years.

The proposed lease would contain the following key terms:

- a) commencement date of 1 September 2021 or 10 business days following practical completion of the construction of the premises;

- b) term of 20 years; and
- c) peppercorn rental of \$1 per annum payable if demanded subject to receipt of a development contribution of \$450,000 (inclusive of GST) payable by WERN.

with all other terms to be in line with Council's standard leases

If Council decides to consider a new lease it would be required to commence the statutory process in accordance with sections 190 and 223 of the *Local Government Act 1989* (the Act). This includes advertising Council's intention to enter into a new lease with the relevant key terms calling for submissions and those wishing to be heard on the matter.

2. Background/Issues

At its Meeting on 14 September 2020, Council resolved to award Contract 21/008 for the design and construction of two warehouses at 23 Westwood Drive. The development will see the delivery of two warehouses with associated internal fitouts, car spaces and all other sundry works including landscaping.

WERN expressed interest in relocating their services to the City of Melton from their current premises within Brimbank to one of Council's soon to be completed warehouses as set out in the draft fitout plan at **Appendix 1**. Practical completion is due to occur on 20 August 2021.

WERN is a not-for-profit community organisation initiative in partnership with the Rotary Club, which provides emergency relief and assistance through supplying good quality second hand furniture, electronic and whitegoods, to people in need due to homelessness, mental health, family violence, refugee, fire or flood situations.

The proposed lease would see WERN relocate to the City of Melton to better service its current demands for support and also allowing for the projected growth over the next 20 years.

The proposed lease would contain the following key terms:

- a) commencement date of 1 September 2021 or 10 business days following practical completion of the construction of the premises;
- b) term of 20 years; and
- c) Peppercorn Rental of \$1 per annum subject to receipt of WERN's contribution of \$450,000 (inclusive of GST) on the commencement date of the lease.

with all other terms to be in line with Council's standard leases

Legislative requirements

The Act requires for any lease of 10 years or more, or where the annual rental is \$50,000 or more that Council must place a public notice in a newspaper circulated in the municipality inviting submissions. The public notice will also be placed on Council's website with the ability for individuals to complete an online submission form.

If any person wishes to be heard in support of their submission, a hearing will be required to be conducted pursuant to s223 of the Act. Council would then take those submissions (including any hearings) into account in making a final decision as to whether or not to enter the lease with WERN.

The relevant provisions of the Local Government '1989' Act apply and are still in operation for this proposed new lease.

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

The proposed lease is for a peppercorn rental of \$1.00 per annum for a 20 year term. The peppercorn rental is subject Council receiving a contribution of \$450,000 (inclusive of GST) from WERN on the commencement date of the lease.

5. Consultation/Public Submissions

If Council is minded to consider entering into a new lease, then in accordance with sections 190 and 223 of the Act, a public notice must be placed in a local newspaper inviting submissions.

If any person wishes to be heard in support of their submission then Council will be required to convene a hearing in order for the submitters to be heard, a proposed time and date has been included in the Officer's recommendation to this report.

Council would then take those submissions (including any hearings) into account in making a final decision as to whether to enter into a new lease.

6. Risk Analysis

Should Council not be minded to consider the new lease, WERN will be required to seek alternative premises which may impact on their service delivery including that within the City of Melton municipality.

7. Options

1. Adopt the recommendation as set out, or
2. Decide not to commence the statutory process and notify WERN accordingly.

LIST OF APPENDICES

1. Plan of premises - 23 Westwood Drive, Ravenhall - undated

12.18 CAROLINE SPRINGS GEORGE CROSS FOOTBALL CLUB - REQUEST FOR COUNCIL TO CONSIDER AND CONTINUE PROVIDING MAINTENANCE

Author: Aaron Biscan - Recreation Development Coordinator
Presenter: Maurie Heaney - General Manager Community Services

PURPOSE OF REPORT

To provide Council a report on the request from George Cross Football Club for Council to continue maintenance at the Vista Sport Complex.

RECOMMENDATION:

That Council:

1. Continue to maintain two turf sportsgrounds only at \$14,573.33 + GST per month until 30 June 2021.
2. Not provide any further financial support for utility costs at the City Vista Sporting Complex from 28 February 2021 and not provide any further concessions under the lease agreement and inform the club accordingly.
3. Council endorse Officer to facilitate an ongoing maintenance agreement for George Cross to maintain all sports grounds at City Vista Sporting Complex.

REPORT

1. Executive Summary

The Caroline Springs George Cross Football Club (CSGCFC) leases the property known as the City Vista Sports Complex. At the Ordinary Meeting of Council on 22 June 2020, Council resolved in recognition of the impact of COVID-19 on the commercial operation of the City Vista Sporting Complex, that Council:

1. *continue to maintain the City Vista sporting surfaces from 29 October 2020 up to 28 February 2021*
2. *pay the utility costs for the City Vista Sporting Complex for the period 1 July 2020 to 28 February 2021*
3. *review during February 2021 the situation relating to return to sport and Government easing of COVID-19 restrictions, to determine whether any further concessions under the lease agreement are justified.*

A further request was also received from George Cross Football Club on 6 January 2021, for Council's consideration of assistance in waving the utilities and maintenance cost of the City Vista Sports Complex due to the COVID-19 pandemic up until at least the end of June 30 2021. (Refer **Appendix 1.**)

This report provides a summary of the analysis undertaken to determine any further impacts of COVID-19 on the CSGCFC's financial ability and capacity to undertake responsibilities under the lease agreement and if any further concessions are justified.

Recommendations are presented to Council for consideration.

2. Background/Issues

This report is pursuant to Council's decision to review these arrangements in February 2021, in line with the expected full return to sport and State Governments' easing of COVID-19 restrictions, to determine whether any further concessions under the lease agreement are justified.

The City Vista Sports Complex is located in the suburb of Fraser Rise, this project was delivered by Council in conjunction with the CSGCFC pursuant to a long term; 20 year lease to the Club. The club have a peppercorn lease fee and are provided exclusive access to the facility including collecting all income associated with use to offset maintenance costs.

With the Victorian Government easing majority of restrictions on community sport from 23 November 2020, sporting clubs/groups have been reactivating their training and playing activities under specific guidelines and Council fees for all licenced sporting clubs resumed from this date.

Specifically over the last 10 months as a direct result of the COVID-19 pandemic CSGCFC had previously advised that they have seen a decrease of revenue which includes:

- Food and Beverage service(s);
- Game tickets, entry and membership fees; and
- Reduced income from Western United Football Club whom utilise the Complex.

Officers have been engaging with the club to understand any ongoing impacts on the club financially and their capacity to undertake the responsibilities of the lease they entered into for the right to exclusive use of the City Vista Sport Complex. As part of this review the club provided to Council:

- Financial Impact Financial Year 2019/2020 Projected v Actual
- Financial Impact during COVID period broken into quarters (Pre & Post COVID PL)
- Annual maintenance Spend
- Government Support /funding received during lockdown including Job keeper and amounts
- Provided advice on the clubs approach to refunding or transitioning members fees paid in 2020
- Participation levels pre and post COVID-19 restriction period
- Details around the sub lease agreement between the club and Western United including fees collected from Western United and those intended to be collected by adjacent primary school

During the COVID-19 restriction period the CSGCFC received \$366,850 comprising Jobkeeper, ATO Cash Flow Boost and Victorian Business Support.

The officers assessment indicates that the club is trading in profit, has significant cash reserves and participation has grown entering the 2021 junior and senior football seasons with membership income increasing and at a very healthy level, especially when compared to other community sporting groups in the municipality.

Should Council wish to continue to support the club with its lease responsibilities, options have been provided to ensure equity with how all Council facilities are provided to community sporting clubs.

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 estimated utility cost that Council has supported the club with is \$80,000 since June 2020 when Council resolved to provide additional support to the club operations. The majority of these costs since June 2020 relate to the maintenance of grounds and utilities costs

The monthly sportgrounds and utility costs are approximately:

- Maintenance contract for Two synthetic fields: \$3,123.80 + GST per month
- Maintenance contract for the Two natural turf fields: \$14,573.33 + GST per month
- Utility costs estimated at \$14,000.00 per month (under normal pre-COVID operations)

5. Consultation/Public Submissions

Council Officers have been well engaged with the CSGCFC in relation to this request. Should Council be minded to consider the request, Officers will continue to engage with CSGCFC to support them to increase capacity to undertake their lease responsibilities.

6. Risk Analysis

Due to Council's major investment into the City Vista sports initiative, it is critical that grounds and the infrastructure are maintained to the required level and reduce the possibility of Council having to replace or rebuild the facilities before the normal end of life term. This is a risk for Council if the tenant does not consider themselves able to undertake financial responsibilities of the lease.

A further risk is the equity associated with how Council provide and manage all other sporting facilities for the community. Other sporting clubs operate on a licence agreement, paying user fees for access to multipurpose facilities with Council undertaking all maintenance on behalf of the community sporting clubs and the sporting clubs paying for all utility expenditure.

To reduce this risk, Council could determine to provide support for the management of the community synthetic sports fields as this is predominantly utilised by the junior component of the club and the adjacent school, and hand over the elite and community turf fields to the club as the Officers were advised these fields are primarily used by Western United and the senior component of the club. These fields are gated and generate significant income for the club.

Council could also determine to no longer support the payment of utilities for the operation of the bistro and sportsground lighting as these form the bulk of utility expenses and the operation of these services relate directly to the income generating activities of the club.

7. Options

Council has the option to:

1. Not provide any further financial support for utility costs at the City Vista Sporting Complex from 28 February 2021 and not provide any further concessions under the lease agreement and inform the club accordingly
2. Continue to maintain the Two synthetic fields only at approximately \$3,123.80 + GST per month
3. Continue to maintain two turf sportsgrounds only at approximately 14,573.33 + GST per month
4. Continue to maintain all the City Vista sporting surfaces (4) from 28 February to 30 June 2021 at approximately \$17,600.00 per month.
5. Continue to maintain all grounds and pay the utility costs for City Vista Sporting Complex from 28 February to 30 June 2021 at \$31,600.00 + GST per month.

LIST OF APPENDICES

1. Letter received from Caroline Springs George Cross - dated 6 Jan 2021

12.19 GROWING SUBURBS FUNDS 2020-21 ROUND 2 APPLICATIONS

Author: Laura-Jo Mellan - Executive Manager Property and Projects
Presenter: Laura-Jo Mellan - Executive Manager Property and Projects

PURPOSE OF REPORT

To inform Council of the submissions made to the growing Suburbs Fund 2020/21 (Round 2).

RECOMMENDATION:

That Council note the applications to the Growing Suburbs Fund (GSF) 2020/21 (Round 2) for the following projects in priority order:

1. Mt Atkinson Children's and Community Centre;
2. Mt Atkinson Active Open Space;
3. Melton Recreation Reserve;
4. Navan Park;
5. Banchory Green Reserve.

REPORT

1. Executive Summary

Over the six rounds of the Growing Suburbs Fund (GSF) the State Government has funded \$275M in total. A further \$50M was committed in the 2020/21 State Budget. Melton City Council have Council has been successful in obtaining \$31.65M across six rounds to support the delivery of a wide range of projects in both our established communities and our new communities in the growth areas.

The 2020/21 GSF (Round 2) will fund new, expanded or upgraded infrastructure projects within Melbourne's ten interface and six peri-urban councils. The program will support projects that have a direct benefit to communities and surrounding catchment areas.

This second round of the 2020-21 Growing Suburbs Fund is an additional \$50M contribution made by the Victorian Government in the late 2020/21 budget and will contribute towards critical local community infrastructure needs for our most diverse and fast-growing communities.

All infrastructure projects must commence construction within 18 months of the grant being announced and must be completed within a 24 month timeframe from the start of construction.

Applications opened 27 January 2021 and closed 10 March 2021.

All submissions will require a mandatory council resolution providing support for the applications and a priority order of projects.

2. Background/Issues

The State Government launched the Interface Growth Fund (IGF) in July 2015 which provides funding to the outer suburbs to support the delivery of critical local infrastructure needs for growing communities.

Melton City Council have Council has been successful in obtaining \$31.65M across six rounds to support the delivery of a wide range of projects in both our established communities and our new communities in the growth areas and have the best record in achieving the milestone commitments.

Over the six rounds of the Growing Suburbs Fund (GSF) the State Government has funded \$275M in total. A further \$50M was committed in the 2020/21 State Budget. The second round of the 2020-21 Growing Suburbs Fund is an additional contribution by the Victorian Government towards meeting critical local community infrastructure needs for our most diverse and fast-growing communities.

The 2020/21 GSF (Round 2) will fund new, expanded or upgraded infrastructure projects within Melbourne's ten interface and six peri-urban councils. The program will support projects that have a direct benefit to communities and surrounding catchment areas across the following broad infrastructure categories:

- Community Health and Well-being
- Early Education, Learning and Training
- Sport, Recreation and Leisure facilities that have dedicated community space and support multi use purposes
- Environmental and Climate change resilience
- Place making, Civic amenity, and Community connecting

All infrastructure projects must commence construction within 18 months of the grant being announced and must be completed within a 24 month timeframe from the start of construction.

All submissions will require a mandatory Council resolution providing support for the application and a priority order of projects.

Applications will be assessed against the following project assessment criteria:

- Criteria 1 – Why is this project required?
- Criterion 2 – Who will benefit and how? – 25%
- Criterion 3 – What will be delivered – 20%
- Criterion 4 – How will the project be delivered - 20%
- Criterion 5 -The extent of council and community support for the project – 10%

Full details of the assessment criteria is contained at **Appendix 1**.

In addition, all projects must comply with a number of program wide criteria:

- consistency with state priorities– the panel will consider how each project aligns local and State priorities
- leveraged funding – Councils are expected to contribute funding to the delivery of each project. A program wide funding leverage of \$1 for \$1 is in place.

- geographic distribution - no more than 15 percent of the total pool of funding will be allocated to a single council
- diversity of infrastructure/project types - the assessment will seek to ensure that funded projects represent a mix of infrastructure
- Council's past performance will be taken into consideration
- consideration of the Green Star Rating certification for design, construction and operations for sustainable buildings.

Application Process and Key Time Frames:

Action	Date
Applications Open	27 January 2021
Applications Close	10 March 2021
Announcements	From April 2021
Construction Commencement	Within 18 months of the funding announcement
Construction Completion	Within 24 months of commencement

As noted above, Council is required list the projects in a priority order. It is proposed the priority order of the projects is:

1. Mt Atkinson Children's and Community Centre
2. Mt Atkinson Active Open Space
3. Melton Recreation Reserve
- 4.. Navan Park
5. Banchory Green Reserve

In previous funding rounds, Council have been required to identify particular projects that will be brought forward within the budget process if GSF funding is achieved, this is not explicit in the Round 2 guidelines. However if required, it is recommended that additional parks be bought forward into the 2021/22 and 2022/23, financial years under the Parks Development Program should Council be successful in securing funding. In addition, it should be noted that securing the Growing Suburbs Fund may enable Council to bring forward the delivery of infrastructure in the growth areas as the funding towards either Mt Atkinson Project will cover part of the significant shortfall in that Precinct Structure Plan area.

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

The Growing Suburbs Fund enable Council to submit projects which can commence projects within 18 months of being awarded any funding. In this context the financial information is

based on the draft budget for 2021/22 and 2022/23 as informed by the 10-year Infrastructure Plan.

The draft 2021/22 Budget allocates \$3,502,180 of developer contributions and \$4,958,719 of Council funds towards the design and construction the Mt Atkinson Children's and Community Facility.

The draft 2022/23 budget in the 10 year Infrastructure Plan allocates \$7,127,095 of developer contributions with the balance of the project funded from Council reserves towards the design and construction the Mt Atkinson Active Open Space.

The draft 2021/22 Budget allocates \$470,000 to the Parks Development Program with \$980,000 estimated for 22/23 in the 10 year Infrastructure Plan. The draft 10 year Infrastructure Plan

The draft 2021/22 Budget allocates \$3,300,000 of Council funds to the construction of the Melton Recreation Reserve Community Pavilion.

This funding application to the Growing Suburbs Fund seeks to attract \$6,304,000 towards the delivery of the selected projects as outlined in the table below:

Project	Estimated Project Value	Funds sought from GSF	Estimated Council Contribution (if funding received)
1. Mt Atkinson Children and Community Centre	\$8,460,899	\$800,000 (only \$1,600,000 considered eligible)	\$7,660,899 <i>(\$3,590,719 – Council Funds \$4,070,180 – ICP)</i>
2. Mt Atkinson Active Open Space	\$12,770,00	\$2,580,000 (only \$5,160,000 considered eligible)	\$10,190,000 <i>(\$3,062,905 - Council Funds \$7,127,095 – ICP)</i>
3. Melton Recreation Reserve – Pavilion	\$4,162,000	\$2,081,000	\$2,081,000
4. Navan Park	\$984,000	\$491,000	\$491,000
5. Banchory Green Reserve	\$704,000	\$352,000	\$352,000
Total GSF Funding Requested: (maximum available \$7,500,000)		\$6,304,000	

5. Consultation/Public Submissions

All the projects listed will be subject to consultation with relevant stakeholders during the development of the design for each project.

The Melton Recreation Reserve –Community Pavilion has been subject of consultation with the clubs during the design of the Pavilion and the wider community was also consulted as part of the development of the Hannah Watts Masterplan.

6. Risk Analysis

Each of the recommended projects align with approved strategies and/or plans and will be delivered through Council's Project Management Framework which includes an assessment

of the risks involved in delivery the project which will be actively managed throughout the delivery of the project.

7. Options

That Council:

1. Endorse the submission of GSF applications in the priority order list contained within the Recommendation.
2. Not endorse the submissions of the GSF applications or recommended priority order projects.

LIST OF APPENDICES

1. Growing Suburbs Fund Application Guidelines (Round 2) - dated December 2020

12.20 INSTRUMENTS OF DELEGATION UPDATE

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

PURPOSE OF REPORT

To seek the approval of Council of the updated S6 Instrument of Delegation to Members of Council Staff.

RECOMMENDATION:

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation Melton City Council (**Council**) RESOLVES THAT –

1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *S6 Instrument of Delegation to Members of Council Staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument. (refer **Appendix 1**)
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to Members of Council Staff (other than the Chief Executive Officer) are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

REPORT

1. Executive Summary

A Council may, by Council resolution, make an Instrument of Delegation and delegate to a member of its staff a range of powers, duties or functions of a Council under the *Local Government Act 1989* ('the 1989 Act'), the *Local Government Act 2020* ('the 2020 Act'), or any other applicable Act.

This report seeks Council approval of the updated *S6 Instrument of Delegation – Members of Staff*.

The draft S6 Instrument of Delegation – Members of Staff now presented to Council will provide for the proper and efficient use of Council's powers in allowing Council staff to undertake the day to day management of the organisation in a timely and responsive manner.

2. Background/Issues

This report to Council seeks its approval of the updated S6 Instrument of Delegation to Members of Staff.

Well-constructed Instruments of Delegation are important as a person exercising a delegation is effectively 'standing in the shoes of the Council'. A decision made under delegation is a decision of the Council. A delegation in force does not prevent Council from making the decision.

Maddocks Lawyers provide a Delegations and Authorisations Service to which Melton City Council subscribes. The updated delegations reflect the new, changed and deleted legislative provisions that sit within the S6 Instrument of Delegation to Members of Staff. The delegation service provides these updates each six months.

The S6 Instrument of Delegation - Members of staff covers a range of powers, duties and functions under specific Acts and Regulations where, in Maddocks' opinion, the delegation must be from the Council direct to the position, rather than through a sub-delegation from the Chief Executive Officer. In Maddocks' view these delegations must be direct from Council as the legislation or provisions contained in this instrument do not allow for sub-delegation.

This updated instrument had relatively few amendments and they were of a straight forward nature. There was one deleted provision, 5 new provisions and 7 changed provisions.

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 relevant to this matter.

5. Consultation/Public Submissions

There is no requirement for public consultation in this process.

6. Risk Analysis

The same risks apply in decision making by Officers as for decisions by Council. Namely that the decision could be tainted by conflict of interest, be ultra vires and may be subject to administrative review by a Court or Tribunal.

7. Options

Council has the options to:

1. Adopt the Recommendation as presented.
2. Amend the Instrument of Delegations as presented.

LIST OF APPENDICES

1. Revised Instrument of Delegation - Members of Staff - undated

13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS

Reports on external Committees and external Representative Bodies for which Councillors have been appointed by Council.

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

14. NOTICES OF MOTION**14.1 NOTICE OF MOTION 751 (CR VANDENBERG)****Councillor: Ashleigh Vandenberg - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 15 March 2021

MOTION:

That Council Officers:

1. consult with the 2nd Melton Scouts committee to investigate concept designs and costings for potential options to rebuild the 2nd Melton Scouts facility located at the Blackwood Drive Recreation Reserve;
2. investigate and pursue funding opportunities that may be available from State and Federal Government in the way of grants or funding streams that may support this project; and
3. report back to Council as a priority, and for this project to be considered as part of the 2021-22 budget process.

OFFICER'S COMMENTS:

If the motion is endorsed, officers will commence consultation with Councils internal Departments which will also include the investigation of the site. Consultation will occur with the Scout group.

Officers will present a future report to Council.

14.2 NOTICE OF MOTION 752 (CR VANDENBERG)**Councillor: Ashleigh Vandenberg - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 15 March 2021

MOTION:

That Council undertake a review, including a detailed study and costings, on an early childhood transport model that supports disadvantaged families to attend Council's childhood centres, including maternal child health services, and a trial to be considered via funding in the 2021-22 budget.

Officers to report back to Council by the April 2021 meeting of Council.

OFFICER'S COMMENTS:

This is a complex Notice of Motion as Kindergartens are managed externally by a number of early years specialist providers. There are currently 21 Council facilities providing approximately 2680 (3) and (4) year old places active as from February 2021. Service provision across the Municipality is increasing annually. Officers will also need to consult with the State government and all providers to determine if and how this may progress.

If the motion is endorsed by Council, officers will prepare a report for the April 2021 meeting of Council.

14.3 NOTICE OF MOTION 753 (CR KESIC)**Councillor: Goran Kesic - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 15 March 2021

MOTION:

That the Council request the developer (Dennis Family Homes Pty Ltd) to undertake maintenance works on the fountain located at the entry to the Burnside Estate; on the corner of Ballarat Road and Westwood Drive.

OFFICER'S COMMENTS:

The fountain infrastructure at Burnside is privately owned. As such, it is not appropriate for Council to undertake any repair works, however it is appropriate to write to the owner requesting them to do so.

14.4 NOTICE OF MOTION 754 (CR ABBOUSHI)**Councillor: Steven Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 15 March 2021

MOTION:

That Council Officers investigate what possible future Government grant opportunities that may exist to upgrade the existing Arbour Boulevard Park situated in Burnside Heights. (Adjacent Calder Park Drive).

Also that this park to be included in the parks development program as a priority for future consideration.

OFFICER'S COMMENTS:

Arbour Boulevard/Westwood Drive Reserve has been assessed in the Parks Development Program and is currently ranked 110 of 221 reserves, scheduled for improvement works. The reserve is an undeveloped section of open space adjacent to Westwood Drive at the end of Arbour Boulevard. It is part of a 4.3ha parcel of land that follows Kororoit Creek to the Burnside Heights Recreation Reserve. The area specific area in question is approximately 2.1ha.

From a strategic and service perspective the neighbourhood area is serviced by other reserves including Burnside Heights Recreation Reserve and Arbour Boulevard Central Reserve. If the site was to be considered for district type facilities such as dog off lead parks or the like, consideration will need to be given for increased visitation and car parking leading to higher servicing costs. Consideration would also be required to address likely problems with illegal parking in Westwood Drive.

With regards the priority of Parks Development Program Projects in the local area accessible to this neighbourhood, Arbour Boulevard Central Reserve is number 6 of 221 after the 2021/22 Capital Works program and the Burnside Heights Recreation Reserve is number 15 of 221. These reserves are mentioned as they are the local reserves that service the community in the vicinity of the reserve in question.

In terms of funding opportunities the Growing Suburbs Fund is the only source of funding being currently offered by the State Government. Council has been very successful in attracting funding under this program and has been submitting funding applications that are established as clear priorities under the Parks Development Program (PDP).

14.5 NOTICE OF MOTION 755 (CR TURNER)**Councillor: Bob Turner - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 15 March 2021

MOTION:

That Council write to Minister for Roads and Road Safety the Hon. Ben Carroll, local State MP Steve McGhie and local Federal MHR Brendan O'Connor reiterating Council's position regarding this priority project, and request advice regarding the timeline for the upgrade to a diamond interchange of the junction of Bulmans/Clarkes Road and Western Highway.

OFFICER'S COMMENTS:

Council officers will prepare correspondence in accordance with the Notice of Motion above.

14.6 NOTICE OF MOTION 756 (CR SHANNON)**Councillor: Julie Shannon - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 15 March 2021

MOTION:

That Council commit to the establishment of a Melton Weir development committee, with officers to draft a terms of reference for Council's consideration in the future, with committee membership being:

Up to 4 Coburns Ward Councillors

A delegate of Southern Rural Water

1 Council Officer (Parks Development Unit)

1 Council Officer (Planning Unit)

2 Community members (to be publicly advertised and appointed by Council)

OFFICER'S COMMENTS:

If the motion is endorsed officers will proceed with the establishment of a Melton Weir development committee and accompanying Terms of Reference.

14.7 NOTICE OF MOTION 757 (CR RAMSEY)

Councillor: Sophie Ramsey - Councillor

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 15 March 2021

MOTION:

That Council officers investigate and report on what other Western Region Councils have introduced into their Local Laws to address the problem of hoon driving

OFFICER'S COMMENTS:

Nil

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE

16. URGENT BUSINESS

17. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

17.1 **Contract No. 21/041 – MacPherson Park Soccer Pavilion Construction**

- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

Recommended Procedural Motion

That the meeting be opened to the public.

18. CLOSE OF BUSINESS